



## SOSC 3300 Social Sciences Proseminar

Class Location: Online

Fall 2022--16 weeks

### INSTRUCTOR AND CONTACT INFORMATION

**Instructor:** Christine Jones, PhD

**Office:** HH 204C

- **Contact me** via Canvas message or email: [Bioarchjones@tamuct.edu](mailto:Bioarchjones@tamuct.edu)
- **Office hours: By webex or phone appointment. Email me to set up a virtual meeting!**

### Student-instructor interaction

During the week (Mon-Fri) I usually check emails often and respond within 24 hours. I may not respond to weekend emails until Monday or Tuesday. Email is a better way to reach me than Canvas message. If you have questions or concerns about the class and need to talk about them, please email me to request a webex or phone appointment.

### Mode of instruction and course access

*This is a 100% online course, and uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/]. Since this is an online class, most communication between the instructor and students will be electronic in nature; however, all students are welcome and encouraged to attend office hours or make an appointment for an office visit.*

### COURSE CATALOG DESCRIPTION

*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 Description:** *This course will ensure students are capable of writing 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. This course is essential for students to successfully demonstrate knowledge of basic sociological and criminal justice concepts, demonstrate their ability to research, and present in a professional environment.*

### 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.

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

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

### **Emergency Warning System for Texas A&M University-Central Texas**

**SAFEZONE.** 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](http://www.safezoneapp.com) website [[www.safezoneapp.com](http://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 link below:
  - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [<https://apps.apple.com/app/safezone/id533054756>]
  - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp) [<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

**For updates on COVID information,** please monitor the University [website](https://www.tamuct.edu/covid19/) [<https://www.tamuct.edu/covid19/>]

## **COURSE OBJECTIVES**

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

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

### REQUIRED TEXTBOOKS

These textbooks are also on reserve at the library. If you get an older edition of a textbook, such as a style guide, you may want to check on differences between the editions online.

- American Psychological Association (2020). *Publication manual of the American psychological association* (7th ed.). ISBN: 9781433832161
- American Sociological Association (2019). *American sociological association style guide* (6<sup>th</sup> ed). Washington D.C.: American Sociological Association. ISBN: 9780912764559
- Burns, T. & Sinfield, S. (2016). *Essential study skills: The complete guide to success at university* (4<sup>th</sup> ed). London: Sage Publishing, Inc. ISBN: 9781473919020
- Lester, M. & Beason, L. (2013). *The McGraw-Hill handbook of English grammar and usage* (2<sup>nd</sup> ed.). McGraw-Hill Education. ISBN: 9780071799904

### Writing Instructive

This is a Writing Instructive (WI) course so writing will be an integral part of my instruction and our interactions. Writing will be a fundamental way that I measure student mastery of course content. WI means that you will have several opportunities to work on improving your writing skills. Students will complete work on a range of writing assignments such as discussion boards, short written assignments, a social problem essay, and a course reflection paper, all worth a significant part of the final grade. As part of these assignments, you will receive timely written feedback so that you can revise your work and improve for the final submission. For example, you will work on a sequence of five writing journal assignments that will lead to your final social problem essay.

### Course Requirements

- **Readings.** Specific readings from the textbooks will be listed in the Canvas modules by week, but students are also expected to consult their textbooks as needed throughout the course. Students may receive additional reading and viewing materials throughout the semester to enhance, expand on, and aid in discussions.
- **Assignments (12 @0-37.5 points each, 450 points total)**  
There will be twelve (12) assignments over the course of the semester. Some of these assignments will be in the form of discussion boards; others will be brief individual written assignments. The assignment topics are provided in the course calendar and assignment details will be provided in Canvas in the weekly modules. The grades for these assignments are participation grades--*complete* participation earns full points.
- **Writing Journal (5 @0-40 points each, 200 points total)**  
As part of this course, each student will write an essay on a social problem (see the next section). As this is a course designed to provide students with helpful tools/strategies for being successful in their courses, the writing journal will break down the writing process into manageable and meaningful parts, culminating in the final essay.

Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7

The writing journal will be divided into five parts:

1. Possible topics
2. Final topic
3. Primary resources
4. Outline
5. Essay draft

Full credit will be given to fully completed journal entries. Suggested due dates are included in the course calendar. For feedback on journal entries, you must meet the suggested due dates. Feedback will help you in your final essay, so students are encouraged to meet these deadlines.

- **Social Problem Essay (0-200 points)**

Each student will prepare an essay on a social problem of their choice. The topic must be approved by the instructor – assignments based on an unapproved topic will not be graded. See the syllabus for the due date for topic submission. The full guidelines including criteria, formatting instructions, and grading rubric for the social problem essay are posted on Canvas.

- **Course Reaction Essay (0-150 points)**

Students will be responsible for completing a course reaction essay by the end of the semester. For this exercise, the student should think critically about the content presented in the course as a whole. Include in your essay the most and least helpful aspects of the course, and at least one example of how you would implement an aspect of the course into other courses that you might take.

Coursework	Points
Assignments (12 @ 37.5 each)	450
Writing journals (5 @ 40 each)	200
Social problem essay	200
Course reaction essay	150
<b>Total:</b>	1000

Points	%	Grade
900 – 1000	90 – 100%	A
800 – 899	80 – 89%	B
700 – 799	70 – 79%	C
600 – 699	60 – 69%	D
0 – 599	0 – 59%	F

**Grade posting:** All grades will be posted online; it takes about 1-2 weeks for the instructor to grade written work. Be assured that she is grading classwork as fast as she possibly can. Feedback on writing assignments will be provided within the Canvas grading system.

**General Writing Assignment Grading Standards and Expectations:**

Along with any specific assignment guidelines posted on Canvas, the writing assignments assigned in this course will be assessed and graded by the following standards:

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

- C** A C indicates satisfactory performance. A C paper demonstrates positive qualities and avoids serious errors. The positive qualities include the presentation of a central idea that is adequately developed and competently organized. The errors to be avoided include serious flaws in the construction of paragraphs and sentences, in the selection of appropriate words, and in the use of conventional written English. The style of the writing is generally clear.
- B** A B paper surpasses the C paper by demonstrating a higher level of effectiveness in the organization, while sustaining clarity in expression. It has few or none of the common errors in the use of conventional written English. The style of the writing is generally fluent and polished.
- A** An A paper reflects outstanding work. Characteristics of an A paper include clarity of expression, logical development of a central idea, originality of thought. An “A” paper engages the reader’s attention and invites rereading. The writing style is consistently fluent, polished, and distinctive.
- D** A D indicates an unsatisfactory performance. A D paper is flawed by any one or several of the following: weakness in establishing or developing a central idea; serious errors in sentence or paragraph construction; serious errors in grammar, spelling, or the mechanics of written expression.
- F** An F indicates and unacceptable performance. An F paper is flawed by one or more of the following: failure to follow the assigned topic; failure to conceive, state, or develop a central idea; serious repeated errors in sentence construction or paragraph development; serious repeated errors in grammar, spelling, or the mechanics of written expression.

### **COURSE SCHEDULE (Topics listed by week)**

**Subject to revision, if necessary, during the semester.** All assignments must be completed and/or submitted in Canvas. No other forms of submission will be accepted. **Full guidelines for all assignments listed in this schedule are provided in the weekly Canvas course modules.**

**Week 1: Course Introduction & Syllabus** (Week of Aug 22)

**Assignment 1: Introduction discussion DUE 8/28, Writing journal 1: Possible topics DUE 8/28**

**Week 2: Writing in the Social Sciences** (Week of Aug 29)

**Assignment 2: Writing in the Social sciences DUE 9/4**

**Week 3: University resources– Library and University Writing Center** (Week of Sep 5)

**Assignment 3 has two parts!! Both are DUE 9/18 (this is 2 weeks, use your time wisely)**

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

**Week 4: Citations, reference lists** (Week of Sep 12)

**Assignment 4: References DUE 9/18**

**Week 5: Academic reading--sources, strategies** (Week of Sep 19)

**Writing journal 2: Final topic DUE 9/25, Assignment 5: Source ranking DUE 9/25**

**Week 6: Plagiarism** (Week of Sep 26)

**Assignment 6: Plagiarism exercise DUE 10/2, Writing journal 3: Primary resources DUE 10/2**

**Week 7: Basic composition, Grammar, spelling, punctuation** (Week of Oct 3)

**Assignment 7: Common writing issues DUE 10/9**

**Week 8: How to construct a thesis and outline** (Week of Oct 10)

**Assignment 8: Thesis practice exercise DUE 10/16**

**Week 9: Working on your own thesis and outline** (Week of Oct 17)

**Writing journal 4: Paper Thesis & Outline DUE 10/23**

**Week 10: How to paraphrase** (Week of Oct 24)

**Assignment 9: Paraphrasing exercise DUE 10/30**

**\*\*After this point (OCT 31) all unsubmitted/late course work assigned before OCT 31 is due or students receive a zero for those late assignments. Course work assigned after OCT 31 that is submitted late will be marked zero (see late policy for more info)\*\***

**Week 11: Proofreading and Paper formatting** (Week of Oct 31)

**Writing journal 5: Essay draft DUE 11/6 (Note: If you do not turn this in on time, you may not receive feedback to improve your draft before the final version is due)**

**Week 12: Presentation skills** (Week of Nov 7)

HAPPY VETERAN'S DAY

**Assignment 10: Practice presentation DUE 11/13**

**Week 13: Incorporating feedback** (Week of Nov 14)

**Assignment 11: Summarize feedback DUE 11/20**

**Week 14: Proofreading your draft** (Week of Nov 21)

THANKSGIVING WEEK

**Assignment 12: Submit your Social Problem Essay references page by 11/27 @ 11:59pm**

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

**Week 15: Social problem essay week (Week of Nov 28)**

**SOCIAL PROBLEM ESSAY DUE 12/4 @ 11:59pm. COURSE REACTION ESSAY DUE MONDAY DEC 5 @ 11:59PM. LATE SOCIAL PROBLEM ESSAYS WILL NOT BE ACCEPTED. LATE COURSE REACTION ESSAYS WILL NOT BE ACCEPTED.**

**Week 16: Course reaction essay week (Week of Dec 5)**

**COURSE REACTION ESSAY DUE MONDAY DEC 5 @ 11:59PM.**

**LATE COURSE REACTION ESSAYS WILL NOT BE ACCEPTED.**

**\*\*Late submissions of any assignment will not be accepted after MONDAY, DEC 5 @ 11:59pm\*\***

## **COURSE PROCEDURES AND POLICIES**

### **Diversity in the Classroom**

Respect for cultural and human biological diversity are core concepts within the Social Sciences. In this course, each voice in the classroom has something of value to contribute to class discussion. Please respect the different experiences, beliefs and values expressed by your fellow students and instructor, and refrain from derogatory comments about other individuals, cultures, groups, or viewpoints. In this course we welcome individuals of all ages, backgrounds, citizenships, disabilities, education, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experience, political views, races, religions, sexual orientations, socioeconomic statuses, and work experiences.

### **Late Work**

Canvas deadlines on written assignments are suggested deadlines, except all assignments and writing journals which have a due date after Oct 31<sup>st</sup>. **If the due date falls after Oct 31<sup>st</sup>, the assignment will NOT be accepted late.** Late work submitted after the suggested deadline may not receive instructor feedback.

If you are experiencing difficulties submitting assignments on time, especially assignments due after Oct. 31, please email your instructor ASAP. There are options for requesting an extension for serious life circumstances (illness, injury, etc.), but you must contact the instructor **as soon as you can with your request.** Extensions are not possible past Dec. 9 since that is the end of semester.

### **Academic dishonesty**

Academic dishonesty will not be tolerated. Any student caught plagiarizing will receive a 0 (zero) for that assignment and may be referred to the university for further discipline. A second incident of plagiarism or other form of academic dishonesty will result in a failing grade for the course and a referral to the university for further discipline.

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### 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 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 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]

### 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. 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 referred to the Office of Student Conduct. 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 referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### Drop Policy

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

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fsubmit%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.

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

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, 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

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.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, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing [WarriorCenter@tamuct.edu](mailto:WarriorCenter@tamuct.edu).

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 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, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [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, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index]

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

### University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. 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 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 [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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

### 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 Wellness and 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](#) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

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

**Textbooks on pg 3, Course requirements pg 3, Course schedule pg 5, Late policy pg 7**

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