BA 5310 - Business Research Methods: Business Research Methods (Sub II- July 06 to Aug 21)

Summer 2026 Syllabus, Section 781, CRN 52722

Instructor Information

Hugo Luis Garcia, Doctor of Management
Professor
Email: hugo78@usa.net
Office: WHTC 218 F
Office Hours:
MTWR 5:00 pm to 6:15 pm; Also by appointment; in-person, online, by phone, or by Teams
Office Phone: 9563262507

Times and Location

Does Not Meet Face-to-Face

Course Description

The purpose of this course is to strengthen the student s ability to analyze a problem, locate resources, conduct an investigation and prepare a final written report. Must be taken during first semester of enrollment in a MBA or MS program. Written and oral presentations are integral components of this course. Prerequisite: DS 5300 or concurrent enrollment.
Intnl Business&Tech Studies Department, Sanchez School of Business

Additional Course Information

Welcome to BA 5310 Business Research Methods. This course is designed to develop the knowledge and skills necessary to conduct, evaluate, and communicate business research that supports managerial decision-making. Organizations routinely collect large amounts of data. However, data alone do not improve organizational performance. Effective managers must be able to identify meaningful business problems, formulate appropriate research questions, evaluate evidence, and communicate actionable insights that inform decisions.
This course approaches business research as a structured process that begins with identifying a management dilemma and culminates in evidence-based recommendations. Throughout the semester, students will examine each stage of the research process, including problem definition, literature review, research design, sampling, measurement, data collection, data preparation, hypothesis development, interpretation of findings, and research reporting. Emphasis will be placed not only on understanding research methods but also on selecting appropriate methodologies to address real-world business challenges.
In a graduate-level course, students are expected to move beyond memorizing research terminology. Instead, they should develop the ability to critically evaluate published research, justify methodological decisions, distinguish between competing research approaches, and recognize the strengths and limitations of various research designs. Students should expect to read carefully, think critically, ask thoughtful questions, and actively engage with both the course materials and their classmates.
The course is organized as a sequence of interconnected learning activities. Weekly assignments build upon one another, allowing students to progressively develop a comprehensive business research proposal. Because each assignment serves as the foundation for subsequent work, students are encouraged to remain current with all readings and deadlines throughout the term.

This is a fully online course delivered through Blackboard. Students should expect to review course materials regularly, participate in online discussions, complete assigned readings before engaging in course activities, and submit assignments electronically. Successful participation requires consistent engagement throughout the week rather than waiting until assignment deadlines.

Generative artificial intelligence technologies are becoming increasingly important tools in business and research. Students may use artificial intelligence tools in accordance with the course artificial intelligence policy. However, artificial intelligence is intended to assist rather than replace critical thinking, scholarly inquiry, and professional judgment. Students remain fully responsible for the accuracy, originality, and integrity of all submitted work and should be prepared to explain and defend every aspect of their assignments.
Business research is fundamentally about making better decisions under conditions of uncertainty. Throughout this course, students will learn to distinguish among data, information, findings, knowledge, and actionable insights. The goal is not simply to learn research techniques but to understand how evidence can be transformed into meaningful knowledge that supports sound managerial decisions. By the conclusion of this course, students should be able to formulate meaningful research questions, evaluate alternative research methodologies, design appropriate studies, interpret research findings, and communicate evidence-based recommendations to managerial audiences with clarity, professionalism, and ethical responsibility.

Program Learning Outcomes

CO1: Describe the functions, practices, and principles of Business Research Methods (BRM).
CO2: Develop several conceptual approaches to a variety of BRM applications.
CO3: Identify BRM challenges associated with the twenty-first century.
CO4: Identify several perspectives that are commonly used to analyze organizations and the BRM activities.
CO5: Identify the organizational behaviors of needs, motivations, personality, leadership, group dynamics, and communication in BRM
CO6: Explain the trending topics in BRM

Student Learning Outcomes

1. Understand the conceptualization of BRM management functions, practices, and principles.
2. Identify the most important points of view in BRM.
3. Summarize the new topics in this area of knowledge
4. Determine the importance of the impact of context in a company

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
	Business Research Methods	Schindler, P. S.	9781265915834

Other Course Materials

To go to the bookstore, click here (https://www.bkstr.com/texasaminternationalstore/home).

Schindler, P. S. Business Research Methods. McGraw Hill. ISBN: 9781265915834.

Students are expected to obtain access to the required textbook before the first week of class. The textbook serves as the primary source for course concepts, terminology, examples, and assigned readings. Students should complete the assigned readings before participating in weekly discussions and submitting course assignments.

Blackboard
Blackboard is the official learning management system for this course. Students are responsible for regularly accessing Blackboard to review announcements, lecture materials, assignment instructions, grades, and other course communications. Course announcements posted in Blackboard are considered official communication.

Additional Readings
Supplemental readings may be assigned throughout the semester to reinforce course concepts or introduce current topics in business research. These materials may include scholarly journal articles, industry reports, case studies, and other professional publications. Unless otherwise specified, all supplemental materials will be made available through Blackboard or the University Library.

Graduate business research requires the use of credible, scholarly sources. Students are expected to use peer reviewed journal articles obtained through the Texas A and M International University Library databases for literature reviews, research assignments, and other scholarly work unless otherwise specified. Sources such as blogs, Wikipedia, commercial websites, and other non scholarly materials should not be used as primary references for academic assignments. Students are encouraged to develop proficiency in locating, evaluating, and synthesizing scholarly literature as an essential component of graduate level research.

Software and Technology

Students should have regular access to the following:

- A reliable computer with high speed Internet access.
- A current web browser.
- Microsoft Word, Excel, and PowerPoint or equivalent software capable of opening and saving Microsoft Office file formats.
- Adobe Acrobat Reader or another PDF reader.
- Blackboard.
- McGraw Hill Connect.

Access to the Texas A and M International University Library electronic databases.
Students are responsible for ensuring that their technology functions properly and supports successful participation in all online course activities.

Grading Criteria

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

Open Boilerplate

Discussion Average	25 Percent
Quiz Average	20 percent
Research Presentation Video	10 percent
Research Paper	25 percent
Final Exam	20 percent

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
7/6	Course Introduction; Business Research Foundations; The Research Process; Defining the Management Dilemma	Chapters 1 and 2	Quizzes
7/13	Research Design; Sampling; Qualitative Research; Observation Research	Chapters 3, 4, and 5	Quizzes and Discussion
7/20	Experimental Research; Survey Research; Measurement and Scaling	Chapters 6, 7, and 8	Quizzes
7/27	Data Preparation; Hypothesis Testing; Statistical Analysis	Chapters 9, 10, and 11	Quizzes and Discussion
8/3	Communicating Research Findings; Research Ethics; Emerging Trends	Chapters 12, 13, and 14	Quizzes
8/10	Research Integration; Managerial Decision Making	Chapters 15, and 16	Quizzes
8/17	Final Course Review	Chapter 17 and Review	Paper, Video, Final Exam

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (https://www.tamiu.edu/handbook/article-04.shtml)).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (https://www.tamiu.edu/handbook/index.shtml).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (https://www.tamiu.edu/adminis/police/safezone/index.shtml) for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a fine up to $250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Disability Services for Students located in Student Center 124. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides
LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (https://www.tamiu.edu/handbook/index.shtml)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the TAMIU *Student Handbook*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (https://

www.tamiu.edu/reportit) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.

Distance Education Courses

Distance Education Courses

This course is delivered entirely online through the Blackboard Learning Management System. Students are expected to participate actively by completing assigned readings, reviewing instructor developed lecture materials, watching recorded lectures, completing quizzes and examinations,

participating in discussions, and submitting assignments by the published deadlines. Although there are no required on campus meetings, students should log into Blackboard several times each week to remain current with course announcements, learning materials, and due dates.
Students are responsible for maintaining reliable access to a computer and a stable Internet connection capable of supporting online learning activities. Technical problems do not excuse late submissions. Course materials will generally be released weekly. Communication with the instructor will occur primarily through Blackboard Course Messages and official TAMIU email. Because this is an accelerated graduate course, students should engage with the course several times each week. Students remain fully responsible for the accuracy, originality, and integrity of all submitted work.

Course Structure

This course is organized into seven instructional modules that guide students through the complete business research process. Each module contains learning objectives, assigned readings, instructor developed lecture materials, recorded lectures, discussions, assignments, and assessments that build upon one another throughout the semester.
Students should complete each module in the order presented.

- Assigned textbook readings
- Instructor lecture presentations and recorded lectures
- Online discussions
- Written assignments
- Research paper activities
- Quizzes and examinations
- Supplemental learning materials

Because this is an accelerated graduate level course, students are expected to engage with the course multiple times each week.

Student Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

Course announcements will be posted throughout the semester whenever important information, reminders, schedule updates, or clarifications become available. Students should communicate primarily through Blackboard Course Messages. Under normal circumstances, responses will be provided within 24 to 48 hours during the work week.

Assignments and Assessments

Automatically graded assessments will generally have scores available shortly after submission. Discussion assignments will generally receive feedback within approximately seven days. Written assignments and the research paper will generally be graded within seven to ten days.

Web Conferences/Synchronous Sessions

This course is designed to be completed asynchronously. There are no required synchronous class meetings. Optional virtual office hours or review sessions may be scheduled using Microsoft Teams and announced in Blackboard.

Rubrics

Rubrics are provided for major assignments whenever appropriate. Students should review each rubric before beginning an assignment.

Late Work Policy

Students are expected to submit all assignments by the published deadlines. Late discussion posts generally will not receive credit. Late assignments may be accepted at the instructor's discretion.

Turnitin Policy or Other Types of Assignments in Other Systems

Written assignments submitted through Blackboard may be processed using Turnitin. Students are responsible for ensuring that all submitted work is original and properly cited.

Proctoring

If online proctoring technology is required for any examination, students will receive advance notice and instructions.

Accessibility and Privacy Statements on Course Technologies

This course utilizes Blackboard, Microsoft Office, Microsoft Teams, and other university supported technologies as appropriate. Students are encouraged to review the associated accessibility and privacy statements.