Mode of instruction and course access:

This course is a 100% online course and uses the A&M Central Texas Canvas Learning Management System (LMS), available at https://tamuct.instructure.com. Students will use their university email username and password to logon to this system.

Student-instructor interaction:

I will check the course’s Canvas page on most days and my email daily during the week and periodically on weekends and will usually reply to email within two business days. We can meet in person or via Webex’s appointment system. Contact me by sending an email from your A&M Central Texas student email to my faculty email to set up an appointment; then, in our Canvas class page, there will be an Appointment Booking tab you can access by clicking Webex Meetings on the lefthand menu to log into the meeting at your scheduled appointment time. I would recommend setting the class Canvas notifications to inform you about anything made available or changed for the course or else checking the course in Canvas frequently (at least 3 times during the week). On Sunday nights before 7:00 pm I’ll post or update any relevant information for the upcoming week such as announcements, assignments, discussion forums, or other course information, so checking after that time is a good idea.

To contact me, use my tamuct.edu email address; emails sent through Canvas’s message system will be deleted. To contact your classmates, you can use the email addresses given in the Introduction discussion forum (Discussion forum 1) or ask general questions to the class using the Classmate Questions discussion forum (Discussion forum 0).

SAFEZONE Emergency Warning System for A&M Central Texas:

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app. You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the SafeZone website at www.safezoneapp.com.

To register SafeZone on your phone, please follow these 3 easy steps:
1. Download the SafeZone App from your phone store using the relevant link below:
   - iPhone/iPad: https://apps.apple.com/app/safezone/id533054756
2. Launch the app and enter your myCT email address (e.g., username@tamuct.edu)
3. Complete your profile and accept the terms of service

Updated university response to COVID-19: For the most recent campus information regarding COVID-19 preparedness, see this link: https://www.tamuct.edu/covid19/.

COURSE INFORMATION

Course description:

Study scientific methods of research, types of research, and research design. Review, analyze, and interpret research findings in major field and develop a research project with the assistance of the instructor. Prerequisite(s): PSYC 5300 or equivalent graduate statistics course.

Course reading materials:

Required Reading:


Recommended Reading:


Course learning outcomes:

LO 1. Demonstrate comprehension and application of fundamental principles, generalizations, or theories regarding research methods

LO 2. Integrate course material to improve thinking, problem-solving, and decisions

LO 3. Analyze and critically evaluate ideas, arguments, and points of view

LO 4. Demonstrate skills in expressing oneself in writing
Course format/ attendance and late work policies:

This is an asynchronous online course, but it has due dates for some work, so keep up with the reading and assignments for each week. There are student learning resources for the course text in the Stangor Textbook Materials module on the course’s Canvas page. All course materials except the textbook will be available through Canvas, including links for you to upload your coursework, but most work or materials will be made available as needed rather than being available for the whole semester. Students are expected to be able to find all relevant work and materials on the course Canvas pages and to use Canvas to submit all work. Check out the Course Overview page in the General Course Information and Materials module for information about the coursework. Make sure to consult and to review the syllabus periodically and contact me if you have any questions about work or materials. There is no comprehensive final exam for this course. Late work will not be accepted except in extreme cases, so plan carefully to get all work in on time. If you miss a deadline, email me right away to let me know why the work is late, but DO NOT include any coursework in your email. I’ll respond as soon as possible. WORK SUBMITTED TO ME BY EMAIL WILL NOT BE ACCEPTED UNLESS I HAVE SPECIFICALLY AUTHORIZED THAT BEFOREHAND, so email me to get permission PRIOR to emailing me your work. Any work emailed without permission will be deleted. Keeping up is especially important in case something comes up that makes it difficult to get work done on a specific day. If you want to turn in any coursework early, that’s fine, but be aware that it will probably not be graded until after the due date. ONLY WORK THAT IS SUBMITTED NO LATER than 11:59 pm on December 9 will be counted toward your course grade.

Academic integrity and classroom conduct policy:

A&M Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be reported 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 information on the student conduct process, check this link: https://www.tamuct.edu/student-affairs/student-conduct.html. If you know of potential honor violations by other students, you may submit a referral at the link below: [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Note that only the discussion forums, the peer reviews, the needs assessment/program evaluation work, and the second part of the research poster work are specifically designed to be done in collaboration with other students. All other work MUST be completed individually without help on the content from any others except the course instructor. You are permitted to get help on APA format and editing (but not content) of your coursework from the University Writing Center. For postings on the discussion forums, please be respectful of the ideas and opinions of all class members; inappropriate language and interactions may lead to being
blocked for the rest of the semester from the discussion forums and the loss of related points. Since you are graduate students, I hold you to a higher standard for independence and integrity than I do for undergraduates. To get the most out of this class and all your classes, it’s best to treat them like a job; keep up with your coursework and take responsibility for your own work. In general, if you respect other class members and your instructor, you should be fine.

Online Proctored Testing:

Proctored testing is not being used for this course.

**COURSE REQUIREMENTS**

Coursework grading: *(with related learning outcomes)*

<table>
<thead>
<tr>
<th>Assignment</th>
<th>LO1, LO2</th>
<th>LO3, LO4</th>
<th>Points (total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes</td>
<td>14 @ 2% ea</td>
<td>1% @ 2%</td>
<td>28% (20 pts per quiz)</td>
</tr>
<tr>
<td>APA Quizzes</td>
<td>4 @ 4% ea</td>
<td>2% @ 2%</td>
<td>16% (20 pts per quiz)</td>
</tr>
<tr>
<td>Plagiarism Quiz (Ethics Assignment)</td>
<td>LO2, LO3</td>
<td>6% @ 6%</td>
<td>5% (30 pts)</td>
</tr>
<tr>
<td>Article Review/ Critique</td>
<td>LO1, LO3, LO4</td>
<td>7.5% @ 7.5%</td>
<td>5% (50 pts)</td>
</tr>
<tr>
<td>Needs Assessment/Program Evaluation</td>
<td>LO1, LO3</td>
<td>7.5% @ 7.5%</td>
<td>6% (24 pts)</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>LO3, LO4</td>
<td>6% @ 6%</td>
<td>30% (10 pts, 20 pts, 30 pts, 150 pts, 40 pts, 190 pts)</td>
</tr>
<tr>
<td>Group Research Poster</td>
<td>LO1, LO4</td>
<td>4% @ 4%</td>
<td>10% (3 pts, 7 pts)</td>
</tr>
</tbody>
</table>

Note that there are some assignments that must be completed but that are worth 0 (zero) points (e.g., the CITI training course). These are needed as part of the research proposal.

*Points will be deducted from your final course grade for lack of class participation, which includes failure to complete discussion forums, continual issues when working with group members, and missing required meetings with the instructor or, if relevant, University Writing Center tutors.*

**Grading scale/Posting of grades:** Grades in this course are earned, not given. Students earn grades by actively reading course material, by participating in group work, discussion forums, and in-class work, and by applying subject-matter content in discussion forums and on all assignments. Grades are determined based on the percentage of points earned on each assignment and the assignment’s weight toward the overall course grade. Students should regularly monitor their assignment grades in the Gradebook and should not hesitate to ask the professor about any grade or coursework concern. Students should also review all grade comments in the Gradebook when grades are posted to see what worked well and what more is needed for subsequent coursework. Note that, due to it typically being inaccurate, I have disabled student access to view the total course grade info in Canvas; contact me by email to set up a Webex (or in-person) meeting if you have questions about your current course grade. Grades will be posted in Canvas when grading for an assignment is completed (usually within 5-7 days after the due date); some work will take longer to grade. Feel free to ask me about any missing grades, but due to FERPA (federal education privacy regulations), I cannot email specific grade information.
Final Course Grade | University Definition | Percentage
---|---|---
A | Excellent | 90.00+ total points
B | Good | 80.00-89.99 points
C | Fair | 70.00-79.99 points
D | Poor | 62.00-69.99 points
F | Failing | Below 62.00 points

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements: For this course, you need reliable and frequent access to a computer and to the Internet; it is recommended that you use a wired (not wireless) connection to take quizzes and to access and submit coursework. Technology issues are not an excuse for missing a course requirement or for late submission of work; make sure your computer is configured correctly and address issues well in advance of deadlines. If you use non-Microsoft Office programs or a non-PC computer for coursework, you’ll need to save your coursework in the comparable Microsoft and PC format for submission through Canvas (e.g., Word or PowerPoint) so I can open it.

This course uses the A&M Central Texas Instructure Canvas learning management system. Logon to A&M Central Texas’s Canvas system using the info below. Note that Canvas can no longer be accessed using the Internet Explorer browser; the university strongly recommends using the latest version of Firefox or Chrome.

Username: Your MyCT username (everything before the "@" in your MyCT e-mail address)
Initial password: Your MyCT password

Check the relevant Canvas guide for information about browser versions supported and computer compatibility in Canvas if you are having issues. If that doesn’t help, the information below lets you know whom to contact for help.

a) For technology issues, students should contact Help Desk Central. HDC is available 24 hours a day, 7 days a week. When calling for support please let your support technician know you are an A&M Central Texas student.

Email: helpdesk@tamu.edu
Phone: (254) 519-5466
Web Chat: http://hdc.tamu.edu

b) For anything inside of Canvas (uploading files, setting up notifications, using the calendar, etc.), students should contact Canvas Support, which is available from inside of Canvas by clicking on the “Help” link on the lefthand menu. You can select “Chat with Canvas Support,” call the Canvas Support Hotline: 1-844-757-0953, or submit a support request through “Report a
Problem”. As noted above, however, do NOT use Canvas’s *Ask Your Instructor a Question* link.

c) For issues related to specific course content and requirements, contact me by email.

**COURSE CALENDAR**

<table>
<thead>
<tr>
<th>WEEK (M-Su)</th>
<th>MODULE(S)</th>
<th>READING</th>
<th>ACTIVITY/VIDEO</th>
<th>WORK DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1 AUG 22</td>
<td>1: Introduction to Research</td>
<td>Ch. 1; APA 1, 2, 12</td>
<td>Learn: Basics of research P: Develop proposal topic ideas Video: Introduction to behavioral science</td>
<td>Quiz: Ch. 1; DF 1</td>
</tr>
<tr>
<td>WEEK 2 AUG 29</td>
<td>1: Introduction to Research</td>
<td>Ch. 3; Roig (2015) article</td>
<td>Learn: Research ethics Video: Ethics in research Video: What is plagiarism? Start CITI Training</td>
<td>Quiz: Ch. 3; APA Quiz 1; P1: RESEARCH SUMMARY</td>
</tr>
<tr>
<td>WEEK 3 SEPT 5</td>
<td>1: Introduction to Research</td>
<td>Ch. 2; APA 8, 9, 10</td>
<td>Learn: Research hypotheses P: Research hypothesis development Video: Generating a research hypothesis Video: Writing a research proposal</td>
<td>Quiz: Ch. 2; Plagiarism Quiz</td>
</tr>
<tr>
<td>WEEK 4 SEPT 12</td>
<td>1: Introduction to Research &amp; 2: Gathering data</td>
<td>Ch. 4; IRB handbook; IRB protocol assignment instructions</td>
<td>Learn: Measures Start work on IRB protocol form Video: Measuring behavior</td>
<td>Quiz: Ch. 4; APA Quiz 2; P2: RESEARCH HYPOTHESIS</td>
</tr>
<tr>
<td>WEEK 5 SEPT 19</td>
<td>2: Gathering data</td>
<td>Ch. 5; APA 4, 5, 6, 11</td>
<td>Learn: Reliability and validity in research Video: Reliability &amp; validity Writing Video: Writing the Introduction</td>
<td>Quiz: Ch. 5; Article Critique</td>
</tr>
<tr>
<td>WEEK 6 SEPT 26</td>
<td>2: Gathering data</td>
<td>Ch. 6</td>
<td>Learn: Surveys; Finding a sample P: Work on Introduction Video: Surveys &amp; sampling</td>
<td>Quiz: Ch. 6; APA Quiz 3</td>
</tr>
<tr>
<td>WEEK 7 OCT 3</td>
<td>2: Gathering data &amp; 3: Designing a study</td>
<td>Ch. 8; APA 3, 7; Qualtrics survey development</td>
<td>Learn: Statistics and inferential analyses; Building a survey Video: Hypothesis testing Writing Video: Writing a Methods section</td>
<td>Quiz: Ch. 8; CITI Training Course Certificate; IRB protocol</td>
</tr>
<tr>
<td>WEEK 8 OCT 10</td>
<td>3: Designing a study</td>
<td>Ch. 9; SPSS guide</td>
<td>Learn: Correlational research; SPSS usage P: Work on Methods section Video: Correlational research</td>
<td>Quiz: Ch. 9; APA Quiz 4</td>
</tr>
<tr>
<td>WEEK 9 OCT 17</td>
<td>3: Designing a study</td>
<td>Ch. 10</td>
<td>Learn: One-way experiments Video: One-way experimental designs; Writing Video: Writing the data analysis plan &amp; Discussion</td>
<td>Quiz: Ch. 10; P3: OUTLINE</td>
</tr>
<tr>
<td>WEEK 10 OCT 24</td>
<td>3: Designing a study &amp; 4: Interpreting research</td>
<td>Ch. 11</td>
<td>Learn: Factorial experiments P: Work on Data analysis &amp; discussion sections Video: Factorial designs</td>
<td>Quiz: Ch. 11; Poster choice</td>
</tr>
<tr>
<td>WEEK 11</td>
<td>OCT 31</td>
<td>4: Interpreting research</td>
<td>Ch. 12</td>
<td>Learn: Experimental control and planning Video: Internal validity</td>
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<tr>
<td>WEEK 12</td>
<td>NOV 7</td>
<td>4: Interpreting research</td>
<td>Ch. 13</td>
<td>Learn: Generalization and external validity; Study evaluation; Start creating the poster Video: External validity</td>
</tr>
<tr>
<td>WEEK 13</td>
<td>NOV 14</td>
<td>5: Other approaches</td>
<td>Ch. 14; Peer review guidelines for papers</td>
<td>Learn: Quasi-experimental research Video: Quasi-experimental designs Video: Needs assessment and program evaluation</td>
</tr>
<tr>
<td>WEEK 14</td>
<td>NOV 21</td>
<td>5: Other approaches</td>
<td>Ch. 7</td>
<td>Learn: Naturalistic/Field research; Needs Assessment/Program Evaluation methodology Video: Qualitative designs</td>
</tr>
<tr>
<td>WEEK 15</td>
<td>NOV 28</td>
<td>5: Other approaches</td>
<td>Peer review guidelines for posters</td>
<td>Learn: Peer review of research posters</td>
</tr>
<tr>
<td>WEEK 16</td>
<td>DEC 5</td>
<td>Poster Presentations</td>
<td></td>
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</tr>
</tbody>
</table>

Note that dates and other policies listed may be changed as needed and, if so, changes will be announced through the Announcements section of Canvas. **Students are responsible for being aware of ALL changes made.**

**APA format:** Although some students may not be familiar with APA format, it is critical to know for reading and writing in psychology, so I want to help you practice using it. This course requires ALL WORK to meet standards of the 7th edition, published in 2020; all relevant grading rubrics include an APA format component. All submitted Word documents **MUST** have a title page. *Note that title pages for all work for this course should use APA’s professional title page format, NOT the student title page format.*

**COURSE AND UNIVERSITY PROCEDURES AND POLICIES**

**Drop Policy:** If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form at [https://dynamicforms.ngwebsolutions.com/Submit/Page?form=df72ad8b-6589-499a-baeb-c16ec0777ed9&section=157381&page=180413&token=QJG5xVv0qWawT2ITeNWFSZ2OY9cVmQIFcaSpRVih76k](https://dynamicforms.ngwebsolutions.com/Submit/Page?form=df72ad8b-6589-499a-baeb-c16ec0777ed9&section=157381&page=180413&token=QJG5xVv0qWawT2ITeNWFSZ2OY9cVmQIFcaSpRVih76k).

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 Accommodations:** At A&M 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 Warrior Center for Student Success, Equity 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 visit the Office of Access and Inclusion (in the Warrior Center) in Warrior Hall, Room 212, call (254) 501-5836, or email to access@tamuct.edu. Any information you provide is private and confidential and will be treated as such.

For more information log into our Access & Inclusion Canvas Community page at https://tamuct.instructure.com/courses/717 or, when logged into Canvas, click on Courses on the blue lefthand menu, then choose Access and Inclusion for Students.

**Important information for Pregnant and/or Parenting Students:** A&M Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the relevant Student Affairs webpage at https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html. If you would like to read more about these requirements and guidelines online, please visit the relevant government website at 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 in regard to pregnancy and parenting; find more information at the relevant link under Resources at https://www.tamuct.edu/compliance/titleix.html.

**Tutoring:** Tutoring is available to all A&M Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

To schedule tutoring sessions and view tutor availability, please visit Tutor Matching Services at https://tutormatchingservice.com/TAMUCT or visit the Tutoring Center in Warrior Hall, Room 111. If you have questions, are interested in becoming a tutor, or are in need of success coaching, contact the Warrior Center at (254) 501-5836, visit the Warrior Center in Warrior Hall, Room 212, or email WarriorCenter@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 the lefthand menu in our Canvas class page.

**University Writing Center:** Located in Warrior Hall 416, the University Writing Center
(UWC) at A&M Central Texas is a free service open to all A&M Central Texas students. For Fall 2022, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well), with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday from 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to wifi or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WConline at https://tamuct.mywconline.com. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

**University Library & Archives:** The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance and may take place virtually through WebEx or Microsoft Teams or in-person at the library. Schedule an appointment at https://tamuct.libcal.com/appointments/?g=6956. 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, visit our Library website at http://tamuct.libguides.com/index.

**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 (Room 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 that 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 at https://www.tamuct.edu/compliance/titleix.html.

Behavioral Intervention: Texas A&M University Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the referral online at https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2.

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website at https://www.tamuct.edu/bit. If a person’s behavior poses an imminent threat to you or another, contact 911 or the A&M Central Texas University Police at 254-501-5805.

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

Important university dates for graduate students (Academic Year 2022):

http://catalog.tamuct.edu/graduate_and_professional_catalog/general-information/university-calendars-final-examination-schedules

NOTE: Finally, I reserve the right to amend this syllabus as needed at any time, with student input whenever possible, especially in relation to COVID-19 issues. If changes are necessary, I will provide as much advanced notice as possible and will post an announcement in Canvas regarding the changes. Finally, if you have any questions or concerns about the class or problems with the coursework or course materials, please contact me by email or in person for help. The only exception is if you have technology issues. For those, make sure to let me know what’s going on, but ask for help from Help Desk Central or the Canvas Help system. Their contact info is given above.