

SOSC 3300: Social Sciences Proseminar

- Instructor: Lynn M. Greenwood, PhD
- Spring 2022: January 18 – May 13, 2022
- Online (Canvas)
- This is a required course for all criminal justice and sociology majors

Contact Information

- Office location: 204D Heritage Hall
- Phone number: 512-525-9173*
- Email: lgreenwood@tamuct.edu **
 - Canvas email also okay
- Office hours: available by appointment – email for appointments. All office visits will be conducted virtually through Webex.

*Please, please, if you call me, recognize that this is my personal phone number and act accordingly. If you leave a message, identify yourself, or I probably won't return your call. *Text messages are preferred to phone calls.*

**Please, please, please, if you email me, identify yourself and the class you are emailing me about! If you don't, I probably won't respond.

Course Information

Catalog Description

Social Science Proseminar is designed for students entering upper-level course work in the social sciences. This course provides undergraduates with an introduction to professional communication, upper-level writing expectations, and ethics in professional writing.

Expanded Description:

This course will ensure students are capable of writing for the social sciences. It is important for students to understand aspects of professional decorum in the social sciences, accessing on-campus resources, and meeting basic standards for writing and presentation styles in the social sciences. This course is essential for students to successfully demonstrate knowledge of basic sociological and criminal justice concepts, demonstrate their ability to research, and present in a professional environment.

Course Objectives

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

What books do I need for the class?

- American Psychological Association (2019). *Publication manual of the American psychological association* (7th ed.). ISBN: 978-1-4338-3217-8
- American Sociological Association (2019). *American sociological association style guide* (6th ed). Washington D.C.: American Sociological Association. ISBN: 978-0-912764-55-9
- Burns, T. & Sinfield, S. (2016). *Essential study skills: The complete guide to success at university* (4th ed). London: Sage Publishing, Inc. ISBN: 9781473919020
- Chatfield, T. (2017). *Critical thinking: Your guide to effective argument, successful analysis, and independent study*. SAGE. ISBN: 9781473947146
- Lester, M. & Beason, L. (2013). *The McGraw-Hill handbook of English grammar and usage* (2nd ed.). McGraw-Hill Education. ISBN: 9780071799904

Supplementary Materials:

Students will receive additional reading and viewing materials throughout the semester to enhance, expand on, and aid in assignments.

What is a Writing Instructive (WI) course?

- This is a writing instructive (WI) course so writing will be an integral part of my instruction and our interactions. Writing will also be a fundamental way that I measure student mastery of course content. WI means that you will have several opportunities to work on improving your writing skills.
- Students will complete work on a range of writing assignments, such as discussion boards, journals, annotated bibliographies, and reaction papers. As part of these assignments, you will receive timely written feedback so that you can revise your

work and improve on subsequent similar assignments. For example, you will complete three annotated bibliographies; feedback on the first one should be incorporated on subsequent assignments of the same nature.

What should I expect from the instructor?

- This is an online course, so most communication between the instructor and students will be online. Students are welcomed and encouraged to make an appointment for an online video appointment.
- I will be checking and replying to student emails daily - students should expect a response within 24 hours. Emails sent on a weekend will be responded to the following Monday, unless it is a holiday. Any deviations from this will be announced in Canvas. During daytime working hours, emails will be responded to more quickly, and other methods of communication can also be utilized if pre-arranged (e.g., Canvas chat or Webex video chat).
- Most assignments will be graded within one week of submission. Depending on length, writing assignments will be graded within two weeks of submission. Deviations from this will be announced in Canvas. All grades will be posted in Canvas. Feedback on writing assignments will be provided in Canvas*. Students are encouraged to track their progress in the course through the Canvas gradebook.
 - *You cannot see feedback on the Canvas mobile app; you must use a computer to be able to see feedback on written assignments.
- *Grading of written assignments: I will provide detailed feedback on the first few paragraphs/first page of any written assignment; I will not mark all writing issues. I will provide general feedback for the entire assignment.*

Course Requirements

Assignments (0-25 points; 250 points total)

- There will be 10 assignments over the course of the semester. Some of these assignments will be in the form of discussion boards; others will be brief individual written assignments. The assignment topics are provided in the course calendar and assignment details will be provided in Canvas. The grades for these assignments are participation grades--*complete* participation earns full points.
- See calendar for due dates and assignment topics.

Writing Journal (0-25 points; 100 points total)

As part of this course, each student will write an essay on a social problem (see the next section). As this is a course designed to provide students with helpful tools/strategies for

being successful in their courses, the writing journal will break down the writing process into manageable and meaningful parts, culminating in the final essay.

The writing journal will be divided into four parts:

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

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

Social Issue Essay (0-125 points; draft 25 points, essay 100 points)

Each student will prepare an essay on a social problem of their choice. The topic must be approved by the instructor – assignments based on an unapproved topic will not be graded. See the syllabus for the due date for topic submission.

ESSAYS SHOULD ADDRESS THE FOLLOWING:

- Information about the social problem (who, what where, why, how)
- Challenges to combating the problem (expected or known; e.g., costs, problems with adoption by general public)
- Benefits to solving the social problem (who benefits and how)

****A draft will be required and will be worth 25 points of the final course grade.**

Social Issue Presentation (0-50 points)

Each student will create an online presentation (audio or audio/visual) about their social issue. This presentation should be 5 minutes long. Details about the presentation will be provided later in the semester.

Course Reaction Essay (0-50 points)

- Students will be responsible for completing a course reaction essay by the end of the semester. For this exercise, the student should think critically about the content presented in the course as a whole.
- Details for this assignment will be provided in Canvas.
- See course calendar/Canvas for due dates.

ETS Assessment (0 or 25 points)

- Students will complete the ETS Assessment in Criminal Justice or Sociology (depending on major). The ETS is a testing program intended to evaluate students nationwide. The criminal justice and sociology departments at TAMUCT use the ETS as a program assessment tool, to better understand student learning, and develop program improvement plans.
- Students will not be graded on how well they do on the assessment; however, given the importance of the assessment for the criminal justice and sociology programs, students are encouraged to do their best work. Upon taking the ETS assessment, you will receive 25 points towards the final course grade.

Additional Assignment Information

How do I submit assignments?

- All assignments must be submitted through Canvas.
- All annotated bibliographies and reaction essays must be in Microsoft Word format - make sure when you save a final draft of any assignment that it is either a .doc or .docx document. If you do not know how to do this, I suggest visiting the computer lab.
- Discussion/journal responses should be typed in the discussion board text box. Do not attach a document to discussion boards. Best practice would be to write everything in a Word document first, then copy and paste into the discussion box; save this work.

What about extra credit?

There is no extra credit built into the course. *Do not expect extra credit and do not ask for it.*

Do you accept late assignments?

Late assignments will be accepted past the recommended due date with no penalty. Assignments submitted after the recommended due date will not receive as much feedback as those submitted on time. Feedback is important to improve upon subsequent coursework.

How do I figure out my grade?

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Writing Journals	100 (4x25)	
Assignments	250 (10x25)	
Essay Draft	25	

Social Issue Essay	100
Social Issue Presentation	50
Course Reaction Essay	50
ETS Assessment	25
Total	600

Course Calendar

- **Subject to revision, if necessary, during the semester**
- **Assignments are due before midnight on Sunday each week***
 - ***The exception is the last week of class – that week’s assignment will be due on Friday**
- **No assignments will be accepted after May 13, 2022**

Week of Jan 17-23

- Assignment 1: Letter of introduction
 - Due Jan 23
- Journal 1: Topic exploration
 - Due Jan 23

Week of Jan 24-30

- Assignment 2: Writing in the social sciences/audience
 - Due Jan 30

Week of Jan 30-Feb 6

- Assignment 3: Evaluating resources
 - Due Feb 6

Week of Feb 7-13

- Journal 2: Final topic and thesis statement
 - Due Feb 13
- Assignment 4: Digital polarization
 - Due Feb 13

Week of Feb 14-20

- Assignment 5: Citation practice
 - Due Feb 20

Week of Feb 21-27

- Assignment 6: Academic reading
 - Feb 27

Week of Feb 28-Mar 6

- Journal 3: Sources
 - Due Mar 6

Week of Mar 7-13

- Journal 4: Outline and thesis statement
 - Due Mar 13

Week of Mar 14-20

- Spring Break – no classes

Week of Mar 21-27

- Assignment 7: Plagiarism
 - Due Mar 27
- ETS Assessment
 - Due Mar 27

Week of Mar 28-Apr 3

- Assignment 8: Common writing issues
 - Due Apr 3

Week of Apr 4-10

- Social issue essay draft
 - Due Apr 10

Week of Apr 11-17

- Assignment 9: Proofreading practice
 - Due Apr 17

Week of Apr 18-24

- Assignment 10: Peer review
 - Due Apr 24

Week of Apr 25-May 1

- Presentations
 - Due May 1

Week of May 2-8

- Social issue essay
 - Due May 8

Week of May 9-13

- Course reaction issue
 - Due May 13

Highlighted university dates and deadlines:

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

- [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
- 2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
- 3. Complete your profile and accept the terms of service

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 report](#),
[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 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]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) 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 [Tutor Matching Services](#) [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/) [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/) [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) [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].

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.

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