# Texas A&M University - Central Texas COUN 5353 - Personality & Counseling Theories and Applications Fall 2022

#### INSTRUCTOR AND CONTACT INFORMATION



Instructor: Samantha Airhart-Larraga, Ph.D., LPC-S, LCDC, NCC

Vita: <u>Dr. Airhart-Larraga's CV</u>

**Pronouns:** She, Her, Hers

Class Time: Mondays, 6:00 p.m. to 8:45 p.m., WH 312

Office: WH 318D

Email: s.airhart-larraga@tamuct.edu

Office Hours: Mondays 2 p.m. to 6 p.m.; Tuesdays 2 p.m. to 6 p.m.

For other days / hours, email the instructor.

book an appointment

This course meets face-to-face with several classes held asynchronously; supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].

#### **Student-Instructor Interaction:**

I will check email Monday through Friday between 8 a.m. and 5 p.m. and reply to student emails within 48 hours. Emails received Saturday and Sunday will be addressed on Monday.

#### **Office Hours:**

I invite students to use the office hours option. Why use office hours? To discuss material you are struggling with, to discuss obstacles that you want to overcome related to class or the counseling program, to discuss what classes to take next semester, for professional advice, to establish a relationship, to discuss practicum / internship, and / or to inquire about potential research opportunities. For appointments with me, please book using the following link: <a href="https://outlook.of-fice365.com/owa/calendar/DrAirhartLarragasOfficeHours@tamuct.onmicrosoft.com/bookings/fice365.com/owa/calendar/DrAirhartLarragasOfficeHours@tamuct.onmicrosoft.com/bookings/fice365.com/owa/calendar/DrAirhartLarragasOfficeHours@tamuct.onmicrosoft.com/bookings/fice365.com/owa/calendar/DrAirhartLarragasOfficeHours@tamuct.onmicrosoft.com/bookings/fice365.com/owa/calendar/DrAirhartLarragasOfficeHours@tamuct.onmicrosoft.com/bookings/fice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice365.com/owa/calendar/DrAirhartLarragasOffice3655.com/owa/calendar/DrAirhartLarragasOffice3655.com/owa/calendar/DrAirhartLarragasOffice3655.com/owa/calendar/DrAirhartLarragasOffice3655.com/owa/calendar/DrAirhartLarragasOffice3655.com/owa/calendar/DrAirhartLarragasOffice3655.com/owa/calendar/DrAirhartLarragasOffice3655.com/o

#### **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 <u>SafeZone</u> website [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:
  - o <u>iPhone/iPad</u>: [https://apps.apple.com/app/safezone/id533054756]

- Android Phone / Tablet [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/]

#### **COURSE INFORMATION**

<u>Course overview and description</u>: This course is designed to provide an understanding of the major counseling theories and practices. Major theories of counseling will be examined with an emphasis on four areas: key concepts of the theory, its beliefs about the therapeutic process, the role of the counselor, and how to apply the theory to helping a client change. Each theory will be analyzed for its uniqueness and similarity with the other approaches and applied to case examples. In addition, there will be opportunities to practice some basic principles of each theory (i.e., role-plays) and when possible see the theory in action (i.e., videos, class examples).

# **STUDENT LEARNING OUTCOMES:**

- 1. Student will demonstrate an understanding of various models to conceptualize client presentation of issues and of appropriate counseling interventions.
- 2. Students will demonstrate an understand of the significance of current professional research and practice in the field, so they begin to develop a personal counseling model.
- 3. Students will demonstrate awareness of the self as a helper, the goals of counseling including wellness and prevention, characteristics and behaviors that impact the helping process, human behavior, and strategies for optimizing human potential.

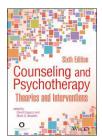
In accordance with CACREP best practices standards for all counselors-in-training development, the following areas will be promoted in this course:

(IIF5: Counseling and Helping Relationships)- Studies that provide an understanding of the counseling process in a multicultural society, including the following:

CACREP Standard	Activity	SLOs
<ul> <li>a. Ethical standards of professional organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling (IIF1i);</li> </ul>	Theory Summaries	SLO1
b. multicultural and pluralistic characteristics within and among diverse groups nationally and internationally (IIF2a);	Theory Summaries	SLO1

C.	theories and models of multicultural counseling, cultural identity development, and social justice and advocacy (IIF2b);	Theory Summaries	SLO1	
d.	multicultural competencies (IIF2c);	Theory Summaries	SLO1	
e.	impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individual's views of others (IIF2d); and the impact of spiritual beliefs on clients' and counselors' worldviews (IIF2g)	Counseling Beliefs Paper	SLO1	
f.	strategies of identifying and eliminating barriers, prejudices, and processes of intentional and unintentional oppression and discrimination (IIF2h);	Counseling Beliefs Paper	SLO1	
g.	developing relevant counseling treatment or intervention plans_(IIF5h);	Theory Summaries	SLO2	
h.	Counselor characteristics and behaviors that influence helping processes (IIF5f);	Integrative Theory Paper	SLO3	
i.	theories and models of counseling (IIF5a); a systems approach to conceptualizing clients (IIF5b); process for aiding students in devel- oping a personal model of counseling (IIF5n)	Theory Summaries	SLO2	
j.	systemic and environmental factors that affect human development, functioning, and behavior (IIF3f)	Theory Summaries	SLO2	
1.	Theories for facilitating optimal development and wellness over the life span (IIF3i);	Theory Summaries	SLO2	
1.	the importance of research in advancing the counseling profession, including how to critique research to inform counseling practice (IIF8a);	Integrative Theory Paper	SLO2	
Stand	Standards for Clinical Mental Health Counseling (CMHC) track			
1.	Theories and models related to clinical mental health counseling (CMHC:VC1b);	Theory Summaries	SLO1	

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



Capuzzi, D. & Stauffer, M. D. (2016). Counseling and psychotherapy theories and interventions. American Counseling Association.



American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). American Psychological Association.

# **Recommended Textbook(s):**



Erford, B. (2019). 45 techniques every counselor should know. (3rd ed.). Pearson.

\*\*\* A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. \*\*\*

Required Video (available through TAMUCT library, databases, psychotherapy.net):



Counseling and Psychotherapy Theories in Context and Practice

Sommers-Flanagan, J. & Sommers-Flanagan, R. (2014). *Counseling and psy-chotherapy theories in context and practice* [Video]. Psychotherapy.net, LLC.

#### COURSE REQUIREMENTS/METHODS OF EVALUATION EMPLOYED

<u>Self-Reflection Counseling Beliefs Paper</u> (20 points): Self-discovery and reflection are keystones of the counseling profession. The purpose of the self-reflection paper is to enable consideration of intersections among beliefs about yourself, your worldview (including concepts of spiritual and / or religious truths), your view of human nature, and the ethical obligations and responsibilities of professional counselors.

- Paper will be 4-5 pages (APA formatting; page requirement does not include the cover page);
- Address the following areas:
  - o What role does the counselor play in the counseling process?
  - How do people change?
  - What are your personality characteristics and / or experiences that will make you an effective counselor?
  - What are your biases or judgments that may interfere with you becoming an effective counselor?

Integrative Theory Paper (50 points): Integrate your knowledge of theories and conceptualize an integrative theory that fits your personality and belief system (world view) about human growth and development. Reflect on how your personal counseling beliefs have changed or remained the same from your initial self-reflection counseling beliefs paper. Combining this reflection with your knowledge of counseling theories, describe and justify an integrative theory that fits with your personality and belief system (world view) about human growth and development.

- Paper should be 7-9 pages (**APA formatting**); Must include a cover page, abstract, and reference page.
- Must use a minimum of 5 peer-reviewed sources outside of the textbook.
- Describe your integrative theory (should be 2 or more existing theories) in relation to the population you hope to work with:
  - Which existing theories influenced your integrative theory?
  - How does your integrative theory align / misalign with your worldview and how do you reconcile any areas of disconnection?
  - o What aspects of your integrative theory do you find particularly relevant?
  - o How do you see the therapeutic relationship forming within this theory?
  - o How do you measure progress using your theoretical model?
  - o How do you see your integrative theoretical model evolving over time?

<u>Integrative Theory Presentation</u> (15 points): Students will conduct a 8-10 minute presentation in class about their integrative theory. The presentation will cover the following points:

- Brief overview of the theories chosen;
- How the theories complement each other (work well together);
- How do you see your integrative theory evolving over time.

<u>Theory Summaries</u> (20 points each x 5 theory summaries = 100 points): You will complete 5 theory summaries on the different theories throughout the semester. For each theory summary, you will pick one theory from a list posted on canvas to focus on. Each summary should be 3-4 pages (APA formatting; include a cover page & reference page – no abstract needed). The assignment should be submitted on canvas in word format (not pdf).

- Discuss how this theory aligns with your worldview or does not align with your worldview;
- Discuss how change occurs (through the lens of the assigned theory);
- Describe the counselor's role in the theory;
- Explain the goal(s) for counseling (through the lens of the theory);
- List two interventions (counseling techniques) commonly used with the theory and explain how you would implement these interventions when working with clients. Provide examples of how the interventions help achieve the overarching goals of counseling;
- Support your summary using the textbook and outside resources; include in-text citations and references (remember, each chapter has a different author).

**Final Exam** (50 points): A final exam worth 50 points will be given the last week of class. The exam will cover all the topics from week 1 to week 15. The exam will be multiple choice and available via the Canvas platform. You will be given 3 hours to complete the exam and it must be completed in one sitting.

\*\*Alternative Assignment (10 points): APA formatting is required throughout this course and other courses in the CMHC program. Students can earn 10 points this semester by visiting the University Writing Center with a rough draft of a paper and meet with a UWC tutor to review APA formatting as well as professional writing techniques. These points can be used in lieu of a theory case conceptualization. To receive credit for one theory case conceptualization (10 points), the student must email the instructor with the date, time, and name of tutor they met with at the UWC and the rough draft that was reviewed. <a href="https://www.tamuct.edu/coas/coas-special-topics/uwc.html">https://www.tamuct.edu/coas/coas-special-topics/uwc.html</a>

# **Grading Criteria and Conversion**

Grades will be determined by how many points are earned over the semester. The menu of evaluations and their points appears next:

# **Nature of Activity Point Potential**

Activity	Points
Self-Reflection Counseling Beliefs Paper	20
Integrative Theory Paper	50
Integrative Theory Presentation	15
Theory Summaries (20 points each x 5)	100
Final Exam	50
Total	235

# **Grade Equivalent**

A = 211.5 to 235 points

B = 188-211.49 points

C = 164.5-187.99 points

D = 141 to 164.49 points

F = 0 to 140.99 points

**Posting of Grades:** Grades will be posted on the Canvas Gradebook. I will do my best to post grades within two weeks of assignment submission. Please check Canvas for grades and feedback on assignments.

Late work policy: You can request one (1) 48-hour extension on an assignment. Please send an email to request this extension. Assignments will have due dates posted in Canvas (typically Monday evenings 11:59pm). Assignments will not be eligible for credit (i.e., grade of 0 assigned) if they are not submitted within one week of the posted deadline. If significant (documented) life events (e.g., illness) interfere with your ability to meet a deadline, you and the instructor will discuss whether late submission will result in loss of points and/or if submission past the 1-week cutoff would be permissible. The final decision will be made by the instructor.

\*\*\*Attendance policy: Class attendance is required and crucial to your development as a student and future counselor. Please send an email if you will be absent from any class. You will be allowed one absence with no penalty. There will be a grade reduction (5-point deduction to your total points for

the class) for each unexcused absence after the first.

**Plagiarism Note**: Plagiarism constitutes using others' ideas, words, or images without properly giving credit to those sources. If you turn in any work with your name attached to it, I assume that work is your own and that all sources are specified and acknowledged in the text (with quotations and/or proper citations). If this is not the case, I will follow university policy concerning plagiarism. All cases of plagiarism (intentional and unintentional) will be reported to student affairs and the student may receive a <u>zero</u> on the assignment. For more information on <u>academic integrity</u>, see the university webpage: <a href="https://www.tamuct.edu/student-affairs/academic-integrity.html">https://www.tamuct.edu/student-affairs/academic-integrity.html</a>.

# COURSE CALENDAR

# Class Meets Mondays 6:00-8:45 pm unless otherwise indicated on the calendar; all assignments due Mondays 11:59 pm

Week	Assigned Readings / Videos	Assignments Due
Week 1: August 22, 2022	Introductions Syllabus review Presentation by UWC	
Face to Face Class	Chapter 1: The Helping Relationship	
Week 2: August 29, 2022	Chapter 2: Diversity & Social Justice Issues	Self-Reflection Counseling Beliefs Paper
Face to Face Class		
Week 3: September 5, 2022 Face to Face Class	Labor Day Holiday - No C	lass
Week 4:	Charten 2. Decale and letter Theorem	T
September 12, 2022	Chapter 3: Psychoanalytic Theory Chapter 4: Jungian Analytical Theory	
Face to Face Class		
Week 5: September 19, 2022 *ASYNCHRONOUS	Chapter 5: Adlerian Theory  Sommers-Flanagan, J. & Sommers-Flanagan, R. (2014). <i>Counseling and psychotherapy theories in</i>	***Participation in discussion board re- quired for attendance credit. ***
CLASS	context and practice [Video]. Psychotherapy.net, LLC. (forward to section 29:40)	
Week 6: September 26, 2022	Chapter 6: Existential Theory	Theory Summary # 1
Face to Face Class		
Week 7: October 3, 2022	Chapter 7: Person Centered Theory	
Face to Face Class		
Week 8: October 10, 2022	Chapter 8: Gestalt Theory	Theory Summary # 2
	Sommers-Flanagan, J. & Sommers-Flanagan, R. (2014). <i>Counseling and psychotherapy theories in</i>	

*ASYNCHRONOUS CLASS	context and practice [Video]. Psychotherapy.net, LLC. (forward to 01:41:05)	***Participation in discussion board re- quired for attendance credit. ***
Week 9: October 17, 2022	Chapter 9: Cognitive Behavior Theories	
Face to Face Class		
Week 10: October 24, 2022	Chapter 10: Dialectical Behavior Theory	
Face to Face Class		
Week 11: October 31, 2022	Chapter 13: Family Theory	Theory Summary # 3
*ASYNCHRONOUS CLASS	Sommers-Flanagan, J. & Sommers-Flanagan, R. (2014). <i>Counseling and psychotherapy theories in context and practice</i> [Video]. Psychotherapy.net, LLC. (forward to section 3:59:50).	***Participation in discussion board required for attendance credit. ***
Week 12: November 7, 2022	Chapter 12: Reality Therapy / Choice Theory	
Face to Face Class		
Week 13: November 14, 2022	Chapter 16: Solution Focused & Narrative Therapies	Theory Summary # 4
Face to Face Class		
Week 14: November 21, 2022	Chapter 14: Feminist Theory Sommers-Flanagan, J. & Sommers-Flanagan, R.	Integrative Theory Paper
*ASYNCHRONOUS CLASS	(2014). Counseling and psychotherapy theories in context and practice [Video]. Psychotherapy.net, LLC. (forward to section 3:15:05).	***Participation in discussion board required for attendance credit. ***
Week 15: November 28, 2022	<b>Integrative Theory Presentations</b>	<b>Theory Summary # 5</b>
Face to Face Class	Final Exam opens on November 28 <sup>th</sup> at 9:00 p.m. and closes December 5 <sup>th</sup> at 11:59 p.m. Exam must be taken during that window.	
Week 16: December 5, 2022	Final Exam	

<sup>\*\*</sup>Professor reserves the right to amend the syllabus at any time\*\*\*

# ACADEMIC CALENDARS AND REGISTRATION SCHEDULES

The following calendar is proposed and  $\mbox{\bf scheduled to change}$  without notice.

Date	Description
September 23, 2021	Fall Semester Admissions Application Opens
January 15, 2022	Priority Deadline for Federal Application for Financial Aid (FAFSA)
March 21, 2022	Advising for Summer and Fall Begins
March 21, 2022	Class Schedule Published for Fall Semester
April 4, 2022	Registration Opens for Fall Semester
April 18, 2022	Spring Semester Admissions Application Opens
June 1, 2022	Educator Preparation Program (Teacher and Principal) Application Deadline
June 13, 2022	Deadline for Scholarship Applications for the Fall Semester
June 22, 2022	Priority Deadline for International Student Admissions Applications
July 1, 2022	School Counselor Program Application deadline (Fall)
July 22, 2022	Priority Deadline for VA Certification Request (Fall)
August 1, 2022	Summer Semester Admissions Application Opens
August 12, 2022	Priority Deadline for Admissions Applications
August 19, 2022	Deadline for Tuition and Fee Payments (16- & First 8- Week Classes)
August 22, 2022	Classes Begin for Fall Semester
August 22, 2022	Add, Drop, and Late Registration Begins for 16- and First 8-week Classes \$25 Fee assessed for late registrants
August 24, 2022	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
August 29, 2022	Deadline to Drop First 8-week Classes with No Record
September 1, 2022	Superintendent Program Application Deadline
September 1, 2022	Educator Preparation Program (Teacher and Principal) Application Deadline
September 7, 2022	Deadline to drop 16-week Classes with No Record (Census)
September 30, 2022	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
September 30, 2022	Student End of Course Survey Opens (First 8-Week Classes)
October 14, 2022	Classes End for First 8-week Session
October 14, 2022	Deadline to Withdraw from University for First 8-Week Classes (WF)
October 14, 2022	Deadline for Admissions Applications
October 14, 2022	Deadline for Tuition and Fee Payments (Second 8- Week Classes)
October 15, 2022	Deadline for Clinical Teaching Applications
	Add, Drop, and Late Registration Begins for Second 8- Week Classes \$25 Fee assessed for late registrants
October 17, 2022	Classes Begin for Second 8-Week Session

	Class Schedule Published For Spring Semester Advising Begins for Spring Semester
	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
October 18, 2022	Student End of Course Survey Closes (First 8-Week Classes)
October 19, 2022	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
October 24, 2022	Deadline to Drop Second 8-Week Classes with No Record
October 28, 2022	Deadline for Graduation Application for Fall Ceremony Participation
October 31, 2022	Registration Opens for Spring Semester
November 1, 2022	Clinical Teaching Placement Form Deadline
November 1, 2022	School Counselor Program Application deadline (Spring)
November 1, 2022	Deadline for GRE/GMAT Scores to Graduate School Office
November 4, 2022	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 10, 2022	Deadline for Final Committee-Edited Theses with Committee Approval Signatures
November 11, 2022	Veteran's Day
November 17, 2022	Priority Deadline for International Student Admissions Applications
November 18, 2022	Deadline for Scholarship Applications for the Spring Semester
November 20, 2022	Deadline for Final Committee-Edited Theses Fall Semester with Committee Approval Signatures to Graduate School Office
November 24-25, 2022	Thanksgiving
November 25, 2022	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
November 25, 2022	Student End of Course Survey Opens (16- and Second 8-Week Classes)
December 2, 2022	Priority Deadline for VA Certification Request (Spring)
December 9, 2022	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 9, 2022	Fall Semester Ends
December 9, 2022	Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
December 9, 2022	Deadline for Fall Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee
December 9, 2022	Fall Commencement Ceremony Bell County Expo 7 pm
December 13, 2022	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
December 13, 2022	Deadline for Theses to Clear Graduate School Office for Fall Semester
December 13, 2022	Student End of Course Survey Closes (16- and Second 8-Week Classes)

#### TECHNOLOGY REQUIREMENTS AND SUPPORT

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

#### **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 <u>Access & Inclusion</u> 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 <u>information regarding the student conduct process</u>, [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may <u>submit a referral</u>, [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 <u>Drop Request</u> Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eisprod.ec.tamuct.edu:443/samlsso&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 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 <a href="Student Affairs">Student Affairs</a> [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 <a href="requirements and guidelines">requirements and guidelines</a> 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.

To schedule tutoring sessions and view tutor availability, please visit <u>Tutor Matching Services</u> [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]. 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]

# **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 <a href="WCOnline">WCOnline</a> [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.

#### 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 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 <a href="Ittle IX webpage"><u>Title IX webpage</u></a> [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 <u>Behavioral Intervention Team</u> 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.