

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**RGS6036.E2 Ethics For Decision Making
SPRING 2023**

PROFESSOR INFORMATION:

Name: Jerry Van Hamme
Phone Number: Please use email to contact me.
Email Address: **Jvanhamme@Amberton.edu**

COURSE INFORMATION:

RGS6036.E1 Ethics For Decision Making
Level: Graduate
Beginning Date of Session: Saturday, March 11, 2023
Ending Date of Session: Thursday, May 18, 2023
Student access available to the Student Portal: Saturday, March 11, 2023.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: CHRISTIAN ETHICS: AN INTRODUCTORY READER
Author: SAMUEL WELLS
Publisher: WILEY-BLACKWELL
Year Published: 2010
Edition: 1
ISBN: 13: 978-1-4051-6887-8
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy-to-use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents an integrated approach to understanding the basis for ethical decision-making. The roots of ethical concepts, the methodologies for making decisions, and the application of norms and logic to current ethical issues are presented.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Exploring several ethical theories, including definitions of major terms.
2. Defining and discussing the variables that comprise the basis of one's ethical beliefs.
3. Illustrating the variables that comprise the basis of one's wants and needs relative to ethical issues.
4. Investigating the importance and influence of relationships to one's ethical decision-making.
5. Analyzing the various decision-making methodologies and the techniques normally used in the decision-making process.
6. Probing the relationship of ethics to a particular culture.
7. Questioning the logical reasoning for rejecting or accepting selected theories as they relate to behavior and conduct.
8. Applying ethical theories to specific life experiences—social, business, personal—and logically defending one's own conclusions about using an ethical decision-making process.
9. Describing the importance of experience, perception, and intellect to identify and interpret ethical issues.
10. Critiquing the multidimensional nature of ethical decision making and the influences and complexities these variables have on the decision-making process.
11. Defining and discussing the influences of customs, social norms, law, and religion on a personalized interpretation of ethical issues.
12. Analyzing one's human emotion and self-discipline as they relate to ethical decision-making.
13. Questioning how behavior in non-ethical situations is sometimes controlled by, or influenced by, ethical perceptions.
14. Exploring how one is often culturally inducted into certain beliefs and how one might guard against such socialization.
15. Applying the methodology for perceptively discerning the ethical influences of others.
16. Analyzing and demonstrating ethical practices that address real-world issues in various contexts.

COURSE POLICIES:

Students are expected to complete all assigned readings and written assignments by the scheduled due date.

LATE PENALTY: If a written assignment is not turned in or posted by the scheduled due date, the student will be penalized one grade for each week (or portion thereof) the assignment is late.

Each written assignment should indicate the student's name, date, and title of the written assignment. The written assignment should not exceed the length limitations set forth by the instructor. The instructor will not read the material exceeding the length limitations applicable to the assignment and the assignment will be graded as if the excess content did not exist.

Student's Responsibilities

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach, helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE OUTLINE AND CALENDAR:

1. QUIZ

A total of nine open-book, open-notes, open-video true/false, multiple-choice quizzes will be given, one each for weeks 1-9. No quiz will be given in week 10. Each quiz will cover the lecture videos and the assigned readings for that week.

2. CASE STUDY

Moodle Case Study Assignment: The Case Study shall be submitted to the instructor as a Moodle Assignment to be graded.

CASE STUDIES

One (1) case study shall be written by each student over the ten-week course. The written case study paper shall be no longer than 3 pages in length and shall be submitted for a grade. The case study shall be based on a real-world ethical situation you have personally encountered and about which you, personally, had to make an ethical decision. The case study format must include the following elements:

- a. Title of the case
- b. Facts regarding the case

- c. A one-sentence statement of the ethical problem (If you cannot reduce the problem down to one sentence, you probably do not fully understand the problem, or it may not be an ethical problem at all. Generally, most problems can be reduced down to lying, cheating, or stealing, or some variation thereof.)
- d. Possible alternative responses and/or solutions to the ethical problem that were available to you
 - i. Describe each alternative response and/or solution fully
 - ii. Analyze each alternative response and/or solution giving the advantages/disadvantages; pros/cons of each
- e. Give your recommended alternative and the reasons for choosing it. This alternative may or may not have been the one you chose in the real world. If it was not, please explain why you would act differently today.

The case studies shall be based on a real-world ethical situation that you have personally encountered. It must be about an ethical problem that you, personally, had to solve; not one that was solved, or should have been solved, by someone else. For example, do not discuss whether it is ethical for the NBA to draft players right out of high school unless you work for the NBA or were drafted by the NBA right out of high school. Do not discuss how you were treated unethically by others unless that unethical treatment forced you to make an ethical decision yourself. Do not discuss an ethical problem that should have been solved by your employer. The ethical problem must be one that you, personally, had to solve, not one that your employer should have solved.

The purpose of the case study is for you to review a real ethical problem you actually encountered and to examine how you handled it. Therefore, please choose a case study that actually happened to you. Do not pick an ethical problem that does not apply to you. It is easy to solve other people's ethical problems, it is not so easy to solve your own. Therefore, do not choose a case study unless it required you to personally make an ethical decision. Do not, for example, describe an ethical problem in your workplace or in your profession and then recommend that your employer or the industry within which you work should correct the problem. It has to be a problem that forced *you* to make an ethical decision. The assignment is intended to give you the opportunity to review how you make ethical decisions, not to review how someone else makes ethical decisions.

Moodle Case Study Forum: The Case Study shall also be posted or attached to a Moodle Forum so that the rest of the class may comment on the Case Study.

The Case Study must be submitted as an Assignment AND attached/posted to the Case Study Forum no later than 11:59 p.m. (CENTRAL TIME) on Wednesday of the week it is due.

To prevent a large number of case studies being submitted at one time, I have staggered the assignment dates. The due dates for the case studies are determined by the first letter of the student's last name.

STUDENT NAME	DUE DATE FOR CASE STUDY The case study must be posted on the Moodle Discussion Forum no later than Wednesday of:
Students with last names beginning with the letters A-C	Week 2
Students with last names beginning with the letters D-F	Week 3
Students with last names beginning with the letters G-I	Week 4
Students with last names beginning with the letters J-L	Week 5
Students with last names beginning with the letters M-O	Week 6
Students with last names beginning with the letters P-R	Week 7
Students with last names beginning with the letters S-U	Week 8
Students with last names beginning with the letters V-Z	Week 9

3. RESPOND TO CASE STUDY

Case Study Forum: Each week, Week 1 through 9, every student shall be required to post a response/critique concerning one of the posted Case Studies. The student may choose any one of the posted Case Studies to which to respond/critique. Respond/critique only one Case Study, not every Case Study posted that week. The response/critique must be at least one paragraph (i.e., at least two sentences) in length. The response/critique shall be attached/posted in the Case Study Moodle Forum each week. Post the response/critique no later than 11:59 p.m. (CENTRAL TIME) the following Saturday.

4. OBSERVATION

Moodle Observation/Response Forum: Post an Observation on the Moodle Observation and Response Forum about anything from that week's textbook readings or lectures that you found interesting.

Each student shall post one observation on the Moodle Observation and Response Forum for each week, Weeks 1 through 9. The observation may relate to anything from that week's textbook readings or lecture materials and should be no less than one paragraph in length. The observation must be posted no later than 11:59 p.m. (CENTRAL TIME) each Wednesday.)

5. RESPOND TO OBSERVATION

Respond to an Observation posted by any other student on the Moodle Observation and Response Forum

Each student shall post a response to an Observation posted by another student on the Moodle Observation/Response Forum. Only respond to one student's Observation, not to all the Observations posted that week. The response should be no less than one paragraph in length. Please post the response to an observation in the same folder as the Observations. The response must be posted by 11:59 p.m. (CENTRAL TIME) each Saturday. See the Course Outline and Calendar below.

6. LATE PENALTY

A late penalty of one grade shall be assessed for each week any assignment or posting is late.

Week	Topic	Assignment	Competencies Covered	Due Date
WEEK 1	GENERAL ETHICS	1. Read Wells, Chapter 5 2. Post an Observation on the <u>Moodle Observation/Response Forum</u> about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday 3. Respond to an Observation posted by any other student on the <u>Moodle Observation/ Response Forum</u> by 11:59 p.m. (CENTRAL TIME) Saturday 4. Submit completed Quiz by 11:59 p.m. (Central Time) on the Saturday following the end of Week 1	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT
WEEK 2	GENERAL ETHICS	1. Read Wells, Chapter 5 (Cont'd) 2. Case Study due by 11:59 p.m. Wednesday for students A-C	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT

		<p>3. Respond /critique Case Study due by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>4. Post an Observation on the Moodle Observation/Response Forum about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday</p> <p>5. Respond to an Observation posted by any other student on the Moodle Observation/Response Forum by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>6. Submit completed Quiz by 11:59 p.m. (CENTRAL TIME) Saturday</p>		
WEEK 3	ECONOMICS AND ETHICS	<p>1. Read Wells, Chapter 9</p> <p>2. Case Study due by 11:59 p.m. (CENTRAL TIME) Wednesday for students D-F</p> <p>3. Respond/critique Case Study due by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>4. Post an Observation about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday</p> <p>5. Respond to an Observation posted by any other student by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>6. Submit completed Quiz by 11:59 p.m. (CENTRAL TIME) Saturday</p>	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT

WEEK 4	ECONOMICS AND ETHICS	<ol style="list-style-type: none"> 1. Read Wells, Chapter 9 (CONTD) 2. Case Study due by 11:59 p.m. (CENTRAL TIME) Wednesday for students G-I 3. Respond/critique Case Study due by 11:59 p.m. (CENTRAL TIME) Saturday 4. Post an Observation about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday 5. Respond to an Observation posted by any other student by 11:59 p.m. (CENTRAL TIME) Saturday 6. Submit Quiz by 11:59 p.m. (CENTRAL TIME) Saturday 	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT
WEEK 5	ECONOMICS AND ETHICS	<ol style="list-style-type: none"> 1. Read Wells, Chapter 9 (CONTD) 2. Case Study due by 11:59 p.m. (CENTRAL TIME) Wednesday for students J-L 3. Respond/critique Case Study due by 11:59 p.m. (CENTRAL TIME) Saturday 4. Post an Observation about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday 5. Respond to an Observation posted by any other student on the by 11:59 p.m. (CENTRAL TIME) Saturday 6. Submit completed Quiz by 11:59 p.m. (CENTRAL TIME) 	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT

WEEK 6	ENVIRONMENT AND ETHICS	<p>1. Read Wells, Chapter 12</p> <p>2. Case Study due by 11:59 p.m. (CENTRAL TIME) Wednesday for students M-O</p> <p>3. Respond/critique to Case Study due by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>4. Post an Observation about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday</p> <p>5. Respond to an Observation posted by any other student by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>6. Submit completed Quiz by 11:59 p.m. (CENTRAL TIME) Saturday</p>	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT
WEEK 7	ENVIRONMENT AND ETHICS	<p>1. Read Wells, Chapter 12 (CONTD)</p> <p>2. Case Study due by 11:59 p.m. (CENTRAL TIME) Wednesday for students P-R</p> <p>3. Respond/critique Case Study due by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>4. Post an Observation about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday</p> <p>5. Respond to an Observation posted by any other student by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>6. Submit completed Quiz by 11:59 p.m. (CENTRAL TIME) Saturday</p>	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT

WEEK 8	GOVERNMENT AND ETHICS	<p>1. Read Wells, Chapter 8</p> <p>2. Case Study due by 11:59 p.m. (CENTRAL TIME) Wednesday for students S-U</p> <p>3. Respond/critique to Case Study due by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>4. Post an Observation about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday</p> <p>5. Respond to an Observation posted by any other student by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>6. Submit completed Quiz by 11:59 p.m. (CENTRAL TIME) Saturday</p>	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT
WEEK 9	GOVERNMENT AND ETHICS	<p>1. Read Wells, Chapter 10</p> <p>2. Case Study due by 11:59 p.m. (CENTRAL TIME) Wednesday for students V-Z</p> <p>3. Respond/critique Case Study due by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>4. Post an Observation about anything from this week's textbook readings or lectures by 11:59 p.m. (CENTRAL TIME) Wednesday</p> <p>5. Respond to an Observation posted by any other student by 11:59 p.m. (CENTRAL TIME) Saturday</p> <p>6. Submit completed Quiz by 11:59 p.m. (CENTRAL TIME) Saturday</p>	ALL	SEE THE "ASSIGNMENT" COLUMN FOR THE DUE DATES FOR EACH ASSIGNMENT
WEEK 10	CONCLUSION	<p>1. Read Wells, Chapter 10 (Contd)</p> <p>2. NO ASSIGNMENTS DUE THIS WEEK</p>	ALL	NO ASSIGNMENTS DUE THIS WEEK

GRADING CRITERIA:

Case Study	10%
Response to Case Studies	9%
Quizzes: 9 weeks at 5% each	45%
Observations Posted on the Discussion Forum: 9 weeks at 2% each	18%
Response to Observations Posted on the Discussion Forum: 9 weeks at 2% each	<u>18%</u>
Total	100%

LATE PENALTY: If a written assignment is not turned in or posted by the scheduled due date, the student will be penalized one grade for each week the assignment is late.

Graduate	
92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for university news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789

Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the “Communication Guidelines” provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the “Communication Guidelines” of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

RESEARCH RESOURCES:

The library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the library staff. Students with questions about available services, resources, or research, may contact the library via email at Library@amberton.edu.

RESEARCH ACCESS:

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the

University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, “How-to” videos, or in person. The library telephone is (972-279-6511 ext. 136, 137, or 138). You can email questions to library@amberton.edu or visit the library in person on the Garland campus for assistance.