

Texas A&M University – Central Texas
COUN 5357 Methods and Practice in Counseling
Summer 2022

INSTRUCTOR AND CONTACT INFORMATION



Instructor: Samantha Airhart-Larraga, Ph.D., LPC-S, LCDC, NCC
Vita: [Dr. Airhart-Larraga's CV](#)
Pronouns: She, Her, Hers
Class Time: Tuesdays, 6:00 p.m. to 9:00 p.m., WH 313
Office: WH 318D
Email: s.airhart-larraga@tamuct.edu
Office Hours: Mondays 9 a.m. to 12 p.m.; Tuesdays 2 p.m. to 6 p.m.
[book an appointment](#)

This course is web-enhanced. 51% of the classes will meet face to face in the classroom and 49% of classes will meet synchronously or asynchronously. See the course schedule for specific information on meeting modality per week.

Student-Instructor Interaction:

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

Office Hours:

I invite students to use the office hours option. Why use office hours? To discuss material you are struggling with, to discuss obstacles that you want to overcome related to class or the counseling program, to discuss what classes to take next semester, for professional advice, to establish a relationship, to discuss practicum / internship, and / or to inquire about potential research opportunities. For appointments with me, please book using the following link: <https://outlook.office365.com/owa/calendar/DrAirhartLarragasOfficeHours@tamuct.onmicrosoft.com/bookings/>

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

COURSE INFORMATION

Course Description and Overview: The course is designed to introduce Counseling pre-interns to methodology that goes beyond building basic counseling skills and techniques. The course will also teach students the basics of professional documentation and treatment planning. It will also include legal issues related to counseling and psychological services and introduce basic business practices. Prerequisite: COUN 5350 or approval of Dean.

STUDENT LEARNING OUTCOMES:

1. Students will demonstrate essential interviewing and counseling skills, including differentiated interventions for the needs of differing clients.
2. Students will demonstrate an understanding of crisis intervention and suicide prevention models, including the use of psychological first aid for at-risk suicidal clients.
3. Students will demonstrate understanding of counseling methods and techniques, including skills and appropriateness of intervention, insight into their limitations as a counselor, need for referral, and other related skills tied to best practice counseling.
4. Students will demonstrate counseling skills, techniques, and personality characteristics consistent with ethical counseling practice

COUNSELING PROGRAM MISSION STATEMENT

The mission of the Texas A&M University-Central Texas Counseling Program is to prepare professional counselors grounded in multicultural competence to meet the diverse needs of individuals and families in Central Texas and beyond. Graduates from our Master's in counseling program demonstrate the necessary counseling knowledge, skills, dispositions, professional identity and scholarship enabling them to enrich the quality of all peoples' lives as well as secure positions within the profession. The program emphasizes overall competency-based performance as well as the promotion of our students optimal state of health and wellness to foster continuous professional growth.

COUNSELING PROGRAM OBJECTIVES:

1. Clinical Mental Health Counseling graduates will develop strong professional identities as counselors.
2. Clinical Mental Health Counseling graduates will establish helping relationships with diverse clients.
3. Clinical Mental Health Counseling graduates will use research in the field and employ evidence-based practices in counseling interventions, assessments, and program evaluations.
4. Clinical Mental Health Counseling graduates will use theories and models to guide their professional practice.
5. Clinical Mental Health Counseling graduates will abide by relevant ethics, laws and standards of professional practice.
6. Clinical Mental Health Counseling graduates will use leadership principles in their professional practice.

7. Clinical Mental Health Counseling graduates will advocate for clients and for their profession.
8. Clinical Mental Health Counseling graduates will incorporate the use of technology into their practice.
9. Clinical Mental Health Counseling graduates will experience and understand counseling practices worldwide.

Competency Goals Statements (CACREP Standards):

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

CACREP Standard	Activity	SLO
Common Core for all students:		
c. A general framework for understanding exceptional abilities and strategies for differentiated intervention (IIF3h);	Tapescript 2 and Self-Assessment Journal	SLO 1
d. Counselor characteristics and behaviors that influence the counseling process (IIF5f);	Tapescript 2 and Self-Assessment Journal	SLO 1
d. Essential interviewing and counseling skills (IIF5g);	Tapescript 1 and Self-Assessment Journal Tapescript 2 and Self-Assessment Journal Skillsetter Modules	SLO 1
e. Crisis intervention, trauma informed, and community based strategies, such as Psychological First Aid (IIF5m);	Suicide Assessment Presentation	SLO 3
Standards for Clinical Mental Health Counseling (CMHC) track		
1. Understands the impact of crises and trauma on individuals with mental health diagnosis (CMHC: C2f);	Suicide Assessment Presentation	SLO 2

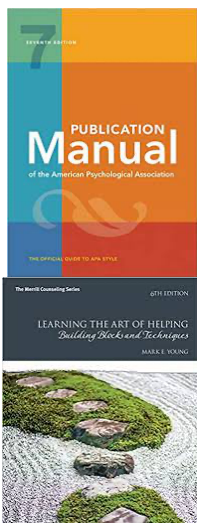
2. Demonstrates appropriate use of cultural factors relevant to clinical mental health counseling (CMHC:C2j);	Skillsetter Modules Suicide Assessment Presentation	SLO 4
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Students seeking school counselor certification must be admitted into the school counseling program (separate application process) in order for this course to count towards meeting certification standards.

In accordance with Texas Administrative Code 239.15, Standards for School Counselor Certificate, students enrolled in the school counselor certification program will meet the following learner standards:

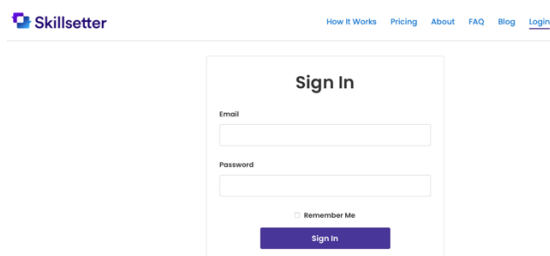
Student Outcome	TAC 239.15 School Counselor Certificate Learner Standards	Activity
Essential interviewing and counseling skills (IIF5g);	Standard III. Learner-Centered Process: (3) use both preventive and intervening strategies to address the concerns of learners and to help them clarify problems and situations, set goals, explore options, and implement change;	Tapescript 2 and Self-Assessment Journal
Understands the impact of crises and trauma on individuals with mental health diagnosis (CMHC: C2f);	Standard I. Learner-Centered Knowledge (5) assessment principles and procedures, including the appropriate use of tests, test interpretation, and test results;	Suicide Assessment Presentation

Required Reading and Textbook(s):



American Psychological Association. (2020). *Publication manual of the American Psychological Association (7th ed.)*. American Psychological Association.

Young, Mark. (2017). *Learning the art of helping: Building blocks and techniques. (6th ed.)*. Pearson.



Skillsetter: <https://www.skillsetter.com>

Steps:

- You will receive a request join class
- Click the link and create an account
- Pay associated fee (\$59.00 which is considered part of your textbook cost)

Required Readings and Articles:

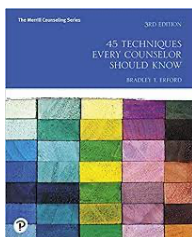
American Counseling Association (2014). ACA Code of Ethics:

<http://www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx>

Cameron, S., & Turtle-song, I. (2002). Learning to write case notes using the SOAP format. *Journal of Counseling & Development*, 80, 286-292.

Granello, D. H. (2010). The process of suicide risk assessment: Twelve core principles. *Journal of Counseling & Development*, 88, 363-370.

Recommended Textbook(s):



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

Teaching Strategies

Please be aware that this course focuses on experiential learning and in class activities. You are expected to participate in all class activities. Online instruction and videos will be used as well. Online power-points and assigned readings are expected to be completed prior to class time.

A significant portion of most classes will be devoted to practicing counseling skills. Students will work in triads, rotating among the following three roles: counselor, client, and observer. Some of these sessions may be videotaped and observed by the professor and class. Peer feedback will be offered on strengths and areas for further development. Please do not audiotape this class unless permission is granted by the instructor and peers, as some disclosures may be personal. Given the nature of this assignment, the importance of maintaining confidentiality is stressed. Some of the ideal characteristics of each role are described below.

Counselor: This role calls for practice and demonstration of skills learned in assigned readings and class discussions. A student in this role should exhibit genuineness, openness, empathy, congruence, engagement in the process, and a willingness to take risks in the spirit of learning. Acceptance of positive feedback and constructive criticism also is important.

Client: A student in this role should exhibit genuineness, openness and present orientation. In the role of client, students are asked to draw upon real life experiences, the content of which is totally within the student's discretion. Students should take responsibility for determining and monitoring the level of self-disclosure that they contribute to the learning experience. Students may also choose to role play the part of "client", with the understanding that such simulation may detract from the realism and quality of the learning experience. Also in this role, students will be expected to provide feedback to the individual in the "counselor" role.

Observer: This role calls for close attention to the process occurring between the counselor and the client and an ability to relate what occurs in the practice session to the learned material. It also calls for an ability to give constructive feedback. The person in this role may take notes as needed. A feedback form template will be provided.

To facilitate this process, each person in the group will identify an area of his or her life that he or she would like to change or improve upon. This will serve as a basis for having a first-hand experience with the self-reflection and change. Please select issues you are comfortable talking about and presenting with your classmates and instructor.

When You Play the Role of Client in Practice Sessions:

You have the right and personal responsibility to share only as deeply as you want. All experiential exercises in this course are optional and you may stop participating in any exercise you wish without penalty. At the same time, if you find yourself not wishing to engage in these exercises, you may prefer to drop the course.

Practice:

This is a class in which you will be learning many new skills. The more you can practice, the faster you will improve. While it is important to understand the material in the textbooks, it is crucial that you be able to demonstrate the required skills. Please practice between classes.

Confidentiality Awareness:

An employee of a postsecondary educational institution who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident shall promptly report the incident to the institution's Title IX coordinator or deputy Title IX coordinator.

ADDITIONAL LEARNER-CENTERED INFORMATION



We may cover topics with potentially triggering information in the course. *As always, self-care is very important.* I encourage you to engage in personal counseling to remain well. The university offers counseling services to our students. Please see this link for the student wellness and counseling center: <https://www.tamuct.edu/student-affairs/student-counseling.html>

COURSE REQUIREMENTS / METHODS OF EVALUATION EMPLOYED

*** RUBRICS FOR ALL ASSIGNMENTS POSTED ON CANVAS ***

ASSIGNMENTS DUE TUESDAYS AT 11:59 P.M.

Professionalism: (20 points): As students enrolled in graduate training programs designed to prepare you for careers as professionals in the mental health field, your developing skill set should include a variety of abilities and dispositions generally referred to as “professionalism.” In this course, your professionalism will be evaluated based on your ability to meet deadlines for course assignments, class participation, attendance, and your demeanor when interacting with the instructor and your colleagues. *Rubric posted on Canvas.*

Tapescript and Video Recording # 1 (25 points): Prepare a video recording of a pseudo counseling session with a student from class. Each video recording will be accompanied by a tapescript (written transcript). Note: The video recording will not be accepted and reviewed without its accompanying tapescript. This assignment will afford you opportunities to gain familiarity and comfort with various techniques covered during the semester. Each person in the dyad will assume both the counselor and client roles. In the client role, you will be asked to identify an area in your life you would like to change or improve upon. Please select an issue about which you are comfortable discussing and presenting with your classmates and instructor. The assignment will consist of the following:

- Video recording (uploaded on to canvas)
 - Video recording should be made with one of your peers from class and should be 30 minutes in length. Please transcribe either the **first or last 15 minutes** of your video. Indicate on the tapescript which of these you chose.
- Tapescript (submitted via canvas)
- Peer evaluation

Tapescript and Video Recording # 2 (40 points): Prepare a video recording of a pseudo counseling session with a student from class. Each video recording will be accompanied by a tapescript (written transcript). Note: The video recording will not be accepted and reviewed without its accompanying tapescript. This assignment will afford you opportunities to gain familiarity and comfort with various techniques covered during the course of the semester. Each person in the dyad will assume both the counselor and client roles. In the client role, you will be asked to identify an area in your life you would like to change or improve upon. Please select an issue about which you are comfortable discussing and presenting with your classmates and instructor. The assignment will consist of the following:

- Video recording (uploaded on to canvas)
 - The second tapescript and video recording should be made with one of your peers from class and be 30 minutes in length. Review the session and then transcribe your video in its entirety (**all 30 minutes**) as outlined in the guidelines.
 - ***You are strongly encouraged to conduct practice sessions and review your video recording before submitting it to be graded. ***
- Tapescript (submitted via canvas)
- Peer evaluation

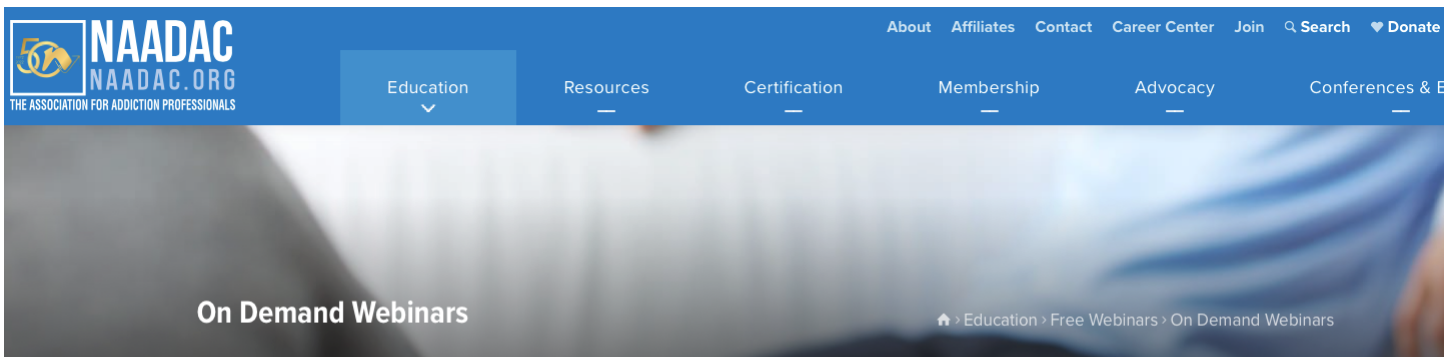
Self-Assessment Journal (5 points each x 2 = 10 points): For *each* digital recording, you will complete a self-assessment utilizing the Tapescript Rubric. Accurately identifying the skills you used, include areas of strength and areas of growth. In each area, describe how you plan to retain and/or improve these skills. Additionally, students will identify 2-3 specific community referral sources that may be helpful to the client. Upload these assignments together. Self-Assessment template posted on canvas.

Case Note Practice Assignment (10 points): You will create a SOAP note for your mock client with *Tapescript 2* including all components of the note: Subjective, Objective, Assessment, Plan.

Skillsetter Assignments (2 points each x 10 = 20 points): For each counseling skill learned in class you will complete a Skillsetter assignment.

Suicide Assessment Presentation (10 points): GROUP ASSIGNMENT – each group will be assigned a suicide assessment and present it to the class via media: PowerPoint, Prezi, Canva, etc. Include the name of the assessment, structure of the assessment (questionnaire, semi-structured interview), reliability/validity data (e.g., cronbach’s alpha, etc.) and research supporting the efficacy of the instrument. Additionally, discuss the population the assessment is for, and any multicultural considerations of this assessment. Provide a case scenario describing an appropriate time to use this assessment with a client. The presentation is expected to be 15-20 minutes.

****Extra Credit Opportunity** (5 points): Students can watch on-demand webinars from NAADAC (<https://www.naadac.org/on-demand-webinars>) related to **Clinical Skills**. On the NAADAC website, click on the education tab, free webinars, on demand webinars, then click on clinical skills. For each webinar attended, students will receive 1 point toward their final grade (with up to 5 points total). To receive credit for attending the webinar, students must submit the following (for each webinar): (1) Name of Workshop, (2) Presenter(s) Name and Credentials, (3) Paragraph Describing the Workshop and What You Learned. You do not need to pay for the CE quiz. It’s sufficient that you view the webinar (which is free) and submit the required information for each webinar.



On Demand Webinars

Grading Criteria and Conversion

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

Nature of Activity Point Potential

Activity	Points
Professionalism	20
Tapescript and Video Recording # 1	25
Tapescript and Video Recording # 2	40
Self-Assessment (5 points each x 2)	10
Case Note Practice Assignment (SOAP Note)	10
Skillsetter Assignments (2 points each x 10)	20
Suicide Assessment Presentation	10
Total	135

Grade Equivalent:

121.5 - 135 = A

108 - 121.49 = B

94.5 - 107.99 = C

81 - 94.49 = D

80.99 - Below = F

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

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

***** Attendance policy:** Class attendance is required and crucial to your development as a student and future counselor. Please send an email if you will be absent from any class. You will be allowed one absence with no penalty. *There will be a grade reduction (2.5-point deduction to the professionalism grade) for each unexcused absence after the first.*

Tapescript Format

The tapescript must include a verbatim account of all spoken words in the session. After each counselor response, include a critique of your response (i.e., identify what skill you were using, why, and *how effective it was*, with attention to type of response, focus, and intent). Detail two alternative responses you could have used. Keep in mind that transcribing is a time intensive activity; **leave yourself plenty of time** to do this. Below is the table for transcription- tapescripts must be typed into the table- this is NOT optional. Feel free to copy and paste the table below.

Follow the format provided on the next page exactly. Transcripts not using this exact format, font, highlighting, etc. will not be considered. I suggest that you copy the format and copy on to a new word document. Delete the example provided and add your own.

Please Note:

- *Your video recording may be reviewed by the faculty to help inform your practicum placement.
- *The instructor reserves the right to require a *third* video recording and tapescript for students who do not demonstrate an appropriate level of mastery of the helping skills in the second video recording.
- *Tapescript 3 grades may substitute for the Tapescript 2 grade.

Counselor Response (Verbatim)	Skill Demonstrated (a) and Theoretical Intent (b)	Critique & effectiveness (c) and Alternative Responses – Two Different (d)
<p>So, you were irritated that he had to talk to them as if they were children.</p>	<p>(a) Reflection of Meaning</p> <p>(b) Diving deeper into the issues</p>	<p>(c) Small twist on the basic formula for Reflection of Meaning (You are feeling ____because____). Simple, but effective.</p> <p>(d) Alternatives:</p> <ol style="list-style-type: none"> 1. “You felt irritated because your boss had to speak to your co-workers as if they were little children.” 2. Or, shorten to a reflection of feeling, “You felt annoyed.”
<p>Client Response (Verbatim): Yes, ‘cause they’re not children.</p>		
<p>And because they’re adults that made you extra frustrated.</p>	<p>(a) Reflection of Meaning</p> <p>(b) To clarify and make sure we were both together in the deeper levels.</p>	<p>(c) His tone and body language indicated that I was getting close to a bullseye reflection, so I wanted to re-reflect, change my wording a bit, and hit the meaning a little closer.</p> <p>(d)</p> <ol style="list-style-type: none"> 1. I could have left this off; 2. or I could have changed up my wording a bit. “You were extra annoyed that your co- workers required language more akin to disciplining a 10 yr old.”

Course Calendar

Week Class Meets Thursdays 6-9 pm (when indicated on the schedule)	Assigned Readings / Videos	Assignments Due (due Tuesdays at 11:59 pm)
Week 1: June 7, 2022 Face to Face Class	Chapters 1 & 2 (Young, 2017)	Skillsetter Assignment: Module 1 – How to Start a Session
Week 2: June 14, 2022 Face to Face Class	Chapter 3 & 4 (Young, 2017)	Skillsetter Assignment: Module 2 – Open Questions Skillsetter Assignment: Module 3 – Paraphrasing
Week 3: June 21, 2022 Face to Face Class	Chapter 5 & 6 (Young, 2017)	Skillsetter Assignment: Module 4 – Reflecting Feeling Skillsetter Assignment: Module 5 – Reflecting Meaning
Week 4: June 28, 2022 Asynchronous Class	Chapter 7 (Young, 2017)	Tapescript & Video Recording # 1 Self-Assessment # 1
Week 5: July 5, 2022 Face to Face Class	Chapter 8 (Young, 2017) Granello (2010)	Skillsetter Assignment: Module 6 – Confrontation Skillsetter Assignment: Module 7 – Summarizing Suicide Assessment Presentation
Week 6: July 12, 2022 Face to Face Class	Chapter 9 & 10 (Young, 2017) Cameron & Turtle-song (2002)	Skillsetter Assignment: Module 8 – Empathy Skillsetter Assignment: Module 9 – Self-Disclosure
Week 7: July 19, 2022	Chapter 11 (Young, 2017)	Tapescript & Video Recording # 2

Asynchronous Class		Self-Assessment # 2 Case Note Practice Assignment
Week 8: July 26, 2022 Face to Face Class	Chapter 12 (Young, 2017)	Skillsetter Assignment: Module 10 – Immediacy Extra Credit Opportunity

**Professor reserves the right to amend the syllabus at any time

IMPORTANT UNIVERSITY DATES

2 Academic Calendars and Registration Schedules

May 13, 2022	Deadline to Withdraw from the University for 16- and Second 8-Week Classes	August 12, 2022	Deadline to Withdraw from the University for 10- and Second 5-Week Classes
May 13, 2022	Spring Semester Ends	August 12, 2022	Deadline for Applications for Tuition Rebate for Summer Graduation (5pm)
May 13, 2022	Deadline for Applications for Tuition Rebate for Spring Graduation (5pm)	August 12, 2022	Deadline for Summer Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee
May 13, 2022	Deadline for Spring Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.	August 12, 2022	Summer Commencement Ceremony Bell County Expo 7 pm
May 14, 2022	Spring 2022 Commencement at Bell County Expo 7 PM	August 16, 2022	Deadline for Faculty Submission of 10-Week and Second 5-Week Final Class Grades (due by 3pm)
May 16, 2022	Classes Begin for Minimester	August 16, 2022	Deadline for Theses to Clear Graduate School Office for Summer Semester
May 17, 2022	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)		
May 17, 2022	Deadline for Theses to Clear Graduate School Office for Spring Semester		
May 30, 2022	Memorial Day (University Closed)		
June 1, 2022	Deadline for Teacher Education Program Applications		
June 3, 2022	Minimester Ends		
June 6, 2022	Add, Drop, and Late Registration Begins for 10-, 8- and First 5-Week Classes. \$25 Fee assessed for late registrants		
June 6, 2022	Classes Begin for First 5-, 10-, and 8-Week Summer Session		
June 9, 2022	Deadline to Drop First 5-Week Classes with No Record		
June 13, 2022	Deadline to Drop 8-Week Classes with No Record		
June 21, 2022	Deadline to Drop 10-Week Classes with No Record		
June 24, 2022	Deadline to Drop First 5-Week Classes with a Quit (Q) or Withdraw (W)		
July 1, 2022	Deadline for Summer Graduation Application		
July 1, 2022	Deadline for School Counselor Program Applications		
July 4, 2022	Independence Day (University Closed)		
July 8, 2022	Classes End for First 5-Week Session		
July 8, 2022	Deadline to Withdraw from the University for First 5-Week Classes		
July 11, 2022	Add, Drop, and Late Registration Begins for Second 5-Week Classes. \$25 Fee assessed for late registrants		
July 11, 2022	Classes Begin Second 5-Week Summer Session		
July 12, 2022	Deadline for Faculty Submission of First 5-Week Final Class Grades (due by 3pm)		
July 14, 2022	Deadline to Drop Second 5-Week Classes with No Record		
July 23, 2022	Deadline for Final Committee-Edited Theses with Committee Approval Signatures for Summer Semester to Graduate School Office		
July 22, 2022	Deadline to Drop 10-Week Classes with a Quit (Q) or Withdraw (W)		
July 29, 2022	Classes End for 8-Week Session		
July 29, 2022	Deadline to Drop Second 5-Week Classes with a Quit (Q) or Withdraw (W)		
July 29, 2022	Deadline to Withdraw from the University for 8-Week Classes		
August 1, 2022	Deadline for GRE/GMAT Scores to Graduate School Office		
August 2, 2022	Deadline for Faculty Submission of 8-Week Final Class Grades (due by 3pm)		
August 12, 2022	Classes End for 10- and Second 5-Week Sessions		

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

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

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

Canvas Support

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

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

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

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

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

Web Chat: [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

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://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlssso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence.

Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

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) [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

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 Summer 2022 semester, the hours of operation are from 10:00 a.m.-4:00 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 most Saturdays from 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [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>].

OPTIONAL POLICY STATEMENTS

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

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [<https://www.tamuct.edu/compliance/titleix.html>].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](#) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) website for more information [<https://www.tamuct.edu/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.