

**Course number, Course CRN, COURSE TITLE**

EDUC 4691-160, CRN- 80640, METHODS OF EFFECTIVE TEACHING

**Fall 2022**

Texas A&M University-Central Texas

**COURSE DATES, MODALITY, AND LOCATION****Mode of instruction and course access:**

This course is a field-based practicum course involving some face-to-face instruction. However, the majority of your learning will take place during clinical teaching placement. The first day on the placement campus is August 8, the Clinical Teaching Orientation is August 12, 2022, and the last regular class meeting will be December 2, 2022. This ending date may change based on SBEC rule or if additional make up days are needed due to a student's absences.

This course uses the Canvas Learning Management System for information and resources <https://tamuct.instructure.com/courses/2277>. Course information and forms are on the Educator Preparation Services EPS CANVAS PAGE (there is no course CANVAS page for EDUC 4691).

Coursework is submitted to your ShareFile folder. Information on submissions will be made available to you at orientation and posted on the Educator Preparation Services Canvas Page. Question regarding form submission should be directed to the Accountability, Records and Data Management Coordinator.

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Mary Derrick

**Phone:** (254) 371-5257

**Email:** mderrick@tamuct.edu

**Office Hours:** By appointment

**Student-instructor interaction**

As this course is critical to your growth and development as a teacher, I am readily available to you. You can reach me at any time by email or by phone. If you would like to request a conference, please email me and I will get back to you with available times. If I am unavailable and you need to speak with someone about your placement or in an emergency, Contact Educator Preparation Services (254) 519-8737.

**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:

- 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]
- Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
- 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**

#### **EDUC 4691. Clinical Teaching. 6 Credit Hours.**

Explore supervised clinical teaching in the public schools at the appropriate level (PK-12). A demonstration of proficiency in the application of effective teaching practices and classroom management strategies is required. Prerequisite(s): Admission to Clinical Teaching and the successful completion of designated content area of the Texas Examination of Educator Standards (TExES): Concurrent enrollment in EDUC 4335 or permission of department chair. Field experience fee - \$75.

### **Course Objective or Goal and Student Learning Outcomes**

The clinical teacher will demonstrate effective teaching practices at a proficient level in a field-based setting while developing into a professional educator. This course seeks to develop the clinical teacher to be proficient in multiple standards required for Texas Educators. The evaluation of Clinical Teachers will be based on the student learning outcomes identified in the Texas Teacher Evaluation and Support System (T-TESS) rubric domains 1-4, and the Clinical Teacher Evaluation and Support System (C-TESS) rubric domain 5.

### **Competency Goals Statements (certification or standards)**

#### **PPR STANDARDS:**

The State of Texas has developed the following standards for all Texas Teachers: Teacher Standards, Professional Roles & Responsibilities Standards, and Technology Standards. These standards were utilized to define what the clinical teacher will know or be able to do upon successful completion of this course. The student learning outcomes are categorized into four domains: Domain 1 Planning, Domain 2 Instruction, Domain 3 Learning Environment, and Domain 4 Professional Practices & Responsibilities.

### **Domain 1 Planning.**

Dimension 1.1 Standards & Alignment. The clinical teacher designs clear, well-organized, sequential lessons that reflect best practice, align with standards and are appropriate for diverse learners. The clinical teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.

Dimension 1.2 Data & Assessment. The clinical teacher uses formal and informal methods to measure student progress, then manages and analyzes student data to inform instruction.

Dimension 1.3 Knowledge of Students. Through knowledge of students and proven practices, the clinical teacher ensures high levels of learning, social-emotional development and achievement for all students.

Dimension 1.4 Activities. The clinical teacher plans engaging, flexible lessons that encourage higher-order thinking, persistence and achievement.

### **Domain 2 Instruction.**

Dimension 2.1 Achieving Expectations. The clinical teacher supports all learners in their pursuit of high levels of academic and social-emotional success.

Dimension 2.2 Content Knowledge & Expertise. The clinical teacher uses content and pedagogical expertise to design and execute lessons aligned with state standards, related content and student needs.

Dimension 2.3 Communication. The clinical teacher clearly and accurately communicates to support persistence, deeper learning and effective effort.

Dimension 2.4 Differentiation. The clinical teacher differentiates instruction, aligning methods and techniques to diverse student needs.

Dimension 2.5 Monitor & Adjust. The clinical teacher formally and informally collects, analyzes and uses student progress data and makes needed lesson adjustments.

### **Domain 3 Learning Environment.**

Dimension 3.1 Classroom Environment, Routines, & Procedures. The clinical teacher organizes a safe, accessible and efficient classroom.

Dimension 3.2 Managing Student Behavior. The clinical teacher establishes, communicates and maintains clear expectations for student behavior.

Dimension 3.3 Classroom Culture. The clinical teacher leads a mutually respectful and collaborative class of actively engaged learners.

### **Domain 4 Professional Practices & Responsibilities.**

Dimension 4.1 Professional Demeanor & Ethics. The clinical teacher meets district expectations for attendance, professional appearance, decorum, procedural, ethical,

legal and statutory responsibilities.

Dimension 4.2 Goal Setting. The clinical teacher reflects on his/her practice.

Dimension 4.3 Professional Development. The clinical teacher enhances the professional community.

Dimension 4.4 School Community Involvement. The clinical teacher demonstrates leadership with students, colleagues, and community members in the school, district and community through effective communication and outreach.

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

Required Textbook:

Yardsticks, Children in the Classroom Ages 4-15

Author: Chip Wood ISBN: 9781892989895

Recommended Textbook:

The New Art and Science of Teaching

Author: Robert J. Marzano ISBN: 9781943874965

Students must download and print the Texas Essential Knowledge and Skills (TEKS) for every Subject/Grade Level in which candidate is seeking certification and the English Language Proficiency Standards. These can be accessed at <https://tea.texas.gov/academics/curriculum-standards/teks/texas-essential-knowledge-and-skills>

### **Required A&M Central Texas University Shirt**

Clinical teachers are required to purchase an approved maroon university shirt for EDUC 4691. The shirt is a collard polo available in the university bookstore in either men's cut or women's cut. This shirt is to be worn to the placement campus at least one day per week.

### **COURSE REQUIREMENTS**

Assignment	Standards	Due
Educator's Code of Ethics/Disclosure & Agreement	PPR Standards: 4 TAC: 228.30 (c)(1), 228.50, 247	August 12, 2022
Daily Classroom Schedule		August 19, 2022
Weekly Attendance Log	TAC 228.25 ( C ) (2)(l)(a); TAC 228 (31 )	Each Monday for the 16 weeks of placement
4 Clinical Teacher Plan for Learning Lesson Plans (Must include ELPS and social/emotional learning	PPR Standards: 1,3	September 9, 2022 September 30, 2022 October 28 ,2022 December 2, 2022

Assignment	Standards	Due
outcomes)		
4 Formal Lesson Evaluations (minimum of 45 minutes each) Evaluation Instrument: Texas Teacher Evaluation and Support System/T-TESS rubric+CTESS domain 4&5	PPR Standards: 1, 2, 3, and 4	Field Supervisor will conduct these <b>quarterly</b> along with the pre-conference and interactive post conference. Cooperating teachers will evaluate C-TESS domain 4&5
4 Clinical Teacher Post Observation Learning Reflections	PPR Standards: 1,2,3	September 9, 2022 September 30, 2022 October 28 ,2022 December 2, 2022
T-CAR effective instruction video artifact 15 minutes unedited uploaded for external evaluation	PPR Standard: 1,2,3,4	November 1, 2022
Professional Opportunities Documentation	PPR Standard: 4	December 2, 2022
T-CAR video of summative (final) observed lesson presentation uploaded for external evaluation	PPR Standard: 1,2,3,4	December 2, 2022
Documentation required for Certification and/or program requirements		December 2, 2022
Cooperating Teacher Evaluation by Clinical Teacher		December 2, 2022
Field Supervisor Evaluation by Clinical Teacher		December 2, 2022

**Grading Criteria Rubric and Conversion**

EDUC 4691 is a satisfactory/unsatisfactory course. Each requirement must be met in order to receive a grade of “Satisfactory” for the course.

A clinical teacher must be rated “Proficient” as evidenced by an overall score in each domain of the Texas Teacher Evaluation and Support System by the end of the clinical teaching placement

to satisfactorily complete this course.

Letter Grade	Description
Satisfactory	<ul style="list-style-type: none"> <li>• Completed all assigned work as outlined in the Course Requirements.</li> <li>• Obtained an overall rating of “Proficient” in each domain of the Texas Teacher Evaluation and Support System’s Four Domains plus Domain 5 of the Clinical Teaching Evaluation and Support System by the end of clinical teaching.</li> <li>• Out of placement no more than 5 days (3 of which must be made up during the week following the last scheduled day in placement).</li> <li>• Recommended for certification by the cooperating teachers(s) and field supervisor.</li> </ul>
Unsatisfactory	<ul style="list-style-type: none"> <li>• The Clinical Teacher did not complete all Clinical Teaching requirements.</li> <li>• The Clinical Teacher was evaluated at a developing/improvement needed level on one or more of the Domains of the Texas Teacher Evaluation and Support System’s Domains or Clinical Teacher Evaluation and Support System Domain 5.</li> <li>• The Clinical Teacher missed more than 5 days in clinical teaching that was not related to a special circumstance as outlined in TAC228 OR missed more than 2 days and did not make up absence 3,4 or 5.</li> <li>• The Clinical Teacher was not recommended for certification by the cooperating teacher(s) or field supervisor.</li> </ul>

### Posting of Grades

EDUC 4691 is a satisfactory/unsatisfactory course. Students must do all assignments and complete all requirements to satisfactorily pass the course and be considered for certification. Final grades will be posted by December 13, 2022.

### Grading Policies

All submissions and documents required during the Clinical Teaching semester must be completed and submitted by the posted due dates. Failure to complete and submit in a timely manner will negatively impact the students Domain 4 dispositions rating on the Clinical Teacher Evaluation and Support System document.

### CALENDARS

Clinical teachers are expected to follow the School District Calendar where they are placed for clinical teaching to include the school’s scheduled daily beginning and ending times, staff development and holidays. If your placement campus is in session, including faculty planning days, you are expected to be at your placement campus.

### CLINICAL TEACHING CALENDAR FALL 2022

## Texas A&M Central Texas Clinical Teaching Calendar Fall 2022

Clinical Teachers are expected to follow the school district calendar where they are placed. This includes the campus' daily scheduled beginning and ending times. **All clinical teachers are expected to follow the campus/district safety procedures related to COVID-19.**

Week	Date**	Time	Location	Assignment/Assessment and <b>deadline</b> dates
<b>1</b>	Week 1 August 8-11	Campus Hours	Placement Campus	First day in Clinical Teaching Placement <b>August 8</b> Campus Staff Development Activities First weekly conference with your cooperating teacher.
	August 12	8:00-4:00	WH 417	TAMUCT Clinical Teacher <b>Orientation 8:00-4:00</b> *Disclosure Agreement, Acknowledge read/receipt of MANUAL, Code of Ethics & TAMUCT Code of Conduct
<b>2</b>	Week 2 August 15-19	11:55 p.m.	Placement Campus	Students arrive, First Days of School [make notes for EDUC 4335 assignment] *Weekly Attendance Log #01 due
<b>3</b>	Week 3 August 22-26	11:55 p.m.	Placement Campus	*Weekly Attendance Log #02 due <b>August 27: EDUC 4335 meets 9:00-1:30</b>
<b>4</b>	Week 4 Aug. 29-Sept.2	11:55 p.m.	Placement Campus	*Weekly Attendance Log #03 due
<b>5</b>	Week 5 September (5)-9	11:55 p.m.	Placement Campus	*Weekly Attendance Log #04 due
				<b>First Observation Round Complete</b>
<b>6</b>	Week 6 September 12-16	11:55 p.m.	Placement Campus	*Weekly Attendance Log #05 due
<b>7</b>	Week 7 September 19-23	11:55 p.m.	Placement Campus	*Weekly Attendance Log #06 due <b>September 24: EDUC 4335 meets 9:00-1:30</b>
<b>8</b>	Week 8 September 26-30	11:55 p.m.	Placement Campus	*Weekly Attendance Log #07 due
				<b>Second Observation Round Complete</b>
<b>9</b>	Week 9 October 3-7	11:55 p.m.	Placement Campus	First day in Clinical Teaching Placement 2 Weekly Teaching Schedule Due to your Field Supervisor via email as soon as it is available (for two placement clinical teachers only) Weekly Attendance Log #08 due
<b>10</b>	Week 10 October (10)-14	11:55 p.m.	Placement Campus	*Weekly Attendance Log #09 due <b>October 15: EDUC 4335 meets 9:00-1:30</b>

Week	Date**	Time	Location	Assignment/Assessment and <b>deadline</b> dates
<b>11</b>	Week 11 October 17-21	11:55 p.m.	Placement Campus	*Weekly Attendance Log #10 due
<b>12</b>	Week 12 October 24-28	11:55 p.m.	Placement Campus	*Weekly Attendance Log #11 due <b>October 29: EDUC 4335 meets 9:00-1:30</b> <b>Teaching Videos Complete/upload due Nov. 1</b>
				<b>Third Observation Round Complete</b>
<b>13</b>	Week 13 Oct. 31-Nov. 4	11:55 p.m.	Placement Campus	*Weekly Attendance Log #12 due
<b>14</b>	Week 14 November 7-(11)	11:55 p.m.	Placement Campus	*Weekly Attendance Log #13 due <b>November 12: EDUC 4335 meets 9:00-1:30</b> <b>End of Semester Surveys</b>
<b>15</b>	Week 15 November 14-18	11:55 p.m.	Placement Campus	*Weekly Attendance Log #14 due
	November 21-25	<b>Thanksgiving Break Week</b>		
<b>16</b>	Week 16 Nov. 28-Dec. 2	11:55 p.m.	Placement Campus	*Weekly Attendance Log #15 due *Weekly Attendance Log #16 due December 2
				<b>Fourth Observation Round Complete</b>
	Clinical Teacher Ceremony & Celebration	Evening during last week of placement	TAMUCT	You will be the guest of honor at an event to celebrate your clinical teaching completion & upcoming graduation.
	End of Placement			<b>All required documents for the course, and certification required documents submitted.</b> <b>*Notify the Educator Prep office when you are hired (district/campus)</b>
				<b>Final Day at Placement Friday, December 2</b>
				<b>December 5-9 Absence Make Up</b>

- \*\* Due to the Challenges of COVID-19 dates are tentative and subject to change. You will follow directives of your field supervisor, instructor, and/or Texas A&M University in association with information and directives from the district in which you are placed.
- OBSERVATIONS: Your four (4) 45 minute [minimum] observations will be scheduled by your Field Supervisor. You will receive an observation schedule informing you of the date/time that they will be on your campus.
- Prior to EACH observation, you must:
  - Send your field supervisor your PLAN FOR LEARNING LESSON PLAN no later than 8:00 a.m. three (3) days before you are to be observed.
  - Your Field Supervisor's response with coaching question will constitute your PRE-CONFERENCE.



- At the conclusion of each observation, you are required to submit your Learning Reflection no later than 48 hours after you have been observed.

### **Important University Dates**

[http://catalog.tamuct.edu/undergraduate\\_catalog/general-information/academic20calendars20and20final20exam20schedule/](http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/)

## **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](mailto: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.*

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy

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

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

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

### Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. 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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

### Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The 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>]

### **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.

### **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]

### **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 [WCOonline](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.

## **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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) 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**.

## **OTHER POLICIES**

### **Copyright Notice**

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

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[jamie.blassingame@tamuct.edu](mailto:jamie.blassingame@tamuct.edu)