

Department of Social Sciences
Fall 2021
Graduate Proseminar
HLS 5315-110, 80894

Online

Professor: Liana R. Taylor, Ph.D.

Office: Heritage Hall 204E

Email: liana.taylor@tamuct.edu (Canvas inbox is preferred)

Office Phone Number: 254-519-5436

“Behind every uncomfortable syllabus clause lies an even more uncomfortable teaching experience.” – @AcademicSay (April 22, 2016)

ACADEMIC ACCOMODATIONS

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>]

FALL 2021 RETURN TO CAMPUS PLAN

For the most recent campus information regarding COVID-19 see the Texas A&M University-Central Texas Fall 2021 Return to Campus Plan [<https://www.tamuct.edu/covid19/>]

***** Disclaimer: Syllabus may be revised later if needed *****

COURSE DESCRIPTION AND OBJECTIVES

Introduces students to the department and faculty. Emphasis placed on effective study habits and writing skills associated with research, as well as other activities/parameters that will assist the student in being successful in the program. This course is cross-listed with HLS 5315; only one may be taken for credit.

Course Objectives

- 1) Students will be able to communicate, verbally, in writing, and electronically in a professional manner.
- 2) Students will familiarize themselves with several on-campus resources, such as the University Writing Center, University Library, and Office of Professional Development.
- 3) Students will achieve a standard of academic writing that is expected for graduate standing.
- 4) Students will demonstrate their abilities in using library resources.
- 5) Students will be able to review social science literature on topics in criminal justice.
- 6) Students will demonstrate skills in using resources in a paper, such as in-text citations and references, using APA Manual.

REQUIRED TEXT

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: APA.

Additional readings will be provided on Canvas under Modules.

RECOMMENDED READING

Osmond A. (2016) *Academic Writing and Grammar for Students* (2nd ed.).

Thousand Oaks, CA: Sage Publications. ISBN: 978-1473919365.

Ridley, D. (2012). *The Literature Review: A Step-by-Step Guide for Students*

(2nd ed.). Thousand Oaks, CA: Sage Publications. ISBN: 978-1446201435.

Shon, P. C. H. (2016). *How to Read Journal Articles in the Social Sciences: A Very Practical Guide for Students* (2nd ed.). Thousand Oaks, CA: Sage Publications. ISBN: 978-1473918795.

Silva, P.J. (2018). *How to write a lot: A productive guide to academic writing* (2nd ed.). APA Life Tools.

Strunk, W., & White, E. B. *The elements of style*. (Any edition will do.)

COURSE POLICIES

Respect

This course will be fully online and you are encouraged to participate. All

students learn in a variety of ways and at varying paces. I expect everyone to treat one another with respect and help cultivate an environment in which everyone feels free to ask and answer questions respectfully.

Netiquette

All students must abide by the following core rules of netiquette (excerpted from Shea, 1994¹) for the duration of the course on discussion boards and email.

Rule 1: Remember the human - Do unto others as you'd have others do unto you. Imagine how you'd feel if you were in the other person's shoes. Stand up for yourself, but try not to hurt people's feelings.

Rule 2: Adhere to the same standards of behavior online - Standards of behavior may be different in some areas of cyberspace, but they are not lower than in real life.

Rule 3: Know where you are in cyberspace - When you enter a domain of cyberspace that's new to you, take a look around. Spend a while listening to the chat or reading the archives. Get a sense of how the people who are already there act. Then go ahead and participate.

Rule 4: Respect other people's time and bandwidth - ...don't expect instant responses to all your questions, and don't assume that all readers will agree with -- or care about -- your passionate arguments.

Rule 5: Make yourself look good online - As in the world at large, most people who communicate online just want to be liked. Networks -- particularly discussion groups -- let you reach out to people you'd otherwise never meet. And none of them can see you. You won't be judged by the color of your skin, eyes, or hair, your weight, your age, or your clothing.

Rule 6: Share expert knowledge - Don't be afraid to share what you know.

Rule 7: Help keep flame wars under control - ...Netiquette does forbid the perpetuation of flame wars -- series of angry letters, most of them from two or three people directed toward each other, that can dominate the tone and destroy the camaraderie of a discussion group. It's unfair to the other members of the group.

¹ Shea, V. (1994). Core Rules of Netiquette. In *Netiquette*, (pp. 32-46). Vancouver: Albion Books.

Rule 8: Respect other people's privacy

Rule 9: Don't abuse your power - Some people in cyberspace have more power than others...Knowing more than others, or having more power than they do, does not give you the right to take advantage of them.

Rule 10: Be forgiving of other people's mistakes - ... when someone makes a mistake -- whether it's a spelling error or a spelling flame, a stupid question or an unnecessarily long answer -- be kind about it. If it's a minor error, you may not need to say anything. Even if you feel strongly about it, think twice before reacting. Having good manners yourself doesn't give you license to correct everyone else. If you do decide to inform someone of a mistake, point it out politely, and preferably by private email rather than in public. Give people the benefit of the doubt; assume they just don't know any better. And never be arrogant or self-righteous about it. Just as it's a law of nature that spelling flames always contain spelling errors, notes pointing out Netiquette violations are often examples of poor Netiquette.

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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].

Violations in academic integrity will result in score of zero on the assignment for which it is suspected. Any suspected violations of academic integrity will also be reported to TAMUCT's Office of Student Conduct: <https://www.tamuct.edu/student-affairs/student-conduct.html>

Note: If you submit papers or sections from a paper from another class or previous semester, that counts as a violation of academic integrity.

TECHNOLOGY REQUIREMENT 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/>] 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.

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.

COURSE COMMUNICATION

Course announcements will be posted to the Announcements page on Canvas.

I will send correspondence to your Canvas Inbox. Make sure you have access to and regularly check it. I recommend you adjust your Canvas Settings so you receive a notification when I post an announcement, you receive a course message, etc.

Do not send Canvas messages/emails about things stated in the syllabus/guidelines or where things are located on Canvas *unless* you are requesting clarification or additional information.

STUDENT-PROFESSOR INTERACTION

Students may speak with me via Canvas Inbox or by appointment. I will answer (most) messages within 24 hours, Monday through Friday. Students who would like to speak to me via WebEx must make an appointment. For appointments the student and I must confirm the date and time via Canvas Inbox.

PARTICIPATION POLICIES

Participation will not count towards your grade. However, it is in your best interest to regularly check Canvas and complete all the assignments. If you do not your grade is likely to suffer. Participation will aid in understanding in the material, which can ultimately improve your grade. If you have a question, I strongly suggest you send me a course message via Canvas or make an appointment.

ASSIGNMENTS

Grading Policies

The assignments in this course have flexible due dates (see the course schedule). As such, there are no late penalties. You are not required to meet these flexible due dates, though it is in your best interest to do so. However, all assignments must be submitted by the end of the semester: December 10 at 11:59p.

Reading Assignments

The reading assignments are listed on the Course Schedule. You should keep up with the reading assignments throughout the semester. These will help you as you complete the assignments.

Homework Assignments (~200 points)

The homework assignments will be online through Canvas. Homework assignments are designed to help students apply the concepts they learn in

class. You may work in groups to complete these assignments, but each student must submit their own assignment to receive credit. Check Canvas to see when the homework assignments are due. The homework will have a flexible due date. I recommend you submit them by Sunday at 11:59p of the assigned week. However, if you need more time, I will allow you to submit it later without a late penalty. It is in your best interest to submit it by the Sunday due date, as this will allow more time for me to grade it and provide you feedback you can use to study. The latest I will accept the homework is December 10 at 11:59p. I will not start grading the submissions until after their due date.

Article Summaries (350 points)

The article summaries provide students with an opportunity to familiarize themselves with various areas of criminal justice. Each student will be required to find, read, and summarize one article for each of the seven assigned criminal justice topics listed below. The articles must be from peer-reviewed journals (do not include student-run journals). Students are expected to locate articles on their own. *Make sure the articles are criminal-justice-related.* Each summary will be one-to-two pages (no more, no less). Students will also include a reference page and include the reference for the article in APA format. The topics will be as follows (see course calendar for due dates):

- Criminology
- Criminal justice ethics
- Race and ethnicity
- Program evaluation
- Homeland security
- Leadership and supervision
- Victimology

The guidelines and rubric are posted on Canvas under Modules/Article Summaries. The recommended due date for each summary submission is included in the course schedule. But I will accept submissions after those deadlines and grade them on a rolling basis (after the recommended deadlines). I will not administer late penalties for those who submit after those deadlines. Please keep in mind, if you meet the recommended deadlines, you'll have more time for revisions (after I post the grades). The final deadline to submit the article summaries is December 10 at 11:59p. Off-topic submissions will not be graded.

Journal Assignments (100 points total)

As part of this course, each student will write an essay on an issue related to criminal justice. As this is a course designed to provide students with helpful tools/strategies for being successful in their courses, the journal assignments will break down the writing process into manageable and meaningful parts,

culminating in the final essay.

There will be five journal assignments:

1. Possible topics
2. Final topic
3. Thesis statement
4. Primary resources
5. Essay draft (**complete and polished**)

Full credit will be given to fully completed journal assignments. The recommended due date for each journal assignment submission is included in the course schedule. But I will accept submissions after those deadlines and grade them on a rolling basis (after the recommended deadlines). I will not administer late penalties for those who submit after those deadlines. Please keep in mind, if you meet the recommended deadlines, you'll have more time for revisions (after I post the grades). The final deadline to submit the journal assignments is December 10 at 11:59p.

Criminal Justice Issue Essay (100 points)

Each student will prepare a six-to-eight page essay on a criminal justice issue of their choice. The journal assignments build towards the final essay submission. At least six sources from peer-reviewed journals must be used (do not include student-run journals). The topic must be approved by the instructor – assignments based on an unapproved topic will not be graded. The final essays should address the following:

- Information about the issue (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 issue (who benefits and how)

The deadline for submission is December 10 at 11:59p.

GRADING

Grades will be posted on Canvas within approximately one week. Students will be notified if it will take longer to post the grades.

Your grade will be calculated as a weighted average:

Assignments	Number of Points	Percentage of Grade
Homework Assignments	~200 points	25%
Article Summaries	350 points	25%
Journal Assignments	100 points	20%
CJ Issue Essay	100 points	30%
	Total: ~750 points	

COPYRIGHT NOTICE

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

Copyright. (2021) by Liana R. Taylor at Texas A&M University-Central Texas, Department of Social Sciences; 1001 Leadership Place, Killeen, TX 76549; 254-519-5436; Fax 254-519-5781; liana.taylor@tamuct.edu.

Course Schedule

Week	Dates	Topic	Reading and Major Assignments Due
Week 1	08/23-08/29	Overview of course and syllabus Overview of APA Guide	APA Tutorial – Lessons 1
Week 2	08/30-09/05	How to write a lot Writing topic brainstorming	APA Tutorial – Lessons 5 and 7 Journal 1 due 09/05 at 11:59p
Week 3	09/06-09/12	Plagiarism, citations, and paraphrasing	APA Tutorial – Lessons 16-19
Week 4	09/13-09/19	TAMUCT Library	Journal 2 due 09/19 at 11:59p
Week 5	09/20-09/26	Academic reading	Summary 1 (Criminology) due 09/26 at 11:59p
Week 6	09/27-10/03	How to write a thesis statement	Journal 3 due 10/03 at 11:59p Summary 2 (Criminal justice ethics) due 10/03 at 11:59p
Week 7	10/04-10/10	Critical thinking	Journal 4 due 10/10 at 11:59p
Week 8	10/11-10/17	Proofreading Common Writing Issues	APA Tutorial – Lessons 6, 8, 10-12 Summary 3 (Race and ethnicity) due 10/17 at 11:59p
Week 9	10/18-10/24	Notetaking	Journal 5 due 10/24 at 11:59p
Week 10	10/25-10/31	Paper formatting	APA Tutorial – Lessons 2-4 Summary 4 (Program evaluation) due 10/31 at 11:59p
Week 11	11/01-11/07	APA Lists and Abbreviations	APA Tutorial – Lessons 9 and 13 Summary 5 (Homeland security) due 11/07 at 11:59p
Week 12	11/08-11/14	APA Numbers, Tables, and Figures	APA Tutorial – Lessons 14-15 Summary 6 (Leadership and supervision) due 11/14 at 11:59p
Week 13	11/15-11/21	Professional Communication	Summary 7 (Victimology) due 11/21 at 11:59p

Week 14	11/22-11/28	<i>Review and Catch Up</i>
Week 15	11/29-12/05	<i>Review and Catch Up</i>
Week 16	12/06-12/10	Essay due 12/10 at 11:59p

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://www.tamuct.edu/police/911cellular.html>] 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.

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.

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. 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.

THE UNIVERSITY WRITING CENTER

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 WOnline at <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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams 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>].

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/pregnant-and-parenting-students.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.

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 Wellness and 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, 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/bit>]. 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.

IMPORTANT UNIVERSITY DATES

<https://www.tamuct.edu/registrar/academic-calendar.html>