

Course Change Request

New Course Proposal

Date Submitted: 03/02/18 12:00 pm

Viewing: **ANSC 495 : International Agriculture and Animal Production**

Last edit: 06/15/18 9:24 am

Changes proposed by: d-witt

Faculty Senate Number

Contact(s)

Name	E-mail	Phone
Shawn Ramsey	sramsey@tamu.edu	979-845-7616

Course prefix ANSC Course number 495

Department Animal Science

College/School Agriculture & Life Sciences

Academic Level Undergraduate

Undergraduate course level justification (Select One)
Prerequisites

All prerequisites will be enforced through COMPASS.

Effective term 2019-2020

Complete Course Title
International Agriculture and Animal Production

Abbreviated Course Title
INTL AGRI & ANIM PROD

Catalog course description

Study of international agriculture and animal production in the world market; impact on foreign economies and culture; considerations of import and export marketing on products to and from the U.S. to provide students the exposure to international economies and cultures; study abroad.

Prerequisites and Restrictions

Grade of C or better in ANSC 107 or approval of instructor.

Should catalog prerequisites / concurrent enrollment be enforced? Yes

In Workflow

1. ANSC Department Head
2. Curricular Services Review
3. AG Committee Preparer UG
4. AG Committee Chair UG
5. AG College Dean UG
6. UCC Preparer
7. UCC Chair
8. Faculty Senate Preparer
9. Faculty Senate
10. Provost II
11. President
12. Curricular Services
13. Banner

Approval Path

1. 03/02/18 12:13 pm
Wes Osburn (osburnw):
Approved for ANSC Department Head
2. 03/05/18 9:13 am
Sandra Williams (sandra-williams):
Approved for Curricular Services Review
3. 03/05/18 9:16 am
Dawn Kerstetter (dkerstetter): Approved for AG Committee Preparer UG
4. 03/05/18 10:28 am
Bob Knight (bob-knight): Approved for AG Committee Chair UG
5. 03/05/18 1:03 pm
Kim Dooley (k-dooley):
Approved for AG College Dean UG
6. 03/05/18 8:16 pm
Sandra Williams (sandra-williams):
Approved for UCC Preparer
7. 04/09/18 9:21 am
Sandra Williams (sandra-williams):
Approved for UCC Chair
8. 04/11/18 3:50 pm
Jan Helgoth (helgoth):
Approved for Faculty Senate Preparer

9. 05/15/18 3:50 pm
 Janet Gonzales (janet-gonzales): Approved for Faculty Senate
 10. 06/15/18 9:24 am
 Janet Gonzales (janet-gonzales): Rollback to Faculty Senate for Provost II

Enforced Prerequisites / Concurrent Enrollment

And/Or	(Course Prefix/Number	Min Grade/Score	Academic Level)	Concurrency?
		ANSC 107	C	UG		

Crosslistings No Crosslisted With
 Stacked No Stacked with

Semester 3 Contact Hour(s) Lecture: 3 Lab: 0 Other: 0 Total 3
 Credit Hour(s) (per week):

Repeatable for credit? No

CIP/Fund Code 0109010005

Default Grade Mode Letter Grade(G)

Method of instruction Lecture

Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education) Yes

Learning Outcomes Meets traditional face-to-face learning outcomes.

Describe how learning outcomes are met or provide justification why they are not met.
 Learning outcomes are met through lectures from industry professionals, group and individual discussions and writing assignments to reflect on key industry concepts

Hours Meets traditional face-to-face hours.

Describe how hours are met or provide justification why they are not met.
 Hours are met with a combination of outside writing assignments prior and post trip. The majority of the hours are cumulated during the 15 day trip in which students travel to and study different agriculture and animal production facilities. A normal day of travel and study is 8-10 hours per day.

Will this course be taught as a distance education course? No

Is 100% of this course going to be taught in Texas? No

Will classroom space be needed for this course? No

This will be a required course or an elective course for the following programs:

Required (select program)

Elective (select program)	Program(s)
	(BS-ANSC-ANS) Animal Science - BS, Science Option
Has/will this course be(en) submitted for core curriculum consideration?	No
Has/will this course be(en) submitted for Writing or Communication consideration?	No
Has/will this course be(en) submitted for ICD consideration?	Yes

Course Syllabus

Syllabus:	Upload syllabus
Upload syllabus	ANSC 495 updated syllabus.docx
Letters of support or other documentation	No
Additional information	
Reviewer Comments	<p>Wes Osburn (osburnw) (02/26/18 9:31 am): Rollback: Syllabus requires validation of 135 SCH as a NT course.</p> <p>Sandra Williams (sandra-williams) (03/02/18 11:52 am): Minor edits made to course title and catalog prerequisites.</p> <p>Sandra Williams (sandra-williams) (03/02/18 11:54 am): Rollback: Syllabus has incorrect Aggie Honor Code website link.</p> <p>Sandra Williams (sandra-williams) (03/05/18 9:13 am): Update received.</p> <p>Sandra Williams (sandra-williams) (04/09/18 9:21 am): UCC approved April 2018.</p> <p>Janet Gonzales (janet-gonzales) (06/15/18 9:24 am): Rollback: Glitch in CARS, was not "approved" to be moved to Provost II.</p>

COLLEGE OF AGRICULTURE AND LIFE SCIENCES
DEPARTMENT OF ANIMAL SCIENCE

A. COURSE INFORMATION AND PREREQUISITES

Title and Number:	ANSC 495 – International Agriculture and Animal Production: Study Abroad
Term:	Fall, 201X
Meeting Times and Locations:	
Mode of Instruction:	Lecture; Non-Traditional
Credit Hour:	3 hr. (3-0)
Prerequisites:	ANSC 107

B. COURSE DESCRIPTION

With a rapidly growing world population, our world food supply becomes more critical. To prepare our students for this international market, they must understand the culture, diversity and heritage of countries both producing and buying agriculture products. This study abroad program will provide students with a general understanding of aspects of the livestock and production agriculture industry in the United Kingdom and Ireland. Through the Field to Farm program the students will gain detailed economic knowledge of the sheep, dairy, beef and horse production systems in these countries. The areas of focus throughout our visit will include learning about grazing management, touring efficient large-scale dairy production operations as well as facilities for processing food products.

C. COURSE PURPOSE

(Example from ANSC 318)

- *Students will be required to complete writing assignments on visiting country culture, ethnicity and heritage prior to the trip and participate in class discussion prior to departure.*
- *During and after completion of the trip, students will participate in reflection on the differences in culture, ethnicity and heritage and how these feelings interact in the global agriculture/food supply of the world.*
- *Students will also complete a pre and post trip survey designed to evaluate the international experience. Students will be divided into teams prior to the trip and tasked to problem solve specific international agriculture issues in the study country compared to America. This approach should develop career competencies such as teamwork, problem solving and critical thinking in regards to maintaining an international food supply.*
- *Daily discussions during the trip concerning cultural differences in animal agriculture will take place.*
- *Following the trip, students will present their experiences to other TAMU classes in the Fall semester.*

D. INSTRUCTOR INFORMATION

Instructor: Dr. Shawn Ramsey
Office Phone Number: (979) 845-7616
E-mail Address: sramsey@tamu.edu
Website: N/A
Office Hours: By Appointment Only
Office Location: KLCT 109

E. PROGRAM & COURSE LEVEL OUTCOMES

Department of Animal Science Program Level Outcomes included in this course are listed below in bold, below those are their corresponding course level outcomes explored in this course.

On successful completion of this course, the student will be able to:

1. Implement Animal Management Strategies: Animal products/outputs

1. e. 4 Design methods/process to improve the conversion of livestock into products/outputs.

3. Evaluate Socially Responsible Techniques to Produce Animal Products: Interconnectedness of production systems and product generation within current societal paradigms

3. b. 3 Connect changes in production practices to their impact on product cost and value.

4. Demonstrate Critical Thinking: Evidence

4. b. 3 Interpret and apply information from vetted professional resources to answer questions related to animal science.

and incorporates and values information from external perspectives as well.

4. Demonstrate Critical Thinking: Conclusion and related outcomes

4. e. 3 Practice incorporation of information to both assess and prioritize information to predict logical conclusions and related outcomes.

6. Demonstrate Professional Conduct: Respect for people and animals

6. a. 3 Demonstrate respect via utilization of professional practices.

10. Integrated Learning: Transfer knowledge

10. c. 3 Adapt skills, abilities, theories, or methodologies gained in one situation to new situations to understand problems or explore issues.

F. GRADING POLICIES

Full participation in activities during 16 day Study Abroad Program	350 pts.
4 writing assignments (25 pts. each)	100 pts.
Presentation given after trip	50 pts.

Conversion of numerical grade to letter grade will be made as follows:

(Example)

90% and above -	A
80% to below 90% -	B
70% to below 80% -	C
60% to below 70% -	D
Below 60% -	F

G. CALENDAR OF TOPICS AND IMPORTANT DATES

Date	Topic or Experience
May 8 5-7:00 pm	Overview of course expectations and objectives; Discussion of travel logistics, cultural preparation and adaptation. (2 hrs)
July 3 6-8:00 pm	Overview of UK/Ireland history and culture relating to people and agriculture. (2 hrs)
July 10 6-8:00 pm	Introduction to livestock production and ecosystems in the UK and Ireland. <i>Writing Assignment #1 due. (2 hrs)</i>
July 17 6-8:00 pm	Introduction to crop and meat production in the UK and Ireland. <i>Writing Assignment #2 due. (2 hrs)</i>
July 24 6-8:00 pm	Pre-departure meeting in College Station or previous arrangement. Trade and exports of the UK and Ireland. <i>Writing Assignment #3 due. (2 hrs)</i>
July 28	Travel Day
July 29	Day 1: 3 farm/ag visits – 2 hours each (6 hrs) Daily reflection – 30 minutes per visit (1.5 hrs)
July 30	Day 2: 3 farm/ag visits – 2 hours each (6 hrs) Daily reflection – 30 minutes per visit (1.5 hrs)
July 31	Day 3: 3 farm/ag visits – 2 hours each (6 hrs) Daily reflection – 30 minutes per visit (1.5 hrs)
August 1	Day 4: 4 farm/ag visits – 2 hours each (8 hrs) Daily reflection – 30 minutes per visit (2 hrs)
August 2	Day 5: 4 farm/ag visits – 2 hours each (8 hrs) Daily reflection – 30 minutes per visit (2 hrs)
August 3	Day 6: 3 farm/ag visits – 2 hours each (6 hrs) Daily reflection – 30 minutes per visit (1.5 hrs)
August 4	Day 7: 3 farm/ag visits – 2 hours each (6 hrs) Daily reflection – 30 minutes per visit (1.5 hrs)
August 5	Day 8: 3 farm/ag visits – 2 hours each (6 hrs) Daily reflection – 30 minutes per visit (1.5 hrs)
August 6	Day 9: 4 farm/ag visits – 2 hours each (8 hrs) Daily reflection – 30 minutes per visit (2 hrs)
August 7	Day 10: 3 farm/ag visits – 2 hours each (6 hrs) Daily reflection – 30 minutes per visit (1.5 hrs)
August 8	Day 11: 4 farm/ag visits – 2 hours each (8 hrs) Daily reflection – 30 minutes per visit (2 hrs)
August 9	Day 12: 4 farm/ag visits – 2 hours each (8 hrs) Daily reflection – 30 minutes per visit (2 hrs)
August 10	Day 13: 3 farm/ag visits – 2 hours each (6 hrs) Daily reflection – 30 minutes per visit (1.5 hrs)

August 11	Day 14: 4 farm/ag visits – 2 hours each (8 hrs) Daily reflection – 30 minutes per visit (2 hrs)
August 12	Day 15: Travel to US
August 28 5-7:00 pm	Post-trip meeting in College Station. <i>Writing Assignment #4 due.</i> (2 hrs)
September 11 5-8:00 pm	Post-trip meeting in College Station. <i>Final Presentation.</i> (3 hrs)

H. SPECIAL PROVISIONS

1. Americans with Disabilities Act (ADA) Policy Statement

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 believe you have a disability requiring an accommodation, please contact the Department of Disability Services, located in the Disability Services Building at White Creek on west campus or call 979-845-1637. For more information, visit <http://disability.tamu.edu>.

2. Academic Integrity

Misconduct in research or scholarship includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data. It is very important to read other people's work and to use their ideas in developing theses, professional papers, or otherwise completing academic requirements. This is called scholarship and is highly rewarded because it builds a cumulative body of knowledge. When other scholars share their ideas, they expect that others will give them credit when making use of their ideas. It is critically important for students to understand the rules for properly crediting other people's ideas when writing a thesis or professional paper or otherwise completing academic requirements.

If you use someone else's idea without using his or her specific words, this is called paraphrasing. When you paraphrase, you are expected to indicate the source of the idea (the author and publication date, but not a page number). This allows a reader to find the source of the ideas, verify that you have accurately represented them, and obtain additional information about those ideas if necessary. If you use someone else's exact words, this is called quoting. When you quote, you are expected to enclose the words in quotation marks, and indicate the source of the quote (the author, publication date, and page number). Plagiarism also applies to information found on the web; it is equally important to cite a web source and the rules above pertain. Consequently, if there are not quotation marks around the text and no source is cited, instructors will assume that you intend for them to conclude that any ideas, especially the specific words, that you presented in your work are your own.

Thus, if the idea or the exact words are taken from another source and you do not indicate the source of the idea, you are representing another person's ideas as if they were your own. This is called **plagiarism** and is a very serious offense.

Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to

authenticate one's work, should the instructor request it, is sufficient grounds to initiate an academic dishonesty case. For additional information please visit: <http://aggiehonor.tamu.edu>.

“An Aggie does not lie, cheat, or steal, or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System.

3. Absences

Rules concerning excused absences may be found at <http://student-rules.tamu.edu/rule07>. In particular, except for absences due to religious obligations, the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. By state law, if a student misses class due to an obligation of his or her religion, the absence is excused. A list of days of religious obligation for the coming semester may be found at <http://student-rules.tamu.edu/append4>.

4. Disruptive Behavior

If a student's behavior in class is sufficiently disruptive to warrant immediate action, the instructor is entitled to remove a student on an interim basis, pending an informal hearing with the Head of the Department offering the course. This hearing must take place within three working days of the student's removal. This rule and supporting information may be found at <http://student-rules.tamu.edu/rule21>.

5. Copyright

Instructor reserves copyright to all materials used in this course. This means all materials generated for this class, which includes but is not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy any material, unless expressly granted written permission.

6. Defacement of University Property

"It is unlawful for any person to damage or deface any of the buildings, statues, monuments, trees, shrubs, grasses, or flowers on the grounds of any state institutions of higher education (Texas Education Code Section 51.204)". The words damage or deface refer specifically to any and all actions, whether direct or indirect, that either diminish the value or mar the appearance of the physical environment.

Course Change Request

New Course Proposal

Date Submitted: 01/26/18 11:59 am

Viewing: **FINC 342 : Introductory Finance for the Petroleum Ventures Program**

Last edit: 06/15/18 9:33 am

Changes proposed by: tdye

Faculty Senate Number

Contact(s)

Name	E-mail	Phone
Richard Dye	tdye@tamu.edu	9798453446

Course prefix FINC Course number 342

Department Finance

College/School Mays Business School

Academic Level Undergraduate

Undergraduate course level justification (Select One)
College/Program Course Level Rubric

Academic Level (alternate) Graduate

Effective term 2019-2020

Complete Course Title
Introductory Finance for the Petroleum Ventures Program

Abbreviated Course Title
INTRO FINANCE FOR PVP

Catalog course description

Basic principles of corporate finance, investments, financial institutions, and international finance; the Federal Reserve System; interest rates; time value of money; characteristics and valuation of stocks and bonds; securities markets; business organization; capital budgeting analysis. Only one of the following will satisfy the requirements for a degree: FINC 341 and FINC 342.

Prerequisites and Restrictions

Admission to Petroleum Ventures Program and approval of instructor.

Concurrent Enrollment No

Should catalog prerequisites / concurrent enrollment be enforced? No

Crosslistings No Crosslisted With

Stacked No Stacked with

Semester 3 Contact Hour(s) Lecture: 3 Lab: 0 Other: 0
Credit (per week): Total 3
Hour(s)

In Workflow

1. FINC Department Head
2. Curricular Services Review
3. BA Committee Preparer UG
4. BA Committee Chair UG
5. BA College Dean UG
6. UCC Preparer
7. UCC Chair
8. Faculty Senate Preparer
9. Faculty Senate
10. Provost II
11. President
12. Curricular Services
13. Banner

Approval Path

1. 01/26/18 12:00 pm
Richard Dye (tdye):
Approved for FINC Department Head
2. 01/29/18 9:16 am
Sandra Williams (sandra-williams):
Approved for Curricular Services Review
3. 02/06/18 12:14 pm
Michelle Diaz (michellediaz):
Approved for BA Committee Preparer UG
4. 02/16/18 4:31 pm
Michelle Diaz (michellediaz): Rollback to BA Committee Preparer UG for BA Committee Chair UG
5. 02/22/18 5:56 pm
Michelle Diaz (michellediaz):
Approved for BA Committee Preparer UG
6. 02/22/18 5:57 pm
Michelle Diaz (michellediaz):
Approved for BA Committee Chair UG
7. 02/23/18 9:23 am
Martha Loudder (m-loudder): Approved for BA College Dean UG
8. 03/05/18 9:06 am
Sandra Williams (sandra-williams):

Repeatable for credit? No
Three-peat? No
CIP/Fund Code 5208010016
Default Grade Mode Letter Grade(G)

Alternate Grade Modes
Satisfactory/Unsatisfactory

Method of instruction
Lecture

Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education) Yes

Learning Outcomes
Meets traditional face-to-face learning outcomes.

Describe how learning outcomes are met or provide justification why they are not met.
Although the course is offered online only, departmental faculty review confirms that learning outcomes exactly match those we would have for a traditional face-to-face course.

Hours
Does not meet traditional face-to-face hours.

Describe how hours are met or provide justification why they are not met.
Students are required to access the same number of hours of online content they would have in a traditional face-to-face course (35 hours), plus exams.

Will this course be taught as a distance education course? No

Is 100% of this course going to be taught in Texas? Yes

Will classroom space be needed for this course? No

This will be a required course or an elective course for the following programs:

Required (select program)

Elective (select program)

Has/will this course be(en) submitted for core curriculum consideration? No

Has/will this course be(en) submitted for Writing or Communication consideration? No

Has/will this course be(en) submitted for ICD consideration? No

Approved for UCC Preparer
9. 04/09/18 9:25 am
Sandra Williams (sandra-williams):
Approved for UCC Chair
10. 04/11/18 3:48 pm
Jan Helgoth (helgoth):
Approved for Faculty Senate Preparer
11. 05/15/18 3:58 pm
Janet Gonzales (janet-gonzales): Approved for Faculty Senate
12. 06/15/18 9:33 am
Janet Gonzales (janet-gonzales): Rollback to Faculty Senate for Provost II

Course Syllabus

Syllabus: Upload syllabus

Upload syllabus [342sy_18B Introductory Finance for the Petroleum Ventures Program New Course Proposal.pdf](#)

Letters of support or other documentation No

Additional information Web-based course, on campus.

The FINC department used the Learning Outcome Method to determine the course level for FINC 342 Introductory Finance for the Petroleum Ventures Program. Students in this program are required to take other 300- and 400-level FINC courses required of finance majors, so FINC 342 was designed to give them the same level of preparation as FINC 341. A 300-level designation for this course is appropriate because the majority of learning outcomes are at the Proficient level.

Reviewer Comments **Richard Dye (tdye) (01/24/18 5:42 pm):** Rollback: Needs syllabus
Sandra Williams (sandra-williams) (01/26/18 10:30 am): Rollback: Additional comments indicate this is a web-based course. Therefore, the following question on the form needs to be completed: "Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education)".
Sandra Williams (sandra-williams) (01/29/18 9:16 am): Moving forward, however, undergraduate course level justification is not defined.
Michelle Diaz (michellediaz) (02/16/18 4:31 pm): Rollback: Add wording to not get credit for both 341 & 342.
Sandra Williams (sandra-williams) (04/09/18 9:25 am): UCC approved April 2018.
Janet Gonzales (janet-gonzales) (06/15/18 9:33 am): Rollback: Glitch in CARS, was not "approved" to be moved to Provost II.

Reported to state? Add

Introductory Finance for the Petroleum Ventures Program
FINC 342
Summer 2018

INSTRUCTOR:

Dr. Larry Wolken
Office: 351J Wehner
Phone: 845-4877
Email: lwolken@mays.tamu.edu

OBJECTIVES: This course deals with a broad range of basic financial principles in corporate finance, investments, the financial institutions and international finance. You will understand basic financial concepts in the following areas of finance and be able to apply these concepts to a variety of financial situations:

- Six principles of finance
- The Federal Reserve system
- Federal government policy makers and the money supply
- The savings and investment process
- Interest rates
- Time value of money and how to use a financial calculator
- Characteristics and valuation of bonds and stocks
- Securities and security markets
- Financial returns and risk concepts
- Business organization and financial data
- Capital budgeting analysis

This learning process will also help you improve your critical thinking/problem solving skills. To put these financial topics into proper perspective, they will be related to current events.

TEXTBOOK:

REQUIRED

Survey of Finance Principles, by Ronald W. Meilicher and Edgar A Norton, publisher: Wiley, ISBN 978-1-118-49267-3 (paperback)

Suggested

The Wall Street Journal, student offer www.wsj.com/studentoffer

IMPORTANT DATES: Please refer to the semester schedule below for a list of the topics to be covered each week and the dates of examinations. Note especially the following:

- (1) July xx, 2018, Last day for adding/dropping courses with no record
- (2) July xx, 2018, Last day to drop courses with no penalty (Q-drop) or to officially withdraw from the University

STRUCTURE OF THE COURSE: This course is set up in an online format. In a traditional classroom setting, students listen to the lecture during class, work on homework/problems outside of the classroom, and see the instructor during office hours if they have any questions. In contrast, as an online course, everything that would normally be done in the classroom is available online through the class web site on eCampus (<http://ecampus.tamu.edu/>). You can view this material on any device that has internet connection capabilities. This allows you the flexibility to work on course related material at a time that is convenient for you. For example, you can listen to the lecture for each chapter whenever you want. You don't have to listen to an entire

lecture at one time. You are not tied down to a specific class time each week. While working problems for a chapter you can re-listen to the appropriate part of the chapter recording for further clarification. All three exams will be taken online using the ProctorU.

The online format also places a great deal of responsibility on you which means that you will have to exercise self-discipline to be successful in this course. You will have to effectively manage your time. You will determine when during the week you will listen to the lecture on a particular chapter and when you will work on practice problems. If you get into the habit of putting off studying until the day before an exam, it is highly unlikely that you will be successful in this course. You will have to accept the responsibility of setting aside each week whatever amount of time is appropriate/necessary to understand the concepts for that week. This provides an opportunity to develop, practice, or improve your time management skills. You will get as much out of this course as you put into it.

CLASS WEB SITE: A wide variety of support material is available to you in the class web site on eCampus (<http://ecampus.tamu.edu>). The Course Introduction recording discusses the different types of educational material contained in the web site. To listen to this recording go to the Begin Here folder on the class web site.

BEGIN HERE: The first folder in the web site contains general information. This includes the Course Introduction, a Technology Checklist, the course syllabus, the Learning Objectives of the course, a Technology Check List, a diagram of what will be covered during the semester, six links for assistance, and a link to more information about Dr. Wolken. This is where you will find the link to set up your ProctorU account and the link to information about how to take an exam online with ProctorU.

PROCTORU: ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. ProctorU is available 24/7, however you will need to schedule your proctoring session at least 72 hours in advance to avoid any on demand scheduling fees. Creating a ProctorU account is very simple. All you will need to do is visit go.proctoru.com.

ProctorU also provides free technical support to ensure you have the best testing situation possible. That is available at www.proctoru.com/testitout. On this page you will also be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative.

In order to use ProctorU you will need to have a high-speed internet connection, a webcam (internal or external), a windows or apple Operating System, and a government issued photo id. ProctorU recommends that you visit proctoru.com/testitout prior to your proctoring session to test your equipment. For additional technical services needed before your exam, you can click on the button that says “connect to a live person.”

CHAPTER RECORDINGS: The third section of the web site contains a recorded lecture for each of the eleven chapters that will be covered during the semester. Simply click on the chapter of interest. You can view the recordings on any device that has internet connection capabilities. This allows you the flexibility to listen to the lectures at a time that is convenient for you. Realize that you do not have to listen to an entire lecture at one time as is the case with traditional class lectures. Use each recording’s menu to navigate to whatever part of the recording is of interest to you. This gives you the ability to break each chapter recording into as many smaller segments as best suits your particular learning style. Because the lectures are recorded, you can easily go back and listen again to any part of a chapter that you are unsure of. While working on problems for a chapter, you have the ability to re-listen to the appropriate part of that chapter recording for further clarification. As you are reviewing for an exam, you can go back and listen to any part of a chapter that you want to refresh in your memory. Experiment with the recordings to determine what works best for you.

POWERPOINT SLIDES: Each chapter recording is based on a set of PowerPoint slides. The course packet contains a copy of each of the slides. Placing four slides per page reduces your cost and maximizes the space available for taking notes but makes the print on each slide small. This fourth section of the class web site contains a PDF file of the slides for each chapter. You can use these files to print a full page version of any

slide you want. This folder also contains the PDF file for the Course Packet. Each page of the packet contains 4 slides. This will make it easier for you to print the packet if you want to do so, which will give you a convenient place to take notes as you listen to the chapter recordings.

PRACTICE PROBLEMS: Even though homework will not be assigned and graded, it is important that you work enough problems to make sure that you understand the concepts presented in the recorded lecture for each chapter and in the textbook. The fifth section of the class web site contains an extensive set of problems for each chapter. Note that there are two files for each chapter. One file is the problems for that chapter and the other is the key to the problems. View the problem file first and write down your answers and then check yourself with the key. The key includes references to the appropriate pages in the textbook and/or slides. It also shows the mathematical calculations and financial calculator functions for these types of problems.

Students are different. Some like to do a lot of practice problems while others prefer to do only a few problems. Do as many practice problems as you need to in order to feel confident that you have a good understanding of the concepts covered in each chapter. Questions on the exams will be similar to the practice problem questions.

If, after looking at the suggestions given in the key, you still do not understand a problem then request that the problem be included in the Survey Recording for that chapter. To do so, click on the “Survey for Practice Problem Recordings” folder at the top of the Practice Problems section of the class web site. This reveals a link to a Google Survey for the appropriate chapter. You can request a maximum of 5 true-false practice problems and a maximum of 5 multiple choice questions. I will compile a list of the requested problems and use it for the content of that chapter’s Survey Recording. Your survey must be submitted by dates/times indicated on the weekly schedule at the end of the class syllabus.

PRACTICE PROBLEM RECORDINGS: During the time allotted for each chapter, you have the opportunity to submit a survey requesting up to ten Practice Problems for which you would like further clarification for that chapter. I will record my comments about the problems submitted on the survey for each chapter and make it available to you in this section of the class web site.

TEXT QUESTIONS KEYS: In addition to the practice problems you may find it helpful to look at the Key Terms, Discussion Questions, Exercises, and Problems at the end of each chapter in the text. The seventh section of the class web site contains the answers to these questions, exercises, and problems. The Wiley web site (<http://bcs.wiley.com/he-bcs/Books?action=index&itemId=1118492676&bcsId=8426>) also has a Student Practice Quiz for each chapter in the text.

EXAMS: The eighth section of the web site contains a variety of information pertinent to exams. This section includes instructions for using ProctorU to take the exams online, the relevant formulas for each exam, and suggestions on working with Time Value of Money problems for exam 2. Your exam grades will be posted on the course website.

REAL WORLD: The ninth section of the web site is devoted to illustrations of how finance relates to the real world. For each chapter you will find a series of recent Wall Street Journal articles related to the concepts discussed in that chapter. These are for your information and will not be covered in any of the exams.

TRANSCRIPTS: If you would like a transcript of any of the Chapter Recordings or the Chapter Practice Problems Recordings, they are available in the Transcripts folder on the course website.

LEARNING OBJECTIVES: The Begin Here folder of the class website contains a detailed list of the learning objectives for each of the chapters that will be covered in this course.

GRADING:

Exam #1	100 points	A = 269 - 300 points	(89.5% - 100%)
Exam #2	100 points	B = 239 - 268 points	(79.5% - 89.4%)
Exam #3	<u>100 points</u>	C = 209 - 238 points	(69.5% - 79.4%)
Total possible	300 points	D = 179 - 208 points	(59.5% - 69.4%)
		F = 0 - 178 points	(0% - 59.4%)

(NOTE: a grade of C or better is required in this course)

Your course grade is determined by adding up your accumulated points. **If**, at the end of the course, it is determined that a curve is needed, the appropriate number of points will be added to each student's total points. The above grading scale will then be used to determine the appropriate letter grade. No matter where the lines are drawn, a few students will always be just below the cutoff point. When a student is **ONE POINT** below the minimum number of points needed for a letter grade, the following criteria will be used in deciding that student's grade. The student will receive the next higher letter grade if either of the following two conditions is met: (1) the numerical score on each exam is higher than the previous exam, or (2) the letter grade on exam 3 is higher than the letter grade based on the total points **and** the letter grade on either exam 1 or exam 2 is higher than the letter grade based on the total points.

Sometimes students will come to my office at the end of the semester to see if they can do some extra work so they can receive enough extra points to give them the grade they want in the course. My answer to this is **NO**. In order to ensure that all students are treated equally and fairly, everyone's grade is determined solely on their performance on the three exams given during the semester. **NOTHING can be done for extra credit.**

A temporary grade of I (Incomplete) at the end of a semester indicates that the student has completed the course with the exception of exam 3. This grade will be given only when the deficiency is due to an authorized absence or other cause beyond the control of the student. An unexcused absence during a scheduled examination will be recorded on the student's record as a zero.

MAKE-UP EXAMS: In order to qualify to take a make-up examination you must (1) have a legitimate and verifiable university excused absence (<http://student-rules.tamu.edu/rule07>, <http://shs.tamu.edu/attendance>), and (2) provide appropriate documentation. Email Dr. Wolken an explanation of why you were absent and attach the appropriate documentation. In the case of an illness, the medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence. Dr. Wolken will then set up a date for the makeup exam.

GRADING ERRORS: If your exam is graded or recorded incorrectly, you must send me an email **WITHIN 3 CLASS DAYS** from when the grades are posted on the class web site. Any email that is turned in after this time limit **will NOT be considered**. Let me know which form of the exam you took. I will check your exam to ensure it was graded correctly and let you know which questions you missed.

CALCULATORS: You will need to use a financial calculator in this course. A wide variety of calculators are available that do financial calculations. If you already have one, use it for this class. If you do not have one you can purchase one for as little as \$30 or you can buy a more advanced one for over \$100. The \$30 financial calculators will do everything you will be doing in this class. If you do not already have a calculator that performs financial calculations, you may want to consider TI BAI Plus, TI-83 Plus, TI-84 Plus, HP 10bII+, HP 12C, or HP 17BIIPlus. Let your calculator do the work of making time value of money computations but make sure that you understand the mathematics of each calculation so your calculator doesn't become a black box magically giving you an answer and you have no idea what the calculator did. Make sure that you thoroughly understand how to operate the particular model of financial calculator that you have. Each student is responsible for reading his/her calculator's manual in order to become proficient in the use of his/her calculator. Use of a cell phone or other texting device **is NOT permitted**.

OFFICE HOURS: Since this is an online course, my office hours are by appointment. To make an appointment, call me at 845-4877 or email me at lwolken@mays.tamu.edu. It is essential that you see me as soon as you realize that there is something you do not understand. Much of the material presented during the semester relies on a thorough understanding of the concepts presented earlier in the course. Therefore, if you do not understand something, it will likely cause you to miss other closely related concepts later in the course. Do not wait until the day of an exam to seek help. It is probably too late by then.

COURSE PACKET: The Course Packet contains a copy of each of the PowerPoint slides used in the chapter recordings. This will help you quickly locate my discussion of a particular slide on the chapter recording by using the recording's menu for that chapter. While these slides are a good outline of the concepts covered in the course, they are not a complete transcript of what is discussed in the recordings. Occasionally you may want to add some brief notes directly to the pages in your packet. Having copies of the slides will be most beneficial to you if they are used to relieve you of the chore of taking comprehensive notes thus allowing you to concentrate on understanding the ideas presented in the recordings. As questions are asked in the recordings, try to answer them in your own mind and jot down a quick note in your packet. You may find it helpful to pause the recording while you figure out your answer to my questions. Use the PDF file in the Power Point Slides folder of the course website to print a copy of the Course Packet.

AGGIE HONOR CODE: Aggies do not lie, cheat, or steal nor tolerate those who do. Upon accepting admission to Texas A&M University, you immediately assumed a commitment to uphold the Honor Code, to accept responsibility for learning and to follow the philosophy and rules of the Honor System. You will be required to state your commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the Texas A&M University community from the requirements or the processes of the Honor System. Be sure to comply with both parts of the honor code. For more information, visit the Aggie Honor System Office's web site <http://aggiehonor.tamu.edu/>.

STUDENT 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 believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit <http://disability.tamu.edu>.

FINC 432 DAILY SCHEDULE

Summer 2018, Session 2

Date Chapter to be covered

Week 1

- 7/3 Introduction and Chapter 1 The Financial Environment
- 7/5 Chapter 4 The Federal Reserve System, Chapter 1 Survey by 8:00 am
- 7/6 Chapter 4 The Federal Reserve System

Week 2

- 7/9 Chapter 5 Policy Makers and the Money Supply, Chapter 4 Survey by 8:00 am
- 7/10 Chapter 5 Policy Makers and the Money Supply
- 7/11 Chapter 7 Savings and Investment Process, Chapter 5 Survey by 8:00 am
- 7/12 Chapter 7 Savings and Investment Process,
- 7/13 Chapter 8 Interest Rates, Chapter 7 Survey by 8:00 am
- 7/14-15 **Exam #1 over Chapters 1, 4, 5, and 7, online with Proctor U**

Week 3

- 7/16 Chapter 8 Interest Rates
- 7/17 Chapter 9 Time Value of Money, Chapter 8 Survey by 8:00 am
- 7/18 Chapter 9 Time Value of Money
- 7/19 Chapter 9 Time Value of Money
- 7/20 Chapter 10 Bonds and Stocks: Characteristics and Valuation, Chapter 9 Survey by 8:00 am

Week 4

- 7/23 Chapter 10 Bonds and Stocks: Characteristics and Valuation
- 7/24 Chapter 11 Securities and Markets, Chapter 10 Survey by 8:00 am
- 7/25 Chapter 11 Securities and Markets
- 7/26 Chapter 12 Financial Returns and Risk Concepts, Chapter 11 Survey by 8:00 am
- 7/27 Chapter 12 Financial Returns and Risk Concepts
- 7/28-29 **Exam #2 over Chapters 8, 9, 10, and 11, online with Proctor U**

Week 5

- 7/30 Chapter 13 Business Organization and Financial Data, Chapter 12 Survey by 8:00 am
- 7/31 Chapter 13 Business Organization and Financial Data
- 8/1 Chapter 17 Capital Budgeting Analysis, Chapter 13 Survey by 8:00 am
- 8/2 Chapter 17 Capital Budgeting Analysis
- 8/3 Chapter 17 Survey by 8:00 am, prepare for exam 3
- 8/4-5 **Exam #3 over Chapters 12, 13, and 17, online with Proctor U**

Course Change Request

New Course Proposal

Date Submitted: 03/05/18 12:00 pm

Viewing: **HORT 424 : Horticulture as a Medium for Creative Expression**

Last edit: 06/15/18 9:35 am

Changes proposed by: tstarman

Faculty Senate Number

Contact(s)

Name	E-mail	Phone
Dr. Terri Starman, PhD	tstarman@tamu.edu	979-492-3714

Course prefix HORT Course number 424

Department Horticultural Sciences

College/School Agriculture & Life Sciences

Academic Level Undergraduate

Undergraduate course level justification (Select One)
College/Program Course Level Rubric

Effective term 2019-2020

Complete Course Title
Horticulture as a Medium for Creative Expression

Abbreviated Course Title
HORT CREATIVE EXPRESSION

Catalog course description

Horticultural plants used in gardens and other art forms throughout world history with particular emphasis given to those horticultural plants represented in Italian landscapes and gardens; characteristics of historical art periods and how to 'read' and interpret historical gardens; identification of plants in various art forms; appreciation for the enjoyment of plants in daily life and how to nurture and care for plants; production and marketing of horticultural plants and flowers in Europe.

Prerequisites and Restrictions

Junior or senior classification; or approval of instructor

Should catalog prerequisites / concurrent enrollment be enforced? No

Crosslistings No Crosslisted With

Stacked No Stacked with

Semester 3 Contact Hour(s) Lecture: 3 Lab: 0 Other: 0
Credit (per week): Total 3
Hour(s)

Repeatable for credit? No

CIP/Fund Code 0106040005

In Workflow

1. HRSC Reviewer UG
2. HRSC Department Head
3. Curricular Services Review
4. AG Committee Preparer UG
5. AG Committee Chair UG
6. AG College Dean UG
7. UCC Preparer
8. UCC Chair
9. Faculty Senate Preparer
10. Faculty Senate
11. Provost II
12. President
13. Curricular Services
14. Banner

Approval Path

1. 03/05/18 1:29 pm Michael Arnold (ma-arnold): Approved for HRSC Reviewer UG
2. 03/05/18 1:30 pm Michael Arnold (ma-arnold): Approved for HRSC Department Head
3. 03/05/18 4:35 pm Sandra Williams (sandra-williams): Approved for Curricular Services Review
4. 03/05/18 4:38 pm Dawn Kerstetter (dkerstetter): Approved for AG Committee Preparer UG
5. 03/06/18 10:36 am Bob Knight (bob-knight): Approved for AG Committee Chair UG
6. 03/08/18 9:49 am Kim Dooley (k-dooley): Approved for AG College Dean UG
7. 03/08/18 11:24 am Sandra Williams (sandra-williams): Approved for UCC Preparer
8. 04/09/18 9:26 am Sandra Williams (sandra-williams): Approved for UCC Chair

Default Grade Mode Letter Grade(G)

Method of instruction
Lecture

Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education)

Learning Outcomes
Meets traditional face-to-face learning outcomes.

Describe how learning outcomes are met or provide justification why they are not met.

This is a intensive, experiential learning, 3.5 week, Study Abroad course. It is a combination of traditional face-to-face lectures (23 hours) and site visits (61 hours).

Hours
Meets traditional face-to-face hours.

Describe how hours are met or provide justification why they are not met.

This is a intensive, experiential learning, 3.5 week, Study Abroad course. It is a combination of traditional face-to-face lectures (23 hours) and site visits (61 hours).

Will this course be taught as a distance education course? Yes

I verify that I have reviewed the FAQ for Export Control Basics for Distance Education. Yes

Is 100% of this course going to be taught in Texas? No

Will classroom space be needed for this course? No

This will be a required course or an elective course for the following programs:

Required (select program)

Elective (select program)

Program(s)
(BA-HORT) Horticulture - BA

Has/will this course be(en) submitted for core curriculum consideration? No

Has/will this course be(en) submitted for Writing or Communication consideration? No

Has/will this course be(en) submitted for ICD consideration? No

- 9. 04/11/18 3:48 pm
Jan Helgoth (helgoth):
Approved for Faculty
Senate Preparer
- 10. 05/15/18 3:59 pm
Janet Gonzales (janet-
gonzales): Approved for
Faculty Senate
- 11. 06/15/18 9:35 am
Janet Gonzales (janet-
gonzales): Rollback to
Faculty Senate for
Provost II

Course Syllabus

Syllabus:	Upload syllabus
Upload syllabus	HORT 424 Syllabus.pdf
Letters of support or other documentation	No
Additional information	This course has been successfully taught two times as a Hort 489.
Reviewer Comments	<p>Michael Arnold (ma-arnold) (08/21/17 9:47 pm): Rollback: Course number should be the new number. Grading scale indicates 100 to 90 is A, etc., but the class is set up on 1000 points total. Do you mean to indicate percent on the grading scale? The course is for 3 credits, but you only list 15 lectures. A clearer indication of lecture and field trip time would facilitate justification of the credit hours. Perhaps lecture topics would be a better label or are there really only 11 lectures? Is the university's study abroad course needed prior to enrollment? If so, it should be indicated in prerequisites.</p> <p>Sandra Williams (sandra-williams) (08/26/17 9:31 am): Rollback: This distance education question was marked "no," however, after reading the syllabus, it appears the course is a distance education course. Syllabus late assignment - what about University Excused absences?; "Course Objective" heading should be changed to Learning Outcomes; what is the duration of the course - 15 weeks? - it is not clearly defined.</p> <p>Michael Arnold (ma-arnold) (08/29/17 1:56 pm): Rollback: See comments from Sandra in the Dean's office. Please revise accordingly and resubmit.</p> <p>Michael Arnold (ma-arnold) (08/30/17 10:47 pm): Rollback: Terri, Sandra indicated it must be marked as a distance course, this is still marked as a no in the check boxes. I do not have access to change that. I see you have clearly indicated the contact hours, did you indicate the length of the course in weeks or days, I may have just missed that part.</p> <p>Sandra Williams (sandra-williams) (09/06/17 7:43 pm): Rollback: New questions were added to form effective September 1. Please answer questions on form and resubmit.</p> <p>Sandra Williams (sandra-williams) (01/26/18 10:42 am): UG course level justification is not checked...</p> <p>Dawn Kerstetter (dkerstetter) (01/26/18 10:55 am): Rollback: Syllabus (course submission checklist): Need grading scale A-F, need prereqs, even if none listed in course objectives. Learning outcomes are typically listed under course description (objectives)</p> <p>Michael Arnold (ma-arnold) (01/26/18 11:12 am): Rollback: Terri, see required revisions from college level approver Dawn Kerstetter. I would recommend contacting her directly to make sure we clearly understand her request.</p> <p>tstarman (01/31/18 4:13 pm): I am not able to upload the revised syllabus.</p> <p>Sandra Williams (sandra-williams) (02/01/18 3:51 pm): The "Undergraduate course level justification" has not been selected. There are no prerequisites listed so I assume "College Policy"...this will need to be updated before it gets to UCC.</p> <p>Bob Knight (bob-knight) (03/01/18 3:27 pm): Rollback: Fix comments</p> <p>Sandra Williams (sandra-williams) (04/09/18 9:26 am): UCC approved April 2018.</p> <p>Janet Gonzales (janet-gonzales) (06/15/18 9:35 am): Rollback: Glitch in CARS, was not "approved" to be moved to Provost II.</p>



Department: Horticultural Sciences
Course number: HORT 424
Course title: Horticulture as a Medium for Creative Expression
Term: Study Abroad Summer Session I (3.5 week course)
Location: Santa Chiara Study Center, Castiglion Fiorentino, Italy

Course Description

Horticultural plants used in gardens and other art forms throughout world history with particular emphasis given to those horticultural plants represented in Italian landscapes and gardens; characteristics of historical art periods and how to 'read' and interpret historical gardens; identification of plants in various art forms; appreciation for the enjoyment of plants in daily life and how to nurture and care for plants; production and marketing of horticultural plants and flowers in Europe.

Prerequisites: Junior or senior classification; or approval of instructor

Learning Outcomes

On satisfactory completion of the course, students should expect to be able to:

1. Define and give examples of the principles and elements of design in various forms of art.
2. Correctly identify, by common name and/or scientific name, plants found in gardens studied in the course.
3. Recognize the horticulture plants studied in the course in sculptures and paintings.
4. Analyze and interpret characteristic design elements of ancient, medieval, renaissance, and baroque gardens as well as styles of Italian, French and English gardens.
5. Engage in customs of the local community by attending site visits in Italy and social events at Santa Chiara.
6. List general guidelines for caring for indoor and garden horticultural plants.

Instructor Information

Name Dr. Terri Starman, PhD
Email address tstarman@tamu.edu
Course website: <http://ecampus.tamu.edu/>

Grading

	Pts.
Class attendance and participation	250
Attendance and behavior during trip (promptness, participation, cooperation)	250
Field trip blog	200
<u>Multiple choice/essay final exam</u>	<u>300</u>
Total	1000

Grading Scale

90-100 % = A; 80-89 % = B; 70-79 % = C; 60-69 % = D; <60 % = F

Site Visits

The course will include several site visits to local horticultural enterprises (local gardens, markets, nurseries) as well as to historical gardens. Some of the field trips will be integrated with the Santa Chiara Center's trip program, while others will be organized as class-only.

Trip Blog

A blog has been established and each student will be responsible for making two posts covering the site visit(s) during that time period. It must be written from your notes or other material that you collect and the inclusion of photos is encouraged. Text and images should not be copied from the internet. Online or printed material may be consulted to prepare your posts, but plagiarism will not be tolerated. Each blog entry should be between 200-300 words in length. Since all students will post to the same blog, you **must** indicate your name or initials at the end of each blog entry. Things to include in the blog entries are: (1) title including location of the visit (in the post title section); (2) a detailed site description which should include history, plants and/or people we encountered; (3) a recollection of historical, artistic and/or horticultural concepts that you learned in this class; (4) your analysis and impressions. Blog entries will be graded according to the grading rubric which can be viewed on the course website on <http://ecampus.tamu.edu/>.

Blog address: <http://aggiehorticulturegoestoitaly.blogspot.com/>

Login email: **tamuhorticulture**; Password: **hort-abroad**

Posts from past blogs can be viewed here: <http://aggiehorticulturegoestoitaly.blogspot.com>.

Note that this blog is for documenting educational experiences and part of your grade will be based upon your entries. Deductions will be made for inclusions of non-relevant/personal content, failure to spellcheck, and the like. Abuse of the blog privilege will not be tolerated.

Textbook and Resource Material

No assigned text. Materials will be distributed and/or downloaded from the course website as needed.

Lecture Topics	Contact Hours
Course Introduction	1
Art Principles and Their Use in Garden Design	2
Horticulture crops popular in ornamental and edible gardens	4
Historical Gardens I – Ancient gardens in Egypt, Greece, and Rome	2
Historical Gardens II – Middle Ages and Renaissance gardens	2
Historical Gardens III – Oriental and Hispano gardens	2
Historical Gardens IV – French and English gardens	2
Historical Gardens V – American gardens	2
Horticulture in Art and the Frescos of Villa Farnesina	2
Art in Horticulture	2
Plant owner’s manual: purchasing, caring, and decorating with plants	2
Total lecture contact hours	23
Site Visits (examples, subject to change)	
Tour of town of Castiglion Fiorentino	2
Trip to Arezzo: Antique Market and Garden	4
Trip to Florence: Market and Squares	6
Trip to Perugia: Medieval Garden	6
Trip to Florence: Boboli and Bardini Gardens	6
Trip to Florence: Uffizi Art Museum	5
Trip to Assisi: St. Francis Basilica and local floral displays	6
Three day trip to Rome: Pope’s Garden, major squares, Villa Farnesina, other gardens, etc.	18
Trip to local artist’s garden in Castiglion Fiorentino (2 visits)	8
Total site visit contact hours	61
Total Lecture and Site Visit Contact Hours	84

Late Assignments

Late reports are penalized at a rate of 10% loss in points per day late including weekends, except in case of excused absence.

Examination Policy

If a student is caught cheating on an exam or assignment, the student will be given a “0” grade for that assignment. Violations will be handled in accordance with the Texas A&M University regulations governing academic integrity.

Attendance

Students are expected to attend all classes, complete assignments on time, and participate fully in class and field trip discussions. The university views class attendance as an individual student responsibility. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. To check a list of possible reasons absences are considered excused by the university, please refer to TAMU Student Attendance Rule (<http://student-rules.tamu.edu/rule7.htm>).

Change in Schedule

The instructors reserve the right to change the order and content of lectures as necessary. Exam and assignment due dates may be changed by the instructor, but at least 5 days' notice will be given.

Copyrights

Please note that most handouts and supplements used in this course are copyrighted. This includes all materials generated for this class, including but not limited to syllabi, exams, in-class materials, review sheets, and lecture outlines. Materials may be downloaded or photocopied for personal use only, and may not be given or sold to other individuals.

Americans with Disabilities Act (ADA)

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 believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit <http://disability.tamu.edu>.

Scholastic Dishonesty

As commonly defined, plagiarism consists of passing off as one's own ideas, work, writings, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have the permission of that person. Plagiarism is one of the worst academic sins, for the plagiarist destroys the trust among colleagues without which research cannot be safely communicated. If you have questions regarding plagiarism, please consult the latest issue of the Texas A&M University Student Rules, under the section "Scholastic Dishonesty." Plagiarism will not be tolerated. Be sure to consult the TAMU Honor Council Web site that defines the boundaries of plagiarism. The TAMU Library has an excellent online tutorial concerning plagiarism on their Web site at <http://library.tamu.edu/help/help-yourself/using-materials-services/online-tutorials/academic-integrity-plagiarism.html>.

Academic Integrity

For additional information please visit: <http://aggiehonor.tamu.edu>

This course is taught with the expectation that all students will adhere to the Aggie Honor Code: "An Aggie does not lie, cheat, or steal, or tolerate those who do."

Attendance and make-up policies

See Student Rule 7 for details

<http://student-rules.tamu.edu/rule07>

Make-up policy

If an absence is excused, the instructor will either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. The reasons absences are considered excused by the university are listed in the Student Rule 7. The fact that these are university-excused absences does not relieve the student of responsibility for prior notification (if possible) and documentation. Failure to notify and/or document properly may result in an unexcused absence. Falsification of documentation is a violation of the Honor Code.