

**Course number, Course CRN, COURSE TITLE
MFT 5397-120, 80616, Clinical Practicum V**

Fall 2022

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

This is a web enhanced course which meets face-to-face ten times and the rest of the time will be spent doing online asynchronous learning activities. Be sure to note the face-to-face classes dates listed in the Course Calendar. The online interactions for the course will rely on TAMUCT's learning management system (Canvas). See the Technology Requirements section of the syllabus for more information on accessing and using Canvas. See the Course Calendar for dates and times of class meetings.

Course Dates: Aug. 22, 2022 – Dec. 09, 2022

Class Day: Mondays (See Course Calendar for face-to-face meetings)

Class Time: 2pm-4:45pm

Location: Warrior Hall 311 & CANVAS

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Felicia J. Holloway, PhD, LPC-S, LMFT-S

Office: WH 318-O

Email: fholloway@tamuct.edu

Office Hours:

My office hours will be on Mondays from 11:00 AM – 1:30 PM and Tuesdays 10:00am-3:30pm (Tuesday appts are virtual only and an appt via Bookings is required).

An appointment time during any of my office hours may be made via Bookings.

Use the link below to make an appt via Bookings:

<https://outlook.office365.com/owa/calendar/DrHollowaysAdvisingCalendar@tamuct.onmicrosoft.com/bookings/>

I can accommodate meeting other times as well by emailing a request to me that indicates 2-3 alternative meeting dates and times. I will respond to your request and confirm my availability.

Student-instructor interaction

My goal is to ensure there are open lines of communication between you and I that are easily accessible and effective. Taking time during our class period to ask questions is an expedited way to gather needed information, so I highly encourage you to do so. Please keep in mind that our learning environment is collaborative and should allow all students to contribute to the learning process. With that in mind, please be self-aware about thoughtfully contributing to class as well as intentionally making space for others' contributions. If a question occurs outside of our class meetings, an Email is the most effective way to reach me. Monday-Friday I check emails daily and respond within two business days. If you email me on the weekend or a holiday, I will make every effort to reply to your email by the following business day.

If you would like a meeting outside of class, I am available during my office hours. To confirm

time is set aside for your academic needs, please use the link below to make an appointment via Bookings:

<https://outlook.office365.com/owa/calendar/DrHollowaysAdvisingCalendar@tamuct.onmicrosoft.com/bookings/>

You may also email me directly for other available times for appointments.

Respect for Diversity:

I desire that all student diversity in experience and perspective be valued in and out of class. My intent is that students' diverse learning needs are addressed and that materials and activities respect and honor diversity. Student suggestions and ideas are encouraged and welcomed. Students can feel free to contact me to discuss how to support the effectiveness of the course for themselves or other groups of students. In addition, during the beginning of the semester we will collectively create a community agreement that will be a collaborative effort to set a framework for a respectful and inclusive learning environment.

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].

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 [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - o [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 INFORMATION

Course Overview and description

Gain experience in marriage and family therapy by providing therapy services in the on-campus clinic and additional approved practicum sites while under supervision of the Marriage and Family Therapy faculty. Demonstrate appropriate levels of competency, assessed through direct supervision, video supervision, as well as case conference, maintaining appropriate documentation of clinical work, and meeting clinical hours requirement as described in the departmental handbook. Prerequisite(s): MFT 5301, MFT 5307, MFT 5383 and MFT 5391.

Course Objective or Goal

Students will:

1. Demonstrate basic and systemic therapeutic techniques. (SLO-2)
2. Assess how contextual issues affect individual lives and relational dynamics. (SLO-3)
3. Formulate and execute treatment plans based on individual issues, relational dynamics, and contextual issues. (SLO-4)
4. Assess the influence of their social location and personal experiences on the conceptualization and intervention of cases. (SLO-5)

Class relevant Core Competencies (CCs) from the Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE) are:

2.1 Students will demonstrate the ability to conceptualize client systems through a MFT lens.

2.1.2.1 Students will describe members of client systems, including identified patient, significant others, relevant identifiers, and background information. Addresses CCs 1.3.2, 1.5.3, 2.3.7, and 5.3.2.

2.1.2.2 Students will identify the client system's presenting problem. Addresses CCs 1.3.1 and 2.3.9.

2.1.2.3 Students will analyze client systems using various MFT theoretical concepts of their choosing (e.g. Structural Therapy, Solution-Focused, Narrative, etc.) by developing appropriate hypotheses regarding the client system based on these concepts. Addresses CCs 1.1.1, 1.1.2, 1.2.1, 2.2.3, 2.3.8, 4.1.1, and 4.1.2.

2.2 Students will clinically assess client systems.

2.1..1 Students will assess an IP's mental status and diagnose them according to the latest version of the DSM. Addresses CCs 1.2.2, 2.1.1, 2.1.2, 2.1.5, 2.1.6, 2.3.1, and 2.3.4.

2.1..2 Students will assess medical issues that should be considered in assessment and treatment. Addresses CCs 2.2.5 and 3.1.3. 2.1..3 Students will assess relevant legal and ethical issues as they arise in therapy. Addresses CCs 3.3.6, 3.4.3, 5.1.1, 5.1.2, 5.1.4, 5.2.1, 5.3.4, 5.3.5, and 5.3.6.

2.1..4 Students will recommend appropriate medical, psychiatric, or other support referrals as they arise in therapy. Addresses CCs 1.2.3, 2.2.4, and 3.5.2.

2.1..5 Students will develop prognoses of client systems, appropriate treatment modalities, and appropriate frequency of therapy. Addresses CCs 1.3.2, 1.4.1 and 2.1.2.

2.1..6 Students will evaluate their assessment in light of contextual and systemic factors. Addresses CCs 2.4.1, 2.4.2, 2.4.3, and 2.4.4.

2.3 Students will critically analyze and further develop their approach to therapy.

2.1..1 Students will analyze how MFT theories are used with various client and contraindications of use of theories. Addresses CCs 1.1.1, 1.1.2, 1.1.4, 2.1.6, 2.3.3, 2.4.2, 3.1.1, 4.1.1, 4.1.2, 4.2.1, 4.3.1, 4.5.3, and 5.3.8.

2.1..2 Students will articulate how change occurs based on use of theories. Addresses CCs 2.2.1, 3.3.3, 4.2.2, and 4.3.1

2.1..3 Students will consider how client factors and contextual factors influence student's therapeutic approach Address CCs 1.2.1, 1.2.2, 2.1.1, 2.1.2, 2.2.3, 4.3.1, 4.5.2, and 5.4.2.

2.1..4 Students will define their role in the therapeutic process. Addresses CCs. 1.3.6, 3.5.1, 5.3.10, and 5.4.2.

2.4 Students will assess the influence of their social location and personal experiences on the conceptualization and intervention of cases.

2.1..5 Students will identify their social location. Addresses CCs 1.2.1 and 3.4.5

2.1..6 Students will be conscious of and analyze their reactions and interactions with clients. Addresses CCs 3.4.5, 5.3.10, and 5.4.2.

2.1..7 Students will articulate how social location and personal experiences influences therapeutic work. Addresses CCs 3.4.5, 5.3.10, 5.4.2, and 5.5.2.

2.5 Students will complete program practicum requirements legally, ethically, and competently.

2.1..8 Students will comply with federal, state, and local laws regarding necessary client contact practicum hours, liability insurance, HIPAA, etc. Addresses CCs 5.1.1 and 5.3.9.

2.1..9 Students will understand and explain the rules and practices of their practicum sites Address CCs 1.3.4 and 5.1.3.

2.1..10 Students will report documentation in accordance with legal and ethical obligations (e.g. HIPAA compliant). Addresses CCs 1.5.2 and 1.5.3.

2.1..11 Students will solicit and integrate supervisor feedback. Addresses CCs 2.5.1, 4.3.12, 4.5.1, 5.2.4, 5.5.2, and 5.5.3.

Ethics

Students are expected to conduct themselves in a professional and ethical manner at all times. They are expected to maintain confidentiality of all information related to clients, as well as all information related to cases presented in practicum class. This is the student's responsibility regardless of procedures in place at the site. Students are responsible to know and follow legal and ethical confidentiality practices of the field placement site, as well as applicable codes of ethics. Knowledge of HIPAA and/or FERPA is expected.

In addition, students shall not use any client identifying information in any practicum documentation, including tapes. Students shall secure tapes and other client information that may be necessary for class in a way that is secure, legal, and ethical. Tapes, transcripts, case studies, or other client information used for class shall be destroyed in an appropriate manner (i.e., shredding) as soon as they have been evaluated unless it is the policy of the site to maintain and secure all tapes. Any questions regarding confidentiality must be discussed with the university instructor as well as the site supervisor.

Committing an ethical violation during practicum would have academic consequences. At minimum, the supervisor's evaluation (which includes an ethics component) will reflect the ethical violation(s). Depending on the severity of the violation, the student's response to becoming aware of the violation, and other circumstances, an ethical breach could potentially result in failure of the course. All students must have appropriate liability insurance for the duration of their practicum experience or their hours will not be counted.

Required Reading and Textbook(s)

The purpose of this course is for gaining clinical experience; students should already have sufficient knowledge on theory and technique to begin practice. As such, there are no required textbooks for this course.

The following texts are **recommended**, not required. The professor may also instruct students to read additional materials on topics relevant to cases they are treating for the purpose of better client care.

Recommended texts:

American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text revision). APA.

Gehart, D. R., & Tuttle, A. R. (2003). *Theory-based treatment planning for marriage and family therapists: Integrating theory and practice*. Brooks/Cole-Thomson Learning.

COURSE REQUIREMENTS

All assignments must be the student's own work (see the academic integrity section). Do not copy directly from the text or research articles when completing assignments. Written work must follow the American Psychological Association (APA), 7th ed. publication guidelines when indicated. Assignment due dates are indicated on the Course Calendar.

Attending group and individual supervision is ethical and crucial for beginning therapists. More than one unexcused absence from class meetings will result in failing this course. If a student experiences any difficulty attending the class, they should speak to the instructor as soon as possible.

Assignments:

- 1. Self-Inventory (Pass/Fail)** – This form is posted on Canvas. Please complete it and submit it on Canvas by due date listed in the Course Calendar. (Addresses Student Outcome 2 & 4)
- 2. Theory of Change Assignment (Pass/Fail)** – Students will create a 1–2-page outline of the model they plan to use in practicum. The outline should highlight their chosen model's key components, how problems occur, how change occurs according to the model, key techniques, and general family therapy goals as well as the role of the therapist. In addition, students should identify and list on a separate APA format reference page 2 books that will guide their conceptualization of cases using the model. These books should not be textbooks but primary sources that provide a rich understanding of their chosen model. A list of examples will be provided by the professor. (Addresses Student Outcome 1-3)
- 3. Case Presentations (Pass/Fail)** - Each student should sign up for 2 formal presentations (with written handouts) on the first day of class. Each presentation should include information about one of the student's current cases, including a 10-minute video segment or a live session, if possible, for group review. The case presentation handout format should follow the template provided on Canvas. This assignment is intended for the student to learn how to analyze and summarize current clinical cases from their

practicum site. The student is also expected to identify current needs/issues and present it orally for peer consultation and feedback. The instructions for this assignment are below.

Client identifying information such as full names should NOT be used in this assignment. Please use **an** initial or fake name instead. The written portion should contain the following: Genogram, relevant demographic information, assessment/diagnostic evaluation, individual, couple, or family strengths, theoretical model(s) applied to case and course of treatment, and assistance needed. The written portion should be available for students and the professor during the presentation. All students in the class are expected to actively participate the discussion with questions, comments, observations, and suggestions. The case presentation handout is due in Canvas in the designated Discussion Board by 5 pm the day before the presentation (i.e., Sunday at 5 pm) so it is available to the class in advance. (Addresses Student Outcome 1-4)

4. **Required Paperwork (Pass/Fail)** - Students are required to complete clinical hour logs each week and obtain faculty and clinical supervisor's signatures. Students must complete all paperwork required by the program and department. Failure to complete required paperwork on a timely manner is unethical. (Addresses Student Outcome 1-4)
5. **Supervisor Evaluations (Pass/Fail)** - The faculty supervisor will meet with students for individual or group supervision and will sign their hour logs. Both faculty and site supervisors are required to submit an evaluation for the student at the end of the practicum experience. Semester grade of this practicum class will depend on the faculty supervisor's evaluation. (Addresses Student Outcome 1-4)
6. **Liability Insurance (Pass/Fail)** - All students must have appropriate liability insurance. Practicing without liability insurance is grounds for failing the course and disqualify from the program.

Grading Criteria Rubric and Conversion

This class is designated as a pass/fail course. In order to receive a pass for this course, students have to receive pass on ALL assignments described above. If students have any concerns or difficulties completing the class tasks/assignments, please talk with the professor at least two weeks before each deadline so that she can provide individualized assistance or discuss alternative assignments. In general, students receive oral or written feedback on their assignments within, approximately, 2 weeks of their submission.

Posting Grades

Grades will be posted in Canvas approximately 2 weeks after submission. Grades will be posted on the Canvas grade book where students can monitor the status of their grade easily. **There will be no negotiation of grades or course policies. Students should be diligent in working toward the grade they desire in this course.**

COURSE OUTLINE AND CALENDAR

Class Date/Format	Topic	Assigned Readings/Viewings	Assignment Due
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Week 1 – 8/22 Face to Face	Introduction to Course	Syllabus	Case Presentation Form: Due Sunday by 5pm Liability Insurance, Liability Release, Statement of Confidentiality, Practicum Site Agreement & Self-Inventory: Due Sunday by 11:59pm
Week 2 – 8/29 Face to Face	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 3 – 9/5 Synchronous Online Meeting	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 4 – 9/12 Face to Face	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 5 – 9/19 Synchronous Online Meeting	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 6 – 9/26 Face to Face	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 7 – 10/3 Face to Face	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 8 – 10/10 Synchronous Online Meeting	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 9 – 10/17 Face to Face	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 10 – 10/24 Synchronous Online Meeting	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 11 – 10/31 Face to Face	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 12 – 11/7	Consultation		Weekly Log: Due Monday in Canvas by 11:59pm

Synchronous Online Meeting			
Week 13 – 11/14 Face to Face	Case Presentation		Weekly Log: Due Monday in Canvas by 11:59pm Case Presentation Form: Due Sunday by 5pm
Week 14 – 11/21 Synchronous Online Meeting	Consultation		Weekly Log: Due Monday in Canvas by 11:59pm
Week 15 – 11/28 Face to Face	Consultation & Reflection (Schedule Individual Supervision)	Self-Inventory Reflection	Weekly Log: Due Monday in Canvas by 11:59pm
Week 16 – 12/5 Synchronous Online Meeting	Individual Supervision & Evaluation		Weekly Log: Due Friday in Canvas by 11:59pm Final Evaluation, Final Weekly Log & Summary Sheet: Due Friday by 11:59pm

(Course Calendar may be altered by the instructor throughout the semester as needed.)

Important University Dates

You can access the current Academic Calendar at the link below for important university dates:

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

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

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

Canvas Support

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

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

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum

computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central, 24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<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 [Access & Inclusion](#) 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>].

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].

Drop Policy

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

[[9](https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-</p></div><div data-bbox=)

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 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.

Student Counseling Center

The Student Counseling Center is a place where students can go for no-cost services to get help to handle day-to-day challenges and encourage their personal growth and development.

The Student Counseling Center provides services ranging from assistance with anxiety, depression, relationship concerns to crisis intervention. Students get personal assistance, tailored to their needs, in a welcoming and comfortable atmosphere.

Services — including counseling sessions up to once a week — **are at no additional cost** while students are currently enrolled at Texas A&M University-Central Texas.

For more information about the counseling center, students should visit the website, <https://www.tamuct.edu/student-affairs/student-counseling.html>, or call to make an appointment at (254) 501-5955.

Campus Cupboard

The Campus Cupboard is a student-run food pantry built to serve all students, staff, and faculty in need of assistance. Stocked with food, the cupboard acts as a safety net for the TAMUCT community. Food is provided at no cost. No proof of income or US citizenship is required. New clients will be asked to complete a New Client Form. All information is kept confidential and only recorded for statistical purposes. For more information, email tamuctcupboard@tamuct.edu or call 254-501-5909. More information about Campus Cupboard openings can also be found at <https://tamuct.edu/student-affairs/campus-cupboard.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.

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 [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]

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 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 [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.