

PSYC 3409-100 Writing in Psychology

Fall 2023

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

August 28 – December 15, 2023

This course is an online asynchronous course, which will be conducted through the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Madelynn Shell, Ph.D.

Office: Warrior Hall 318H

Email: mshell@tamuct.edu

Phone: 254-501-5879

Office Hours: I am generally available for student meetings Monday through Friday 9-3. Meetings will be held online via Microsoft Teams, unless arranged otherwise. You can sign up for a time that works for you [via bookings](#) or by following the QR code. Once you sign up, you will be emailed a link to the meeting. Please feel free to contact me via email if we need to arrange an alternate form of communication.



Student-instructor interaction

Learning is best fostered when open lines of communication are maintained among students and between students and the instructor. You are always encouraged to contact me via email at mshell@tamuct.edu. I will check for messages daily M-F. I will do my best to respond to you within 48 hours. There is also a Study Hall discussion board for you to pose general class questions to your colleagues. This is often a good place for students to help each other find the answers to course-relevant questions. Please remember to maintain appropriate decorum in these interactions.

Participation and Attendance

In an asynchronous online class, you have flexibility as to when you choose to login to the class each week, but **you will be expected to log on at least once per week**, and generally will need to log on multiple times per week. This will keep you on track working your way through the course material, and ensures that you remain engaged in the course. In addition, there will be required meetings with me several times throughout the semester. You may select the meeting time that best works for you.

How to succeed in this class

Remember that in four credit a face to face class, you'd spend approximately 4 hours per week in class, plus at least two hours out of class for each hour in class on reading, assignments, or prep work. The same is expected in an online course, which means that you should plan to spend at least 12 hours per week on this course.

In order to succeed in this online format you need to be sure to do several things. (1) **Stay on top of the material.** Do the readings and watch the lectures early so you have plenty of time to make sure you understand. (2) **Do the assignments!** These are there to help you and are a significant part of your grade. They are your opportunity to engage with the material as we would during class time in a face to face class. (3) **Ask questions (and read the answers)!** In addition to emailing me, there is a question forum designed to help you feel comfortable asking questions and to help you learn from others' questions. Check this often to help with challenges.

If you are experiencing trouble in the course: Contact me immediately! You will be working on a big cumulative final project, so missing assignments throughout the semester will ultimately set you behind. If you are struggling with the early assignments, please take the initiative to talk to me about how to make things better. Do not be embarrassed – I am here to help you.

Technology requirements

Integrating technology into academic training is important to help prepare you for the increasing demands in the educated workforce for individuals with technological proficiency. Because this is an online course, you will need to ensure you have access to the apps and programs listed below.

1. **CANVAS:** This course is conducted through the College's Learning Management System (LMS), called Canvas. To access the site, go to <https://tamuct.instructure.com/>.
2. **EMAIL:** You are *always* encouraged to contact me via e-mail with any questions or concerns that you may have. Monday through Friday, I will respond to emails within 48 hours. However, I do not respond on weekends, so please be sure to contact me with enough time to get a response before your assignment is due. In order to help me respond effectively and efficiently to your emails, I ask that you follow a few guidelines: (1) Please send email and reply to my e-mails from your TAMUCT account. Email from other accounts often go to my junk folder. (2) Check the syllabus and Canvas first to see if your question can be answered by resources already provided. (3) Please use appropriate etiquette when you email and I will do the same in return: (a) begin with a greeting; (b) state who you are and which class/section you are in; (c) end with an appropriate signature. <https://tamuct.onecampus.com/task/all/student-email>
3. **MICROSOFT TEAMS:** We will have several required individual meetings throughout the semester, which will happen on Microsoft Teams. I recommend that you download the program or app and ensure it is working on your device before classes start. <https://tamuct.onecampus.com/task/all/teams-microsoft>. Links to specific class meetings can be found on Canvas.
4. **MICROSOFT OFFICE 365:** We will be doing a lot of writing in this class, and you will need to submit papers in .doc or .docx formats to ensure that your formatting is correct and you are able to receive feedback. TAMUCT provides students with free access to Microsoft Office 365 here: <https://tamuct.onecampus.com/task/all/office365-software>

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:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - o [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/) [https://www.tamuct.edu/covid19/]

COURSE INFORMATION

Course Overview and Description

(WI) Examine advanced technical communication in psychology. Study and use the current edition of the Publication Manual of the American Psychological Association for formal research reports, literature reviews, grant proposals, and professional articles. Learn to write professional psychological reports. Prerequisite(s): [PSYC 2301](#), [ENGL 1301](#), and [ENGL 1302](#), or permission of Departmental Chair.

Writing Instructive Course Designation (WI)

This is a Writing Instructive (WI) course, so writing will be an integral part of instruction and interactions. Writing will also be a fundamental way student mastery of course content is measured. WI means that students will have several opportunities to work on improving writing skills. Successful completion of this course fulfills one of the two [required upper-level institutional writing instructive courses](#) within the Psychology major for a Baccalaureate Degree (<http://catalog.tamuct.edu/registration-records/requirements-bachelors-degree/>).

As a Writing Instructive course, a significant portion of the course grade is based on writing assignments. Many of these assignments will require that students submit multiple drafts of their work and revise it based on instructor feedback. Students will demonstrate their ability to present scientific and theoretical concepts in clear, precise language in class assignments and the final paper.

Course Learning Outcomes

By the end of the course, students will be able to

1. Utilize knowledge of relevant publication formats and rules of the American Psychological Association to effectively interpret professional writing in psychology related fields.

2. Apply information literacy skills while utilizing library and online resources to identify scholarly work on psychological topics to complete literature reviews based on evidence.
3. Summarize and critically analyze psychological research articles in written assignments.
4. Utilize ethical writing practices, including summarizing and paraphrasing accurately, citing sources, and avoiding plagiarism.
5. Discuss psychological research studies, write a literature review and other professional documents; create and deliver a presentation of the literature review that includes spoken and visual components.
6. Write and deliver peer reviews; utilize available resources (e.g., UWC) and apply feedback to work projects (e.g., literature reviews).

Required Reading and Textbook(s)

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author. (ISBN: 978-1-4338-3216-1)

Landrum, R. E. (2021). *Undergraduate writing in psychology: Learning to tell the scientific story* (3rd edition). American Psychological Association.

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore.

COURSE REQUIREMENTS

Assignments and Evaluations

Class: The class portion of this course will review the basics of grammar, APA style, and writing skills and techniques. This portion will involve recorded lectures, activities, and assignments to provide practice with the material.

(a) Quizzes (5 quizzes x 5 points each = 25 points): In order to ensure that you have read the readings, watched the lectures, and have a basic understanding of the key content, you will take short multiple choice quizzes on select material throughout the course. These are primarily a learning tool for you to ensure that you understand the information, and you may take these as many times as needed. Quizzes will be submitted via Canvas and will be due on Sunday nights at 11:59pm (unless otherwise noted). (LO 1, 4)

(a) Class assignments (13 assignments x 10 points each = 130 points): Students are expected to participate in class each week. As part of this, students will turn in a series of assignments that are designed to assess their knowledge of the content and apply what they have learned. Note that these assignments are students' opportunity to demonstrate their knowledge of the lecture and reading material in the assignments. All assignments will be submitted via Canvas and will be due on Sunday nights at 11:59pm (unless otherwise noted). In order to ensure that I can read and understand assignments, and to practice good writing habits, students should make sure to proofread their work before turning it in. (LO 1, 2, 3, 4)

(b) Reflection paper (50 points): At the end of the semester students will revisit all of their work and write a 3-4 page paper reflecting on how their writing has improved, what worked and what did not work, and what they still need to improve on. This reflection is designed to help students track how their writing has progressed and set goals for future work. (LO 6)

Lab: The lab portion of the course will involve applying the material students have learned in class to a larger final paper. There will be a series of scaffolded smaller assignments, as well as regular meetings with Dr. Shell.

(c) Individual meetings (3 meetings x 10 points each = 30 points): In order to make sure that students stay on track and are making progress on their final paper, there will be three mandatory individual meetings throughout the semester (topic, organization, and draft review). Meeting signups will be available on Canvas the week prior, and all meetings will be held online. Please note that students will receive a deduction from meeting score if they sign up for a meeting and don't show without notifying Dr. Shell. Past students have reported that these one on one meetings are most helpful in their writing, so they are essential to progress. Students are always welcome to schedule a meeting with me outside of the assigned meetings as well. (LO 5, 6)

(d) Final Project (265 points): Throughout the semester students will be working on and applying the skills they learn to a final APA style persuasive literature review on a topic of their choosing in psychology. The paper will include at least 10 academic references, and the final paper will be 9-11 pages, including a title page, abstract, and references. Students will have deadlines throughout the semester (see schedule below). The final paper grade will be made up of the following assignments. (LO 2, 3, 5, 6)

1. PROJECT Free Write: Topic – 2 points
2. PROJECT Topic Approval Form – 2 points
3. PROJECT Submit 7 Sources – 10 points
4. PROJECT References List First Draft – 2 points
5. PROJECT Revised References – 10 points
6. PROJECT First 5 Article Summaries – 10 points
7. PROJECT Remaining 5 Article Summaries – 10 points
8. PROJECT Updated Topic and Thesis Statement – 2 points
9. PROJECT Synthesizing Sources – 10 points
10. PROJECT Outline – 15 points
11. PROJECT “They say, I say” Section – 20 points
12. PROJECT Draft for Peer-review – 10 points
13. PROJECT Peer Review – 20 points (2 x 10 points each)
14. PROJECT University Writing Center Visit – 2 points
15. PROJECT Draft for Dr. Shell – 10 points
16. PROJECT Presentation – 30 points
17. PROJECT Completed Paper – 100 points

Table 1 Assignments and Point Values

Assignment	Number Due	Points Each	Points Total	Percentage
Practice Quizzes	5	5	25	5
Class Assignments	13	10	130	26
Reflection Paper	1	50	50	10
Individual Meetings	3	10	30	6
PROJECT Free Writes and approval	3	2	6	1.2

PROJECT Submit 7 Sources	1	10	10	2
PROJECT References List First Draft	1	2	2	.4
PROJECT Revised References	1	10	10	2
PROJECT Article Summaries	2	10	20	4
PROJECT Synthesizing Sources	1	10	10	2
PROJECT Outline	1	15	15	3
PROJECT “They say, I say” Section	1	20	20	4
PROJECT Draft for Peer-review	1	10	10	2
PROJECT Peer Review	2	10	20	4
PROJECT UWC Visit	1	2	2	.4
PROJECT Draft for Dr. Shell	1	10	10	2
PROJECT Presentation	1	30	30	6
PROJECT Completed Paper	1	100	100	20
			500	100%

Research Experience Requirement: Students in selected psychology courses (PSYC 3307, PSYC 3409, PSYC 3312, PSYC 3430, PSYC 4320) are required to engage in research experience activities as part of the course. The research experience activity involves writing summaries of peer reviewed research articles that are related to the course content. Faculty will identify which articles can be reviewed for their course, and article reviews can be submitted directly to the faculty for evaluation.

If students choose not to write article summaries, they can complete an alternative research experience by participating in research studies directly related to psychology to gain this experience.

Sign Up for Alternative Research Experience: To receive credit for this alternate research experience activity, students must create an account in SONA. The [university SONA account \(https://tamuct.sona-systems.com\)](https://tamuct.sona-systems.com) is where students will sign up to participate in research projects (<https://tamuct.sona-systems.com>). Students should view the introductory [tutorial video \(https://www.youtube.com/watch?v=1OnT2ZU6QQ\)](https://www.youtube.com/watch?v=1OnT2ZU6QQ) before using SONA and be sure to use their [university email](#) when signing up. Students should enter the first part of their university email for their User ID (I.e., the initials and numerals before @my.tamuct.edu). Students who have problems signing up for SONA or have questions should contact the professor of the course.

Credits: Students are required to complete 3 research experience credits in this course. Credit is allotted as follows:

- 1 credit for each summary of a peer-reviewed, research article OR 1 credit for each hour (60 minutes) of research participation (in-person or online)
- 1/2 credit for each 1/2 hour (30 minutes) of research participation (in-person or online)

Students can use a combination of article summaries and alternative research assignments to earn their credits. There is no guarantee that there will be sufficient research participation opportunities for students to earn 100% of their credits from this alternative research experience.

Students who drop a class after having earned research experience credit cannot apply any accumulated credit from that class towards future semesters without the documented approval of the department chair; however, credits in SONA can be transferred from one course to another in

the same semester. Credits from previous semesters are not permitted to be transferred for current semester use.

Penalties: Students should earn at least 1 research credit before the midterm of the course (October 22, 2023). Any student who has not earned all required research credits prior to the end of the semester will be penalized 1 letter grade on the final course grade (December 15, 2023).

Posting of Grades

All students' grades will be posted in the Canvas Grade Center after the assignment due date has passed. On the writing assignments, the professor will begin reading, grading, and recording grades after they are due and will have all grades posted within approximately one week. Students should regularly monitor their grades in the Canvas Grade Center, and *students should not hesitate to ask the professor about any grade or concern.*

Grading Scale

Grades are not 'given' in this course; they are earned. Students earn grades by actively utilizing course content to learn the material and by demonstrating their grasp of subject-matter content on written assignments. Grades are determined based on the percentage of points earned on each assignment and the assignment's weight toward the overall course grade.

Grade	University Definition	Percentage
A	Excellent	90-100
B	Good	80-89
C	Fair	70-79
D	Passing	60-69
F	Failing	59 or below

Grading Policies

Students are responsible for meeting the course requirements as scheduled for each module in the course calendar. Assignments will generally be due Sunday evenings at 11:59pm, unless noted otherwise. If you turn in an assignment after the due date, you will receive a grade reduction of 10% for each day it is late (with a maximum reduction of 30%). However, no late work will be accepted for assignments turned in more than 7 days past its due date. **This policy may be waived with my permission if you have a personal emergency and contact me within 24 hours of the due date.** In order to request an extension, please email me at mshell@tamuct.edu with the following information: 1. Course name and number, 2. Assignment name and due date, 3. What prevented you from completing the assignment on time, 4. When the assignment will be completed (date and time), and 5. How you will avoid the problem in the future.

Since writing is THE learning outcome for this course, and writing assignments are designed help you learn skills as well as content, all writing assignments should be prepared by you. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, **AI-generated submissions are not permitted and will be treated as plagiarism** unless explicitly specified. Likewise, no credit will be awarded for quoted or plagiarized material on any assignment. **Quoting or paraphrasing that closely mirrors the source (textbook or**

other reference material) will receive no credit even if properly cited. Students must write original sentences conveying the information they have learned to the reader (i.e., paraphrasing) and properly cite the source of the information to receive credit for writing.

All assignments should be written in proper APA style. Students must follow the APA style guidelines provided in the Publication Manual and use online style resources provided by the American Psychological Association at www.apastyle.org.

COURSE OUTLINE AND CALENDAR

This is a *rough outline* and it will vary for a number of reasons. I recommend that you read the chapter BEFORE you come to class. Assignments are due on Sundays at 11:59pm unless otherwise noted.

Week	Section	Readings/Activities	Assignments Due
Week 1 <i>August 28 – September 3</i> Welcome and Research Design	Class	Watch START HERE Welcome to Writing in Psychology Review the syllabus Read Landrum Ch 1: Why psychology students (not just English majors) have to write Week 1 Introduction and Research Methods Lecture Watch Reading a Journal Article Read Van Ouytsel et al., 2014	Quiz: Syllabus A1. Pre-test A2. Introduce Yourself Forum A3. Van Ouytsel et al. (2014) Discussion
	Lab	Begin considering final paper topics	
Week 2 <i>September 4 – September 10</i> Grammar and Style	Class	Read APA Manual Ch 4: Writing Style and Grammar Read APA Manual Ch 5: Bias-Free Language Guidelines Optional: APA Manual Ch 6: Mechanics of Style Week 2 Grammar and Style Lecture Review grammar resources Read Schellenberg, 2004	Quiz: Grammar, Style, and Bias-free Language A4. Write “Psychology is a terrible major, change my mind” A5. Schellenberg (2004) Discussion
	Lab	Watch Final Project Overview Review Final Paper Grading Rubric	Final project topic free write
Week 3 <i>September 11 – September 17</i> Formulating Ideas and Ethical Writing	Class	Read Landrum Ch 2: Starting your paper: Finding the thread of your story Read APA Manual Ch 1 Week 3 Lecture Formulating Ideas and Ethical Writing Lecture Review Plagiarism Infographic Play Plagiarism Game	Quiz: Formulating Ideas and Ethical Writing A6. AI and Writing EXTRA CREDIT: Plagiarism tutorial
	Lab	Review ideas for potential paper topics	Topic approval form
Week 4 <i>September 18 – September 24</i> Finding and Citing Sources	Class	Read Landrum Ch 3: Extracting the useful nuggets from a literature search (p. 33-38, to “Select a Paper Topic”) Read APA Manual Ch 9: Reference List	Quiz: APA References A7. Web Literacy Discussion A8. Library Help Session (Week 4 or 5) EXTRA CREDIT: Rewrite “Psychology is a

		Review APA Manual Ch 10: Reference Examples Week 4 Finding and Citing Sources Lecture Review Purdue OWL APA References Complete Web Literacy Tutorial Library Video	terrible major, change my mind”
	Lab	Meeting 1: Selecting a Topic (Weeks 4-5)	Submit PDF copies of 7 academic sources Post your References List to the Discussion forum
Week 5 <i>September 25 – October 1</i> Reading and Summarizing Research Articles	Class	Watch Using Track Changes in Microsoft Word Read Landrum Ch 3: Extracting the useful nuggets from a literature search (p. 38-47, "Select a Paper Topic" to end) Week 5 Reading and Summarizing Research Lecture	A8. Library Help Session (Week 4 or 5)
	Lab	Meeting 1: Selecting a Topic (Weeks 4-5)	Review peers’ references list and post on forum (DUE THURSDAY, SEPTEMBER 28) Revise and resubmit references list First 5 article summaries
Week 6 <i>October 2 – October 8</i> APA In-text Citations and Using Evidence	Class	Read Landrum Ch 4: How to write your psychology paper with style: General tips Read APA Manual Ch 8: Works Credited in the Text Week 6 APA In-text citations and using evidence Lecture	Quiz: APA In-text Citations A9. APA Style Practice Assignment
	Lab	Optional meeting if need to discuss literature, direction of paper	Remaining 5 article summaries (10 total) Updated topic and thesis statement
Week 7 <i>October 9 – October 15</i> Synthesizing Sources	Class	Read Landrum Ch 5: Bringing the audience up to speed with literature reviews Week 7 Synthesizing Sources Lecture	Midsemester Feedback
	Lab	Review Example Synthesizing Sources Worksheet	Synthesizing Sources Worksheet

Week 8 <i>October 16 – October 22</i> Outlining	Class	Week 8 Outlining and Paragraphs Lecture	Research Experience Requirement (1 credit)
	Lab	Review sample outline <i>Meeting 2: Organization</i> (Weeks 8-9)	Outline Worksheet
Week 9 <i>October 23 – October 29</i> Supporting Your Arguments	Class	READ “They Say, I Say” Chapter 1 READ “They Say, I Say” Chapter 4 Week 9 Supporting Arguments Lecture	A10. Persuasive Writing Discussion
	Lab	<i>Meeting 2: Organization</i> (Weeks 8-9)	“They say, I say” Section
Week 10 <i>October 30 – November 5</i> Writing and APA Formatting	Class	Watch Final Paper Requirements and Grading Rubric Video READ Landrum Ch 7: The rest of the story: Title, abstract, references, and tables Read APA Manual Ch 2: Paper Elements and Format Week 10 Writing and APA Formatting Lecture Review Citation Hamburger REVIEW APA 7 Example Paper Annotated	
	Lab	Optional meeting if need to discuss “They say, I say”	Completed Draft for Peer Review (NO LATE ASSIGNMENTS ACCEPTED)
Week 11 <i>November 6 – November 12</i> Peer Review	Class	Watch Completing a Peer Review on Canvas	
	Lab	Review Rubric for Peer Review Sign up for meeting at University Writing Center next week	Complete two Peer Reviews
Week 12 <i>November 13 – November 19</i> Professional Development		READ Landrum Ch 8: Reshaping your story for different audiences: Other types of writing in psychology Week 12 Professional Development Lecture Review Career Readiness Guidebook (pages 27-38 review cover letter and resume writing) Review Sample Personal Statement	A11. Personal Statement
		Make revisions based on peer feedback Bring your final paper to the University Writing Center for Review	Visit UWC, submit client report form

<p>Week 13 November 20 – November 26 <i>*Thanksgiving Nov 23-24*</i> Writing an Empirical Research Paper</p>	<p>Class</p>	<p>Read Landrum Ch 6: Telling an original story through a research paper Read APA Manual Ch 3.3-3.8: Common Reporting Standards Across Research Designs; Reporting Standards in Quantitative Research Week 13 Writing a Research Paper Lecture</p>	<p>A12. Research Proposal Discussion (recommended Week 13, required by Week 14)</p>
	<p>Lab</p>	<p>Make revisions based on peer and UWC feedback</p>	<p>Completed draft for Dr. Shell's review</p>
<p>Week 14 November 27 – December 3 Grant Writing</p>	<p>Class</p>	<p>Week 14 Grant Writing Lecture</p>	<p>A12. Research Proposal Discussion A13. Post-test EXTRA CREDIT: Final Project Grant</p>
	<p>Lab</p>	<p>Work on presentation Work on final paper revisions when you receive Dr. Shell's feedback Meeting 3: Draft Feedback (Weeks 14-15)</p>	
<p>Week 15 December 4 – December 10 Final Revisions</p>	<p>Class</p>	<p>Watch Presentation Expectations Overview Watch Tips for Preparing a Presentation in Psychology</p>	<p>Final Reflection Paper</p>
	<p>Lab</p>	<p>Meeting 3: Draft Feedback (Weeks 14-15) Finalize presentation</p>	<p>Presentation Slides</p>
<p>Week 16 December 11 – December 15 Course Wrap-up</p>	<p>Class</p>		<p>Research Experience Requirement (3 credits)</p>
	<p>Lab</p>	<p>Optional meetings with Dr. Shell</p>	<p>Presentation Video – DUE DECEMBER 12 Final Paper – DUE DECEMBER 12</p>

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

See page 2 of this document for more details on specific technology tools needed.

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.

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.

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 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. 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?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlSso&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, 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, 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), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or 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 [WCOOnline](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.

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].

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