BOR/CRIJ 6391
Independent Research: Advanced Study of International Drug Trafficking (3-0)

Professor
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Course Description/Overview
BOR/CRIJ 6391 Independent Research: Advanced Study of International Drug Trafficking (3-0). The
graduate student is expected to work independently on a research project while guided by the
professor. The student and professor entered into an agreement to study International Drug Trafficking.
International trafficking of illegal narcotics and other illicit pharmaceutical drugs has been a global
problem for over a century. From the Opium Wars of the 1800s to the current battles among drug
cartels in Mexico and other regions of the world, illicit drugs have remained a significant global concern.
This course offers an in-depth analysis of the epidemic of drug abuse and its association with crime.
Using open source information and intelligence from several sources, students evaluate the impact of
current drug interdiction efforts by federal agencies, multiple jurisdictions and international
coordination. Students conduct online research and analysis to understand viable strategies, programs
and policies to reduce the current demand for illegal substances worldwide and to dismantle criminal
and terrorist organizations involved with drug trafficking. Through weekly discussion, students learn to
support and defend their positions on the causes, contributions, and correlations of drug trafficking and
to the control of factors and dynamics which contribute toward this global malaise.

Credit may not be earned for this course and Criminal Justice 6391.

Administration
There are no prerequisites for this course; however, it is expected that the student possess status as a
graduate student. There is a substantial amount of reading material, and because of the complexity of
the drug trafficking problem, multiple perspectives are researched.

The course grade is determined through an assessment of discussion question posts and student replies.
Two writing assignments are included this semester, and the student is provided considerable discretion
on which questions to reply.

Late papers will not be accepted without prior communication with the professor.

The course drop date shall be the sixth day of class, -- September 2, 2017.
Course Bibliography and Required Readings

Presently, a comprehensive textbook on the global and international drug trafficking problems does not exist. Therefore, the reading materials for this course will include current and historical publications released by the following organizations:

1. Executive Office of the President of the U.S., National Drug Strategy
5. Select publications from the Congressional Research Service, think tanks, and individual authors who are designated as experts within this field

Additional course readings will be selected from government and organizational open-source readings available as eBooks, pdf files, and government research publications as well as peer-reviewed journal articles within Political Science, Military Studies, Criminal Justice, Homeland Security, and Government. Peer-reviewed articles and manuscripts will also be a source of study. These will be provided by the professor during the relevant lessons.

Prerequisites

There are no prerequisites for this course.

Technical skills required for this course

As with all online courses, students must be able to operate a computer and have the necessary technical skills to navigate around a web page. Additional technical skills are not a prerequisite for this course; however, your computer must meet certain minimum requirements to operate Blackboard.

Time spent on this course

Students can expect to spend a minimum of six (6) hours per week to complete all the readings and assignments. The lessons include reading the material provided within the Instructional Narratives, student discussion board posts and replies, watching or listening to media presentations and links, and independent research needed to provide depth and breadth to weekly activities.

Goals, Objectives, and Outcomes

Course Goals

Students perform in a satisfactory and productive manner when the proper context for learning is clearly articulated at the beginning of each course. In this graduate study course, there are several distinctive course goals. By the semester’s end, each student will be able to complete each of the following:

- Understand the history and context of illicit drug use throughout the world
• Articulate the complex factors which contribute to the international drug trafficking of illicit substances

• Describe the organizational structure, operations, networks, and variety of drug trafficking organizations

• Define the context upon which drug trafficking, transnational, and foreign terrorist organizations function to create security problems related to illicit international narcotics trafficking

Course Objectives
The course is designed to achieve the following learning objectives:

Objective One: To become familiar with the depth and breadth of the global drug trafficking problems through study and critical analysis of governmental reports for specific world regions as evidenced within recently published reports of agencies such as the U.S. Department of Justice, the U.S. Department of State, and the United Nations Office of Drugs and Crime

Objective Two: To evaluate the scope of the drug trafficking problems in specific regions and countries by identifying contributing factors and determining efficacy of anti-drug trafficking measures such as legislation and prevention strategies

Objective Three: To identify drug trafficking organizations, transnational organized crime groups, and foreign terrorist organizations that contribute to illicit international drug trafficking

Objective Four: To understand and contextualize the global drug trafficking problem from a U.S. perspective with border, homeland, and national security strategies as the foundation

Learning Outcomes
Students have a right to know what their professors expect from them in terms of their course instruction and how their learning will be evaluated. This course establishes several learning outcomes that are measured as objectively as possible. Upon completion of the course, each student should successfully complete the following:

• Understand and discuss the scope of the global drug trafficking problem by region and type of narcotic being trafficked

• Identify Drug Trafficking Organizations (DTOs) Transnational Organized Crime groups (TOCs), and Foreign Threat Organizations (FTOs) that are actively engaged in drug trafficking

• Comprehend the characteristics and health problems of dangerous drugs, such as opiates, heroin, cocaine, amphetamines, cannabis, and synthetic combinations

• Learn the effect and interaction of drug trafficking with crime, such as human and weapons trafficking, money laundering, and terrorism
• Obtain research publication on the current trafficking groups by region and the type of drug trafficked
• Synthesize and apply the drug control strategies and legislation with effective programs as they relate to the U.S. threats

Methods of Assessing the Outcomes
Student learning outcomes will be assessed through a combination of written assignments and active participation in the cohort discussions established through discussion board questions each week.

Two writing assignments are included within this semester’s study: A midterm assignment involving a summary of the proposed study, the identification of 10 sources to be relied upon for the foundation of the paper, and objectives of the study. The final assignment will involve the completion of a project or paper of at least 10 pages. The word limit is estimated at 2,500, with compliance to APA or CMS manuscript style.

The assignments are designed to measure the student’s ability to critically analyze the causes and consequences of international drug trafficking, but more importantly, to conduct independent research that is sufficient to support the student’s perspective, opinion, position, thesis or hypothesis. Specific knowledge on topics of importance to future courses in the Border and Homeland Security program as well as the Criminal Justice program is measured through comprehensive, written assignments. To measure the student’s comprehensive understanding of the materials presented in this course, each writing assignment is meant to be comprehensive, inclusive of previous readings and class discussions.

Altogether, the assignments in this course are meant to adequately prepare Homeland Security and Criminal Justice professionals, practitioners, researchers, and students to effectively perform in their jobs and assignments. A major competency that is addressed is the ability to think critically, research information intelligently and process it appropriately, produce accurate briefings and reports, and to manage sometimes voluminous and complex information. Effective writing and critical thinking skills are necessary for a graduating student to succeed in the workplace and in future employment opportunities, transfers, and promotions.

Required readings are primarily taken from current government publications. Additional and optional readings will add depth and breadth to the assigned readings and to the student-led effort to submit well-researched, supported papers. Case illustrations and studies are greatly appreciated and are relevant to each course of study.

This semester will cover:

• A history and context of international drug trafficking
• The Opium Wars of Central Asia
• East and Southeast Asia Trafficking
• Drug Trafficking Within the European Union
• Trafficking in Africa
• Mexico and Latin American Countries and the Drug Trafficking Problems
• Control Strategies and Legislation
• Trends and Future Implications
Unless otherwise specified in a specific lesson or module, all reading assignments refer to the chapters and pages of these textbooks and assigned published articles. Other readings or media may be assigned by the instructor as part of the course completion. Additional and optional readings will serve to address interests developed by the student for his/her academic advancement.

**Grading Policies**

Your grade for this course will be based on the following:

- **Discussion Board Posts** 36%
  - Discussion #1 6 points
  - Discussion #2 6 points
  - Discussion #3 6 points
  - Discussion #4 6 points (Week 5)
  - Discussion #5 6 points
  - Discussion #6 6 points (Week 8)

- **Mid-Term Written Assignment** 32%

- **Final Written Assignment** 32%

**TOTAL** 100%

This course employs two written assignments. The written assignments account for 64 percent of the course grade. The written assignments are relevant to the topics and reading assignments preceding them. Each written assignment must be completed within the specified time period and must comply with the CMS or APA elements of style: double spaced, 1” margins, and with appropriate grammar and spelling and writing mechanics. Citations must be provided and a Reference page is required. (Reference may be placed at the end of each question’s response). A minimum of five (5) references are required for the midterm paper.

On the final assignment, at least 15 references must be included for each question answered, and font must be size 12, New Times Roman or Courier only. The papers must be submitted electronically in Word or pdf format only. If necessary, laptops are provided at the library for student use.

**Formal academic writing uses standardized styles and citation formats.** The preferred format is the APA style. To access the APA writing guidelines go to this link:

http://owl.english.purdue.edu/owl/resource/560/01/

The Chicago Manuscript Style, CMS, will be acceptable. The Chicago Style guide can be found at

http://www.chicagomanualofstyle.org

Please cite your references in EVERY instance and include a properly formatted reference list and cover page with every assignment. Every writing assignment should be submitted as a WORD or PDF document. If you do not have Microsoft Office or Adobe Acrobat, then copy the text you have written directly into the assignment section of Blackboard during the appropriate week. Please **Do NOT** submit writing assignments in Word Perfect, Microsoft Works, or some e-mail format. They will not be
Letter Grades
Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

- **A**: 90 - 100%
- **B**: 80 - 89%
- **C**: 70 - 79%
- **D**: 60 - 69%
- **F**: 59% and below

Assignment Rubrics
General Guidelines for Each Assignment:

- Be sure that your student ID is on each assignment. Don’t put your name, the course number, or assignment number on the assignment you submit.
- Copy and paste each question into your work and immediately follow the question with your answer.
- Answer all questions per assignment.
- Your answers for the questions are expected to fill two or more pages.
- Answers must be typed, in 12 point font, and submitted as a WORD or PDF file.
- Use default margins for your word processing program.
- Save your work to your computer!

How to Submit Your Assignment
Save your document in Word or convert to a pdf file (Acrobat or Word Image Writer). The document must meet the CMS or APA writing standards and include 1” margins, double space, with a cover sheet and reference page. The text must contain citations and footnotes where appropriate. Plagiarized works will not be accepted.

For more information on the *Chicago Manual of Style*, 16th ed., please see the following:
http://owl.english.purdue.edu/owl/resource/717/01/.

See also
http://www.chicagomanualofstyle.org/home.html, including the Chicago Style Citation Quick Guide.

For more information on the Publication Manual of the American Psychological Association, 6th ed., please see Tutorial on the Basics of APA style on the following URL:

Open your email and attach the document.
Send the document to manuel.zamora@angelo.edu
This course utilizes both objective and subjective methods to measure your comprehension of the presented materials and acquisition of new knowledge. You will also be graded on your ability to critically read and critically write about the work of others.

On-line course:
- From within Blackboard, go to the assignment tab and open the specific assignment.
- Under section 2. Assignment Materials, next to Attach File, click on “Browse for Local File” (You should have already saved your assignment in the directory).
- Select the file you want to submit.
- In the “Name of link to file,” type the assignment number and your name (e.g., Assignment 1 Borris Lee).
- Then click the submission button to send me your assignment.

Warning
PLAGIARISM will not be tolerated and can result in the failure of a course and dismissal from the University. The plagiarism clause may be found within the ASU Student Code of Conduct.

Rubrics
Discussion forums and writing assignments will be graded using a standardized rubric. It is recommended that you be familiar with these grading criteria and keep them in mind as you complete the writing assignments. There are two rubrics. Click the link to download the PDF document:

Discussion Rubric
Writing Assignment Rubric

Final Exam
The final exam is comprised of a final project or research paper of at least 10 pages, 15 references, and compliance with APA or CMS manuscript style. The due date will be Thursday, Week 7, Lesson 7.

Course Organization
This is an eight (8) week course. As such, there is limited time to finish the assigned readings and associated projects. Please keep this in mind as you schedule your work. The assignments are completed in eight (8) lessons.

This is an eight (8) week graduate level course; therefore, it will be necessary for each student to keep up with the reading assignments. This will enable each student to submit and engage in an informed and intelligent contribution to the discussion boards and to stimulate an application, synthesis, and debate of the study material to improve learning and illustrate a highly interactive environment. There are assigned readings, optional and additional readings and videos, and PowerPoint presentations. Each student will be provided notice of the reading assignments so that there is sufficient time for understanding the study material.

Lesson One: Introduction and Context of the World’s Illicit Drug Problems

Objectives:
• Understand the current global problems with the illicit drug market and its effect on a nation’s social, political, and economic structure

• Comprehend the depth and breadth of drug trafficking as a global problem by a review of the drug market by region and countries of the world

• Obtain an overview of the world’s drug trafficking problems by studying the drug market for continents such as Asia, Europe, Africa, South and Central America, and the U.S.

• Articulate the definitions and differences between drug trafficking organizations, transnational organized crime groups, and foreign terrorist organizations.

Reading Assignments:


http://www.repository.law.indiana.edu/ijgls/vol18/iss2/10/ (BOR CRIJ 6306 Jenner 40 Years of Drug Trafficking)

Definitions:

Transnational Organized Crime: http://www.whitehouse.gov/administration/eop/nsc/transnational-crime/definition

Foreign Terrorist Organizations: http://www.state.gov/j/ct/rls/other/des/123085.htm


Other definitions of organized crime: http://www.organized-crime.de/OCDEF1.htm

Introduction:
Please introduce yourself to the class. An overview of your academic goals, future employment, and what you expect to obtain from this course is respectfully requested.

Discussion Question #1:
Please identify three sources that a graduate student may reference for a history of drug trafficking. Which source best helps a graduate student better understand the history or context of the drug trafficking problems throughout the globe? (Note: This is independent research designed to sharpen research skills and identify robust, academic sources.)
Lesson Two: Afghanistan, Central Asia and Russia: The Opium Wars

Objectives:

- Understand the opium problem as one of the world’s longest standing illicit drug, its market, transportation, and consumption through a review of history and the evolution of global legislation primarily as documented by the United Nations Office of Drugs and Crime

- Trace the origin, transportation, and destination of opium and its byproducts throughout the world

- Articulate and discuss the effect of opium cultivation on the regions known as Central Asia and northward to Russia

- Identify crime groups and terrorist organizations that traffic in illicit drugs as well as their purpose for such activities

For country locations and regions used within this course, please see the CIA website. As we begin this study, we see Afghanistan is considered a country in the SE Asian region of the world: https://www.cia.gov/library/publications/the-world-factbook/geos/af.html

Reading Assignments:
The Opium Wars: http://www.opioids.com/opium/opiumwar.html

Draper, R. (2013). A Discussion on the Afghan Opium Trade, Robert Draper http://www.c-spanvideo.org/program/297878-5. Robert Draper spoke about his article in National Geographic, “Afghanistan’s Opium Wars” and his research on interrelationships between the local government, law enforcement, Poppy growers, the Taliban, and the economy. He also responded to telephone calls and electronic communication.


Russian Federation Policy: http://www.drugwarfacts.org/cms/node/1245#sthash.wzIfvBdo.dpbs

UNODC (2013), Transnational Organized Crime in East Asia and the Pacific: A Threat Assessment, pp. 49 – 74 (BOR CRIJ 6306 IDT E Asia UNODC.pdf)


Optimal Readings:
UNODC (2008). Discussion paper: Is poverty driving the Afghan opium boom? (BOR CRIJ 6306 Is poverty driving opium boom?)


Opium:


Discussion Question #2:
Which ethnic, social, or criminal group do you see as the most dangerous in the region identified as Central Asia? Why? Provide an illustration or case study, as well as link or citation/reference for your source. (Note: Please select a country that is different than all those countries previously posted.)

Optional Discussion Question:
What is mercantilism and how does it relate to international drug trafficking? Defend the economic view of drug trafficking from the idea that drug trafficking is politically motivated, or a necessary component of the social structure and system of any given society.

Assignment of Mid-term Paper:

Please submit an outline of your proposed project or research paper. The outline should contain a summary, such as an Abstract of your paper or project. Please also identify 10 or more sources that will serve as bibliography.

The paper is due no later than midnight, Thursday, September 20, 2017.

Lesson Three: East and Southeast Asia

Objectives:

- To identify the types of drugs subject to trafficking within East and Southeast Asian countries, such as Cambodia, Thailand, China, Japan, and others

- To understand the illicit drug market economy and the types of organizations that engage in criminal enterprise and organized crime in furtherance of the drug trade
• To discuss the transportation routes, countries of origin, transit, and destination

• To articulate parts of the political, governmental, social, and economic systems that contribute to the proliferation of drug trafficking within various East and Southeast Asian countries

**Reading Assignments:**


**Optional Readings:**


**Discussion Question #3:**

Identify a transnational organized crime group that is involved with drug trafficking as part of its operations. Discuss its history, its organization, and how or why it remains functional despite government efforts to dismantle it. (*Please limit this to no more than 250 words. Thus, be concise.*)

NOTE: Please identify a group that is not identified previously or discussed in more than three posts, if the content is different.

**Optional Discussion Question:**

Locate and discuss a Japanese or Asian organized crime and drug trafficking organization that is involved with national and international crimes, such as extortion, drug, weapons, and human trafficking. Present a brief summary of the organization and its market. (*Please limit this to 250 words.*)

**Lesson Four: Trafficking in Countries of the European Union**

**Objectives:**

• To identify the types of drugs subject to trafficking within European Union countries, such as France, Germany, Britain, and others

• To understand the illicit drug market economy and the types of organizations that engage in criminal enterprise and organized crime in furtherance of the drug trade

• To discuss the transportation routes, countries of origin, transit, and destination
• To articulate parts of the political, governmental, social, and economic systems that contribute to the proliferation of drug trafficking within countries of the European Union

**Reading Assignments:**

European Union Policy: [http://www.drugwarfacts.org/cms/EU#sthash.kY4QXjUg.dpbs](http://www.drugwarfacts.org/cms/EU#sthash.kY4QXjUg.dpbs)


DTOs in Europe: [http://link.springer.com/article/10.1007%2FBF02249231#page-1](http://link.springer.com/article/10.1007%2FBF02249231#page-1)


DTOs in Europe: [http://link.springer.com/article/10.1007%2FBF02249231#page-1](http://link.springer.com/article/10.1007%2FBF02249231#page-1)

**Optional Reading Assignments:**
BOR CRIJ 6306 IDT European Union Pact to end trafficking.pdf

*Mid-term Paper is Due: Thursday, September 20, 2017.*

**NO DISCUSSION QUESTION THIS WEEK**

**Lesson Five: Africa**

**Objectives:**

• To identify the types of drugs subject to trafficking within African countries, such as West and Southern African countries (Ivory Coast, Ghana, S. Africa, and others)

• To understand the illicit drug market economy and the types of organizations that engage in criminal enterprise and organized crime in furtherance of the drug trade

• To discuss the transportation routes, countries of origin, transit, and destination

• To articulate parts of the political, governmental, social, and economic systems that contribute to the proliferation of drug trafficking within various African countries

**Reading Assignments:**

UNODC (2006). Organized Crime and Irregular Migration from Africa to Europe


UNODC. (2010). Drugs and Arms in Africa, PPT slideshow

**Discussion Question #4**
How does Akyeampong’s (2005) manuscript on diaspora explain the movement and expansion of international drug trafficking by early traffickers to modern ones, such as foreign terrorist organizations? Alternatively posed, why have terrorist organizations and modern transnational organized crime groups remained successful in expanding their illicit drug trafficking operations despite the status of current control and intervention efforts.

**Optional Discussion Question:**
Please read and critique Akyeampong’s (2005) publication on diaspora and drug trafficking. What was the primary contributor to Ghana’s growing drug trafficking problem? Cite an example or illustration to prove your point.


**Lesson Six: Mexico and Central American Drug Trafficking Organizations**

**Objectives:**

- To identify the types of drugs subject to trafficking within Latin American countries, such as Mexico, the Caribbean, Central America, and South America

- To understand the illicit drug market economy and the types of organizations that engage in criminal enterprise and organized crime in furtherance of the drug trade

- To discuss the transportation routes, countries of origin, transit, and destination

- To articulate parts of the political, governmental, social, and economic systems that contribute to the proliferation of drug trafficking within Latin American countries

**Reading Assignments:**


Optional Readings:


Discussion Question #5:
Compare and contrast the March 20, 2006, UNODC report on Transnational Organized Crime: Principal Threats and U.S. Responses to the current state of affairs in the U.S. and identify a source for your comparison. How has the U.S. national strategy changed since this report was published in 2006? (BOR CRIJ 6306 Compare 2006 to Current Strategy).


Optional Discussion Question:
Explain the public health crisis created by illicit drug use within any population of the geographic area(s) discussed this week. What caused this health problem, and what is being done to alleviate it? Please cite a case study or illustration as evidence to support your position or thesis.

Lesson Seven: Control Strategies and Legislation

Objectives:

- To identify the historical landmark legislation and timelines leading to worldwide shifts in the drug control philosophy

- Identify and discuss major or significant U.S. and international legislation to control the drug market from production to distribution and possession and use
Discuss the efforts of law enforcement agencies within the US. And abroad, along with military efforts to stop production, distribution, and trafficking of illicit drugs

Review the U.S. Department of State 2012 International Narcotics Control Strategy report to understand the law enforcement function with respect to international drug trafficking

**Reading Assignments:**


**NO DISCUSSION QUESTION THIS WEEK**

Final Paper is due this week, Thursday, no later than midnight, September 20, 2017.

**Lesson Eight: Trends and Future Implications**

**Objectives:**

- Comprehend and articulate the threats posed by international drug trafficking organizations, transnational organized crime groups, and foreign terrorist organizations on the U.S. and in the European Union

- Gauge the potential effect of organized legislative efforts and preventative strategies involving mutual pacts, aid agreements, and nation-building

- Determine the appropriate future strategies and legislation needed to more effectively control the international drug trafficking problems

**Reading Assignments:**

Discussion Question #6:
Please describe the structures, associations, and operations of any drug trafficking, transnational crime, or foreign terrorist organization that contributes toward its success, and its resiliency in light of international control efforts. Why can U.S. and international efforts be deemed a failure?

Optional Discussion Question:
Read and critique Madsen’s (2012) *International Narcotics Law Enforcement: A Study in Irrationality.* Please respond to the following question and support your answer through a case study, an illustration, or other evidence: Given your understanding of the U.S. and global trafficking legislation and strategies, how accurate would you say that Madsen (2012) is in his assessment of the international narcotics law enforcement actions? (Please add to the discussions posed by fellow students and please do not echo the content of their posts.)


Academic Notation
Please note that a more academic and scholarly approach is expected to the work in this course of study, as your status as a junior or senior in good standing postures you to be more informed and knowledgeable, with greater depth and breadth as to the history and status of the U.S. efforts to protect
her borders and secure the homeland. There are multiple parts to each discussion question, the paper, and the final assignment (exam).

**Additional Readings**
Additional, current literature from the Department of Homeland Security or other government publication and peer-reviewed publications MAY be assigned weekly to provide greater depth and breadth of the study of capstone experiences. Because Homeland and Border Security is a quickly evolving discipline, new material will be introduced for the purpose of critical analysis and synthesis.

Unless otherwise specified in a specific lesson or module, all reading assignments refer to the chapters and pages of the assigned readings. Other material or media may be assigned by the instructor as part of the course completion. Additional and optional readings will serve to address interests developed by the student for his/her academic advancement.

**Course Administration**

**Attendance**
This is an online course and attendance is not taken. However, failure to participate in the discussion board, or to communicate or respond to e-mails from the professor, is an indication something is wrong. Therefore, we have made both a significant component of the course grade as an enticement to keep you engaged in the learning process. Failure to participate or communicate on the part of a student will result in an appropriate reduction of your grade and possibly in your failure of this course.

**Drop Date**
Per ASU policy, the sixth day of class is the last drop date. A drop beyond this date would result in the Instructor assigned grade and would be based on the student’s course contributions. For Spring A, is January 23, 2017.

**Late Work**
You must contact your professor before the assignment is due if you believe it will be late. Failure to do so will result in a zero for the assignment.

**Incomplete Work**
The University policy on grades of "Incomplete" is that the deficiency in performance must be addressed satisfactorily by the end of the next long (16 week) semester or the grade automatically becomes a "F."
Grades of "Incomplete" will only be awarded to students who have demonstrated sufficient progress to earn the opportunity to complete the course outside of the normal course duration. The award of an "Incomplete" will only be made in rare circumstances, with the concurrence of the student and the professor on what specific tasks remain and when they are due for the grade to be changed to a higher grade. The determination of the need to award an "Incomplete" is entirely up to the professor's personal judgment.

**Communication**

**Participation**
In this class everyone brings something to the table. Your ideas and thoughts do count, not only to me, but the entire class. Feel free to ask questions either via e-mail or the discussion board. Check the
discussion board regularly. Many student questions are applicable to the class as a whole, as are the responses. You may be surprised how many of your classmates have the same questions and concerns as you. I may simply post your particular question on the discussion board and allow your classmates to provide the answer through their own posts.

At this point in your study, most, if not all of this student cohort has become familiar with online education. As a class, we are together to help each other with this learning process and share our collective knowledge on how best to communicate, how to resolve technical issues that may arise (if we have the expertise), and to assist each other to find answers to our questions. We will learn and work as a team.

**Courtesy and Respect**

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (i.e. zero tolerance). Remarks concerning one's ethnicity, lifestyle, race, religion, beliefs, customs, age, mental or physical health, disability, etc., are prohibited. Violations of these rules will result in immediate dismissal from this course.

**Office Hours/Contacting the Instructor**

Office hours for this course are by appointment.

**University Policies**

**Academic Integrity**

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code and the ASU Student Handbook.

**Accommodations for Disability**

The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by contacting the Student Life Office at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process. The Student Life Office will establish the particular documentation requirements necessary for the various types of disabilities.

**Student Absence for Religious Holidays**

A student who intends to observe a religious holy day should make that intention known in writing to the professor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**Email Etiquette**

Within an academic environment, emails are considered formal means of communicating. Expect that your emails will receive a reply within 24-48 hours. The following guidelines represent good etiquette.
• Use only your ASU student account to email your professor. Use the subject line to summarize the content of your question or issue, including a salutation (e.g. Dear Dr. Smith).
• Messages should be succinct, with no uncommon abbreviations. Messages should not use fancy, colorful, or special characters or fonts.
• At the end of your message, please include your full name.
• Please do not send the same message multiple times.
• Emailed messages should be formal and understood to comprise a formal record.