

SOSC-3300-115-Social Science Proseminar, Summer 2021
Texas A&M University – Central Texas

Course Dates

This is a 10-week course that runs from June 7, 2021 through August 13, 2021.

Course Modality

This is a 100% online course and uses the Canvas Learning Management System. Students must be able to use Canvas to access the learning materials and submit all assignments. I designed the course so that it may be completed using the Canvas smartphone app. This may be helpful to students with inconsistent internet or computer access. **All professor/student communication will occur through Canvas and meetings take place on WebEx.** Students unfamiliar with Canvas or new to online learning are encouraged to review the following:

Contact Information

Professor Dr. Michele Quiñones (Dr. Q for short) You can learn a little about me from my [Faculty Member Profile](#).

Communication Students can contact me using the [Canvas Inbox function](#). I respond to emails within 24-48 hours, Monday - Friday, 8AM - 5PM. I will communicate important course information through Canvas Announcements. Please sign up for notification alerts in Canvas. Click the Account link, then click the Notifications link, to set [notification preferences](#).

Office Hours I hold office hours by appointment only. I am available 8-5 Monday - Friday. However, I can meet students in the evening and on weekends, schedule permitting. All meetings take place in my virtual classroom in [WebEx](#). You can also join by phone by calling (415) 655-0001 access code: 920409658.

Warrior Shield

Emergency Warning System for Texas A&M University-Central Texas Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account. Connect to Warrior Shield by 911Cellular [<https://www.tamuct.edu/police/911cellular.html>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

Writing Instructive (WI) Course Description

This is a Writing *Instructive* (WI) course. Writing is an important component of any criminal justice career. Criminal justice agents communicate what they do in police reports, administrative reports, as data analysis, when performing community outreach, and when they work with other agencies. Whatever your field, writing will be important! To help you improve

written communication, writing will be an integral component of most assignments. The goal is to help you, not penalize you, so students receive feedback on all assignments and the opportunity to resubmit, if necessary.

Course Description

SOSC3300 Social Science Proseminar is designed for students entering upper-level course work in the social sciences. This course provides undergraduates with an introduction to professional communication, upper level writing expectations, and ethics in professional writing.

Expanded Course Description This course prepares students to be capable learners and writers for the social sciences. It is important for students to understand aspects of professional decorum in the social sciences, accessing on-campus resources, and meeting basic standards for writing and presentation styles in the social sciences.

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

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

Course Textbook

American Psychological Association (2020). *Publication manual of the American psychological association* (7th). ISBN: [9781433832161](#)

American Sociological Association (2019). *American sociological association style guide* (6th ed). Washington D.C.: American Sociological Association. ISBN: [9780912764559](#)

Burns, T. & Sinfield, S. (2016). *Essential Study Skills: The complete guide to success at university* (4th ed). London: Sage Publishing, Inc. ISBN: [9781473919020](#)

Chatfield, T. (2018). *Critical Thinking*. Sage Publishing. ISBN: [9781473947146](#)

Lester, M. & Beason, L. (2013). *The McGraw-Hill handbook of English grammar and usage* (3rd). McGraw-Hill Education. ISBN: [9781260121674](#)

Major Course Requirements

Critical Thinking Quizzes (30%) Quizzes cover content from Chatfield's, *Critical Thinking* book. The purpose of quizzes is to ensure reading and basic comprehension of the material. Each quiz asks you to match terms and concepts from multiple chapters to the correct definition or explanation.

Writing and Research Assignments (30%) Students will complete assignments that help prepare them for the rigors of the program by addressing important topics such as citing properly, avoiding plagiarism, and evaluating sources. These assignments will also help students research their social issue to produce a literature review at the end of the semester. *See assignment instructions for more details.*

Social Issue Outline and Final Literature Review (30%) A literature review presents the research that exists on a topic. A literature review consists of an abstract, introduction, body (the review of the literature), conclusion, and references. Students work on this paper over the course of the semester. Students will submit an outline and receive feedback before proceeding to the final paper. *See assignment instructions for more details.*

Presentation on a Social Issue (Worth 10%) Students will deliver a presentation on the social issue they wrote about. Using presentation software, record and upload a 5-minute video summarizing 3-5 important aspects of the social issue researched. At the end of your presentation, briefly identify what was new to you, something that you misunderstood, or something that changed your view of the issue. *See assignment instructions for more details.*

Grading Criteria Rubric and Conversion

Accessing Grades Students can view their grades in the Canvas Gradebook by going to "Grades" link on Canvas. Most grades are available immediately. Grades for written assignments are returned within 7-10 days of the due date.

Grading Rubric A C grade is average, to earn an overall grade higher than a C you must consistently produce high quality and outstanding work. See individual assignments for more detailed rubrics.

A, 90-100: Outstanding work and mastery of material.

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

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

D, 60-69: Missing work and insufficient understanding of the material.

F, <59: Missing work and no understanding of the material.

Student Attendance and Performance

Attendance Though students can mostly work at their own pace, if assignments are not completed regularly, they may be marked as “not attending” which can affect enrollment status and financial aid.

Early Assignments, Late Assignments, Missed Assignments All materials are posted at the start of the semester so students who wish to work ahead can. I provide due dates for study packets to help keep students on track. However, quizzes and videos can be completed until the final week of class. Exam dates are firm.

10 Week Course Calendar

This is an 10-week course, so there is little time to waste. Get started early and work ahead when possible!

Course Summary:

Date	Assignments Due
Wed Jun 9, 2021	Assessing Communication Skills
Mon Jun 14, 2021	Quiz for Critical Thinking: Chapters 2 & 3
	Quiz for Critical Thinking: Chapters 4 & 5
	Quiz for Critical Thinking: Introduction & Ch 1
Fri Jun 18, 2021	Evaluating Sources
	Using the University Library
Mon Jun 21, 2021	Quiz for Critical Thinking: Chapters 6 & 7
Fri Jun 25, 2021	APA and ASA Citation styles
	Working with a Writing Tutor & Writing Self-Assessment
Mon Jun 28, 2021	Quiz for Critical Thinking: Chapters 10 & 11
	Quiz for Critical Thinking: Chapters 8 & 9
Fri Jul 9, 2021	Avoiding Plagiarism
Wed Jul 14, 2021	Social Issue Literature Review Outline
Wed Jul 28, 2021	Social Issue Literature Review
Fri Aug 13, 2021	Presentation on a Social Issue

Important University Dates

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

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/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central 24 hours a day, 7 days a week
Email: helpdesk@tamu.edu, Phone: (254) 519-5466, Web Chat: [<http://hdc.tamu.edu>]. Please let the support technician know you are an A&M-Central Texas student.

University Resources, Procedures, And Guidelines

Drop Policy

If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas (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>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website

[<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division

of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

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

Copyright Notice

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