

Texas A&M University-Central Texas
HIST 4395 History Senior Research Seminar
MW 1:00p.m.-2:15p.m, Room 212, Founder's Hall

Instructor and Contact Information

Instructor: Dr. Cadra Peterson McDaniel

Office: Heritage Hall, 204 L

Office Hours: MW 3:00-5:00 Or By Appointment

Email cadra.mcdaniel@tamuct.edu (Please use this email address as the method of contact)

Phone 254-501-5932

Mode of Instruction and Course Access

This course is a face to face course, with some information posted on Canvas. Students will be submitting assignments via Canvas.

Student-Instructor Interaction

If students have any questions about the class or assignments, they should contact the instructor. Please contact the instructor as soon as possible so that any concerns may be resolved before it becomes midpoint or later in the semester. Students may contact the instructor via email. The instructor will respond to all email in a timely manner, usually within one (1) business day. Also, students may come by the instructor's office during office hours, or students may make an appointment. Announcements for the class will be posted on Canvas under the Announcements Section. Please check this section regularly. For all questions concerning upcoming assignments, please send all questions via email before 4:00p.m. the day before the assignment due date. The "cut-off" time for questions allows all students an equal chance to have questions answered before the due date.

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 911Cellular through their myCT email account.

In an effort to enhance personal safety on the Texas A&M University – Central Texas (TAMUCT) campus, the TAMUCT Police Department has introduced Warrior Shield by 911 Cellular. [Warrior Shield](https://www.tamuct.edu/police/911cellular.html) [https://www.tamuct.edu/police/911cellular.html] can be downloaded and installed on your mobile device from Google Play or Apple Store.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [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.

COURSE INFORMATION

Course Description

(WI) This course is designed to develop and apply historical research and writing skills through exploration of topics selected by the instructor. Prerequisite(s): HIST 2311, HIST 2312, HIST 1301, HIST 1302.

This specific section of HIST 4395 examines the topic of History and Memory.

Overall Course Objective

After successfully completing the course, students will be able to construct an in-depth historical research paper utilizing primary and secondary sources and employing proper citations.

Specific Course Objectives (Student Learning Outcomes)

After successfully completing the course, students will be able to

1. Identify and interpret relevant primary and secondary sources related to a chosen historical topic
2. Argue a specific position with regard to chosen historical topic
3. Develop a well-researched final paper that includes original insights and investigations into a specific topic

Required Texts

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)*. 9th edition. Chicago: University of Chicago Press, 2018. ISBN: 978-0226430577.

Dyczok, Marta. "History, Memory, and the Media." *Harvard Ukrainian Studies* 34: The Future of the Past: New Perspectives on Ukrainian History, no. 1 (2015-2016): 431-446.

Ventresca, Robert A. "Mussolini's Ghost: Italy's Duce in History and Memory." *History and Memory*, 18, no. 1 (2006): 86-119.

Zheng, Wang. "National Humiliation, History Education, and the Politics of Historical Memory: Patriotic Education Campaign in China." *International Studies Quarterly* 52. No. 4 (2008):783-806.

In this course, students are completing their senior seminar for a history degree. Students will be locating the sources needed for their paper, and students should feel free to consult with the instructor and/or the embedded librarian about possible sources.

COURSE REQUIREMENTS

Overview of Course

In this course, students will improve their ability to investigate a historical topic through completing an in-depth research paper. This paper will be twenty (20) pages using at least eight to ten (8-10) sources. Students are encouraged to use more than the required number of sources, and depending upon the student's topic, a higher number of sources may be needed to research

thoroughly the topic. **Students have the entire semester to work on the paper.** This paper will require students to incorporate both primary and secondary sources.

Overview and Specifics of Research Paper Assignments

Over the course of the semester, students will compose an outline and working bibliography of their paper; two (2) drafts along with endnotes pages and working bibliographies; and the final paper, final endnotes pages, and final bibliography. For each draft and the final paper, students should note that all material that is either quoted or paraphrased **MUST** be cited using Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*. Students will need a title page, an endnote page(s), and a bibliography, which do not count toward the required pages for each assignment. Also, for each draft and the final paper, students will need to include an analysis of the relevant historiography; an analysis of their topic's characterizations in popular memory; and an analysis of online content related to their topic. Students will save all parts of the paper: paper text, endnotes pages, and bibliography as one document. Students may use a total of only four (4) quotations of ten (10) words or less in the entire paper. The emphasis is that students paraphrase the material. When students paraphrase the material, students have to engage critically with the material, which leads to a more thorough understanding of the text.

Students should follow the Course Schedule in the syllabus in order to complete all assignments by 1:00p.m. on the due dates. Assignments will be returned to students as soon as possible so that the students can review their strengths and areas of needed improvement. At any time during the semester should students have questions, they should feel free to contact the instructor.

Paper Topic Assignment

Students are free to select their topic, but the topic must be approved by the instructor.

Early in the semester, students will submit their research topic along with a brief description of their topic(s). The description should include the topic's main points and be three to five (3-5) sentences. **Please note that an ungraded copy of your paper topic will be shared with the course's embedded librarian, Mr. Mike Lutes, who then can better assist students with locating research materials.**

As students begin their research, their topics may change and that is acceptable. It is also acceptable for students to change topics completely. The new topic will need to be approved by the instructor. However, it is not recommended that students change topics after mid-February. If students change topics too late in the semester, they may not have enough time to collect and to review the needed sources for completing their research paper. Should students have any questions or concerns about their topics, they should contact the instructor.

Rubric for Paper Topics=5 points

Description of topic including main points=5 points

Meeting with Embedded Librarian and List of Five (5) Sources

Students should meet with the course's embedded librarian, Mr. Mike Lutes, who will be available to answer specific questions about locating library resources and needed materials for the research paper. The meeting should be an in-person meeting.

Mr. Lutes will submit to the professor a list of students who have met with him. Students may contact Mr. Lutes via email at m.lutes@tamuct.edu . Please contact Mr. Lutes as soon as possible and allow Mr. Lutes time to respond to your question.

Please note: Mr. Lutes is willing to assist students with locating needed materials and becoming more familiar with library resources. Mr. Lutes will not write the paper for students,

and all questions about the course including, course assignments or grading policies, should be directed to the instructor of the course.

Also, students need to submit a list of at least five (5) sources for their papers. These sources should be cited according to the guidelines outlined in Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations, 9th edition*.

Rubric for Meeting with Embedded Librarian and List of Five (5) Sources=15 points

Meeting with embedded librarian=10 points

List of at least five (5) sources cited using Turabian Style=5 points

Article Analyses

Early in the semester, students will read and analyze three (3) articles concerning the role of history and memory specifically the media's role in shaping collective memory about historical events and persons, and these memories' ability to shape perceptions of a country's role in the world. These articles are available via JSTOR on the TAMUCT Library Website. Should students have questions about accessing JSTOR, then they should ask a Librarian for assistance.

Students need to compose a critique of each article, and each article critique should be a paragraph, consisting of eight to ten (8-10) sentences. For this assignment, students should appraise the author's purpose or argument and identify evidence that best advances each article's thesis. Students should include a brief evaluation judging each article's strengths and weaknesses. Each critique should be well-written. Students should NOT use any quotations but instead paraphrase, or put in their own words, the material that they have read. Students do not need to use citations. Students' critiques should rely only on the readings and should not use other information. Students should read these articles carefully because students will be expected

to address their particular topic's description and characterization in popular memory. Students will be required to include in their final research papers an analysis that addresses the reasons for this prevailing popular characterization of their topic.

Rubric for Article Analyses=9 points each

Appraisal of authors' thesis and use of supporting examples=4 points

Evaluation of article's strengths and weaknesses=3 points

Proper use of grammar and clarity of writing=2 points

Digital Polarization Project Tutorials

TAMUCT has opted to participate in the American Democracy Project's (ADP) initiative *Digital Polarization: A Project to Promote Online Civic Information Literacy*. The Digital Polarization Initiative, or "DigiPo", is ADP's national effort to build student civic, information, and web literacy by having students participating in a broad, cross-institutional project to fact-check, annotate, and provide context to the different news stories that show up in our Twitter and Facebook feeds. Students may refer to the ADP's website for more information, <http://www.aascu.org/AcademicAffairs/ADP/DigiPo/>

As part of this class, students will complete four (4) digital literacy tutorials that will strengthen their abilities to assess and to critique online content. When students begin each module, they will be prompted to enter an email address, so that answers to each module can be recorded and email to them. Then, once students have completed ALL four (4) modules, they should forward the completed answers for each module to the instructor. The completion of each module is worth three (3) points for a total of twelve (12) points. **Links to the Tutorials are listed in the Course Schedule by the due date.**

Students will be expected to utilize skills learned in these tutorials as well as other critical analytical skills to assess online content's varied approaches to their research paper's topic.

Students will be required to include in their final research papers an analysis that addresses the manner in which online content approaches their topics and specifically focus on any distortions surrounding their topics.

Rubric for Digital Polarization Tutorials=12 points

Completion of each tutorial=3 points each

Paper Outline and Working Bibliography

Students will submit an outline of their research papers and working bibliographies.

Students should submit an outline that addresses each part of their paper. The outline should not focus solely on the first sections of the paper. The outline should conform to the examples posted on Canvas. Also, students should submit a working bibliography of at least seven (7) new sources. These seven (7) sources cannot include sources previously included on the list of five (5) sources submitted earlier in the semester. These sources should include primary and secondary sources. **The outline and working bibliography should be saved as one document and submitted as one document online via Canvas.**

Rubric for Outline and Working Bibliography=50 points

Complete outline of entire paper=40 points

Working Bibliography with at least seven (7) new sources=10 points

Class and Individual Meetings

Throughout the semester, there will be class meetings and individual meetings. At class meetings and individual meetings, students will have the opportunity to ask questions and to

receive feedback on assignments. Therefore, it is important that students come to each class or individual meeting. **Students earn a point for participation in class and the individual meetings for a total of twenty-five (25) points.** With an excused absence, students can make up missed participation points by meeting with the instructor during office hours to discuss their research progress. Each unexcused absence will result in the loss of the point for that day and the loss of two (2) points on their final paper. During class meetings, students will sign up for upcoming individual meetings. At the individual meetings, students should come prepared to discuss their progress on their papers and come prepared to ask questions about their papers. Individual meetings will be held in the instructor's office, 204 L, Heritage Hall, College of Arts and Sciences.

1st Draft, Endnote Pages, and Working Bibliography

Approximately midway through the semester, students will submit their 1st draft, endnote pages, and working bibliography. Students should have elaborated upon their outline and working bibliography. This draft should be eight to ten (8-10) pages in length, double spaced, and students should use twelve (12) point Times New Roman Font with one (1) inch margins. Not having the required number of pages will lower the grade by five (5) points. For the 1st draft, students should use a total of seven to eight (7-8) sources in the paper. These sources should be primary and secondary sources. Students must have incorporated any needed changes or other modifications as noted on the outline or working bibliography, mentioned via email, or during class or individual meetings.

Students should note that all material that is either quoted or paraphrased **MUST** be cited using Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*. The student will need a title page, an endnote page(s), and a bibliography, which do not count toward

the required pages for this assignment. Students may use a total of only four (4) quotations of ten (10) words or less in the entire paper. Should students have more than the allowed number of quotations or have quotations that exceed the ten (10) word limit, then five (5) points will be deducted from their grade.

The draft, endnote pages, and working bibliography must be submitted as one (1) document online via Canvas.

Rubric for 1st Draft, Endnote Pages, and Working Bibliography=50 points

Introduce topic, state thesis, and analyze historiography=15 points

Provide evidence that supports thesis (including student's original analysis)=15 points

Incorporate modifications noted on previous assignments, via email, or during meetings=10 points

Use correct number of sources and properly cite information on the endnote pages and in working bibliography=10 points

2nd Draft, Endnote Pages, and Working Bibliography

Approximately one month after submitting the 1st draft, students will submit their 2nd draft, endnote pages, and working bibliography. Students should have elaborated upon the existing supporting evidence so that the paper more thoroughly addresses the topic. This draft should be at least fifteen (15) pages, double spaced, and the student should use twelve (12) point Times New Roman Font with one (1) inch margins. Not having the required number of pages will lower the grade by five (5) points. In the 2nd draft, students will have added sources for a total of eight to ten (8-10) sources. These sources will include primary and secondary sources. Students must have incorporated any needed changes or other modifications as noted on the previous draft or mentioned via email or during class or individual meetings.

Students should note that all material that is either quoted or paraphrased **MUST** be cited using Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*. The student will need a title page, an endnote pages, and a bibliography, which do not count toward the required pages for this assignment. Students may use a total of only four (4) quotations of ten (10) words or less in the entire paper. Should students have more than the allowed number of quotations or have quotations that exceed the ten (10) limit, then five (5) points will be deducted from their grade.

The draft, endnote pages, and working bibliography must be submitted as one (1) document online via Canvas.

Rubric for 2nd Draft, Endnotes Pages, and Working Bibliography=75 points

Introduce topic, state thesis, and analyze historiography=15 points

Provide evidence that supports thesis (including student's original analysis)=30 points

Incorporate modifications noted on previous drafts, via email, or during meetings=20 points

Use correct number of sources and properly cite information on the endnote pages and in working bibliography=10 points

Research Presentations

Toward the end of the semester, students will give a presentation about their research.

The presentations will be seven to ten (7-10) minutes. Students may opt to prepare a PowerPoint presentation, but a PowerPoint is not required. Students are not expected to memorize their presentations and may use notes during their presentations. At the end of each day's presentations, there will be time for a Question and Answer Session.

Rubric for Final Presentation=15 points

Clear introduction of topic and thesis=5 points

Discussion of two to three (2-3) examples that support thesis=5 points

Discussion of topic's importance=5 points

Final Paper, Final Endnote Pages, and Final Bibliography

At the end of the semester, students will submit their final paper, final endnote pages, and final bibliography. Students should have elaborated upon the existing supporting evidence so that the paper more thoroughly addresses the topic. This final paper should be twenty (20) pages, double spaced, and the students should use twelve (12) point Times New Roman Font with one (1) inch margins. Not having the required number of pages will lower the grade by five (5) points. In the final paper, students will have used at least eight to ten (8-10) sources. These sources will include primary and secondary sources. Students must have incorporated any needed changes or other modifications as noted on the previous drafts or mentioned via email or during class or individual meetings.

Students should note that all material that is either quoted or paraphrased **MUST** be cited using Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*. The student will need a title page, endnote pages, and a bibliography, which do not count toward the required pages for this assignment. Students may use a total of only four (4) quotations of ten (10) words or less in the entire paper. Should students have more than the allowed number of quotations or have quotations that exceed the ten (10) word limit, then five (5) points will be deducted from their grade.

In the final paper, students will be required to include an analysis that addresses the reasons for the prevailing popular characterization of their topic. Also, students must include an analysis that addresses the manner in which online content approaches their topics and

specifically focus on any distortions surrounding their topics. **The paper, endnote pages, and bibliography must be submitted as one (1) document online via Canvas.**

Rubric for Final Paper, Final Endnote Pages, and Final Bibliography=100 points

Introduce topic, state thesis, and analyze historiography=15 points

Provide evidence that supports thesis; examines popular memory and online content; and include student's original analysis=40 points

Incorporate modifications noted on previous drafts, via email, or during meetings=35 points

Use correct number of sources and properly cite information on the endnote pages and in bibliography=10 points

ACAT-N Examination

As part of this course, students are to take the ACAT-N examination on March 20. This examination assess students' history knowledge gained through their years of study at the undergraduate level and is an important tool used by faculty to review and to assess the history curriculum and program. While students' scores on the examination are not a factor in the course grade, taking the examination is worth six (6) points. These six (6) points are part of the overall course point total. Thus, missing the ACAT-N examination might affect a student's overall course grade.

Class Grading Scale, Grading Criteria Rubric, and Conversion

This class follows TAMUCT's traditional grading scale of 100-90=A; 89-80=B;

79-70=C; 69-60=D; and 59 and below=F.

Paper Topic(s)=5 points

Meeting with Librarian and Five (5) sources=15 points

Article Analyses=27 points

Digital Polarization Tutorials Project=12 points

Outlines and Working Bibliography=50 points

Class and Individual Meetings Participation=25 points

1st Draft, Endnotes, and Working Bibliography=50 points

2nd Draft, Endnotes, and Working Bibliography=75 points

Presentations=15 points

Final Draft, Final Endnotes, and Final Bibliography=100 points

ACAT-N Examination=6 points

Total Points=380 points

Students may determine their grade by taking the total number of points earned and dividing by the total number of points possible.

Posting of Grades

Grades will be posted online in Canvas and assignments returned via Blackboard.

Assignments are graded usually within one (1) week of the due date.

Course Schedule (Course Outline and Calendar)

The instructor reserves the right to make modifications to the syllabus and the course schedule as needed based on time and other factors. Should this need occur, then an updated schedule will be distributed to students and posted online through Canvas.

All assignments are due at 1:00p.m. on the due dates listed below, and ALL assignments must be submitted via Canvas. Assignments not submitted via Canvas will not be graded.

January 14: Introduction to Course

January 16: Discussion of Paper Topics and Role of History and Memory

January 21: No Class, Martin Luther King Jr. Day

January 23: Article Analyses Due and Discussion of Articles

January 28: Discussion of Library Resources with Librarian Ms. Margaret Dawson

January 30: Class Discussion of History and Memory Related to Student Topics

February 4: Paper Topics Due and Class Discussion of Use of Online Sources

February 6: Individual Meetings to Discuss Paper Topics, **Due Meeting with Embedded Librarian and Submission of List of Five (5) Sources**

February 11: Class Discussion of Importance of Historiography

February 13: Online Submission of Outline and Working Bibliography Due

February 18: Individual Meetings to Discuss Outline, Working Bibliography, and 1st Draft

February 20: Class Meeting Class to Further Discuss History and Memory articles related to topic and Discussion of Possible Sources and 1st Draft

February 25: Class Meeting to Discuss 1st Draft of Research Paper, Endnotes, and Working Bibliography

February 27: Online Submission Due of 1st Draft of Research Paper, Endnotes, and Working Bibliography

March 4: Individual Meetings to Discuss 1st Draft of Research Paper, Endnotes, and Working Bibliography

March 6: Class Meeting to Discuss Expectations for 2nd Draft, Endnotes, and Working Bibliography and Discussion of Further Developing Thesis, Utilizing Evidence, and Strengthening Historiography Section

March 11: No Class, Spring Break

March 13: No Class, Spring Break

March 18: Individual Meetings to Discuss 2nd Drafts

March 20: ACAT-N Examination

March 25: Class Discussion of Possible Internet Sources and **Submission Due for Four (4) Digital Polarization Modules**

1: Introduction to Web Literacy: <http://tamuct.libsurveys.com/WebLiteracyIntroduction>

2: Investigate the Source: <http://tamuct.libsurveys.com/InvestigateSource>

3: Find the Original Source: <http://tamuct.libsurveys.com/FindOriginal>

4: Look for Trusted Work <http://tamuct.libsurveys.com/TrustedWork>

March 27: Class Discussion of Internet Sources to Use in Paper

April 1: Class Discussions Regarding Strengthening Use of Primary and Secondary Sources

April 3: Individual Meeting to Discuss 2nd Draft, Endnotes, and Working Bibliography

April 8: Class Discussion of 2nd Draft, Endnotes, and Working Bibliography

April 10: Online Submission Due of 2nd Draft, Endnotes, and Working Bibliography

April 15: Individual Meetings to Discuss 2nd Draft, Endnotes, and Working Bibliography

April 17: Class discussion of Research Challenges and Project Evolution

April 22: Individual Meetings to Discuss Final Research Paper, Final Endnotes, and Final Bibliography

April 24: Class Meeting to Discuss Presentations

April 29: Presentations

May 1: Presentations

May 6: Class Discussions of Final Research Paper, Final Endnotes, and Final Bibliography

May 8: Online Submission of Final Research Paper, Final Endnotes, and Final Bibliography due BEFORE 1:00pm. Students may submit the paper early. Students must turn in the paper on Canvas. Only in cases of documented extreme hardship will an extension be granted for the final paper.

Instructor and Course Policies

Absences and Make-Up Work

As noted in the section on Class and Individual Meetings, students will attend both types of meetings throughout the semester. Only with an excused absence will students be allowed to make up these meetings. Students will need to contact the instructor to schedule an appointment to meet on a one-on-one basis. Students must give the instructor written documentation, such as a note from their doctor, which covers the days that they missed. **ONLY** with documentation will students be granted an excused absence and be able to make up these meetings and other assignments. Students who submit work early but then miss class on the work's due date will also need to provide some form of documentation for the days missed. Otherwise, the work will not will be accepted. Students cannot make up work or receive credit for work with unexcused absences.

If students miss a class, then they must first check with a classmate about notes for that day, and then contact the instructor with any specific questions about that day's class notes. There is **NO** recording of lectures or class discussions. **ALL make-up work must be turned in no later than one (1) week after students return to class. No work will be accepted after the one (1) week period. Near the end of the semester, there may be a shorter period for make-up work. No make-up work will be accepted after 1:00p.m. on May 8.**

Unexcused absences will affect negatively students' grades. Unexcused absences will result in a zero (0) for that day's participation. **As noted previously in the syllabus, participation has a point value of one (1) point per class or individual meeting. These points count as participation points. Each unexcused absence for a class or an individual meeting will result in the loss of the point for that day's participation and a loss of two (2) points on the final paper.**

Regarding a missed presentation, only in cases of documented extreme hardship will the student be allowed to have an excused absence for the presentation. In order to make up this assignment, students will need to include an additional three (3) pages of material to their final paper. In this instance, the final paper grade will include the fifteen (15) points for the presentation for a total of one hundred fifteen (115) points. The paper is still due on May 8 before 1:00p.m.

Incompletes

A grade of an Incomplete is granted rarely. Incompletes will be granted only after the last day to drop a course and will be granted only to students who have experienced a major catastrophic event. Students must provide some form of written documentation that provides evidence of the catastrophic event.

Withdrawal, Drop Dates, Assignment Due Dates, and Important University Dates

Students who feel that they need to drop the class must go to the Registrar's Office and complete the withdrawal forms. It is each student's responsibility to withdraw from a class. Also, it is each student's responsibility to be aware of all add and drop dates for classes and to be aware of all guidelines in the syllabus and due dates for class assignments. Students should refer to the University Calendar for important dates, such as graduation deadlines. The calendar can be viewed at <https://www.tamuct.edu/>

Plagiarism

Plagiarism is copying or imitating the language, ideas, and thoughts of another individual(s) and submitting that work as one's own original work. This action will not be tolerated. All material taken from any source, including books, articles, journals, the Internet, or other sources, must be paraphrased (put in your own words), if quoted, set off in quotation marks, and cited correctly. Plagiarism will be discussed in detail on the first day of class. **Should students have any questions about paraphrasing, using quotations, citing material, or documenting sources, please ask questions before, during, or after class, or come by the instructor's office and discuss these concerns.**

Work that is deemed plagiarized will result in the grade of a zero (0) for the assignment. VeriCite on Canvas will be checking for plagiarism. Students will submit each assignment via Canvas, and each assignment will be checked for plagiarism. Students who receive a mark of fifty percent (50%) or more for plagiarism will earn a zero (0) for the assignment. Also, students will earn a failing grade (50% F or lower) for an assignment when there is evidence that the plagiarism is from a "purchased" paper or blatant copying of sources without paraphrasing. When there is evidence of plagiarism, students' papers will be submitted to the Division of Students Affairs for review.

Cheating

Cheating is assisting other students with completing other projects. Also, cheating includes the use of any unauthorized materials to complete any assignments. **The penalty for cheating will be a zero (0) for the assignment.** When there is evidence of cheating, students' work will be submitted to the Division of Students Affairs for review.

Technology Requirements and Support

Technology Requirements

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/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email 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

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.

University Resources, Procedures, and Guidelines

Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](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 Academic 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.

For more [information regarding the Student Conduct process](#),

[<https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel>].

If you know of potential honor violations by other students, you may [submit a report](#),

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

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 Office 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 Office of Access and Inclusion at (254) 519-5797. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](#) web page

[<https://www.tamuct.edu/student-affairs/access-inclusion.html>].

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](#) web page [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus 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 have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from 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 40 subject areas. Access Tutor.com through Canvas.

University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only

hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to help!

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 [WCOnline](#). In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

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 85,000 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 24 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](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].