



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS™

COURSE SYLLABUS

EPHP 3305: PRINCIPLES & TECHNIQUES OF STRENGTH AND CONDITIONING: SPRING 2021

COURSE DATES, MODALITY, AND LOCATION

This course meets 100% online through the Texas A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

Dates/Times: Students have the choice when to complete course work within the framework and specified due dates set by the instructor.

Location: Online

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Chris Poole, Ph.D.

Office: Warrior Hall, 322Q (due to COVID, instructor will primarily work from home)

Phone: 254-519-5794

Email: poole33@tamuct.edu

Office Hours: MW 9:00am-12:00pm, Tues: 10:00am-12:00pm

I am available to meet via Zoom if a face-to-face meeting is desired during the listed office hours. Times other than these may also be available. Please email me (poole33@tamuct.edu) to set up a time.

Mode of instruction and course access:

The delivery of the course content will be primarily delivered using an online model. Students will need internet access and a computer and/or smart phone to access all course material and to complete all required assignments for the course. Students will be exposed to online lectures, reading assignments, and quizzes to facilitate lower levels of learning (i.e. knowledge, remembering and understanding) Higher levels of learning (application, analyzing, and evaluation) intended to guide assimilation of that content into practice will be explored through discussions, exam questions, and a training program project. Students are expected to be active participants in the learning process.

This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

Student-instructor interaction:

Students are encouraged to use email as the primary method to contact the course instructor. I will usually respond within 24 hours to any student emails sent between normal business hours

Monday-Friday. Please see Office Hours section for information regarding face-to-face meetings.

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) [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.

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.
 - o 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.

COURSE INFORMATION

Course Overview and Description: This course is designed to help prepare students for the NSCA’s Certified Strength and Conditioning Specialist (CSCS) certification exam.

Course Objective: This course provides an overview of the principles of program design for athletic populations. Methods and techniques of the elements that comprise program design will be emphasized through supplementary video content.

Student Learning Outcomes:

1. Demonstrate an understanding of muscle physiology, neural anatomy, bone and connective tissue and their adaptations to strength training.
2. Describe the biomechanics of strength training and how it applies to program design.
3. Discuss various training principles and corresponding techniques.
4. Develop an appropriate program utilizing a design based on a theoretical athlete and their respective sport.
5. Identify appropriate facility layouts and policies and risk management procedures.

Required Reading and Textbook(s):

Haff, G. G., & Triplett, N. T. (Eds.). (2015). *Essentials of strength training and conditioning 4th edition*. Human kinetics. ISBN: 978-1-4925-0162-6

COURSE REQUIREMENTS

Course Requirements:

Written Examination: The written examination will be delivered via Canvas on the designated dates. The exam will include questions in various formats including multiple choice, short answer and/or essays. In addition, the examination is cumulative and will be explained by the course instructor.

EXAMINATION ATTENDANCE

All examinations must be taken on the date and at the time scheduled by the course coordinator. **Any student missing a scheduled exam will receive a 0 for that exam.** In the cases of extenuating circumstances, the student may petition for delayed or early examination. (Note: the early option is only available for written examinations). Requests

for an alternate examination period need to be submitted electronically to the course coordinator at least **14 days in advance of the scheduled exam.**

For unanticipated events (illnesses, car accident, etc.), students should notify the course coordinator by email and by phone as soon as feasible. Appropriate documentation (Doctor's note etc.) at the discretion of the course coordinator will need to be provided before an examination is re-scheduled.

EXAMINATION POLICY

The following items are not allowed during testing:

- Breaks / Bathroom breaks (If student needs to leave the classroom for any reason (including to use the bathroom) they must submit their exam whether or not it is completed)
- Book bags, handbags or any other bag of materials (bags to be placed in the front or side of the testing room)
- No food or drink on the desk or in the surrounding area
- No technology / electronic devices other than the computer used for testing (only if the exam is given through a computer-based program). This includes smart watches, cell phones, tablets, PDAs, etc.
- No hats or other large accessories
- No earphones / headphones

The following items may only be used as indicated by the course instructor and must be turned into the faculty upon completion of the examination:

- Blank sheet of paper (checked prior by instructor)
- Pen/pencil used to write on paper (checked prior by instructor)
- Ear plugs (checked prior by instructor)

Quizzes/Discussions/Assignments: Students will complete several assignments (including discussions and quizzes) during the course. These will be described in writing and/or video in advance with detailed expectations. Assignments will relate back to the topics being covered in the lecture and/or supplementary course material at the time. These will be due by the dates specified on Canvas.

Program Design Project: Each student will be provided with a hypothetical athlete including detailed background information. The student will pair up with 1-2 other classmates and proceed to design a periodized training program after conducting a needs analysis including all aspects of athletic development pertinent to the athlete's scenario. The training program will be explained and drawn out by creating a word document and excel spreadsheet(s). Detailed instructions for this project will be provided to the students in advance.

GRADING POLICY: The student will be graded as follows:

<u>Item</u>	<u>Weight</u>
Comprehensive Exam	50 points
Quizzes/Assignments	80 points
<u>Training Program Project</u>	<u>50 points</u>

Total

180 points

Letter Grade Conversion

162 – 180 points (90% - 100%) = A

144 – 161 points (80% - 89%) = B

126 – 143 points (70% - 79%) = C

108 – 125 points (60% - 69%) = D

Below 108 points (< 60%) = F

Grading Criteria Rubric and Conversion

Specific rubrics to be used for grading will be made available when the assignment is posted.

Posting of Grades

- Grades for assignments, exams, and projects will be posted on the Canvas Grade book for students to access. In addition to individual item grades, a running cumulative course grade will be available to view.
- All assignments, exams, and projects will be graded within 1 week of the due date, unless otherwise specified by the professor.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

COURSE SCHEDULE: 8-WEEK TERM

WEEK 1 – (March 22 – March 26)

- SYLLABUS
 - Read syllabus and watch course introduction
- LECTURE
 - View Week 1 Overview Page
 - Read Chapters 12 & 13 (Test Selection, Administration, & Scoring)
 - Watch Lecture Video(s)
- ASSIGNMENTS
 - Any posted assignments (see Week 1 Overview) will be due Saturday, March 27th

WEEK 2 – (March 29 – April 2)

- LECTURE
 - View Week 2 Overview Page
 - Read Chapters 21 & 14 (Periodization & Warm-Up/Flexibility)
 - Watch Lecture Video(s)
- ASSIGNMENTS
 - Any posted assignments (see Week 2 Overview) will be due Saturday, April 3rd

WEEK 3 – (April 5 – April 9)

- LECTURE
 - View Week 3 Overview Page

- Read Chapters 6 & 20 (Endurance Training Adaptations & Aerobic Program Design)
- Watch Lecture Video(s)
- ASSIGNMENTS
 - Any posted assignments (see Week 3 Overview) will be due Saturday, April 10th

WEEK 4 – (April 12 – April 16)

- LECTURE
 - View Week 4 Overview Page
 - Read Chapters 5 & 17 (Anaerobic Training Adaptations & Res Train Program Design)
 - Watch Lecture Video(s)
- ASSIGNMENTS
 - Any posted assignments (see Week 4 Overview) will be due Saturday, April 17th

WEEK 5 – (April 19 – April 23)

- LECTURE
 - View Week 5 Overview Page
 - Read Chapters 7 & 18 (Age/Sex Related Differences & Plyometrics)
 - Watch Lecture Video(s)
- ASSIGNMENTS
 - Any posted assignments (see Week 5 Overview) will be due Saturday, April 24th

WEEK 6 – (April 26 – April 30)

- LECTURE
 - View Week 6 Overview
 - Read Chapters 19 & 23 (Speed/Agility Training & Facility Design)
 - Watch Lecture Video(s)
- ASSIGNMENTS
 - Any posted assignments (see Week 6 Overview) will be due Saturday, May 1st
- PROJECT INSTRUCTIONS
 - Program Design Project instructions will be provided at the end of Week 6

WEEK 7 – (May 3 – May 7)

- PROJECT
 - View Week 7 Overview
 - Work on Program Design Project and Submit (Due Saturday, May 8th)

WEEK 8 – (May 10 – May 14)

- COMPREHENSIVE EXAM
 - View Week 8 Overview
 - Take comprehensive exam on canvas (Due Friday, May 14th)

Important University Dates:

- March 29 – Deadline to Drop Second 8-week classes with no record
- April 30 – Deadline to Drop Second 8-week classes with a Quit (Q) or Withdraw (W)

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

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>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail 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): [<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),
[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].

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page
[https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more

information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), 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. 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 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 [WConline](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].

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.

OPTIONAL POLICY STATEMENTS:

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) [https://www.tamuct.edu/compliance/titleix.html].

INSTRUCTOR POLICIES.

CLASSROOM USE OF ELECTRONIC DEVICES

Unauthorized and/or distracting use of electronic devices will not be tolerated in the classroom. Electronic devices include, but are not limited to, computers, cell phones, pagers, smart watches, and Tablets. Examples of unauthorized use include: "Instant-Messaging"; inappropriate internet browsing/surfing; playing games; talking on cell phones; e-mailing. Students are expected to turn off audio notification for cell phones and pagers. ***A student who engages in distracting or unauthorized use of electronic equipment in class is considered to be in violation of the MU DPT professional behaviors and will be asked to immediately leave class.*** Being dismissed from class will count as an absence. Further sanctions will be applied for repeat offenses.

COMPUTER ISSUES

Many students utilize personal laptops or tablets for note and examination taking, and for submitting assignments electronically to Canvas or other online programs. If a student should have issues regarding submission of assignments due to technical computer issues (i.e. computer malfunction, network outage, etc.), the student is responsible for submitting the assignment on time. They should email or phone their course instructor to notify them of the issue and attempt to submit the assignment via email or other means as decided by the course instructor. Submission of a late assignment due to technical computer issues as described above will follow the Late Work Policy. No exceptions will be made for technical problems involving the internet, email, or Canvas.

If a student has technical issues and requires an additional computer/laptop for examination, it is their responsibility to notify the course instructor to attain the necessary equipment. Notification should be given at least 24 hours prior to the examination date/time, if possible.

LATE WORK

Students should turn assignments in by their due date and time as indicated by the course instructor or syllabus. In the event that assignments are turned in after the appropriate designated date/time without prior approval by the course instructor, the following course policy applies:

- On the first offense, the student will receive a decrease in their grade on the assignment by one letter grade in addition to any missed points on the assignment.
- On the second late offense, or any thereafter, the student will receive a "0" for the assignment.

No exceptions will be made for technical problems involving the internet, email, or Canvas. Emergency or illness are some of the only exceptions to this policy. All potential exceptions will be dealt with on an individual basis.

EXAMINATION REVIEW

Students will be provided with **ONE** opportunity to review their examination. The review will be at the discretion of the course coordinator. Students are not permitted to copy, write, reproduce,

photograph or identify in any way examination questions, answers and/or rationale (hard or electronic format) provided during an examination/quiz review and will be considered an honor code violation if done so.

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 (Chris Poole) at Texas A&M University-Central Texas, (COLLEGE OF EDUCATION); 1001 Leadership Place, Killeen, TX 76549; (jkresta@tamuct.edu)

TECHNOLOGY REQUIREMENTS AND SUPPORT

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24 hours a day, 7 days a week:

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Phone: (254) 519-5466

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

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[<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 at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.

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

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.

OPTIONAL POLICY STATEMENTS:

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) [<https://www.tamuct.edu/compliance/titleix.html>].

INSTRUCTOR POLICIES.

CLASSROOM USE OF ELECTRONIC DEVICES

Unauthorized and/or distracting use of electronic devices will not be tolerated in the classroom. Electronic devices include, but are not limited to, computers, cell phones, pagers, smart watches, and Tablets. Examples of unauthorized use include: "Instant-Messaging"; inappropriate internet browsing/surfing; playing games; talking on cell phones; e-mailing. Students are expected to turn off audio notification for cell phones and pagers. ***A student who engages in distracting or unauthorized use of electronic equipment in class is considered to be in violation of the MU DPT professional behaviors and will be asked to immediately leave class.*** Being dismissed from class will count as an absence. Further sanctions will be applied for repeat offenses.

COMPUTER ISSUES

Many students utilize personal laptops or tablets for note and examination taking, and for submitting assignments electronically to Canvas or other online programs. If a student should have issues regarding submission of assignments due to technical computer issues (i.e. computer malfunction, network outage, etc.), the student is responsible for submitting the assignment on time. They should email or phone their course instructor to notify them of the issue and attempt to submit the assignment via email or other means as decided by the course instructor. Submission of a late assignment due to technical computer issues as described above will follow the Late Work Policy. No exceptions will be made for technical problems involving the internet, email, or Canvas.

If a student has technical issues and requires an additional computer/laptop for examination, it is their responsibility to notify the course instructor to attain the necessary equipment. Notification should be given at least 24 hours prior to the examination date/time, if possible.

LATE WORK

Students should turn assignments in by their due date and time as indicated by the course

instructor or syllabus. In the event that assignments are turned in after the appropriate designated date/time without prior approval by the course instructor, the following course policy applies:

- On the first offense, the student will receive a decrease in their grade on the assignment by one letter grade in addition to any missed points on the assignment.
- On the second late offense, or any thereafter, the student will receive a “0” for the assignment.

No exceptions will be made for technical problems involving the internet, email, or Canvas. Emergency or illness are some of the only exceptions to this policy. All potential exceptions will be dealt with on an individual basis.

EXAMINATION REVIEW

Students will be provided with **ONE** opportunity to review their examination. The review will be at the discretion of the course coordinator. Students are not permitted to copy, write, reproduce, photograph or identify in any way examination questions, answers and/or rationale (hard or electronic format) provided during an examination/quiz review and will be considered an honor code violation if done so.

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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