

What:

- SOSC 3300: Social Science Proseminar, Spring 2020

Who:

- Instructor: Lynn M. Greenwood, PhD

When:

- Jan 13-May 8, 2020

Where:

- Tuesdays/Thursdays 11:30-12:45, Founder's Hall 311; some components will be online in Canvas

Why:

- Probably because it is required for criminal justice and sociology majors.



How do I get in touch with you, Dr. Greenwood?

- Office location: 204D Heritage Hall
- Phone number: 512-525-9173*
- Email: lgreenwood@tamuct.edu **
 - Canvas email also okay
- Office hours: available by appointment – email for appointments



*Please, please, if you call me, recognize that this is my personal phone number and act accordingly. If you leave a message, identify yourself, or I probably won't return your call. *Text messages are preferred to phone calls.*

**Please, please, please, if you email me, identify yourself and the class you are emailing me about! If you don't, I probably won't respond.

So, what's this course all about?

Catalog Description

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

Expanded Description:

This course will insure students are capable of writing for the social sciences. It is important for students to understand aspects of professional decorum in the social sciences, accessing on-campus resources, and meeting basic standards for writing and presentation styles in the social sciences. This course is essential for students to successfully demonstrate knowledge of basic sociological and criminal justice concepts, demonstrate their ability to research, and present in a professional environment.

Course Objectives

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

What books do I need for the class?

- American Psychological Association (2019). *Publication manual of the American psychological association* (7th ed.). ISBN: 978-1-4338-3217-8
- American Sociological Association (2019). *American sociological association style guide* (6th ed). Washington D.C.: American Sociological Association. ISBN: 978-0-912764-55-9
- Burns, T. & Sinfield, S. (2016). *Essential study skills: The complete guide to success at university* (4th ed). London: Sage Publishing, Inc. ISBN: 9781473919020
- Chatfield, T. (2017). *Critical thinking: Your guide to effective argument, successful analysis, and independent study*. SAGE. ISBN: 9781473947146
- Lester, M. & Beason, L. (2013). *The McGraw-Hill handbook of English grammar and usage* (2nd ed.). McGraw-Hill Education. ISBN: 9780071799904



Supplementary Materials:

Students will receive additional reading and viewing materials throughout the semester to enhance, expand on, and aid in assignments.

Are these books required?

Yes.

This is a face-to-face class, right?

- Yes. This is a class taught in an actual classroom with a professor, a whiteboard, chairs, desks, etc. Your attendance will be important and is part of your grade (see assignments below).

What technology do I need to complete this course?

- This course also utilizes the TAMUCT Canvas system. To be able to successfully complete this course, the student must have reliable and frequent access to a computer and to the Internet.
- 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

Technology Support

- Use the Canvas Help link, located at the bottom of the left-hand menu in Canvas, 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.
- 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.*
- ***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.
- For issues related to course content and requirements, contact your instructor. **Do not contact your instructor about Canvas issues.**

University Email

- It is highly recommended that students claim and use their 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.

What should I expect from the instructor?

- This is a face-to-face class with online components; most communication will be done during class time. In addition, all students are welcome and encouraged to make an appointment for an office visit.
- I will be checking and replying to student emails daily - students should expect a response within 24 hours. Emails sent on a weekend will be responded to the following Monday, unless it is a holiday. Any deviations from this will be announced in Canvas. During office hours, emails will be responded to more quickly, and other methods of communication can also be utilized if pre-arranged (e.g., Facetime, Skype, Canvas Chat (preferred)).
- Most assignments will be graded within one week of submission. Depending on length, writing assignments will be graded within two weeks of submission. Deviations from this will be announced in Canvas. All grades will be posted in Canvas. Feedback on writing assignments will be provided in Canvas, either within the Canvas grading system or as an attached Microsoft Word document*. Students are encouraged to track their progress in the course through the Canvas gradebook.
 - *You cannot see feedback on the Canvas mobile app; you must use a computer to be able to see feedback on written assignments.
- *Grading of written assignments: I will provide detailed feedback on the first few paragraphs/first page of any written assignment; I will not mark all writing issues.*



What do I have to do to pass this course?

Assignments (0-25 points; 225 points total)

- There will be 9 assignments over the course of the semester. Some of these assignments will be in the form of discussion boards; others will be brief individual written assignments. The assignment topics are provided in the course calendar and assignment details will be provided in Canvas. The grades for these assignments are participation grades--*complete* participation earns full points.
- See calendar for due dates.

Writing Journal (0-25 points; 100 points total)

As part of this course, each student will write an essay on a social problem (see the next section). As this is a course designed to provide students with helpful tools/strategies for being successful in their courses, the writing journal will break down the writing process into manageable and meaningful parts, culminating in the final essay.

The writing journal will be divided into four parts:

1. Possible topics
2. Final topic
3. Primary resources
4. Outline

Full credit will be given to fully completed journal entries. Due dates are included in the course calendar. For feedback on journal entries, you must meet the due dates. Feedback will help you in your final essay, so students are encouraged to meet these deadlines.

Social Issue Essay (0-125 points; draft 25 points, essay 100 points)

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

ESSAYS SHOULD ADDRESS THE FOLLOWING:

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

****A draft will be required and will be worth 25 points of the final course grade.**

Social Issue Presentation (0-50 points)

Each student will present to the class about their social problem research. This presentation should be 5-10 minutes long to include PowerPoint. Details about the presentation will be discussed later in the semester.

Course Reaction Essay (0-50 points)

- Students will be responsible for completing a course reaction essay by the end of the semester. For this exercise, the student should think critically about the content presented in the course as a whole.
- Details for this assignment will be provided in Canvas.
- See course calendar for due dates.

ETS Assessment (0 or 25 points)

- Students will complete the ETS Assessment in Criminal Justice. The ETS is a testing program intended to evaluate criminal justice students nationwide. The criminal justice and sociology departments at TAMUCT use the ETS as a program assessment tool, to better understand student learning, and develop program improvement plans.
- Students will not be graded on how well they do on the assessment; however, given the importance of the assessment for the criminal justice program, students are encouraged to do their best work. Upon taking the ETS assessment, you will receive 25 points towards the final course grade.

How do I submit assignments?

- All assignments must be submitted through Canvas. Assignments that are emailed or submitted in person will not be accepted.
- All assignments must be in Microsoft Word format - make sure when you save a final draft of any assignment that it is either a .doc or .docx document. If you do not know how to do this, I suggest visiting the computer lab.
- Discussion/journal responses should be typed in the discussion board text box. Do not attach a document to discussion boards. Best practice would be to write everything in a Word document first, then copy and paste into the discussion box; save this work.



What about extra credit?

- There is no extra credit built into the course. Any extra credit opportunities will be posted in Canvas. Generally, these will involve attending a presentation or lecture and writing a brief essay about the topic.
- *Extra credit opportunities are not guaranteed; do not expect them and do not ask for them.*

Do you accept late assignments?

- Late assignments will be accepted up to one week after the due date. For each day the assignment is late, 10% of the total grade will be deducted from the assignment before it is graded. For example, if the assignment is worth 100 points and you turn it in two days late, you will start off with a grade of 80 *before* the assignment is graded.
- Exceptions to the late policy would be any work due the last week of classes. No assignments will be accepted past the last day of classes. Please plan accordingly.
- *Assignments turned in later than a week will not be graded*

How do I figure out my grade?

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Writing journals	100 (4x25)	
Assignments	225 (9x25)	
Rough draft	25	
Social issue essay	100	
Social issue presentation	50	
Course reaction essay	50	
Total	600	

When are readings and assignments due?

Course Calendar

- Subject to revision, if necessary, during the semester.

Class Date	Topic/Assignments
Jan 14	Course introduction Student introductions Course syllabus
Jan 16	J1: Topic exploration (in-class assignment)
Jan 21 Online	A1: Evaluating resources (due by midnight on Jan 22 via Canvas)
Jan 23	Evaluating resources
Jan 28	University library
Jan 30 Online	Academic reading A2: Academic reading (due by midnight on Feb 2 via Canvas)
Feb 4	Writing center University resources
Feb 6	J2: Final topic and thesis statement (in-class assignment)
Feb 11	Plagiarism, paraphrasing and quotations
Feb 13 Online	A3: Plagiarism (due by midnight Feb16 via Canvas)

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Feb 18	Citations/reference lists
Feb 20 Online	A4: Citation practice (due by midnight Feb 23 via Canvas)
Feb 25	Types of writing assignments Notetaking
Feb 27 Online	A5: Strengths Quest (due by midnight Mar 1 via Canvas)
Mar 3	Strengths Quest presentation
Mar 5 Online	A6: Notetaking (due by midnight Mar 8 via Canvas) J3: Sources (due by midnight Mar 8 via Canvas)
Mar 10	Spring Break – no class
Mar 12	Spring Break – no class
Mar 17	Career Services
Mar 19	Common writing issues J4: Outline and thesis statement (due by midnight Mar 22 via Canvas)
Mar 24 Online	A7: Critical thinking 1 (due by midnight Mar 29 via Canvas)
Mar 26 Online	Essay rough draft (due by midnight Mar 29 via Canvas)
Mar 31	Proofreading
Apr 2	Essay Comments
Apr 7	Office consultations during class time
Apr 9	Office consultations during class time
Apr 14	Professional communication
Apr 16	ETS Assessment (due by midnight April 19 via Canvas) A8: Professional communication (in-class assignment)
Apr 21	A9: Critical thinking 2 (in-class assignment)
Apr 23	Social issue essay (due by midnight April 26 via Canvas)

Apr 28	Presentations
Apr 30	Presentations Course reaction essay (due by midnight May 3 via Canvas)
May 5	Presentations
May 7	Presentations

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, working with others in an unauthorized manner, 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 referred 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://www.tamuct.edu/student-affairs/student-conduct.html>].

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, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](#) Canvas page (log-in required)
[<https://tamuct.instructure.com/courses/717>]

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 [Student Affairs](#)
[<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. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

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) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@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 online tutoring support at no additional cost. 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-to-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 [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. 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].
