



## Social Sciences Proseminar

Course Number: SOSC 3300-110 (CRN 80223)  
 Semester: Spring 2017  
 Instructor: Lynn Greenwood, PhD

### Course and Contact Information

<b>Class Time, Day, Location, and Duration:</b>	Online August 28-December 15
<b>Office:</b>	Founder's Hall, 217L
<b>Office Hours:</b>	Wednesdays 2-5pm Thursdays 10am-1pm Other times/days may be arranged by appointment – please email if you need to meet beyond the above office hours
<b>Email:</b>	Preferred email: <a href="mailto:lgreenwood@tamuct.edu">lgreenwood@tamuct.edu</a> – <ul style="list-style-type: none"> <li>When emailing, always identify yourself and the course number. In general, when communicating electronically, you should use complete sentences and be very clear about what you are asking or saying to avoid miscommunication. Deviations from this may result in an unanswered email.</li> </ul> Canvas messages are also acceptable.
<b>Phone:</b>	Mobile: 512-525-9173 <ul style="list-style-type: none"> <li>If texting or leaving voicemail, please identify yourself and the course number. Deviations from this may result in no reply.</li> <li>I do not have an office phone.</li> </ul>
<b>Preferred Mode of Communication:</b>	Emails or office visits are preferred to phone calls, unless absolutely necessary. Text messages are acceptable as well. Do not call or text after 8pm.

### Catalog Description:

Social Science Proseminar is designed for students entering upper level course work in the social sciences. This course provides undergraduates with an introduction to professional communication, upper level writing expectations, and ethics in professional writing.

### Expanded Description:

This course will insure students are capable of writing for the social sciences. It is important for students to understand aspects of professional decorum in the social sciences, accessing on-campus resources, and meeting basic standards for writing and presentation styles in the social sciences. This course is essential for students to successfully demonstrate knowledge of basic

sociological and criminal justice concepts, demonstrate their ability to research, and present in a professional environment.

### Course Objectives:

- Ability to communicate in a professional manner
- Familiarity with the benefits and responsibilities of membership in professional organizations and associations
- Familiarity with several on-campus resources, such as the University Writing Center, University Library, and Office of Professional Development
- Ability to find and use digital and library resources
- Enhanced basic composition skills, including improved clarity and structure as appropriate for formal writing in the social sciences
- Ethics in professional writing
- Ability to conduct and compose a review of social science literature
- Gain foundational knowledge of acceptable format and citation styles (e.g., APA, ASA)
- Experience presenting in an academic environment

### Course Textbooks:

American Psychological Association (2009). *Publication manual of the American psychological association* (6<sup>th</sup> ed.). ISBN: 9781433805622

American Sociological Association (2014). *American sociological association style guide* (5<sup>th</sup> ed.). Washington D.C.: American Sociological Association. ISBN: 9780912764214

Burns, T. & Sinfield, S. (2016). *Essential study skills: The complete guide to success at university* (4<sup>th</sup> ed.). London: Sage Publishing, Inc. ISBN: 9781473919020

Lester, M. & Beason, L. (2013). *The McGraw-Hill handbook of English grammar and usage* (2<sup>nd</sup> ed.). McGraw-Hill Education. ISBN: 9780071799904

### Supplementary Materials:

Students will receive additional reading and viewing materials throughout the semester to enhance, expand on, and aid in discussions. These materials will be posted in Canvas.

### Academic Dishonesty:

Academic dishonesty will not be tolerated. To insure you comply with the standards of academic integrity set forth by TAMUCT, please read the following information, and follow the links. By now you should all understand what plagiarism is and is not. If you are unsure, please follow the link I've provided and read all material on the subject. **Any student caught plagiarizing will receive a 0 (zero) for that assignment and may be referred to the university for further discipline.**

Academic Integrity	Texas A&M University - Central Texas expects all students to maintain high standards of personal and scholarly conduct. Students found responsible of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty and report the incident to the Associate Director of Student Conduct. More information can be found at <a href="http://www.tamuct.edu/departments/studentconduct/facultyresources.php">http://www.tamuct.edu/departments/studentconduct/facultyresources.php</a> .
Plagiarism	Plagiarism is a form of academic dishonesty. Plagiarism, most simply defined, is not properly crediting your sources of information through the use of textual citations and the provision of a works cited list. If something is not your own original idea, thought, words, or the product of your original data collection and analysis, you need to cite your source in the text. You may expand on work you have submitted in other classes. If you would like to do so, please contact me to discuss the terms. To learn more about plagiarism, please visit <a href="https://owl.english.purdue.edu/owl/resource/589/02/">https://owl.english.purdue.edu/owl/resource/589/02/</a> .

### **Diversity in the Classroom:**

Respect for cultural and human biological diversity are core concepts within the Social Sciences. In this course, each voice in the classroom has something of value to contribute to class discussion. Please respect the different experiences, beliefs and values expressed by your fellow students and instructor, and refrain from derogatory comments about other individuals, cultures, groups, or viewpoints. In this course we welcome individuals of all ages, backgrounds, citizenships, disabilities, education, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experience, political views, races, religions, sexual orientations, socioeconomic statuses, and work experiences.

### **Mode of Instruction and Course Access:**

This course is fully online and uses the TAMUCT Canvas system. To be able to successfully complete this course, the student must have reliable and frequent access to a computer and to the Internet.

- Access the A&M-Central Texas Canvas Learning Management System (Canvas) at <https://tamuct.instructure.com>
- Logon to A&M-Central Texas Canvas
- Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)
- Password: Your MyCT password

**In addition, you must claim and use your university email.** All announcements made in Canvas will also be emailed to students – these emails only go to university email accounts. The same applies to all university-level announcements. You may miss out on vital announcements

and information if you do not check your university email regularly. You can have your university email forwarded to your personal email.

***Technology issues are not an excuse for missing a course requirement.*** *Make sure your computer is configured correctly and address issues well in advance of deadlines.* If you have problems with your personal computer and/or Internet, you have access to the computer lab in Warrior Hall (Room 104). The library (in Warrior Hall) also has computers students can use.

### **Technology Support:**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

Web Chat: <http://hdc.tamu.edu>

*Please let the support technician know you are an A&M-Central Texas student.*

For issues with **Canvas**, select “chat with Canvas support,” submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the “Help” link.

For issues related to course content and requirements, contact your instructor. **Do not contact your instructor about Canvas issues.**

### **Student-Instructor Interaction:**

Since this is an online class, most communication between the instructor and students will be electronic in nature; however, all students are welcome and encouraged to attend office hours or make an appointment for an office visit.

I will be checking and replying to student emails on a daily basis - students should expect a response within 24 hours during the week. Emails sent on a weekend will be responded to the following Monday, unless it is a holiday. Deviations from this will be announced on Canvas. During office hours, emails will be responded to more quickly, and Canvas chat, Skype, Facetime, or some other method of communication can also be utilized if pre-arranged. If the answer to a student question applies to all students, an announcement will be made to the entire class in lieu of an individual response.

### **Grading:**

Assignments will be graded within one week of submission. Deviations from this will be announced in Canvas. All grades will be posted in Canvas. Feedback on writing assignments will be provided in Canvas, usually in an attached Microsoft Word document. Students are encouraged to track their progress in the course through the Canvas gradebook.

### **Conduct:**

Mastery of course content is greatly enhanced through professional conduct in the classroom. Although this is an online class, professional conduct must still be observed in your written communication. **You will be expected to conduct yourself in a professional manner at all**

**times in this class.** As in many criminal justice and social science courses, the issues of racial and ethnic diversity must be considered part of the course content. In addition, topics may come up in class that not everyone will be comfortable with or agree upon. Civility and courtesy to everyone in the class, including the instructor, is expected. All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. Incivility or discourtesy to anyone in the class will not be tolerated and may result in your expulsion from the course.

### **REQUIRED COURSE WORK:**

Expectations and requirements for coursework are listed below.

<b>Class Discussions</b>	<b>0-25 points, for a total of 300 points</b>
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There will be twelve (12) discussion topics posted in Canvas throughout the semester. In order to properly answer the discussion questions/prompts, you will be required to read or view additional material. These additional materials will be posted with the discussion question/prompt. You will earn points for your submission if you answer discussion questions/prompts on time, adequately, and completely. **Students are required to post their initial response (typically about one-half page, single-space type) to the issue and comment on a minimum of two other student responses. Students may respond to more than two student responses, but are required to respond to a minimum of two.**

**Quality of Discussion Posts:** The responses to other student posts are usually only a few sentences. Some students provide very well-thought-out, comprehensive answers to each question, along with thoughtful responses to other student answers. However, many students provide only a cursory answer (2 or 3 lines) for their initial response and follow-up with “I agree....” or “I disagree....” responses to other student answers. This is not acceptable. I expect to see substantive responses, approximately one-half page to the Canvas discussion question for an initial response from a student. The two comment responses that you are required to make do not have to be lengthy, but more substantive than 5-6 words of “I agree with you on that.” Students should provide support for their opinions, pro or con, with appropriate reference citations tied to the respective course materials, websites, etc. The discussion question will typically be posted by Sunday at midnight; you will be required to post your response by Sunday of the same week, no later than midnight.

**Proofreading your discussion board postings will also increase readability for others; you should also be checking for grammar, spelling, and content to make sure others would understand your point. In addition, please make discussion postings relevant to the topic under discussion.**

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**Grading criteria for Canvas discussions:**

<b>10 or below – Unacceptable</b>	Does not meet the intent of the assignment; student does not reply to other students' responses
<b>15 – Acceptable/Weak</b>	Meets the intent of the assignment, but lacks detail, clarity, or specifics
<b>20 – Acceptable</b>	Meets the intent of the assignment; shows understanding of class content
<b>25 – Excellent/Superior</b>	Meets the intent of the assignment and goes beyond the required/expected performance; e.g., bringing in outside resources; provided detailed and specific examples of concepts and ideas being discussed

**Syllabus Quiz 0-25, for a total of 25 points**

There will be a quiz the first week of class over the course syllabus. All answers to the quiz can be found in the course syllabus. The quiz will be provided in Canvas.

**Assignments 0-50, for a total of 300 points**

There will be six (6) assignments over the course of the semester. The assignment details will be provided in Canvas. The grades for these assignments are participation grades-- *complete* participation earns full points.

- Assignment 1 - Plagiarism
- Assignment 2 – Reference list practice
- Assignment 3 - Notetaking
- Assignment 4 - Proofreading
- Assignment 5 - Resume
- Assignment 6 - Strong Interest Inventory

**Social Problem Essay 0-100, for a total of 100 points**

Each student will prepare an essay on a social problem of their choice. The topic must be approved by the instructor – assignments based on an unapproved topic will not be graded. See the syllabus for the due date for topic submission.

The social problem essay will be divided into four parts:

1. Topic approval (non-graded – post topic in discussion board provided in Canvas)
2. Outline (graded – part of discussion 5)
3. Essay draft (graded – 25 points)
4. Final essay (graded – 100 points)

**RESEARCH PAPERS SHOULD ADDRESS THE FOLLOWING:**

- Information about the social problem (who, what where, why, how)
- Challenges to combating the problem (expected or known; e.g., costs, problems with adoption by general public)
- Benefits to solving the social problem (who benefits and how)

**RESEARCH PAPERS MUST MEET THE FOLLOWING CRITERIA:**

- 3-4 pages in length
- Double-spaced, 12-point font
- Must be produced in Microsoft Word (.doc or .docx format) – no other format will be accepted
- At least four (4) sources must be used; sources must be appropriately cited in text and in a reference section
  - Acceptable sources include peer-reviewed journal articles, trade journals, newspaper articles, websites with named author(s) or from specific organizations or agencies
  - Unacceptable sources include websites with no named author and no sourcing of information; personal opinion websites
  - If you are not sure about a source, contact the professor
- Citations and reference lists must conform to either APA or ASA standards. Refer to the ASA or APA style manuals required for this course
- Your paper must not have more than one quotation per page. Quotations must be cited correctly, including page numbers
- Must be submitted on Canvas via the assignment link
- No cover page is required. Your name and title should be listed at the top of each page in a header. Do not manually type this at the top of each page – use the formatting feature in Microsoft Word:
  - Click the Insert tab
  - Click Header
  - Select the first option
  - Type in your name and topic focus
  - Click Close Header
- Use formatting in Microsoft Word for double-spacing – do not manually double-space your paper
- Paragraph, narrative format; no lists; 3rd person speech (e.g., no I, me, or we)
- **Proofread carefully: grammar, spelling, mechanics, and citations, will be part of your grade.**

**Grading Matrix for Social Issue Essay**

<b>Spelling, Grammar, &amp; APA Rules (25 pts)</b>	Numerous spelling, grammar, or APA citation/reference errors (0-6 pts)	Some spelling, grammar, or APA citation/reference list errors (7-13 pts)	Few spelling, grammar, or APA citation/reference list errors (14-20 pts)	No spelling, grammar, or APA citation/reference list errors (21-25 pts)
<b>Structure of Paper (15 pts)</b>	Inaccurately structures 3 of the areas	Inaccurately structures 2 of the areas	Inaccurately structures 1 of the areas	Accurately structures paper according to # of

	(0-3 pts)	(4-7 pts)	(8-11 pts)	pages, header, font, voice, and spacing (12-15 pts)
<b>Content of Paper (60 pts)</b>	Demonstrates very little or no insight or understanding of the article (0-15 pts)	Demonstrates little insight and understanding of the article (16-30 pts)	Demonstrates some insight and understanding of the article (31-45 pts)	Adequate and appropriate coverage of the topic, all sides and counterarguments provided, appropriate topic, level of thought, logic, and reasoning appropriate for a senior-level student (46-60 pts)

In addition, read the grading criteria for the essays before submitting your assignments. If you need assistance with these assignments, please ask. I will be happy to read and comment on your early drafts (must be submitted at least 5 days before the due date). I cannot help you if I do not know that you need help.

### Course Reaction Essay

**0-100 points, for a total of 100 points**

Students will be responsible for completing a course reaction essay by the end of the semester. For this exercise, the student should think critically about the content presented in the course as a whole. Include in your essay the most and least helpful aspects of the course, and at least one example of how you would implement an aspect of the course into other courses that you might take.

#### Requirements for course reaction essay:

- 2-4 pages in length
- Double-spaced, 12-point font
- First person is acceptable for this assignment
- Must be produced in Microsoft Word (.doc or .docx format) – no other format will be accepted
- Must be submitted on Canvas via the assignment link
- No cover page is required. Your name and paper title should be listed at the top of each page in a header. Do not manually type this at the top of each page – use the formatting feature in Microsoft Word:
  - Click the Insert tab
  - Click Header
  - Select the first option
  - Type in your name and topic focus
  - Click Close Header
- Use formatting in Microsoft Word for double-spacing; do not manually double-space your paper

- Paragraph, narrative format; no lists
- If you reference specific material from the course, you must provide in-text citations and a reference list
- Citations and reference must conform to either APA or ASA standards
- No quotations
- **Proofread carefully: grammar, spelling, mechanics, and citations, will be part of your grade.**

### Grading Matrix for Course Reaction Essay

<b>Spelling, Grammar, &amp; APA Rules (25 pts)</b>	Numerous spelling, grammar, or APA citation/reference errors (0-6 pts)	Some spelling, grammar, or APA citation/reference list errors (7-13 pts)	Few spelling, grammar, or APA citation/reference list errors (14-20 pts)	No spelling, grammar, or APA citation/reference list errors (21-25 pts)
<b>Structure of Paper (15 pts)</b>	Inaccurately structures 3 of the areas (0-3 pts)	Inaccurately structures 2 of the areas (4-7 pts)	Inaccurately structures 1 of the areas (8-11 pts)	Accurately structures paper according to # of pages, header, font, voice, and spacing (12-15 pts)
<b>Content of Paper (60 pts)</b>	Demonstrates very little or no insight or understanding of the article (0-15 pts)	Demonstrates little insight and understanding of the article (16-30 pts)	Demonstrates some insight and understanding of the article (31-45 pts)	Adequate and appropriate coverage of the topic, all sides and counterarguments provided, appropriate topic, level of thought, logic, and reasoning appropriate for a senior-level student (46-60 pts)

In addition, read the grading criteria for the essays before submitting your assignments. If you need assistance with these assignments, please ask. I will be happy to read and comment on your early drafts (must be submitted at least 5 days before the due date). I cannot help you if I do not know that you need help.

### General Writing Assignment Grading Standards and Expectations:

Along with the guidelines stated above, the writing assignments assigned in this course will be assessed and graded by the following standards:

- C** A “C” indicates satisfactory performance. A “C” paper demonstrates positive qualities and avoids serious errors. The positive qualities include the presentation of a central idea that is adequately developed and competently organized. The errors to be avoided include serious flaws in the construction of paragraphs and sentences, in the selection of appropriate words, and in the use of conventional written English. The style of the writing is generally clear.
- B** A “B” paper surpasses the “C” paper by demonstrating a higher level of effectiveness in the organization, while sustaining clarity in expression. It has few or none of the common errors in the use of conventional written English. The style of the writing is generally fluent and polished.
- A** An “A” paper reflects outstanding work. Characteristics of an “A” paper include clarity of expression, logical development of a central idea, originality of thought. An “A” paper engages the reader’s attention and invites rereading. The writing style is consistently fluent, polished, and distinctive.
- D** A “D” indicates an unsatisfactory performance. A “D” paper is flawed by any one or several of the following: weakness in establishing or developing a central idea; serious errors in sentence or paragraph construction; serious errors in grammar, spelling, or the mechanics of written expression.
- F** An “F” indicates and unacceptable performance. An “F” paper is flawed by one or more of the following: failure to follow the assigned topic; failure to conceive, state, or develop a central idea; serious repeated errors in sentence construction or paragraph development; serious repeated errors in grammar, spelling, or the mechanics of written expression.

### Also important...

Write to your **academic** audience. Stay objective in tone and use appropriate, professional language. Do not assume that the reader knows what you are writing about, what book you used, etc. Be clear and specific with your wording. Proofread for clarity and use the proper formatting for citing ALL sources.

### Grading Criteria Rubric and Conversion:

Final course grades will be assessed on the following scale:

Assignment	Points	Percent of Course Grade
Discussions	300 (12x25)	35%
Assignments	300 (6x50)	35%
Syllabus quiz	25	3%
Social issue essay draft	25	3%
Social issue essay	100	12%
Course reaction essay	100	12%
<b>Total</b>	<b>850</b>	<b>100%</b>

POINT SCALE	PERCENT	LETTER GRADE
761-850	89.5-100%	A
676-760	79.5-89.4%	B
556-675	69.5-79.4%	C
506-555	59.5-69.4%	D
0-505	0-59.4%	F

**Late assignments:**

Late assignments will be accepted up to one week after the due date. For each day the assignment is late, 10 points will be deducted from the assignment before it is graded. For example, if the assignment is worth 100 points and you turn it in two days late, you will start off with a grade of 80 before the assignment is graded.

Exceptions to the late policy would be any work due the last week of classes. No assignments will be accepted past the last day of classes, which is December 15. Please plan accordingly.

*Assignments turned in later than a week will not be graded.*

**Extra credit:**

There is no extra credit built into the course. Any extra credit opportunities will be posted in Canvas. Generally, these will involve attending a presentation or lecture and writing a summary about the topic.

*Extra credit opportunities are not guaranteed; do not expect them and do not ask for them.*

**Assignment submission:**

All assignments must be submitted through Canvas. Assignments that are emailed or submitted in person will not be accepted.

All assignments must be in Microsoft Word format - make sure when you save your final draft of any assignment that it is either a .doc or .docx document.

Discussion responses should be typed in the discussion board text box. My suggestion is to write everything in a Word document first, then copy and paste into the discussion box; save this work.

**Course Calendar:**

Subject to revision, if necessary, during the semester. **Assignments are due by 11:59pm on the date indicated in the course calendar.**

Week of	Description	Reading/Assignments
Aug 28 – Sep 3	Course introduction	Discussion 1: Introductions Syllabus quiz <b>Due by Sep 3</b>

<b>Sep 4 – 10</b>	University resources	Discussion 2: University Resources <b>Due by Sep 10</b>
<b>Sep 11 – 17</b>	Plagiarism, paraphrasing, and quotations	Discussion 3: Plagiarism Assignment 1: Plagiarism <b>Due by Sep 17</b>
<b>Sep 18 – 24</b>	Types of resources	Discussion 4: Resource ranking Social issue topic due via Canvas discussion board <b>Due by Sep 24</b>
<b>Sep 25 – Oct 1</b>	Citations/reference lists	Discussion 5: Citations/reference lists Assignment 2: Reference list practice <b>Due by Oct 1</b>
<b>Oct 2 – 8</b>	Academic reading	Discussion 6: Reading strategies <b>Due by Oct 8</b>
<b>Oct 9 – 15</b>	Note-taking	Discussion 7: Notetaking Assignment 3: Notetaking <b>Due by Oct 15</b>
<b>Oct 16 – 22</b>	Types of writing assignments	Discussion 8: Writing assignments <b>Due by Oct 22</b>
<b>Oct 23 – 29</b>	Basic composition	Discussion 9: Composition <b>Due by Oct 29</b>
<b>Oct 30 – Nov 5</b>	Common writing issues: grammar, spelling, and punctuation	Assignment 4: Proofreading <b>Due by Nov 5</b>
<b>Nov 6 – 12</b>	Critical thinking	Discussion 10: Critical thinking <b>Due by Nov 12</b>
<b>Nov 13 – 19</b>	Writing center	Social essay draft due <b>Due by Nov 19</b>
<b>Nov 20 – 26</b>	Happy Thanksgiving!	
<b>Nov 27 – Dec 3</b>	Formatting papers	Discussion 11: Paper formatting Assignment 5: Resume <b>Due by Dec 3</b>
<b>Dec 4 – 10</b>	Career services	Social issue essay due Assignment 6: Strong Interest Inventory <b>Due by Dec 10</b>
<b>Dec 11 – 15</b>	Professional communication	Discussion 12: Professional communication <b>Due by Dec 15</b>

**Important University Dates:**

August 28, Add/Drop/Late Registration begins

August 30, Add/Drop/Late Registration ends, 16-week and 1st 8-week classes

September 1, Priority Deadline to Submit Graduation Application

September 4, Labor Day, CAMPUS CLOSED

September 5, Last day to drop 1st 8-week classes with no record

September 13, Last day to drop 16-week classes with no record

September 22, Last day to drop a 1st 8-week class with a Q or withdraw with a W

October 6, Deadline to submit graduation  
 October 20, Last day to withdraw from the University (1st 8-week classes WF)  
 October 23, Add/Drop/Late Registration begins, 2nd 8-week classes  
 October 26, Add/Drop/Late Registration ends, 2nd 8-week classes  
 October 30, Last day to drop 2nd 8-week classes with no record  
 November 10, Veteran's Day  
 November 10, Last day to drop with a Q or withdraw with a W (16-week classes)  
 November 17, Last day to drop a 2nd 8-week class with a Q or withdraw with a W  
 November 23-24, Thanksgiving, CAMPUS CLOSED  
 December 15, Last day to withdraw from the University (16-week and 2nd 8-week classes)  
 December 15, Last day to file for Degree Conferral (Registrar's Office)  
 December 15, Commencement (End of Fall Term)  
 December 25-January 1, WINTER BREAK

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy:

If you discover that you need to drop this class, you must complete a Drop Request  
[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### Academic Integrity:

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

**Academic Accommodations:**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access and Inclusion webpage  
<https://www.tamuct.edu/student-affairs/access-inclusion.html>

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>

Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines, please visit the website  
<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>

**Tutoring:**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at [imdavis@tamuct.edu](mailto:imdavis@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

**The University Writing Center:**

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via <https://tamuct.mywconline.com/>

In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library:**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website at <https://tamuct.libguides.com/>.

### **A Note about Sexual Violence at A&M-Central Texas:**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will

support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage <https://www.tamuct.edu/departments/compliance/titleix.php>

**911 Cellular:**

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at 911 Cellular <https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management> to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

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