

Department of Social Sciences  
Spring 2021  
Research Methods  
CRIJ 4316-120, 10917

Mondays & Wednesdays from 1:00-2:15p  
Online

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

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### **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>]

### **STATEMENT OF ACADEMIC FREEDOM**

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has adopted a policy on the Disruption of University Activities (Policy # 10.4.13), which can be accessed in the Student Code of Conduct through the following link:

<https://www.tamuct.edu/student-affairs/student-conduct.html>

### **COVID-19 SAFETY MEASURES**

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of

others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
  - If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

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

## **COURSE DESCRIPTION AND OBJECTIVES**

This course is an introduction to the remarkable world of methods of criminological and criminal justice research, with an emphasis on understanding research ethics, research design, and methods of data collection.

### Course Objectives

- 1) Students will become acquainted with the wonders of research in Criminal Justice.
- 2) Students will learn the ethical considerations in conducting research.
- 3) Students will learn how to read research articles.
- 4) Students will learn how to conduct a literature search and write a literature review.
- 5) Students will learn how to design a research study, including:
  - a) Develop a research question and hypotheses
  - b) Operationalize and conceptualize variables
  - c) Select a sample and design a sampling plan
  - d) Design a method for data collection
  - e) Determine the implications of their proposed research study
- 6) Students will learn how to improve their writing skills.

This is a Writing Instructive (WI) course so writing will be an integral part of my instruction and our interactions. Writing will also be a fundamental way that I measure student mastery of course content. WI means that you will have several opportunities to work on improving your writing skills.

In this course, students will write a research proposal, which is a document in which they will describe how they will carry out a research study. This proposal will be separated into assignments submitted throughout the semester. Students will have the opportunity to revise and resubmit these assignments. Additionally, students will complete an annotated bibliography.

## **REQUIRED TEXT**

Withrow, B. L. (2016). *Research Methods in Crime and Justice* (2<sup>nd</sup> ed.). New York: Routledge. ISBN: 978-0-415-88443-3

Additional readings will be provided on Canvas under Modules.

## RECOMMENDED READING

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Washington, D.C.: American Psychological Association.

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.

## 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, 1994<sup>1</sup>) 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

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

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.

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. 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](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.

Log on 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](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

Web Chat: [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

## **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 72 hours. 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. There is a link for WebEx available on Canvas.

## **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 email me or make an appointment to speak with me.

### WebEx Meetings

We are scheduled to meet for class on Mondays & Wednesdays from 1:00-2:15p. This will be an opportunity for students to ask questions and review the content. I highly recommend you complete the reading assignments and study the PowerPoints before class time. The meetings will be recorded and posted to Canvas. If you are unable to join, you will be able to watch the recordings.

## **ASSIGNMENTS**

### Grading Policies

The assignments in this course have flexible deadlines (see the course schedule). As such, there are no late penalties. You are not required to meet these flexible deadlines, though it is in your best interest to do so. However, all assignments must be submitted via the appropriate Canvas link by the end of the semester: May 14 at 11:59p.

### Reading Assignments

The reading assignments are selected chapters from the required textbook and other sources (which are on Canvas under Modules/Week #). It is important to have the textbook when class begins so you can keep up with the assigned readings. I recommend you purchase the book as soon as possible so you are adequately prepared for class. You should complete the reading assignments no later than the week listed on the Class Schedule. PowerPoints will be provided on each topic as well. These will be posted under the appropriate week on Canvas (for example: Modules/Week 2/The Research Process.pptx). I suggest that you reread the chapters/articles and PowerPoints throughout the semester.

### Weekly Homework Assignments

Homework assignments are designed to help you apply the concepts you learn in the course and think through your research proposal. The weekly assignments will have a flexible due date. The assignment(s) are all available under Canvas/Modules. I recommend you complete them by Sunday at 11:59p for the week they are posted. I placed a link to each assignment under the appropriate week, i.e., Modules/Week 4/Assignment 4. However, if you need more time, you may submit it later without a



late penalty. It is in your best interest to submit it by the recommended 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 assignments is May 14 at 11:59p.** I will not start grading the submissions until after their recommended due date.

### Final Research Proposal (350 points)

The Final Research Proposal provides students with an opportunity to learn how to design a quantitative *explanatory or evaluative* research study in social sciences. You may choose a topic within one of the following four broad topics: correctional programs, incarceration, drug treatment, or community supervision. You will develop a research question and hypothesis, conduct a literature search and write a literature review, develop a research plan, and write the implications for your proposed research. The guidelines for the Research Proposal and associated assignments are posted under Modules/Research Proposal/Assignment #. The final deadline for submission is May 14 at 11:59p.

This project will take place throughout the semester and will be broken down into a series of assignments (Research Proposal Assignments) that build to the final proposal. **Note:** The assignment submissions *are not* drafts. I will only grade final versions. If you submit a draft or incomplete version of an assignment, I will not grade it and you will have to resubmit it. Students who submit a draft or incomplete assignment must resubmit no later than May 14 at 11:59p.

The assignment deadlines are flexible submission deadlines, which are the due dates by which I recommend you submit your assignment. 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).

You are only allowed one submission for the initial submission. Make sure the version you submit is your final version. I will not allow you to resubmit your paper. If you submit this assignment multiple times, I will grade your first submission.

Students who would like to revise and resubmit Research Proposal Assignments [excluding the annotated bibliography and AB(1)] for regrading may do so at any time during the semester. To do this, type a detailed explanation of the changes you made on your graded rubric (in the sections labeled R&R Comments). Upload your graded rubric with your revision comments and your revised paper through the appropriate submission link. If you would like to revise and resubmit in your final proposal submission, make sure you include the graded rubric(s) with your revision

comments when you upload your Final Research Proposal through the submission link. **NOTE:** A resubmission *does not* guarantee a higher or perfect score. Students may revise and resubmit their graded assignment as many times as they want. However, there should only be *one resubmit per regrade*. If you submit this assignment multiple times before I regrade, I will grade your first resubmission. Basically, don't keep resubmitting multiple versions before I grade or regrade the assignment. Resubmissions will not be graded if detailed revision comments are not included.

**Late final proposal submissions will not be accepted after May 14 at 11:59p.**  
***No exceptions.***

### Annotated Bibliography (120 points)

An annotated bibliography provides a summary of research articles used in a research project/literature review. You can then refer back (do not copy and paste) to the annotated bibliography when you are writing your literature review. You shall locate and read five peer-reviewed, original research journal articles from the online library databases, related to the research question you have chosen for this course. Once you have read the articles, you will summarize them and explain how they are relevant to your proposed study, succinctly, in one page each. Thus, the annotated bibliography should not exceed five pages (excluding the title page). You will not receive credit for any sources that are not primary sources, original research published in peer-reviewed journals (student-run journals are not allowed). The annotated bibliography must be written in APA style (7<sup>th</sup> edition). The annotated bibliography must be submitted via the submission link on Canvas (Modules/Annotated Bibliography/AB submission).

The recommended submission date is March 7 at 11:59p. Make sure your submission is finalized, as I will not review drafts or incomplete submissions. You are only allowed one submission. Make sure the version you submit is your final version. I will not allow you to resubmit. If you submit this assignment multiple times, I will grade your first submission.

Prior to submitting the Annotated Bibliography, you will submit one annotation (one page for one article) for review (the recommended submission date is February 21 at 11:59p). This is called the AB(1) and will allow me to provide feedback to make sure you're on the right track prior to your annotated bibliography submission. However, this should not be a draft or incomplete version. Make sure your submission is finalized, as I will not review drafts or incomplete submissions. You are only allowed one submission. Make sure the version you submit is your final version. I will not allow you to resubmit. If you submit this

assignment multiple times, I will grade your first submission. The submission link on Canvas is: Modules/Annotated Bibliography/AB (1).

**Annotated bibliographies will not be accepted in hardcopy, email, or course message. Any submission via any of the proscribed methods must be submitted via the Canvas submission link. The final submission date is May 14 at 11:59p, but I suggest you submit by the recommended submission dates.**

The annotated bibliography will be graded as follows:

<b>Annotated Bibliography Elements</b>	<b>Approximate point distribution</b>
Content (summary)	50 points
Writing mechanics	25 points
Formatting (APA Format)	25 points

## **GRADING**

Grades will be posted to the Grade Center 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:

<b>Assignments</b>	<b>Number of Points</b>	<b>Percentage of Grade</b>
Homework Assignments	~275 points	25%
Annotated Bibliography	120 points	20%
Research Proposal Assignments	286 points	40%
Assignment 1	10 points	
Assignment 2	15 points	
Assignment 3	15 points	
Assignment 4	25 points	
Assignment 5	75 points	
Assignment 6	21 points	
Assignment 7	75 points	
Assignment 8	50 points	
Research Proposal	50 points	15%
	<b>Total: ~713 points</b>	

## **EXTRA CREDIT**

- A. Write a one- to two- page reaction essay on one city covered in the documentary, *The Prison in Twelve Landscapes*. Your reaction essay must include specific references to the documentary (**Note:** Reaction essays are not summaries). This submission is worth up to 5 points and must be submitted as Word document (.doc or .docx). You may turn in two essays (each essay covering a different city), for a total of 10 extra credit points, which will be applied to the research proposal assignments section of your grade. Essays submitted in a previous/different class will not be accepted. If plagiarism is detected, you will not receive points and I will report you to the Office of Student Conduct.

Formatting includes: Double-spaced, left aligned paragraph format (do not include bullet points or numbered lists), 12-point font, Times New Roman, 1" margins, 0.5" first line indentation, and black font. Your first paragraph should start on the first line of the essay (no title, headers, etc.). Also include a cover page with just your name, the date, and title of your essay. Failure to follow the formatting guidelines will result in a 2-point penalty.

Off-topic submissions and submissions that are summaries will not be graded.

Extra credit submissions will be accepted no later than Friday, May 14 at 11:59p.

- B. Evaluate Blasko & Hiller's study using the evaluation question included in Pyrczak & Tcherni-Buzzeo's Appendix. Write your evaluation in one to two pages based on your answers. Exclude criterion that are not applicable. Since you have limited space, you will have to be selective in which criterion you address in your evaluation. Be sure to describe how the criterion apply to the study. Do not just answer yes or no for each one. This assignment is worth up to five points which will be applied to the homework section of your grade. If plagiarism is detected, you will not receive points and I will report you to the Office of Student Conduct.

Formatting includes: Double-spaced, left aligned paragraph format (do not include bullet points or numbered lists), 12-point font, Times New Roman, 1" margins, 0.5" first line indentation, and black font. Your first paragraph should start on the first line of the essay (no title, headers, etc.). Also include a cover page with just your name, the date, and title of your essay. Failure to follow the formatting guidelines will result in a 2-point penalty.

Off-topic submissions and submissions that are summaries will not be graded.

Extra credit submissions will be accepted no later than Friday, May 14 at 11:59p.

## **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.

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## Course Schedule

<b>Week</b>	<b>Dates</b>	<b>Topic</b>	<b>Reading Due</b>
Week 1	01/19-01/24	Intro to Research Research Proposal Overview	Pyrczak & Tcherni-Buzzeo – Ch. 1
Week 2	01/25-01/31	The Research Process	Withrow – Ch. 2 Pyrczak & Tcherni-Buzzeo – Ch. 4 <b>Assignment 1 due 01/31 at 11:59p</b>
Week 3	02/01-02/07	Literature Review	Blasko & Hiller (2013) Pyrczak & Tcherni-Buzzeo – Ch. 5
Week 4	02/08-02/14	Ethics in Research	Withrow – Ch. 3 <b>Assignment 2 due 02/14 at 11:59p</b>
Week 5	02/15-02/21	Classifying Research	Withrow – Ch. 4 <b>Submit AB(1) due 02/21 at 11:59p</b>
Week 6	02/22-02/28	Relationships	Withrow – Ch. 5 <b>Assignment 3 due 02/28 at 11:59p</b>
Week 7	03/01-03/07	Measurement	Withrow – Ch. 6 <b>Annotated Bibliography due 03/07 at 11:59p</b>
Week 8	03/08-03/14	Variables and Research	Withrow – Ch. 7
Week 9	03/15-03/21	<b>Spring Break</b>	
Week 10	03/22-03/28	Sampling	Withrow – Ch. 8 Pyrczak & Tcherni-Buzzeo – Chs. 6-7 <b>Assignment 4 due 03/28 at 11:59p</b>
Week 11	03/29-04/04	Experimental Designs and Quasi-experimental Designs	Pyrczak & Tcherni-Buzzeo – Ch. 8 <b>Assignment 5 due 04/04 at 11:59p</b> <b>Assignment 6 due 04/04 at 11:59p</b>

Week 12	04/05-04/11	Survey Research	Withrow – Ch. 10 Pyrczak & Tcherni-Buzzeo – Ch. 9
Week 13	04/12-04/18	Non-Reactive Research	Withrow – Ch. 11 Pyrczak & Tcherni-Buzzeo – Ch. 15
Week 14	04/19-04/25	Qualitative Research	Withrow – Ch. 12 Pyrczak & Tcherni-Buzzeo – Ch. 11 <b>Assignment 7 due 04/25 at 11:59p</b>
Week 15	04/26-05/02	Evaluative Research	Withrow – Ch. 13 <b>Assignment 8 due 05/02 at 11:59p</b>
Week 16	05/03-05/09	Reporting Results Research, Policy, and Practice	
Week 17	05/10-05/14	<b>Final Proposal due 05/14 at 11:59p</b>	

## **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://portal.publicsafetycloud.net/Account/Login>] 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](mailto: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**

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Spring 2021 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering 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. 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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 [WCOOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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].

**For Spring 2021, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.**

### **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.

### **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, 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](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.

### **IMPORTANT UNIVERSITY DATES**

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