



TEXAS A&M  
UNIVERSITY  
CENTRAL TEXAS

***CRIJ 3384– Criminal Justice Field Experience, Summer 2018***

**Instructor:** Lynn M. Greenwood, PhD

Course and Contact Information	
Office:	Founder's Hall, Room 217L
Office Hours:	Tuesdays 11am-1pm Wednesdays 4-6pm By appointment
Email:	<a href="mailto:lgreenwood@tamuct.edu">lgreenwood@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. You may also contact me via Canvas. I will check this on a daily basis, unless otherwise specified.
Phone:	Mobile: 512-525-9173 – if texting or leaving voicemail, please clearly identify yourself and the course number. I do not have an office phone. I usually do not answer unknown numbers (too many spam callers lately), so leave a message and I will call you back.
Preferred Mode of Communication:	I prefer emails or office visits to phone calls, unless absolutely necessary.

***Mode of instruction and course access:***

This course is an integration of academic knowledge with practical on-the-job experience within a criminal justice setting. The focus is on individualized transition to a professional criminal justice role

All assignments will be submitted to the instructor via Canvas.

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.**

**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
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	<p>information can be found at  <a href="http://www.tamuct.edu/departments/studentconduct/facultyresources.php">http://www.tamuct.edu/departments/studentconduct/facultyresources.php</a>.</p>
<p>Plagiarism</p>	<p>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></p>

***Student-Instructor Interaction:***

Most communication between the instructor and students will occur during office visits, though all students are welcome and encouraged to attend office hours or make an appointment for an office visit. The instructor will be checking and replying to student emails on a regular basis - students should expect a response within 48 hours. Any deviations from this will be announced on Blackboard. During office hours, emails will be responded to more quickly, and Blackboard chat, Skype, and FaceTime can also be utilized if pre-arranged. There will be a Discussion board available for students to post general questions that will be checked and responded to on a daily basis. This is highly recommended for general questions (for example, what chapters will be covered on an exam), so that all students in the class may benefit from the answers. Email or discussion board communication is preferred for this class, but I am also available by phone or text messaging – please use text messaging sparingly.

**COURSE INFORMATION**

**Catalog Description**

Application and integration of academic content and development of skills within a criminal justice setting. Entry into this course will be arranged with the internship coordinator. May be taken more than once for credit.

**Prerequisite**

At least 18 hours of criminal justice course work or approval of the department head.

**Objectives**

The field experience should:

- Enhance the formal education by providing on-the-job experience with a participating agency
- Provide an understanding of the daily operations of the participating agency
- Provide exposure to the techniques, duties, and demands of agency personnel
- Provide an opportunity for assessing individual attitudes, values and capabilities
- Provide an opportunity for interaction between agency personnel and criminal justice students

### **Course Materials**

Supplementary materials may be required; these will be in the form of articles, videos, websites, and documents used in the field. These materials will be provided to the student as needed.

Students are also expected to use additional reference materials appropriate to the placement and agency served.

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## **REQUIRED COURSE WORK**

### **I. Performance (150 points)**

Students are required to complete 120 hours of service over the course of the semester. In a 16-week semester, this equates to about 8 hours per week. If you are completing an internship in a 10-week format, this equates to 12 hours per week. In an 8-week format, this equates to 15 hours per week. The student will arrange a work schedule with his/her agency supervisor.

Performance will be evaluated at the end of the semester. The evaluation will be based on course objectives and include input from the student, the agency supervisor, and the faculty member.

### **II. Field Log (150 points)**

The online field log provides the student with a means of recording activities related to the field experience. Online field log entries are to be completed weekly at a minimum. The log entries should be divided into two parts. The first part should include 1) the hours worked since your last report, 2) a description of your activities during the reporting period, and 3) a description of what you have learned. The second part should be written like a diary. That is, you should write a dialogue with yourself. In this dialogue you should record your feelings, reactions, attitudes, problems, and perceptions regarding your experiences. Keeping up with your log entries is crucial to successful completion of your internship.

### **III. Field Experience Paper (200 points)**

You must complete a written paper of your field experience. It should summarize the various duties you were assigned, your opinion about the experience, any constructive criticisms of the experience, and a comparison of your experience with your criminal justice studies. Although you should use your field log in preparing your paper, it should not be a cut and paste exercise from the field log. This field experience summary will be shared with the agency.

Requirements for the field experience paper:

- 5-8 pages in length
- Double-spaced, 12-point font, Times New Roman or Ariel
- Must be produced in Microsoft Word (.doc or .docx format)
- No cover page – a header should include course information and your name
- In-text citations and a reference page should be included as necessary
- Proofread carefully: grammar, spelling, mechanics, citations, etc. will be part of your grade
- Must be submitted as an attachment in Blackboard in the assignment section
- You may use first-person, since you are writing about your experiences.

#### **Grading Criteria for Field Experience Paper**

150 points – content

50 points – mechanics (e.g., grammar, spelling, punctuation)

### **IV. Field Evaluation (50 points)**

An evaluation of the student will be completed by the field placement supervisor.

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#### **Notes on Written Work:**

Citations, notes, and references will conform to the American Psychological Association's (APA) format for written works – this includes the APA format for citations in text. Avoid reliance on direct quotations, but rather utilize paraphrases with appropriate textual citations. All written work will be graded on factual accuracy, overall content, sophistication, proper usage of common English, and general communication skills. By sophistication it is meant that the language used and depth of thought reflected are appropriate to the course. Textbooks will not count as sources, nor will dictionaries or encyclopedias of any sort. Do not use Internet sources that do not have the author's name and affiliation; Wikipedia is an unacceptable source. When in doubt, ask the instructor.

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**OTHER INFORMATION REGARDING THE COURSE**

**I. Extra Credit:** Extra credit is not available in this class.

**II. Posting of Grades:** All student grades will be posted in the Canvas grade book and students should monitor their grading status through this tool. Students should expect feedback on assignments within two weeks of due dates.

**III. Grading Criteria Rubric and Conversion:**

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Field Performance	150 points	
Field Log	150 points	
Field Experience Paper	200 points	
Field Evaluation	50 points	
<b>Total</b>	<b>550 points</b>	

89.5-100%	492-550 points	A
79.5-89.4%	437-491 points	B
69.5-79.4%	382-436 points	C
59.5-69.4%	327-381 points	D
0-59.4%	0-326 points	F

Mastery, understanding, and familiarity with course content will be demonstrated through written assignments and performance in the field placement.

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**Criminal Justice Program Internship Guidelines and Responsibilities**

**Internship Philosophy**

The combined efforts of educators and competent professionals in the field of Criminal Justice can produce an effective and meaningful type of experience through an Internship Program. The purpose of the internship is to develop a learning experience for both the student and the agency, resulting in the student developing a greater understanding and appreciation for the overall criminal justice system, and specifically, for that area in which his/her interests lie. It is intended that the student will correlate theory with practice and be stimulated to the point of challenging, examining, questioning, and analyzing those areas to which he/she is exposed. The program should also allow the student to make a contribution to the agency to which he/she is assigned by evaluating his/her observations and experiences and making recommendations to be considered by the agency head which may prove to be beneficial to the functioning of the agency.

The Internship Program will also provide the student the opportunity to formalize goals and to better prepare him or herself upon graduation to enter the field of his/her choice. Additionally, it will expose the student to the requirements of employing agencies, provide an opportunity to meet those requirements, and serve as a source of recruitment for the participating agencies.

### **Objectives**

The Internship Program will provide the following:

- Enhance the formal education of those intending to make their career in the field of Criminal Justice by providing first-hand experience with a participating agency.
- Student familiarization of techniques and duties of the position, such as: investigation, public relations, observation, communication, data collection, working with people in stressful situations, organizing, analyzing, planning, use of equipment, handling of offenders, suspects, and witnesses.
- Opportunity for the student to develop an awareness of his own values and attitudes toward people, the Criminal Justice system, and society in general.
- An insight into the current problems of participating agencies with a view toward solving those problems.
- Student exposure to the professional demands of the position.
- Provide the student with the background necessary to formulate his or her plans prior to graduation
- Allow agency personnel an opportunity to interact with students who have devoted their college experience toward attaining a degree in Criminal Justice.
- Allow the agency an opportunity to benefit from objective inquiries into methods of operation from non-experienced, participating students.
- A recruitment source for participating agencies.

### **Student Criteria for Internship**

The following minimum standards have been established for acceptance into the Internship Program:

- Junior or Senior status.
- Completion of at least 21 semester hours of Criminal Justice coursework and an overall GPA of 2.5.
- Completion of an Internship Application Form
- Major in Criminal Justice

- The student is subject to an interview with the course instructor and a participating agency representative to determine placement and acceptance by both.
- The student may not be currently employed by the Criminal Justice agency with which he/she proposes to complete the internship.
- Meet any specific qualifications as determined by the participating agency (e.g., criminal background checks, confidentiality agreements).

Any exceptions to the above minimum standards must be agreed upon by the instructor and the Criminal Justice Program Director. We do not presume that all students will be acceptable to the participating agencies. If a student is rejected for any reason, attempts will be made to place the student in another agency. The professor reserves the right to assign a student to any participating criminal justice agency, regardless of the student's preference if such assignment is necessary to maintain effective inter-agency liaison. Every effort will be made, however, to assign the student to the agency of his/her choice.

### **Student Responsibilities**

- Complete necessary forms and assignments by posted deadline dates
- Fill out the necessary forms required by the department and participating agency, if any.
- Establish a working schedule with the agency coordinator and submit a copy to the course instructor
- Become familiar with agency policies and regulations and abide by them
- Be punctual, reliable, and professional in meeting your responsibilities.
- Become familiar with all laws and statutes that would pertain to the particular internship with which you are involved.
- Report to your agency supervisor well-groomed and appropriately dressed for the type of activities you are assigned
- Meet both the requirements established by the instructor and by the agency of your internship placement
- Submit a letter of appreciation to the head of the participating agency or an appropriate supervisor with a copy going to the course instructor at the completion of the internship
- Conduct yourself in a manner that would bring credit upon yourself, the University, and the participating agency
- At no time is a student to carry a firearm while participating in an internship. If a student is found to be carrying a firearm, it is cause for immediate termination of the student's internship and for further disciplinary action to be determined by the department and the University



- In many cases, students will be exposed to confidential information as part of the experience. It is of utmost importance to maintain those confidences
- It is expected that the student will develop initiative while participating in the internship and that he or she will not have to be continually told what to do. If a function of the job is unfamiliar, it is expected that proper questions will be directed to those in charge of that particular activity or function
- No news releases are to be made by students. This is a function of the agency.
- There is no requirement that an automobile must be used during the internship. However, a student is not to rely on the participating agency to provide him or her with transportation to and from the agency. If a student desires to use his own private transportation, it is to be understood that the financial responsibilities for its uses rests upon the student or the person or agency requesting its use
- The student must sign a Waiver of Liability and Responsibility prior to beginning the internship
- It is the student's responsibility to maintain contact with the professor throughout the internship semester as specified in the course syllabus. Failure to maintain contact with the professor will adversely affect the student's grade and may result in the student being dropped from the course
  - Students are expected to notify the field supervisor and instructor in advance of absences when possible. Sick leave or unexcused absences extending beyond a few days within the academic semester may result in a decision by the professor, in consultation with the field supervisor, to extend the internship period beyond the scheduled ending date
  - Field instruction begins on the first day of class of the academic semester and continues through the last day of instruction. Exceptions to the academic semester schedule may be arranged in advance to meet the agency needs. Agency legal holidays and appropriate religious holidays may be observed. Arrangements for religious holidays must be made with the agency supervisor

### **University Responsibilities**

- Students will be notified of agencies participating in the Internship Program and will be counseled in their selection of possible agency participation.
- Final approval of internship assignment.
- Schedule meetings for students as the need arises.
- Provide sufficient information to both the student and participating agency to execute the Internship Program.
- Assess all reports, evaluations, and daily logs from the student and agency to determine the final grade for the internship.

- Counsel with the student to better prepare the student for a career in Criminal Justice. If it is felt that the student should pursue another occupational goal, this will be brought to the student's attention and a cooperative effort will be made to determine the best course of action to take. It must be kept in mind that one of the purposes of this program is to introduce the student to the actual field experiences so he may formulate his/her goals prior to graduation. It would be better for all concerned to discover that this field is unsuitable to the student prior to graduation when the student has an opportunity to change majors than to wait until after graduation.

The student will provide all necessary information, including a copy of the Internship Application Form, to the participating agency to assist the agency in becoming familiar with the student, the program, and what is expected of the agency.

- Assist participating agencies in developing a meaningful program for students.

**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 [lmDavis@tamuct.edu](mailto:lmDavis@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.

### **Copyright Notice:**

Students should assume that all course material is copyrighted by the respective author. 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.

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