

Criminal Justice Field Experience

Course Number: CRIJ 3384 Semester: Spring 2022

Instructor: Lynn Greenwood, PhD

Course and Contact Information			
Class Time, Day,	Office visits		
Location, and	January 18 – May 13, 2022		
Duration:			
Office:	Heritage Hall, Room 217D		
Email:	Preferred email: lgreenwood@tamuct.edu –		
	 When emailing, always identify yourself and the course name. In general, when communicating electronically, you should use complete sentences and be very clear about what you are asking or saying to avoid miscommunication. Deviations from this may result in an unanswered email. 		
	Canvas messages are also acceptable.		
Phone:	Mobile: 512-525-9173		
	 If texting or leaving voicemail, please identify yourself and the course name. Deviations from this may result in no reply. I do not have an office phone. 		
Preferred Mode of	Emails or office visits are preferred to phone calls, unless absolutely		
Communication:	necessary. Text messages are acceptable as well. Do not call or text after 8pm.		

Student-Instructor Interaction:

Most communication between the instructor and students will occur during office visits, though all students are welcome and encouraged to attend office hours or make an appointment for an office visit. The instructor will be checking and replying to student emails on a regular basis - students should expect a response within 48 hours. Any deviations from this will be announced on Blackboard. During office hours, emails will be responded to more quickly, and Blackboard chat, Skype, and FaceTime can also be utilized if pre-arranged. There will be a Discussion board available for students to post general questions that will be checked and responded to on a daily basis. This is highly recommended for general questions (for example, what chapters will be covered on an exam), so that all students in the class may benefit from the answers. Email

or discussion board communication is preferred for this class, but I am also available by phone or text messaging – please use text messaging sparingly.

COURSE INFORMATION

Catalog Description

Application and integration of academic content and development of skills within a criminal justice setting. Entry into this course will be arranged with the internship coordinator. May be taken more than once for credit.

Prerequisite

At least 18 hours of criminal justice course work or approval of the department head.

Objectives

The field experience should:

- Enhance the formal education by providing on-the-job experience with a participating agency
- Provide an understanding of the daily operations of the participating agency
- Provide exposure to the techniques, duties, and demands of agency personnel
- Provide an opportunity for assessing individual attitudes, values and capabilities
- Provide an opportunity for interaction between agency personnel and criminal justice students

Course Materials

Supplementary materials may be required; these will be in the form of articles, videos, websites, and documents used in the field. These materials will be provided to the student as needed.

Students are also expected to use additional reference materials appropriate to the placement and agency served.

REQUIRED COURSE WORK

I. Performance (150 points)

Students are required to complete 120 hours of service over the course of the semester. In a 16-week semester, this equates to about 8 hours per week. If you are completing an internship in a 10-week format, this equates to 12 hours per week. In an 8-week format, this equates to 15 hours per week. The student will arrange a work schedule with his/her agency supervisor.

Performance will be evaluated at the end of the semester. The evaluation will be based on course objectives and include input from the student, the agency supervisor, and the faculty member.

II. Field Log (150 points)

The online field log provides the student with a means of recording activities related to the field experience. Online field log entries are to be completed weekly at a minimum. The log entries should be divided into two parts. The first part should include 1) the hours worked since your last report, 2) a description of your activities during the reporting period, and 3) a description of what you have learned. The second part should be written like a diary. That is, you should write a dialogue with yourself. In this dialogue you should record your feelings, reactions, attitudes, problems, and perceptions regarding your experiences. Keeping up with your log entries is crucial to successful completion of your internship.

III. Field Experience Paper (200 points)

You must complete a written paper of your field experience. It should summarize the various duties you were assigned, your opinion about the experience, any constructive criticisms of the experience, and a comparison of your experience with your criminal justice studies. Although you should use your field log in preparing your paper, it should not be a cut and paste exercise from the field log. This field experience summary will be shared with the agency.

Requirements for the field experience paper:

- 5-8 pages in length
- Double-spaced, 12-point font, Times New Roman or Ariel
- Must be produced in Microsoft Word (.doc or .docx format)
- No cover page a header should include course information and your name
- In-text citations and a reference page should be included as necessary
- Proofread carefully: grammar, spelling, mechanics, citations, etc. will be part of your grade
- Must be submitted as an attachment in Blackboard in the assignment section
- You may use first-person, since you are writing about your experiences.

Grading Criteria for Field Experience Paper

150 points – content

50 points – mechanics (e.g., grammar, spelling, punctuation)

IV. Field Evaluation (50 points)

An evaluation of the student will be completed by the field placement supervisor.

Notes on Written Work:

Citations, notes, and references will conform to the American Psychological Association's (APA) format for written works – this includes the APA format for citations in text. Avoid reliance on direct quotations, but rather utilize paraphrases with appropriate textual citations. All written work will be graded on factual accuracy, overall content, sophistication, proper usage of common English, and general communication skills. By sophistication it is meant that the language used and depth of thought reflected are appropriate to the course. Textbooks will not count as sources, nor will dictionaries or encyclopedias of any sort. Do not use Internet sources that do not have the author's name and affiliation; Wikipedia is an unacceptable source. When in doubt, ask the instructor.

OTHER INFORMATION REGARDING THE COURSE

- **I. Extra Credit:** Extra credit is not available in this class.
- **II. Posting of Grades:** All student grades will be posted in the Canvas grade book and students should monitor their grading status through this tool. Students should expect feedback on assignments within two weeks of due dates.

III. Grading Criteria Rubric and Conversion:

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Field Performance	150 points	
Field Log	150 points	
Field Experience Paper	200 points	
Field Evaluation	50 points	
Total	550 points	

89.5-100%	492-550 points	Α
79.5-89.4%	437-491 points	В
69.5-79.4%	382-436 points	С
59.5-69.4%	327-381 points	D
0-59.4%	0-326 points	F

Mastery, understanding, and familiarity with course content will be demonstrated through written assignments and performance in the field placement.

Criminal Justice Program Internship Guidelines and Responsibilities

Internship Philosophy

The combined efforts of educators and competent professionals in the field of Criminal Justice can produce an effective and meaningful type of experience through an Internship Program. The purpose of the internship is to develop a learning experience for both the student and the agency, resulting in the student developing a greater understanding and appreciation for the overall criminal justice system, and specifically, for that area in which his/her interests lie. It is intended that the student will correlate theory with practice and be stimulated to the point of challenging, examining, questioning, and analyzing those areas to which he/she is exposed. The program should also allow the student to make a contribution to the agency to which he/she is assigned by evaluating his/her observations and experiences and making recommendations to be considered by the agency head which may prove to be beneficial to the functioning of the agency.

The Internship Program will also provide the student the opportunity to formalize goals and to better prepare him or herself upon graduation to enter the field of his/her choice. Additionally, it will expose the student to the requirements of employing agencies, provide an opportunity to meet those requirements, and serve as a source of recruitment for the participating agencies.

Objectives

The Internship Program will provide the following:

- Enhance the formal education of those intending to make their career in the field of Criminal Justice by providing first-hand experience with a participating agency.
- Student familiarization of techniques and duties of the position, such as: investigation, public relations, observation, communication, data collection, working with people in stressful situations, organizing, analyzing, planning, use of equipment, handling of offenders, suspects, and witnesses.
- Opportunity for the student to develop an awareness of his own values and attitudes toward people, the Criminal Justice system, and society in general.
- An insight into the current problems of participating agencies with a view toward solving those problems.
- Student exposure to the professional demands of the position.
- Provide the student with the background necessary to formulate his or her plans prior to graduation

- Allow agency personnel an opportunity to interact with students who have devoted their college experience toward attaining a degree in Criminal Justice.
- Allow the agency an opportunity to benefit from objective inquiries into methods of operation from non-experienced, participating students.
- A recruitment source for participating agencies.

Student Criteria for Internship

The following minimum standards have been established for acceptance into the Internship Program:

- Junior or Senior status.
- Completion of at least 21 semester hours of Criminal Justice coursework and an overall GPA of 2.5.
- Completion of an Internship Application Form
- Major in Criminal Justice
- The student is subject to an interview with the course instructor and a participating agency representative to determine placement and acceptance by both.
- The student may not be currently employed by the Criminal Justice agency with which he/she proposes to complete the internship.
- Meet any specific qualifications as determined by the participating agency (e.g., criminal background checks, confidentiality agreements).

Any exceptions to the above minimum standards must be agreed upon by the instructor and the Criminal Justice Program Director. We do not presume that all students will be acceptable to the participating agencies. If a student is rejected for any reason, attempts will be made to place the student in another agency. The professor reserves the right to assign a student to any participating criminal justice agency, regardless of the student's preference if such assignment is necessary to maintain effective inter-agency liaison. Every effort will be made, however, to assign the student to the agency of his/her choice.

Student Responsibilities

- Complete necessary forms and assignments by posted deadline dates
- Fill out the necessary forms required by the department and participating agency, if any.

- Establish a working schedule with the agency coordinator and submit a copy to the course instructor
- Become familiar with agency policies and regulations and abide by them
- Be punctual, reliable, and professional in meeting your responsibilities.
- Become familiar with all laws and statutes that would pertain to the particular internship with which you are involved.
- Report to your agency supervisor well-groomed and appropriately dressed for the type of activities you are assigned
- Meet both the requirements established by the instructor and by the agency of your internship placement
- Submit a letter of appreciation to the head of the participating agency or an appropriate supervisor with a copy going to the course instructor at the completion of the internship
- Conduct yourself in a manner that would bring credit upon yourself, the University, and the participating agency
- At no time is a student to carry a firearm while participating in an internship. If a student
 is found to be carrying a firearm, it is cause for immediate termination of the student's
 internship and for further disciplinary action to be determined by the department and
 the University
- In many cases, students will be exposed to confidential information as part of the experience. It is of utmost importance to maintain those confidences
- It is expected that the student will develop initiative while participating in the internship and that he or she will not have to be continually told what to do. If a function of the job is unfamiliar, it is expected that proper questions will be directed to those in charge of that particular activity or function
- No news releases are to be made by students. This is a function of the agency.
- There is no requirement that an automobile must be used during the internship. However, a student is not to rely on the participating agency to provide him or her with transportation to and from the agency. If a student desires to use his own private transportation, it is to be understood that the financial responsibilities for its uses rests upon the student or the person or agency requesting its use
- The student must sign a Waiver of Liability and Responsibility prior to beginning the internship

- It is the student's responsibility to maintain contact with the professor throughout the internship semester as specified in the course syllabus. Failure to maintain contact with the professor will adversely affect the student's grade and may result in the student being dropped from the course
 - Students are expected to notify the field supervisor and instructor in advance of absences when possible. Sick leave or unexcused absences extending beyond a few days within the academic semester may result in a decision by the professor, in consultation with the field supervisor, to extend the internship period beyond the scheduled ending date
 - Field instruction begins on the first day of class of the academic semester and continues through the last day of instruction. Exceptions to the academic semester schedule may be arranged in advance to meet the agency needs.
 Agency legal holidays and appropriate religious holidays may be observed.
 Arrangements for religious holidays must be made with the agency supervisor

University Responsibilities

- Students will be notifies of agencies participating in the Internship Program and will be counseled in their selection of possible agency participation.
- Final approval of internship assignment.
- Schedule meetings for students as the need arises.
- Provide sufficient information to both the student and participating agency to execute the Internship Program.
- Assess all reports, evaluations, and daily logs form the student and agency to determine the final grade for the internship.
- Counsel with the student to better prepare the student for a career in Criminal Justice. If it is felt that the student should pursue another occupational goal, this will be brought to the student's attention and a cooperative effort will be made to determine the best course of action to take. It must be kept in mind that one of the purposes of this program is to introduce the student to the actual field experiences so he may formulate his/her goals prior to graduation. It would be better for all concerned to discover that this field is unsuitable to the student prior to graduation when the student has an opportunity to change majors than to wait until after graduation.

The student will provide all necessary information, including a copy of the Internship Application Form, to the participating agency to assist the agency in becoming familiar with the student, the program, and what is expected of the agency.

• Assist participating agencies in developing a meaningful program for students.

Highlighted university dates and deadlines:

0 0	
February 2, 2022	Deadline to drop 16-week classes with no record
March 14-18, 2022	Spring break (university closed)
April 8, 2022	Deadline to drop 16-week classes with a Quit (Q) or Withdraw (W)
May 14, 2022	Spring commencement ceremony 7pm (tentative)
May 17, 2022	Final grades submitted by this day

The complete university calendar can be found on the following website:

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

Online Course Information

• This course uses the TAMUCT CANVAS system. To be able to successfully complete this course, you must have reliable and frequent access to a computer and to the Internet. In addition, you must be able to access Canvas. If you are unfamiliar with Canvas, there is a Canvas Student Quick Start Guide found in the Orientation Module in Canvas. Do not contact your instructor with non-course-related issues regarding Canvas; contact the help desk for Canvas-related issues.

What else do I need to know about an online course?

- 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.
 - Accessing Canvas: In your web browser go to https://tamuct.instructure.com. Log in using your myCT username and password.
 - 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.
 - o Username: Your MyCT email address. Password: Your MyCT password
- *Canvas notifications*: You should opt in to Canvas notifications. To opt in to notifications (and other items), log in to Canvas, click on your account, click on notifications, and opt in to the items you wish to receive notifications about. At a minimum, you should select announcements, grading, and conversations (this is the Canvas name for mail).
- *University email*: You should claim and use your university email account. All university-level announcements are delivered to your university email. You may

miss out on vital announcements and information if you do not check your university email regularly. In addition, you should communicate with professors using your university email.

• 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

- o For log-in problems, students should contact Help Desk Central
- o 24 hours a day, 7 days a week
- o Email: helpdesk@tamu.edu
- o Phone: (254) 519-5466
- o <u>Web Chat</u>: [http://hdc.tamu.edu]
- o Please let the support technician know you are an A&M-Central Texas student.
- For issues related to course content and requirements, contact your instructor.

University Resources, Procedures, and Guidelines

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

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://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 <u>submit a report</u>, [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 <u>Access & Inclusion</u> 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 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 <u>Student Affairs</u>

[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 <u>requirements and guidelines</u> 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 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. For the Spring 2022 semester, 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 WCOnline [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 by making an appointment via WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library

The University Library 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 <u>Library website</u> [http://tamuct.libguides.com/index].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student 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].

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.

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.

Copyright. (2022) by (*Lynn Greenwood*) at Texas A&M University-Central Texas, (*College of Arts and Sciences*); 1001 Leadership Place, Killeen, TX 76549.