



TEXAS A&M  
UNIVERSITY  
CENTRAL TEXAS

CRIJ 4312 – Criminal Justice Ethics – Spring 2018  
Instructor: Steven L. Walden

<b>Course and Contact Information</b>	
<b>Class Time and Location:</b>	Tuesday 6-9pm Founder's Hall 310
<b>Office:</b>	N/A
<b>Office Hours:</b>	by appointment or immediately after class
<b>Email:</b>	<a href="mailto:swalden@tamuct.edu">swalden@tamuct.edu</a> – 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.
<b>Phone:</b>	TBA
<b>Preferred Mode of Communication:</b>	I prefer emails or phone conferences.

**Catalog Description:**

This course presents an analysis of contemporary ethical issues in crime and justice. Classical and contemporary ethical theories will be applied to the discussion of such issues as discretion, corruption, use of force, racism, deception, professionalism, and the nature and meaning of justice.

**Expanded Course Description:**

This course provides an overview of classical and modern theories of ethics as applied to enforcing order and justice in a free society. Specific topics include: theories of ethics, philosophies of justice, the ethical use of force, the nature and meaning of professionalism, discretion, lying and deception; race, ethnicity, and justice; and the prevention of corruption. The course instructor will emphasize the utilization of the ethical reasoning process for resolving problems commonly encountered by criminal justice practitioners.

**Course Objectives:**

- 1) Students will demonstrate writing skills appropriate to the discipline of Criminal Justice.
- 2) Students will demonstrate proficiency in use of technology appropriate to the discipline of Criminal Justice.
- 3) Students will understand and value Criminal Justice ethics.
  - a. Students will demonstrate understanding of the nature of justice.
  - b. Students will demonstrate understanding of basic ethical theories and their application to criminal justice practice.
  - c. Students will identify ethical issues commonly occurring during criminal justice operations.
  - d. Students will demonstrate ability to apply knowledge and reasoning to resolving common ethical dilemmas encountered in criminal justice practice.
- 4) Students will demonstrate multi-cultural awareness and respect for cultural diversity.
- 5) Students will understand key concepts of Criminal Justice.
- 6) Students will apply key concepts to Criminal Justice create operational strategies and formulate justice policy.

**Required Textbooks:**

Shafer-Landau, R. (2018). *The Fundamentals of Ethics* (4th ed.). Oxford University Press. ISBN: 9780190631390.

Braswell, M., Miller, L., & Pollock, J. (2012). *Case Studies in Criminal Justice Ethics* (2<sup>nd</sup> ed.). Waveland Press, Inc. ISBN: 97815 77667476.

**Supplementary Materials:**

Supplementary material may take the form of handouts, oral presentations and references from your instructor, presentations by students, power point presentations, and online activities. This supplementary material is designed to broaden the educational experience and create more variety to the usual lecture/discussion format of class presentations.

**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 provided below 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 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.
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>

**Mode of Instruction and Course Access:**

This course meets face-to-face, with supplemental readings and required assignments completed online using the TAMUCT Canvas Learning Management System: <https://tamuct.instructure.com>. We will meet in person most of the time, the rest of the time you will complete assignments from home. Students must be able to access Canvas. I communicate to you as a class using Canvas Announcements, so make sure you enable notifications for announcements.

**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.

**ACCESSING CANVAS:**

- Logon to <https://tamuct.CANVAS.com> to access the course
- Username: your MyCT username (xx123 or everything before the “@” in your MyCT email address)
- Initial password: MyCT password
- Select Senior Seminar from the course list
- Check browser and computer compatibility by using the “Test Your Browser” button, found in the “My Courses” tab on your CANVAS dashboard, once you have logged in.

*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). Operating times and days can be found on the TAMUCT website.*

**TECHNOLOGY SUPPORT:**

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the “@” in your MyCT e-mail address) Password: Your MyCT password

**Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

**Other 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): [<http://hdc.tamu.edu>]

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

**Student-Instructor Interaction:**

This is primarily a lecture/discussion-based class, with some web-based components. Most communication between the instructor and students will be in the classroom, though all students are welcome and encouraged to 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. Any deviations from this will be announced on CANVAS.

**Conduct:**

Mastery of course content is greatly enhanced through professional conduct in the classroom. You will be expected to conduct yourself in a professional manner at all times in this class. Professionalism includes but is not limited to:

- Punctuality – chronic lateness will not be tolerated. If you need to leave class early, please do so as quietly and with as little disruption as possible.
  - As in any Criminal Justice and Social Science course, 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. Incivility or discourtesy to anyone in the class will not be tolerated and may result in your expulsion from the classroom.
  - Use of tobacco products in the classroom or elsewhere in this building (including smokeless tobacco) is a violation of Texas law.
  - It is inappropriate and unprofessional to listen to an iPod, mp3 player, or any other such device in the classroom; this also includes Bluetooth headsets.
  - Please refrain from dressing in such a way as to be distracting to other students; the classroom should be treated as a professional setting and your dress should reflect this environment.
  - Unless you are “on-call” or dealing with some type of emergency, please turn off your cell phones and other mobile devices during class; this includes ‘vibrate’. Having a cell phone or other device in sight during an exam may be treated as a cheating incident
  - Audio recorders are permitted in class, if accompanied by their owners.
  - Eating and drinking is allowed; please clean up after yourself!
  - If students choose to have a private conversation with each other while I am lecturing, that is fine, I will simply ask those students to leave the class.
  - **Do not sleep in the class!**
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**Required Course Work:****I. Class Attendance/In-Class Assignments 0-25 points, for a total of 125 points**

I am required to take attendance, but I do not count it towards your final grade. If you miss class, it is your responsibility to keep up with the readings, assignments, exercises, and any additional materials provided in class during the semester. There will be no optional assignments for extra credit, late assignments are not accepted, make-up exams are not allowed, and I do not provide my lecture notes. Anything discussed in class will be possible test material. I do not need to be notified if you are not going to attend, unless you will be missing an exam.

There will be six (6) *unannounced* in-class assignments throughout the semester worth up to 25 points each. These assignments may vary between individual and group work. Five (5) of the six assignments will be part of your final grade – this

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means you can miss one assignment and not be penalized. **You must be present in class on the day of the assignment to receive credit--no exceptions.**

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## II. Reading

Reading assignments are to be completed prior to class meetings (see course calendar). You are expected to be familiar enough with the readings to apply the material to class discussions as well as to respond to written and oral questions based on the readings. Readings and lectures for this course are complementary

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## III. Exams

**0-100 points, for a total of 300 points**

There will be three exams in this course. Each exam is worth 100 points of the total course grade. This is a Writing Intensive course – therefore, exams will primarily be in essay format. Exams may contain questions from the required course textbooks, from other materials provided by the instructor, from in-class discussions, and from writing assignments.

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## IV. Writing Assignments

**0-100 points, for a total of 300 points**

Students will be responsible for completing three (3) writing assignments. The assignments will be posted on CANVAS – due dates are listed in the course calendar. These writing assignments are intended to require you to engage in critical thinking and logical reasoning as well as to further assist you in developing your written communication skills.

### WRITING ASSIGNMENTS MUST MEET THE FOLLOWING CRITERIA:

- 3-5 pages in length; double-spaced; 12-pt. font
- Grammatically correct and free from proofreading errors
- Paragraph, narrative format; 3<sup>rd</sup> person speech, unless otherwise specified
- Must be completed in Microsoft Word and uploaded in CANVAS through the Assignment's tab. No other method of submission will be accepted.
- At least two (2) outside sources (beyond the course textbooks or notes) must be used for each assignment; sources must be appropriately cited in text and in a reference section as per APA standards. Information on APA formatting for citations and reference lists can be found at:  
<https://owl.english.purdue.edu/owl/section/2/10/>

### WRITING ASSIGNMENT TOPICS:

Remember, as an ethics course, the aspect of each assignment you should be addressing should relate to the class content, not your personal opinion.

### 1<sup>st</sup> WRITING ASSIGNMENT- Ethics Violations

Write an essay about a criminal justice practitioner who has been charged with ethics violations (this will take some research on your part). This could be a police officer

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abusing his/her discretion, a judge accused of taking bribes, excessive use of force by a corrections officer, etc. Outline the charges and explain the issues in terms of the ethics associated with the criminal justice system.

### **2<sup>nd</sup> WRITING ASSIGNMENT- Ethics in Film**

After watching a movie that presents an ethical/legal dilemma (e.g., *Presumed Innocent*, *12 Angry Men*, *Philadelphia*, or *Michael Clayton*), write an essay on the ethical dilemmas of the characters. Use one or more of the ethical frameworks discussed in class. Movies other than those listed must be pre-approved by the instructor.

### **3<sup>rd</sup> WRITING ASSIGNMENT- Application**

Write an essay on ONE of the topics listed below defending a pro or con stance in regards to that issue. You will not be graded on the stance that you choose to support, but rather on how well you can support your stance using ethical theory, logical reasoning, and quality sources. This is NOT an opinion paper. Remember, this is an ETHICS course, so that is the aspect of your topic you should be addressing. The topics you may choose from are:

- Prison inmates have no right to rehabilitation
- Torture is a justifiable tactic in law enforcement anti-terror operations
- Deception is justifiable in criminal justice practice

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## **V. Service**

### **0 or 100 points, for a total of 100 points**

Ralph Waldo Emerson remarked, in a lecture given at Harvard University in the 19<sup>th</sup> century, "Character is higher than intellect. A great soul will be strong to live as well as think." Thus one may write about ethics and even publish articles on ethics, but until he lives ethically, then he misses the point.

The student is required to engage in 15 hours of community service for the course. The student may wish to go online to Killeen Volunteers, Inc., or [www.volunteermatch.org](http://www.volunteermatch.org) and enter a location to see what is available. Or the student may already know of some agency that will work with him. Examples of service might include the humane societies, tutoring, homeless shelters, spouse abuse centers, fundraising events, youth organizations, and a host of others. Service sites that would not be appropriate would be for-profit companies.

I will need a signed letter from a contact person who monitors your community service, verifying that you did at least 15 hours service. The contact person will need to supply a phone number or email address on the letter. Documentation of your service should be submitted in the Assignment section in CANVAS.

<b>VI. Service Learning Paper</b>	<b>0 to 100 points, for a total of 100 points</b>
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A service learning paper is required for the course, which relates to the service you performed. The paper will have two sections: *description* and *analysis*.

**Description** (please address the following questions in your essay)

Had you ever done community service before? If “yes,” provide some details of this service. If “no,” then explain why you haven’t done community service before.

Briefly describe the organization where you performed service.

Briefly describe the service you performed.

Briefly describe, if any, difficulties you had in completing your service.

**Ethical Analysis**

Interpret your service experience (required by this class) by reference to material from your assigned readings. How do you interpret intellectually what you did in service?

The descriptive portion of the paper should be 1 to 2 pages; the analysis part should also be 1 to 2 pages. Use the headings “Description” and “Analysis” in your paper to divide the two sections.

No cover page or abstract page is required. In the analysis section of your paper, you will need to cite sources when you refer to ethical concepts from your readings. A reference page is therefore required as well. Use APA guidelines.

**SERVICE LEARNING PAPER MUST MEET THE FOLLOWING CRITERIA:**

- 2-4 pages in length; double-spaced; 12-pt. font
- Grammatically correct and free from proofreading errors
- Paragraph, narrative format; 3<sup>rd</sup> person speech, unless otherwise specified
- Must be completed in Microsoft Word and uploaded in the Assignment section of CANVAS. No other method of submission will be accepted.
- Sources must be appropriately cited in text and in a reference section as per APA standards. Information on APA formatting for citations and reference lists can be found on the CANVAS homepage for this course.

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**There are no optional assignments for extra credit and late discussion posts or writing assignments are not accepted, unless written prior notice is provided to the instructor. Assignments will not be accepted by email – only through Canvas.**

**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 an 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 APA formatting for citing ALL sources. For help with APA formatting, refer to the following website:

<https://owl.english.purdue.edu/owl/resource/560/01/>

**Grading Criteria Rubric and Conversion:**

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
In-class assignments	125 (5x25)	
Exams	300 (3x100)	
Writing Assignments	300 (3x100)	
Service	100	
Service Learning Paper	100	
<b>Total</b>	<b>925</b>	

POINT SCALE	LETTER GRADE
828-925	A
735-827	B
643-734	C
550-642	D
0-549	F

**Key for readings:**

**BMP = Case Studies in Criminal Justice Ethics – Braswell, Miller, and Pollock**

**RSL = The Fundamentals of Ethics – Russ Shafer-Landau**

**Course Calendar:** Subject to revision, if necessary, during the semester

Course Date	Description	Reading/Assignments
Jan 16	Course syllabus Course expectations	
Jan 23	What is morality? The Good Life	<b>Reading:</b> RSL Introduction, CH 1, CH 2, CH 3, CH 4 BMP pp. 1-12
Jan 30	Morality & Religion Natural Law	<b>Reading:</b> RSL CH 5, CH 6 BMP pp. 13-27
Feb 2	Psychological Egoism Ethical Egoism	<b>Reading:</b> RSL CH 7, CH 8 BMP pp. 28-41 <b>Writing Assignment 1 due by midnight via CANVAS</b>
Feb 13	Consequentialism: Its Nature And Difficulties	RSL CH 9, CH 10 BMP pp. 43-56

Feb 20	<b>Exam 1</b>	
Feb 27	The Kantian Perspective	<b>Reading:</b> RSL CH 11, CH 12 BMP pp. 57-70
Mar 6	The Social Contract Tradition	<b>Reading:</b> RSL CH 13, CH 14 BMP pp. 71-84 <b>Writing Assignment 2 due by midnight via CANVAS</b>
Mar 13	<b>Spring Break Week—No Class</b>	
Mar 20	Ethical Pluralism, Absolute Moral Rules Ethical Particularism	<b>Reading:</b> RSL CH 15, CH 16 BMP pp. 85-98
Mar 27	<b>Exam 2</b>	
Apr 3	Virtue Ethics Feminist Ethics	<b>Reading:</b> RSL CH 17, CH 18 BMP pp. 99-111
Apr 10	Ethical Relativism	<b>Reading:</b> RSL CH 19 BMP pp. 112-125
Apr 17	Moral Nihilism	<b>Reading:</b> RSL CH 20 BMP pp. 126-141 <b>Writing Assignment 3 due by midnight via CANVAS</b>
Apr 24	Arguments Against Moral Objectivity	<b>Reading:</b> RSL CH 21 BMP pp. 142-152 <b>Service learning paper and documentation of service due by midnight via CANVAS</b>
May 1	Course and Exam Review	
May 8	<b>Exam 3</b>	

**Other Important dates:**

Please review the university calendar for information related to deadlines for dropping classes, submitting scholarship applications, and campus closures.

<https://news.tamuct.edu/calendar/>

Please review and become familiar with our TAMUCT policies. In addition to TAMUCT policies, I included sections on *Academic Integrity* and *Plagiarism*. Please review both of those sections and visit the links provided. *Any student caught plagiarizing receives a zero for that particular assignment and may receive a zero for the course.*

<b>UNIVERSITY PROCEDURES AND POLICIES</b>	
Drop Policy	<p>If you discover that you need to drop this class, you must go to the Registrar's Office and complete a <a href="https://tamuct.CANVAS.com/bbcswebdav/institution/studentforms/Drop_Request_Form.pdf">Drop Request Form</a>, <a href="https://tamuct.CANVAS.com/bbcswebdav/institution/studentforms/Drop_Request_Form.pdf">https://tamuct.CANVAS.com/bbcswebdav/institution/studentforms/Drop_Request_Form.pdf</a></p> <p>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 Warrior Web indicates that you are still 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.</p>
UNILERT	<p>Emergency Warning System for Texas A&amp;M University – Central Texas</p> <p>UNILERT is an emergency notification service that gives Texas A&amp;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 UNILERT through their myCT email account. Connect at <a href="http://www.TAMUCT.edu/UNILERT">www.TAMUCT.edu/UNILERT</a> to change where you receive your alerts or to opt out. By staying enrolled in UNILERT, university officials can quickly pass on safety-related information, regardless of your location.</p>
Academic Accommodation	<p>At Texas A&amp;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.</p> <p>For more information please visit our <a href="https://www.tamuct.edu/student-affairs/access-inclusion.html">Access &amp; Inclusion</a> webpage [<a href="https://www.tamuct.edu/student-affairs/access-inclusion.html">https://www.tamuct.edu/student-affairs/access-inclusion.html</a>].</p> <p>Texas A&amp;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</p>

	<p><a href="https://www.tamuct.departments/index.php">https://www.tamuct.departments/index.php</a>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these <a href="#">requirements and guidelines online</a>, please visit the website [<a href="http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf">http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf</a>].</p>
Tutoring	<p>Tutoring is available to all A&amp;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.</p> <p>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 Dr. DeEadra Albert-Green at <a href="mailto:deeadra.albertgreen@tamuct.edu">deeadra.albertgreen@tamuct.edu</a>.</p> <p>Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&amp;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.</p>
University Writing Center	<p>Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&amp;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 Monday-Thursday 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 <a href="#">WCOOnline</a> at [<a href="https://tamuct.mywconline.com/">https://tamuct.mywconline.com/</a>]. In addition, you can email Dr. Bruce Bowles Jr. at <a href="mailto:bruce.bowles@tamuct.edu">bruce.bowles@tamuct.edu</a> to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.</p> <p>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!</p> <p>If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at <a href="mailto:bruce.bowles@tamuct.edu">bruce.bowles@tamuct.edu</a>.</p>

University Library Services	<p>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&amp;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.</p> <p>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.</p> <p>Our 27,000-square-foot facility on the A&amp;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 <a href="https://tamuct.libguides.com/">Library website</a> [https://tamuct.libguides.com/].</p>
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#### **OPTIONAL POLICY STATEMENTS:**

##### **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) [https://www.tamuct.edu/departments/compliance/titleix.php].

##### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author

and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

Copyright. (YEAR) by (FACULTY NAME) at Texas A&M University-Central Texas, (FACULTY COLLEGE); 1001 Leadership Place, Killeen, TX 76549; 254-(FACULTY COLLEGE PHONE); Fax 254-(FACULTY COLLEGE FAX); (FACULTY EMAIL)

**Important University Dates: (Note: See Course Calendar for Course Due Dates)**

**January 2018**

January 2, (Tuesday) Winter Break Ends

January 2, (Tuesday) Priority Deadline for Admissions applications

January 5, (Friday) VA Certification Request Priority Deadline

January 11, (Thursday) Convocation

January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)

January 15, (Monday) Martin L. King Jr. Day

January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)

January 16, (Tuesday) Classes Begins

January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)

January 23, (Tuesday) Last day to drop 1st 8-week classes with no record

January 31, (Wednesday) Last day to drop 16 week classes with no record

**February 2018**

February 2, (Friday) Priority Deadline to Submit Graduation Application

February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W

February 15, (Thursday) Last day to apply for Clinical Teaching

February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

**March 2018**

March 1, (Thursday) Deadline to submit application to Teacher Education Program

March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation

March 9, (Friday) 1st 8 week classes end

March 9, (Friday) Deadline for Admissions applications

March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)

March 12, (Monday) Spring Break Begins

March 12, (Monday) 1st 8-week grades from faculty due by 3pm

March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)

March 16, (Friday) Spring Break Ends

March 19, (Monday) 2nd 8 week begins

March 19, (Monday) Summer Advising Starts

March 19, (Monday) Class Schedule Published

March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)

March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)

March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record

March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

### **April 2018**

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies

April 2, (Monday) Scholarship Deadline

April 2, (Monday) Registration begins

April 5, (Thursday) Priority Deadline for International Student Admission Applications

April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W\*

April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies

April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

### **May 2018**

May 7-11, Finals Week

May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)

May 11, (Friday) Spring Term Ends

May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)

May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)

May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.

May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)

May 14, (Monday) Minimester begins

May 15, (Tuesday) Last Day to clear Thesis Office

May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)

May 21, (Monday) Priority Deadline for Admissions applications

May 25, (Friday) VA Certification Request Priority Deadline

May 28, (Monday) Memorial Day