

**Course number, Course CRN, COURSE TITLE**

EDUC 4691-110 METHODS OF EFFECTIVE TEACHING

**Spring 2021**

Texas A&M University-Central Texas

**COURSE DATES, MODALITY, AND LOCATION****Mode of instruction and course access:**

This course is a field-based practicum course involving some face-to-face instruction. However, the majority of your learning will take place during clinical teaching placement. The Clinical Teaching Orientation is January 7, 2021, and the last class meeting will be May 7, 2021. This ending date may change based on SBEC rule or if additional make up days are needed due to a student's absences.

This course uses the Canvas Learning Management System for information and resources <https://tamuct.instructure.com/courses/2277>.

Coursework is submitted to [fieldexperiences@tamuct.edu](mailto:fieldexperiences@tamuct.edu) or emailed directly to your field supervisor. Information on submissions is found on the EDUC 4691 Clinical Teaching Submission & Form Organizer provided at orientation and posted on the Educator Preparation Services Canvas Page.

**Email:** [brenda.adams@tamuct.edu](mailto:brenda.adams@tamuct.edu)

**Office Hours:** By appointment

**Student-instructor interaction**

As this course is critical to your growth and development as a teacher, I am readily available to you. You can reach me at any time by email or by phone. If you would like to request a conference, please email me and I will get back to you with available times. If I am unavailable and you need to speak with someone about your placement or in an emergency, Contact Educator Preparation Services (254) 519-8737.

**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**

#### **EDUC 4691. Clinical Teaching. 6 Credit Hours.**

Explore supervised clinical teaching in the public schools at the appropriate level (1-18). A demonstration of proficiency in the application of effective teaching practices and classroom management strategies is required. Prerequisite(s): Admission to Clinical Teaching and the successful completion of designated content area of the Texas Examination of Educator Standards (TExES): Concurrent enrollment in [EDUC 4335](#) and [EDUC 4340\\*](#), or permission of department chair. \* 7-12 math students may take [MATH 3315](#) in place of [EDUC 4340](#). Field experience fee - \$75.

### **Course Objective or Goal and Student Learning Outcomes**

The clinical teacher will demonstrate effective teaching practices at a proficient level in a field-based setting while developing into a professional educator. This course seeks to develop the clinical teacher to be proficient in multiple standards required for Texas Educators. The evaluation of Clinical Teachers will be based on the student learning outcomes identified in the four domains.

### **Competency Goals Statements (certification or standards)**

#### **PPR STANDARDS:**

The State of Texas has developed the following standards for all Texas Teachers: Teacher Standards, Professional Roles & Responsibilities Standards, and Technology Standards. These standards were utilized to define what the clinical teacher will know or be able to do upon successful completion of this course. The student learning outcomes are categorized into four domains: Domain 1 Planning, Domain 2 Instruction, Domain 3 Learning Environment, and Domain 4 Professional Practices & Responsibilities.

#### **Domain 1 Planning.**

Dimension 1.1 Standards & Alignment. The clinical teacher designs clear, well-organized, sequential lessons that reflect best practice, align with standards and are appropriate for diverse learners. The clinical teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.

Dimension 1.2 Data & Assessment. The clinical teacher uses formal and informal methods to measure student progress, then manages and analyzes student data to inform instruction.

Dimension 1.3 Knowledge of Students. Through knowledge of students and proven practices, the clinical teacher ensures high levels of learning, social-emotional development and achievement for all students.

Dimension 1.4 Activities. The clinical teacher plans engaging, flexible lessons that

encourage higher-order thinking, persistence and achievement.

### **Domain 2 Instruction.**

Dimension 2.1 Achieving Expectations. The clinical teacher supports all learners in their pursuit of high levels of academic and social-emotional success.

Dimension 2.2 Content Knowledge & Expertise. The clinical teacher uses content and pedagogical expertise to design and execute lessons aligned with state standards, related content and student needs.

Dimension 2.3 Communication. The clinical teacher clearly and accurately communicates to support persistence, deeper learning and effective effort.

Dimension 2.4 Differentiation. The clinical teacher differentiates instruction, aligning methods and techniques to diverse student needs.

Dimension 2.5 Monitor & Adjust. The clinical teacher formally and informally collects, analyzes and uses student progress data and makes needed lesson adjustments.

### **Domain 3 Learning Environment.**

Dimension 3.1 Classroom Environment, Routines, & Procedures. The clinical teacher organizes a safe, accessible and efficient classroom.

Dimension 3.2 Managing Student Behavior. The clinical teacher establishes, communicates and maintains clear expectations for student behavior.

Dimension 3.3 Classroom Culture. The clinical teacher leads a mutually respectful and collaborative class of actively engaged learners.

### **Domain 4 Professional Practices & Responsibilities.**

Dimension 4.1 Professional Demeanor & Ethics. The clinical teacher meets district expectations for attendance, professional appearance, decorum, procedural, ethical, legal and statutory responsibilities.

Dimension 4.2 Goal Setting. The clinical teacher reflects on his/her practice.

Dimension 4.3 Professional Development. The clinical teacher enhances the professional community.

Dimension 4.4 School Community Involvement. The clinical teacher demonstrates leadership with students, colleagues, and community members in the school, district and community through effective communication and outreach.

### **Required Reading and Textbook(s)**

Required Textbook:

Yardsticks, Children in the Classroom Ages 4-15

Author: Chip Wood     ISBN: 9781892989895

Recommended Textbook:

The New Art and Science of Teaching

Author: Robert J. Marzano     ISBN: 9781943874965

Students must download and print the Texas Essential Knowledge and Skills (TEKS) for every Subject/Grade Level in which candidate is seeking certification and the English Language

Proficiency Standards. These can be accessed at <https://tea.texas.gov/index2.aspx?id=6148>

## COURSE REQUIREMENTS

Assignment	Standards	Due
Educator's Code of Ethics	PPR Standards: 4 TAC: 228.30 (c)(1), 228.50, 247	January 11, 2021
Daily Classroom Schedule		January 15, 2021
Weekly Documentation Log		Each Monday for the 16 weeks of placement
4 Clinical Teacher Plan for Learning Lesson Plans (Must include ELPS and social/emotional learning outcomes)	PPR Standards: 1,3	February 5, 2021 March 5, 2021 April 9, 2021 April 30, 2021
4 Formal Lesson Evaluations (minimum of 45 minutes each) Evaluation Instrument: Clinical Teacher Evaluation and Support System	PPR Standards: 1, 2, 3, and 4	Field Supervisor will conduct these <b>quarterly</b> along with the pre-conference and interactive post conference
4 Clinical Teacher Post Observation Learning Reflections	PPR Standards: 1,2,3	February 5, 2021 March 5, 2021 April 9, 2021 April 30, 2021
Two (2) Observations of Cooperating Teacher by Clinical Teacher	PPR Standards: 1,2,3,4	Completed by the 4 <sup>th</sup> week and the 12 <sup>th</sup> week in placement
Two (2) Targeted Observations of Other Classroom Teachers	PPR Standards: 1,2,3,4	Completed by the 4 <sup>th</sup> week and the 12 <sup>th</sup> week in placement
Professional Opportunities Documentation	PPR Standard: 4	May 7, 2021
Cooperating Teacher Evaluation by Clinical Teacher		May 7, 2021

Assignment	Standards	Due
Field Supervisor Evaluation by Clinical Teacher		May 7, 2021
Clinical Teacher Acknowledgments Documentation	PPR Standard: 4	February 5, 2021 March 5, 2021 April 9, 2021 May 7, 2021

### Grading Criteria Rubric and Conversion

EDUC 4691 is a pass/fail course. Each requirement must be met in order to receive a grade of “Satisfactory” for the course.

A clinical teacher must be rated as “Proficient” on the Clinical Teacher Evaluation and Support System’s five domains by the end of the clinical teaching placement to satisfactorily complete this course.

Letter Grade	Description
Satisfactory	<ul style="list-style-type: none"> <li>Completed all assigned work as outlined in the Course Requirements.</li> <li>Obtained a rating of “Proficient” on the Clinical Teacher Evaluation and Support System’s Five Domains by the end of clinical teaching.</li> <li>Out of placement no more than 5 days (3 of which must be made up during the week following the last scheduled day in placement).</li> <li>Recommended for certification by the cooperating teachers(s) and field supervisor.</li> </ul>
Unsatisfactory	<ul style="list-style-type: none"> <li>The Clinical Teacher did not complete all Clinical Teaching requirements.</li> <li>The Clinical Teacher was evaluated at a developing/improvement needed level on one or more of the Domains of the Clinical Teacher Evaluation and Support System’s Five Domains</li> <li>The Clinical Teacher missed more than 5 days in clinical teaching that was not related to a special circumstance as outlined in TAC228 OR missed more than 2 days and did not make up absence 3,4 or 5.</li> <li>The Clinical Teacher was not recommended for certification by the cooperating teacher(s) or field supervisor.</li> </ul>

### Posting of Grades

EDUC 4691 is a pass/fail course. Students must do all assignments and complete all requirements to pass the course to be considered for certification.

Final grades will be posted by May 18, 2021.

### Grading Policies

All submissions and documents required during the Clinical Teaching semester must be

completed and submitted by the posted due dates. Failure to complete and submit in a timely manner will negatively impact the students Dispositions rating on the Clinical Teacher Evaluation and Support System document.

## CALENDARS

Clinical teachers are expected to follow the School District Calendar where they are placed for clinical teaching to include the school’s scheduled daily beginning and ending times.

### CLINICAL TEACHING CALENDAR SPRING 2021

#### Texas A&M Central Texas Clinical Teaching Calendar Spring 2021

Clinical Teachers are expected to follow the school district calendar where they are placed. This includes the campus’ daily scheduled beginning and ending times. **All clinical teachers are expected to follow the campus/district safety procedures related to COVID-19. Wear a mask and maintain social distancing at all times.**

Week	Date**	Time	Location	Assignment/Assessment and <b>deadline</b> dates
	January 7	10:00-5:00	WARRIOR HALL Room 417 TAMUCT	TAMUCT Clinical Teacher <b>Orientation 10:00-5:00</b> *Disclosure Agreement; SIGN AND SUBMIT *Acknowledge Handbook, Code of Ethics & TAMUCT Code of Conduct
	January 8	8:30/1:00	Placement Campus/TAMUCT	8:30 Campus Orientation 1:30 PD IV Orientation                      Location: TBD
<b>1</b>	Monday, Week 1 (Jan. 11-14)	Campus Hours	Placement Campus	First day in Clinical Teaching Placement Weekly Teaching Schedule Due to your Field Supervisor via email as soon as it is available. First weekly conference with your cooperating teacher.
<b>2</b>	Monday, Week 2 (Jan. 18-22)	11:55 p.m.		*Weekly Documentation Log #01 due
<b>3</b>	Monday, Week 3 (Jan. 25-29)	11:55 p.m.		*Weekly Documentation Log #02 due
<b>4</b>	Monday, Week 4 (Feb. 1-5)	11:55 p.m.		*Weekly Documentation Log #03 due
				<b>First Observation Round Complete</b>
<b>5</b>	Monday, Week 5 (Feb. 8-12)	11:55 p.m.		*Weekly Documentation Log #04 due
<b>6</b>	Monday, Week 6 (Feb. 15-19)	11:55 p.m.		*Weekly Documentation Log #05 due
<b>7</b>	Monday,	11:55 p.m.		*Weekly Documentation Log #06 due

Week	Date**	Time	Location	Assignment/Assessment and <b>deadline</b> dates
	Week 7 (Feb. 22-26)			
	<b>Friday, Feb. 26</b>	<b>TBD</b>		<b>MOCK INTERVIEWS*</b>
<b>8</b>	Monday, Week 8 (Mar. 1-5)	11:55 p.m.		*Weekly Documentation Log #07 due <b>Second Observation Round Complete</b>
	<b>Tue. March 2</b>			<b>CAREER FAIR*</b>
	Monday, March 8/or March 15	11:55 p.m.		First day in Clinical Teaching Placement 2 Weekly Teaching Schedule Due to your Field Supervisor via email as soon as it is available (for two placement clinical teachers only)
<b>9 *</b>	Monday, Week 9 March 8-11 or March 15-19	11:55 p.m.		*Weekly Documentation Log #08 due
<b>Spring Break will be observed according to your CAMPUS PLACEMENT/DISTRICT SCHEDULE</b>				
<b>10</b>	Monday, Week 10 (March 22-26)	11:55 p.m.		*Weekly Documentation Log #09 due
<b>11</b>	Monday, Week 11 (Mar. 29-Apr.2)	11:55 p.m.		*Weekly Documentation Log #10 due
<b>12</b>	Monday, Week 12 (Apr. 5-Apr. 9)	11:55 p.m.		*Weekly Documentation Log #11 due
				<b>Third Observation Round Complete</b>
<b>13</b>	Monday, Week 13 (Apr. 12-16)	11:55 p.m.		*Weekly Documentation Log #12 due
<b>14</b>	Monday, Week 14 (Apr. 19-23)	11:55 p.m.		*Weekly Documentation Log #13 due
<b>15</b>	Monday, Week 15 (Apr. 26-30)	11:55 p.m.		*Weekly Documentation Log #14 due
				<b>Fourth Observation Round Complete</b>
<b>16</b>	Monday,	11:55 p.m.		*Weekly Documentation Log #15 due



Week	Date**	Time	Location	Assignment/Assessment and <b>deadline</b> dates
	Week 16 (May 3-7)			*Weekly Documentation Log #16 due May 7
	End of Placement			<b>Two (2) Cooperating Teacher Classroom Observations should have submitted.</b>
	End of Placement			<b>Two (2) Targeted Observation of Other Classroom Teacher should have been submitted.</b>
	End of Placement			<b>Professional Opportunities Document should have been submitted.</b>
	End of Placement			<b>Training Certificates</b> *Mental Health, Substance Abuse, and Youth Suicide, TBSI Training, *Youth Mental Health First Aid Training *Dyslexia <b>should have been submitted</b>
				<b>Final Day at Placement* Friday, May 7</b>
				<b>May 10-14 Absence Make Up*</b>

- \*\* Due to the Challenges of COVID-19 dates are tentative and subject to change. You will follow directives of your field supervisor, instructor, and/or Texas A&M University in association with information and directives from the district in which you are placed.
- OBSERVATIONS: Your four (4) 45 minute [minimum] observations will be scheduled by your Field Supervisor. You will receive an observation schedule from the letting you know date/time that they will be on your campus.
- Prior to EACH observation, you must:
  - Send your field supervisor your PLAN FOR LEARNING LESSON PLAN no later than 8:00 a.m. three (3) days before you are to be observed.
  - Your Field Supervisor’s response with coaching question will constitute your PRE-CONFERENCE.
- At the conclusion of each observation, you are required to upload your Learning Reflection no later than 48 hours after you have been observed.
- At the conclusion of each observation, you are required to upload your ACKNOWLEDGMENTS FORM no later than 48 hours after you have been observed. SAVE to your computer; you will use this form 4 times.

**Important University Dates**

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

**TECHNOLOGY REQUIREMENTS AND SUPPORT**

**Technology Requirements**

Access to a computer for coursework. Current version of Adobe Reader installed.

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](mailto: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.*

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## **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, 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](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)  
[https://tamuct.instructure.com/courses/717]

### **Important information for Pregnant and/or Parenting Students**

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

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is

able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

## **Tutoring**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. 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.

## **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 online 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](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.**

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## 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].

## **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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

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

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## **OTHER POLICIES**

### **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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