

**AVSC 3302-110, 80192, TECHNIQUES OF INSTRUCTION****Fall 2023**

Texas A&amp;M University-Central Texas

**COURSE DATES, MODALITY, AND LOCATION**

August 28, 2023, to December 15, 2023

This is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

**INSTRUCTOR AND CONTACT INFORMATION****Instructor: V. Carson Pearce****Office: 302M Beck Family Heritage Hall****Phone: 254-519-5776****Email: *carson.pearce@tamuct.edu*****Office Hours**

Readily accessible through Canvas Message, which is checked daily during the week and once a day on weekends. Will respond within 24-36 hours during the week and within 36 hours on the weekend. Be sure to allow plenty of lead time prior to a due date if you are asking about an assignment.

**Mode of instruction and course access:**

This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>]. It is 100% online.

**Student-instructor interaction**

All contact and assignment submissions will be made via Canvas. Mail is checked several times during a day. Weekend response may take longer, so allow extra time for me to reply to your emails.

**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.

For updates on COVID information, please monitor the University website [https://www.tamuct.edu/covid19/]

## **COURSE INFORMATION**

### **Course Overview and description**

Techniques of Instruction acquaint the student with the fundamentals of teaching and learning in an aviation related environment. It also introduces various techniques of instruction and analysis of flight maneuvers. The theory of flight and Federal Aviation Regulations relating to the flight instructor rating are also taught in this course.

### **Course Objective**

Upon completion of this course, the student will be able to:

- Recognize the importance of quality pilot instruction through different learning processes.
- Explain aircraft design and describe why aircraft fly.
- Discuss the significance of including preflight preparation in each lesson.
- Utilize specific teaching techniques and methods required of certified flight instructors.

### **Student Learning Outcomes (SLOs #1-#6)**

The following numbered outcomes are for the entirety of the Professional Pilot degree. Elements of each of the SLOs may be found in certain aspects of instruction. The Point Based Grade Component section shows which SLOs are accomplished through evaluation.

1. Explain the laws, regulations, and legal issues affecting the aviation industry.
2. Identify the issues affecting aviation safety and safety management.

3. Communicate proficiency in writing and oral presentations.
4. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks.
5. Demonstrate how technology can support business decision-making.
6. Identify how the differences in business environment between countries may impact business decisions.

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

The course will be considered successfully completed when the student has demonstrated (through posted written assignments and exams) that they have identified and summarized a knowledge base of the major tenants of the Techniques of Instruction.

**Required Reading and Textbook(s)**

1. Aviation Instructor’s Handbook, FAA-H-8083-9, 2020, ISBN 9-781560-273820. I will be posting PDF copies of this book by chapters to be covered.
2. ASA INSTRUCTOR Test Prep 2022, ISBN 978-1-61954-526-7

**COURSE REQUIREMENTS/SPECIFICATIONS**

**Video Lesson Presentation:** You will present and post an approved lesson plan utilizing an aviation subject with an approved training aid for a specific lesson. The 10-minute lesson will be videotaped by you and posted on Canvas. This presentation will be critiqued by your fellow classmates and the instructor of this course. The preferred audience that this lesson is to be addressing is primary aviation students. The lesson does not need to cover an entire subject, but it does need to show good planning and originality in teaching an aviation classroom subject. (Part of Lesson Presentation for 30% of grade.)

**AVSC 3302 Discussion Post Rubric**

Points	10	7	3	0
<b>Quality of Post</b>	Appropriate comments; is thoughtful, reflective, and respectful of other’s postings. Proper citing of references and APA style; proper	Appropriate comments and responds respectfully to other’s postings. Follows APA format with few errors but sentence structure could	Responds, with minimum effort. Does not follow APA format. Many errors in both mechanics and sentence structure. Very poorly written. Needs major	No posting.

	punctuation, sentence structure and spelling. No editing or revisions required.	be improved. Editing would improve the assignment.	overhaul. Posts are less than 200 words and responses are less than 100 words to classmates.	
<b>Relevance of Post</b>	Posts positions related to discussion topic; prompts further discussion of topic. Takes clear position that captures the issue. Supports position with well-articulated arguments.	Begins to address areas that are somewhat related to the discussion content. Position, and argument for that position is plausible, but not totally clear.	Posts positions which do not relate to the discussion content; makes short or irrelevant remarks. Off-topic.	No posting.
<b>Contribution to the Learning Community</b>	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic.	Attempts to direct the discussion and to present relevant viewpoints. Concepts integrate partially, but not completely.	Does not make effort to participate in the learning community with relevancy; position, concepts, and responses are vague.	No feedback provided to fellow student.

**Weekly Discussion Post:** – There will be one weekly discussion post to be submitted over topics presented by instructor. **Check in daily for instructor notes, updates and the posting of audio/video topics.** Posts will be graded for writing ability and original content. Required two main paragraphs for your post, with a minimum of two paragraphs with at least 200 words. A minimum of 100 words in your well composed paragraph response to each of two classmate’s post. (Part of Weekly Discussion Posts for 40% of grade.)

**Tests:** There will be two tests equally spaced through the course (total of 30% of grade). Each test covers only the assigned textbook material during the previous weeks. There is no final comprehensive exam.

### Grading Criteria Rubric and Conversion

Two Quizzes	30%
• SLO #1	
Lesson presentation	30%
• SLOs 1 – 3	
Weekly Discussion Posts	<u>40%</u>
• SLO 1 – 6	(Total 100%)

### Grading scheme

- A 4.00 (90 +) Achievement that is outstanding relative to the level necessary to meet course requirements.
- B 3.00 (80-89%) Achievement that is significantly above the level necessary to meet course requirements.
- C 2.00 (70–79%) Achievement that meets the course requirements in every respect.
- D 1.00 (60–69%) Achievement that is worthy of credit even though it fails to meet fully course requirements.
- F 0.00 (<60%) Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an “I” (incomplete).
- “I” (Incomplete) The “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an “I” requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. For graduate and professional students, an “I” is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an “I” must be

submitted within one year of the last day of final examinations of the term in which the “I” was given; if not submitted by that time, then the “I” will automatically change to an F. To obtain an incomplete you must have been doing passing work in the course.

### Grading Criteria Rubric and Conversion

- The instructor reserves the right to make adjustments to the number of assignments, exams, and quizzes as needed to provide optimal student experience and participation to accomplish the course competencies.
- Quizzes and lesson presentations are not graded on a curve, but on individual results.
- Weekly discussion posts are evaluated by the instructor. If a student does not agree with the application of the discussion grading rubric to their post, the student may challenge the grade. The instructor may reevaluate the grade given or, he may offer for the student group to weigh in on the interpretation of the rubric and grade to the discussion posting in question.
- Dates are assigned for all material throughout the course. Postings, tests and the student produced video are due by midnight on the posted dates. Late submissions will have 5 points deducted per day late. There are no late submissions accepted for tests.

### Posting of Grades

- *All student grades should be posted using the Canvas Grade book and students should monitor their grade status through this tool.*
- *The instructor will return projects as soon as possible.*

### Suggested Course Materials:

- Aviation Instructor’s Handbook, FAA-H-8083-9, 2020, ISBN 9-781560-273820. I will be posting PDF copies of this book by chapters to be covered.
- ASA INSTRUCTOR Test Prep 2022, ISBN 978-1-61954-526-7

**VIDEO LINKS:** There are posted video links throughout your weekly course modules. They correspond both directly and indirectly with the readings in your textbook and will bring to life the many aspects of aviation security.

### GRADING POLICIES

**Individual Performance:** It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply not submitting work on time. You are expected to read the chapters as assigned in the syllabus as well as read or view any supplemental resources that may be found in the Module content

folders for that period.

**Quality Work:** All work submitted for grading shall be of upper-level quality: Depth of analysis, grammatical structure, etc. **Your work will be checked for plagiarism using online plagiarism assessment programs. Plagiarism will not be tolerated.**

**Identifying Submissions:** Submissions must clearly identify the student, course, and the title of the assignment (Last Name, Course Name, and Assignment) or (Smith\_GBK301\_Essay1).

**Written Assignment Requirements:** Submissions will be in accordance with The Publication Manual of the American Psychological Association, 7th Ed. All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format. **Students whose assignment includes plagiarism will receive a 0 on the assignment and possible referral to Student Affairs.** However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact.

**Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. Your assignments are fairly involved, so please stay ahead and stay engaged with the material. As such, it is expected that all work will be submitted on time, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let me know as soon as possible. ***Ask for an extension as soon as you see you may need one, prior to the due date.*** It is much easier to discuss issues before due dates rather than after. Late work is not accepted.

**Changes to Syllabus:** This syllabus serves as an instructional and study planning document. Although every effort will be made to maintain the schedule and activities presented herein, it may become necessary during the course of the semester to make changes to the syllabus. In such events, changes will be announced, and students will receive written notice as soon as possible.

## COURSE OUTLINE AND CALENDAR

### Week 1: August 28 – Sep 03

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 1; The Learning Process
- Assigned Textbook Reading
- ASA TEST PREP Instructor, Chapter 1

- Read Lesson 1
- Lesson Plan Introduction; Training Aid discussion
- Discussion Post (Introduction, Biographical Post)

**Week 2: Sep 03 – Sep 10**

- Assigned Textbook Reading
- Aviation Instructors Handbook Chapter 1; The Learning Process continued
- Assigned Textbook Reading
- ASA TEST PREP Instructor, Chapter 1, Read Lesson 2
- Discussion Post

**Week 3: Sep 11 – Sep 17**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 2; Human Behavior.
- Assigned Textbook reading
- Aviation Instructor's Handbook Chapter 3; Effective Communication
- Assigned Textbook Reading
- ASA TEST PREP Instructor, Chapter 1. Read Lesson 3
- Review for Test #1
- Discussion Post

**Week 4: Sep 18 – Sep 24**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 4; The Teaching Process
- Assigned Textbook Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 4
- Discussion Post
- Lesson Plan and Training Aid topics due, TOPICS ONLY
- Test #1

**Week 5: Sep 25 – Oct 01**

- Review "Teacher that Made a Difference"
- Discussion Post
- Test #1

**Week 6: Oct 02 – Oct 08**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 5; Teaching Methods
- Assigned Textbook Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 6
- Discussion Post



**Week 7: Oct 09 – Oct 15**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 5; Teaching Methods (continued)
- Assigned Textbook Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 7
- Discussion Post

**Week 8: Oct 16 – Oct 22**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 6; Critique and Evaluation
- Assigned Textbook Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 8
- Lesson Plan Due, Formal Lesson and Training Aid Presentations Video Lesson Due
- Discussion Post

**Week 9: Oct 23 – Oct 29**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 6; Critique and Evaluation (continued)
- Assigned Textbook Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 8
- Discussion Post

**Week 10: Oct 30 – Nov 05**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 7; Pages 7-3 to 7-4
- Training aid Description Post and Photo
- Discussion Post

**Week 11: Nov 06 – Nov 12**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 7
- Discussion Post

**Week 12: Nov 13 – Nov 19**

- Assigned Textbook Reading
- Aviation Instructor's Handbook Chapter 7; Pages 7-6 to 7-11
- Video Presentation Assignment View
- Discussion Post

**Week 13: Nov 20 – Nov 26**

- Thanksgiving Week. No Classes

**Week 14: Nov 27- Dec 03**

- Assigned Textbook Reading
- Aviation Instructor’s Handbook Chapter 8, Pages 8-2, Figure 8-1
- Discussion Post

**Week 15: Dec 04 – Dec 10**

- Video Demonstration Post and Review
- Critique Recorded Video Demonstrations
- Review for Test #2

**Week 16: Dec 11 – 15**

- Take Test #2
- End of Course Evaluation

**Important University Dates**

August 28, 2023	Classes Begin for Fall Semester
November 6, 2023	Registration Opens for Spring Semester
November 9, 2023	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 10, 2023	Veteran's Day
November 23-24, 2023	Thanksgiving
December 1, 2023	Student End of Course Survey Opens (16- and Second 8-Week Classes)
December 15, 2023	Fall Semester Ends

**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

Texas A&M University-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 requires use of the Chrome web browser with their custom plug in installed.

### Other Technology Support

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

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

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

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

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

**ADA Access and Accommodations:** Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [<https://www.tamuct.edu/student-affairs/access-inclusion.html>] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

**Success Coaching and Peer Mentoring:** Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [<https://www.tamuct.edu/student-affairs/academic-support.html>]. Click the link to schedule a session (virtual or in-person) with a success coach [bit.ly/3q7uB50](https://bit.ly/3q7uB50) or visit WH, 111.

**Testing Services:** We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

**Tutoring and Supplemental Instruction Services:** Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability [bit.ly/43Q6wNz](https://bit.ly/43Q6wNz). You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

### **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 Student Conduct Office. 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), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a referral](https://cm.maxient.com/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

### **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?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fsubmit%2fstart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

### **Pregnant and/or Parenting Students Rights and Accommodations**

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](#), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

### **Title IX Rights and Reporting Responsibilities**

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [<https://www.tamuct.edu/compliance/titleix.html>].

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [<https://policies.tamus.edu/08-01-01.pdf>] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](#), [<https://www.tamuct.edu/student-affairs/student-counseling.html>], 254.501.5955, or [swacc@tamuct.edu](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto:ssa@tamuct.edu), located in founder Hall Room 317D.

### **University Library & Archives**

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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>]. 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 workspaces, 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](#)

[<https://tamuct.libguides.com/index>]

## University Writing Center

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University—Central Texas (A&M—Central Texas) is a free service open to all A&M—Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on 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/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

## OTHER 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].

### Instructor Policies

Life happens. As such, if a student realizes that a posting, quiz, or assignment will be late due to

unforeseen emergency or special circumstance, please notify the instructor as soon as is practical to assess the impact on the course. The instructor may grant extra time to complete an assignment within the confines of the 16-week course. However, if it becomes apparent that this policy is abused, or that the request was fraudulent, the instructor reserves the right to place an unfavorable grade for incomplete work.

### **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/reporting.php?TAMUCentralTexas>].

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.

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