SOSC3300-110, 60084, Social Sciences Proseminar - Summer 2020 - Texas A&M University-Central Texas

*Syllabus may be revised as needed. Any updates will be listed here*

**Course Dates, Modality, and Location**

June 1 – August 7, 2020. This is a 100% online course, and uses the Canvas Learning Management System.

**Instructor Contact Information**

**Instructor**

Dr. Michele Quinones (Dr. Q)

**Email**

MQuinones@tamuct.edu

**Contact Information**

My office is located in Heritage Hall, 204G. However, due to the ongoing Covid-19 epidemic, I will not be on campus this summer.

My email is MQuinones@tamuct.edu, but I prefer that students contact me by Canvas email. I prefer Canvas email over the university email because it is just for students and since I spend most of my workdays on Canvas, it's quicker to get a hold of me.

I respond to emails Monday through Friday, between 8AM and 5PM. Emails received after 5PM are answered the following business day (i.e. M-F).

**Office Hours**

Office hours are by appointment only. Please email me through Canvas to set up an appointment time to chat online, speak over the phone, or meet virtually (Skype, GoToMeeting, or WebEx).

**Warrior Shield**

**Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield 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 Warrior Shield through their myCT email account.
Connect to Warrior Shield by [911Cellular](https://911cellular.com) to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

**Course Description and Course Objectives**

SOSC3300 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 prepares students to be capable learners and writers 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.

**Course Objectives**

By the end of the course, students should demonstrate the following:

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

**Course Textbooks**


**Course Requirements**

Below are brief explanations of the major course requirements. Please see the individual assignments for instructions, requirements, and due dates.

**Activities (worth 50 points total, 20% of grade)**

Students will complete activities to help prepare them for the rigors of the course and the program by addressing important topics such as citing properly, avoiding plagiarism, and evaluating sources. These assignments are graded as complete/incomplete. Students must meet the minimum requirements to score a complete. See each activity for the instructions and submission requirement checklist.

**Critical Thinking Quizzes (worth 113 points total, 30% of grade)**

Quizzes cover content from Chatfield’s, *Critical Thinking* book. The purpose of quizzes is to ensure reading and basic comprehension of the material. Each quiz asks you to match terms and concepts from multiple chapters to the correct definition or explanation. See each quiz for details on the chapters it covers, point value, and due date.

**Report on a Social Issue (worth 100 points total, 30% of grade)**

Students will select a social issue to explore and write about. Students complete this assignment in 3 parts.

   I. Students create an Annotated Bibliography
   II. Students find 5 features of the social issue to discuss
   III. Students put the material together to write a short report on the topic.

See assignment descriptions for instructions and resources. Students will receive individual feedback with their grade.
Writing is important and significantly affects scores. In general, college level writing contains no spelling and grammar errors. All information is paraphrased (unless a direct quote is necessary), writing is concise, and submission is strongly organized.

**Presentation (worth 50 points, 20% of grade)**

Students will record and upload a 5-minute video presentation on the social issue report.

**Attendance, Late, and Missed Assignments**

**Attendance**

A student is attending the course if they are actively interacting with the Canvas course pages and completing assignments.

**Student Responsibilities**

Students are responsible for keeping up with the reading and using the resources available to learn the material. Modules are organized to give students an opportunity to complete the readings and assignments in a timely manner. Each module has slides for the chapter, chapters summaries, and other tools for learning.

Other responsibilities:

[ ] Read the assignment instructions. Failing to follow instructions will affect your scores.

[ ] Read all of the information included with assignment instructions. There are helpful tips included and examples.

[ ] Meet with a writing to tutor to review your work before turning it in.

[ ] Submit assignments on time or ahead of time.

[ ] Review the comments I make on your submissions and contact me for more information.

[ ] Have reliable internet access or have a backup plan to work somewhere that does. The [Canvas Student](https://canvasudent) smartphone app can be used to keep up with announcements and assignments even if you do not have access to a computer.

**Late Assignments**

Hardships during this time are unavoidable and I have done my best to accommodate by providing extended due dates for some assignments. Exceptions for other assignments are based on a student’s overall performance in the class. When assessing overall performance, I focus on:
Repeated meaningful communication (i.e. to discuss course material and performance) with the instructor. This does not include requests for extensions or excuses for late submissions.

*Demonstrated* use of all available course materials.

Prior assignments completed on time.

**Grading Criteria Rubric and Conversion**

A C grade is average, to earn an overall grade higher than a C you must consistently produce high quality and outstanding work.

90-100 A: Outstanding work and mastery of material

80-89 B: High quality work and good understanding of the material

70-79 C: Satisfactory work and basic understanding of the material

60-69 D: Minimally acceptable performance/little to no understanding of the material.

<59 F: Poor performance and does not understand basic elements of course

**Course Outline and Calendar (10 Week - Summer)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| Week 1 Jun 1, 2020    | **Learning Module 0: Introduction**
<p>|                       | <em>Essential Study Skills, Introduction</em>                                | Reading for Module 0                        |
|                       | <em>Critical Thinking, Welcome to the Book, What is Critical Thinking (and Why Does it Matter)</em> | Attendance Verification Quiz                |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Module Title</th>
<th>Essential Study Skills</th>
<th>Critical Thinking</th>
<th>Quiz for Critical Thinking</th>
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<tr>
<td>Week 2</td>
<td>Learning Module 2: How to Think and Argue.</td>
<td>Part 2: Chapters 4 &amp; 5</td>
<td>Reasoning with Logic and Certainty, Reasoning with Observation and Uncertainty</td>
<td>Quiz: Introduction &amp; Ch 1, Using the University Library &amp; Evaluating Resources</td>
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<tr>
<td>Week 3</td>
<td>Learning Module 3: How to Develop and Evaluate Theories</td>
<td>Part 2 (All)</td>
<td>Developing Explanations and Theories, Assessing Evidence and Planning</td>
<td>Quiz: Chapters 2 &amp; 3, Taking Better Notes</td>
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<tr>
<td>Week 4</td>
<td>Learning Module 4: How to Evaluate Evidence and Recognize Rhetoric.</td>
<td>Part 3 (All)</td>
<td>Getting to Grips with Rhetoric and Seeing Through Faulty Reasoning</td>
<td>Working with a Writing Tutor, Quiz: Chapters 4 &amp; 5</td>
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<tr>
<td>Week 5</td>
<td>Learning Module 5: How to Recognize Faulty Reasoning and Identify Bias.</td>
<td>Part 4: Chapters 12 – 12.3</td>
<td>Understanding Cognitive Bias, Overcoming Bias in Yourself, and Others and Thinking</td>
<td>APA and ASA Citation styles, Quiz: Chapters 6 &amp; 7, Quiz: Chapters 8 &amp; 9</td>
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<td>Week 8 Jul 20, 2020</td>
<td><strong>Work on Social Issue Report Part 3</strong></td>
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<tr>
<td>Week 10 Aug 3, 2020</td>
<td><strong>Presentation on a Social Issue</strong></td>
<td>Presentation on a Social Issue</td>
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</tbody>
</table>

**Important University Dates**

You can find important university due dates by visiting the [TAMUCT Academic Calendar](#).

**Technology Requirements and Support**

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/](https://tamuct.instructure.com/) or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/](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.

**Online Proctored Testing**

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.
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] 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 the Drop Request Dynamic Form through Warrior Web.[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty 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. Once you submit the completed 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](https://tamuct.instructure.com/courses/717) (log-in required)

**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, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.
If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, 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 except writing support. Access Tutor.com through Canvas.

**University Writing Center**

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Summer 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-4:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. This summer, the UWC is also offering hours from 12:00-3:00 p.m. on Saturdays starting June 27th and ending July 18th.

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 making an appointment via WCONline [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].

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/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person’s behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

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