

**AMBERTON UNIVERSITY**  
**e-COURSE SYLLABUS**

**MGT4650.E1 Contemporary Management Issues**  
**SPRING 2025**

**PROFESSOR INFORMATION:**

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**COURSE INFORMATION:**

MGT4650.E1 Contemporary Management Issues  
Level: Undergraduate  
Beginning Date of Session: Saturday, March 15, 2025  
Ending Date of Session: Thursday, May 22, 2025

**Student access available to the Student Portal: Saturday, March 15, 2025.**

*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: The 27 Challenges Managers Face: Step-by-Step Solutions to (Nearly) All of Your Management Problems  
Author: Bruce Tugan  
Publisher: Jossey-Bass  
Year Published: 2014  
Edition: 1st  
ISBN: 10:1118725597 or 13: 978-1118725597  
Price: Available at <http://amberton.ecampus.com>

Title: Strength's Finder 2.0.

**\* This book must be purchased in NEW condition in order to obtain the code required for the Strength's Finder test at the back of the book. An e-book will NOT have the code.\***

Author: Tom Rath  
Publisher: Gallup Press  
Year Published: 2007  
Edition: 1<sup>st</sup>  
ISBN: 10: or 13: 978-1595620156  
Price: Available at <http://amberton.ecampus.com>

Title: The 5 Languages of Appreciation in the Workplace: Empowering Organizations by Encouraging People.

**\* This book must be purchased in NEW condition in order to obtain the code required for the quiz at the back of the book. An e-book will NOT have the code.\***

Author: Gary Chapman & Paul White  
Publisher: Northfield Publishing  
Year Published: 2019  
Edition: 1<sup>st</sup>  
ISBN: 10: 0802418406 or 13: 978-0802418401  
Price: Available at <http://amberton.ecampus.com>

Title: Change Management Simulation: Power & Influence  
Author: William Q. Judge & Linda Hill  
Publisher: Harvard Business Publishing  
Year Published: 2020  
Edition: V3  
ISBN: 10: or 13: Product#7611-HTM-ENG. <https://hbsp.harvard.edu/import/1238542>. Price: \$16.25  
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](http://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.

This course provides students an in-depth exposure to the skills necessary to manage an organization in today's rapidly changing marketplace. The course will explore the general history and theory of the field of management. After reviewing the theories and foundations of the management field, students will investigate and discuss the changes and challenges in today's global marketplace. A variety of crucial management skills will be addressed. Course topics include the history and theory of management, managing differences, personality type, Emotional IQ, motivation and appreciation in the workplace, contemporary management challenges, ethical considerations in management, how to manage rapidly changing technologies, relationship building, and managing using strength.

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

1. Understanding the role of the manager within the organization.
2. Understanding how changes in the economy affect managers.
3. Defining the importance of being able to adapt to today's workplace challenges by creating an adaptive management style.
4. Understanding how utilizing strengths can be a powerful management tool.
5. Discussing how being able to work with different personalities can be an asset to a manager
6. Exploring gender differences and the need to adapt managerial approaches to those differences.
7. Understanding how to conceptualize organizational needs in relation to change.
8. Understanding how working with Emotional IQ can be a powerful management tool.
9. Understanding how to motivate and appreciate employees.
10. Understanding diversity within the workplace and how it affects managerial decision making.

11. Understanding ethics.
12. Understanding the challenges of the entitled worker.
13. Understanding the challenges of the unmotivated worker.
14. Understanding the challenges of the overworked employee.

## COURSE POLICIES:

1. Read and complete all assignments, papers, and exams by the scheduled due date. Assignments are due **no later than midnight**, Central Time (time in Dallas, TX) on the published due date.
2. Late Assignments: An assignment submitted after the due date will be assessed a penalty of 5% for each day or partial day that it is late. Work submitted more than five (5) days after the scheduled due date will **NOT** be accepted without written permission from Dr. Stephenson. There are **no options for extra credit or make-up work** in this course.
3. Assignments must be submitted through Moodle Course Management System and Dr. Stephenson must be able to open each assignment in order for it to be considered on time.
4. Assignments will typically be available at one (1) minute after midnight on the first day the assignment is open on Moodle; and will close at one (1) minute (23:59) until midnight on the last day the assignment is open on Moodle.
5. When submitting an assignment as an attachment to an email or an attachment to a Moodle assignment, please include your name, MGT4650.01, and the assignment number in the subject line of the email as well as on the first page or title page of the assignment. If required, file attachments may be submitted in **Word 2010 or later versions of Word for this course. Do NOT submit files in pdf format.**
6. **Plagiarism is strictly forbidden in this class. All written assignments will be submitted to an online review service (Turnitin and/or Grammarly) to evaluate your grammar and to check for plagiarized material. NO more than 15% of your paper can be directly quoted from outside sources OR generated by an AI tool like ChatGPT. I run a plagiarism check and generative-AI check on each paper. Any assignment exceeding the 15% limit will be given a zero score. Be certain that all of the material that is drawn from a specific reference source is properly cited according to APA 7th ed. standards.**
7. **The last day to submit any and all assignments is May 20, 2025.**

### ***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. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

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 assigned a grade of an "F" or withdrawn 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.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

**Originality:** Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

**Paraphrasing:** When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

**Acknowledgement:** When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

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 and self-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:**

**E-Mail Contact:** Since I will be managing this course using Moodle, I need you to send a message via Moodle to me by March 23<sup>rd</sup> to verify your ability to send and receive messages via the Moodle MGT4650.01 course's messaging function. Your message should confirm that you have read and understand the course syllabus, course expectations, and Moodle Communications Guide. To send a message through Moodle, log onto this course in Moodle; click on "Participants" in the left navigation bar; select my name; click on "Send a Message;" type your confirmation message in the box provided; and click "Send Message."

This course covers various issues and challenges you may face as a contemporary manager functioning in a modern organization. **The course will be divided into sections including Empowering organizations,**

**Optimizing performance; Personal effectiveness; Managing Opposing Forces; Ethics, and Change Management.** Three personal assessments (15% or 20% each), one simulation (30%) and four Discussion Forums (5% each) will be included in the course. The sections will have due dates spread throughout the semester. Each Discussion Forum will require that you post a well-developed answer to the question(s) posed by me for that specific forum – **AND** a well thought out response to **at least TWO** other student’s postings. The personal assessments will require you to complete the electronic evaluation AND provide your own reaction comments regarding the results of the assessment. The simulation exercise will require you to complete four scenarios involving change management AND to prepare a “Reflections” paper where you will reflect on the decisions you made and why; and what results you achieved.

- See **Moodle Course Calendar** for Weekly Assignment Due Dates.
- See **Moodle Weekly Assignments** for the Content of Specific Assignments and Readings. If a conflict exists between the syllabus and Moodle, Moodle will take priority.

<b>Week</b>	<b>Topic</b>	<b>Assignment</b>	<b>Competencies Covered</b>	<b>Due Date</b>
<b><u>Week 1:</u></b> March 15 – March 22	<b><u>Topic:</u></b> Introduction to Management, The Challenges of Being a Contemporary Manager	<b><u>Readings:</u></b> Read and become familiar with course expectations, syllabus, and materials. The 27 Challenges Managers Face Chapters 1 & 2. <b><u>Assignments:</u></b> Expectations Acknowledgement: Complete Personal Profile & Week 1 – Introduction Discussion Forum: Graded 1 Point	1,2,3,4,5,6,7,8,9,10,11, 12,13,14,15	<b>Sunday:</b> <b>March 23</b> Week #1 – Introduction Discussion Forum: Graded 1 Point
<b><u>Week 2:</u></b> March 23 – March 29	<b><u>Topic:</u></b> Introductions Continued Teaching Self- Management	<b><u>Readings:</u></b> The 5 Languages of Appreciation in the Workplace: Empowering Organizations by Encouraging People <b><u>Assignments:</u></b> Week 2 – Discussion Forum #1: Graded 5 Points	1, 3, 9	<b>Sunday:</b> <b>March 30</b> Week 2 – Discussion Forum #1: Graded 5 Points
<b><u>Week 3:</u></b> March 30 – April 05	<b><u>Topic:</u></b> 1. Optimizing Contributions, 2. Managing Performance, 3. Managing Attitudes	<b><u>Readings:</u></b> The 27 Challenges Managers Face Chapters 3 & 5 <b><u>Assignments:</u></b> Complete Quiz from 5 Languages Text <b>AND</b> Your Reaction	1,2,3,5,7,10	<b>Sunday:</b> <b>April 6</b> Complete Quiz from 5 Languages Text <b>AND</b> Your Reaction / Self- Assessment Comments (15 Points)
<b><u>Week 4:</u></b> April 06 – April 12	<b><u>Topic:</u></b> 1. Personal & Interpersonal	<b><u>Readings:</u></b> The 27 Challenges Managers Face	1, 3, 4, 10	<b>Sunday:</b> <b>Sunday:</b> <b>April 13</b>

	Effectiveness, 2. Generations, 3. Managing Superstars	Chapter 6 <b>Assignments:</b> Week 4 – Discussion Forum #2: Graded 5 Points		Week #4 – Discussion Forum #2: Graded 5 Points
<b>Week 5:</b> April 13 – April 19	<b>Topic: Managing Despite Forces:</b> 1. Eliminating Conflict, 2. Hostile Work Environment, 3. Entitled Worker, 4. Unmotivated Worker, 4. Overworked Worker, 5. Resource Constraints	<b>Readings:</b> The 27 Challenges Managers Face Chapter 7 <b>Assignments:</b> Complete MBTI/QEP Personality Assessment <u>AND</u> Your Reaction	1,3,7,12,13,14,15	<b>Sunday:</b> <b>April 20</b> Complete MBTI/QEP Personality Assessment <u>AND</u> Your Reaction / Comments (15 Points)
<b>Week 6:</b> April 20 – April 26	<b>Topic:</b> What are your Strengths? Ethics Discussion	<b>Readings:</b> Strength's Finder <b>Assignments:</b> Week 6 – Discussion Forum #3: Graded 5 Points	1, 2, 3, 10	<b>Sunday:</b> <b>April 27</b> Week #6 – Discussion Forum #3: Graded 5 Points
<b>Week 7:</b> April 27 – May 03	<b>Topic:</b> 1. Individual Differences, 2. Ethics (Cont.) 3. Management Renewal	<b>Readings:</b> The 27 Challenges Managers Face Chapter 8 <b>Assignments:</b> Open HBP Course Pack & Review Week #7 – Complete Strength Finder Assessment <u>AND</u> Your Reaction	3, 4, 5, 6, 10	<b>Sunday:</b> <b>May 4</b> Complete Strength Finder Assessment <u>AND</u> Your Reaction / Comments (20 Points)
<b>Week 8:</b> May 04 – May 10	<b>Topic:</b> Contemporary Management <u>AND</u> How to Optimize the Organization	<b>Readings:</b> Read Intro. to HBP Simulation Exercise re: Change Mgmt. <b>Assignments:</b> Log onto HBP Course Pack Week 8 – Discussion Forum #4: Graded 5 Points	1, 2, 3, 10, 11	<b>Sunday:</b> <b>May 11</b> Week #8 – Discussion Forum #4: Graded 5 Points
<b>Week 9:</b> May 11 – May 17	<b>Topic:</b> Contemporary Management <u>AND</u> How to Optimize the Organization (continued)	<b>Readings:</b> HBP Instructions for Change Management Simulation <b>Assignments:</b> HBP Course Pack Complete Simulation Scenarios #1 and #2	1,2,3,4,5,6,7,8,9,10,11, 12,13,14,15	<b>Sunday:</b> <b>May 18</b> HBP Course Pack Simulation Scenarios #1 and #2
<b>Week 10:</b> May 18 – May 20	<b>Topic: Putting It All Together: Change Management</b>	<b>Readings:</b> HBP Change Management Simulation	1-15	<b>Tuesday,</b> <b>Tuesday</b> <b>May 20</b>

	<b>Simulation</b>	<b>Assignments:</b> HBP Course Pack Complete Simulation Scenarios #3 and #4		HBP Course Pack Simulation Scenarios #3 and #4 <b>PLUS</b> Personal Reflections Paper (30 Points)
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**GRADING CRITERIA:**

Since the assignments in this course contain written assessments, Dr. Stephenson expects each student to present his/her material with well-written, coherent, properly structured English appropriate for a high level, undergraduate course with reference citations included correctly. The thoughts and material presented should be original, well-developed, and relevant to the specific topic(s) of the assignment. An assignment that is too brief or sparse will typically **NOT** provide an adequate basis for assessing a student’s knowledge and research effort on that particular assignment topic. English grammar, spelling, word choice, and usage (APA 7<sup>th</sup> edition compliant) are a part of your grade. **Your assignments will be submitted to an online assessment tool (Turnitin and/or Grammarly) to evaluate both your grammar score and a plagiarism score. NO more than 15% of your paper can be directly quoted from outside sources OR generated by an AI tool like ChatGPT. I run a plagiarism check and generative-AI check on each paper. Any assignment exceeding the 15% limit will be given a zero score.** Be certain that all of the material that is drawn from a specific reference source is properly cited according to APA standards.

Grading for this course will be as follows:

- Written Assignment #1 15%. Quiz from 5 Languages Text AND Your Reaction, April 6<sup>th</sup>, 2025.
- Written Assignment #2 15%. MBTI/QEP Personality Assessment AND Your Reaction, April 20<sup>th</sup>, 2025.
- Written Assignment #3 20%. Strength Finder Assessment AND Your Reaction, May 4<sup>th</sup>, 2025.
- Written Assignment #4 30%. HBP Simulation PLUS Personal Reflections Paper, May 18<sup>th</sup> & 20<sup>th</sup>, 2025.
- Discussion Forums (4) 20%. Response to Discussion Forum Topics and In-Class Participation

**Zoom Chat Sessions**

During the semester, **Dr. Stephenson will be available for online Zoom sessions each Thursday evening from 7:45 to 8:30 p.m. Central Time.** These online Zoom sessions will be an opportunity for students to exchange ideas and ask questions. This time is provided as a resource to students in this course. Participation is optional; but Dr. Stephenson does encourage each student to take advantage of this option for personal interaction with other classmates and the instructor. These Zoom sessions offer an opportunity to gain insight and clarification regarding Dr. Stephenson’s expectations – and occasionally, hints that might improve a student’s grade. Just sayin’!

**Moodle Discussion Forums**

Courses offered on Moodle are also provided with a Discussion Forum area. During this semester, I will post a weekly discussion topic question on the Moodle Discussion Forum. During the following week, you will be expected to post your **thoughts and responses** regarding the posted topics. These postings will be graded **(20 points during the semester)**; and they do provide an excellent tool for interaction and discussion regarding marketing topics of interest. Each discussion forum will require that you post a well-developed answer to the question(s) posed by me for that specific forum – **AND** a well thought out response to **at least two other student’s postings.**

**GRADING CRITERIA:**

- Undergraduate
- 90 – 100 A
- 80 – 89 B
- 70 – 79 C
- 60 – 69 D

### **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 and Research Tutorials.

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](mailto: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](mailto: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.

### **Email Communication**

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto: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](mailto:Username@my.Amberton.edu)

Example: [LJones-Smith789@my.Amberton.edu](mailto: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](mailto: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](http://Amberton.edu)) or the library site ([Library.amberton.edu](http://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. 185. You can email questions to [library@amberton.edu](mailto:library@amberton.edu) or visit the library in person on the Garland campus for assistance.