

**PSYC 4435 – 120 Behavioral Science Research (CRN: 80326)
Fall 2023**

Texas A&M University – Central Texas

Course Dates, Modality, and Location

Dates: Monday and Wednesday, 9:30-10:45am, Microsoft Teams

August 28th – December 15th, 2023

Modality and location: Online Synchronous- Students and faculty meet at designated times, in a virtual environment. We will meet twice a week on Microsoft Teams, with supplemental materials made available through the A&M – Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

Instructor and Contact Information

Instructor: Malin Lilley, Ph.D.

Office: WH 318N

Email: malin.lilley@tamuct.edu

Phone: Use the bookings link below or email me to set up an appointment outside of the times listed on bookings

<https://outlook.office365.com/owa/calendar/CounselingPsychologyDepartment@tamuct.onmicrosoft.com/bookings/>

Office Hours: Mondays 11am-1pm and Wednesdays 11am-1pm; however, I am generally available to meet during most business days (9am-5pm). We will meet via Microsoft Teams, so please email me with your preferred meeting times, so I can find a time that works for both of us and send you a link. Office hours are a great way to discuss course material, career aspirations, or other questions.

Student-instructor Interaction

Learning is a collaborative process between the instructor and the student. This process can only work with effective communication. Please ask questions during class or via email. **Please use your university email account to email my university email account (reduces the chance your email will be marked as spam) and include course and section (e.g., PSYC 4435) and full name in subject line.** Please do not use Canvas messages. My university email is my primary point of contact outside of the classroom. I check my email regularly on Monday – Friday from 8 to 5. Within that timeframe, I will generally respond within 24 hours during the week. If you don't hear back from me, email again in the event your message went to my Junk/Spam email box. On the weekends, I am generally not available by email, but will reply on the subsequent Monday. If you need to contact me, plan ahead. Please note that when assignments are due on Sundays, it is advised to attempt these assignments during the week, so that I can provide assistance if necessary. Waiting until the weekend to email if you have issues, will likely result in submitting late assignments and/or unnecessary stress for you. In all communications, be specific. Your correspondence MUST include information as specified above. Professional language and formatting are expected (i.e., avoid informal correspondence styles like text messaging). I will not respond to emails if your email is inappropriately written, the answer to your question is in the syllabus, or I have sent out an email or Canvas announcement with the answer.

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. See email etiquette above.
<https://tamuct.onecampus.com/task/all/student-email>
3. **MICROSOFT TEAMS:** We will use Teams for our live meetings Mondays and Wednesdays 9:30-10:45, and also for individual meetings. 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>
5. **SPSS:** Throughout this class you will need to do statistical analyses using the SPSS program (IBM Statistical Package for the Social Sciences (SPSS) Standard GradPack v. 26). This computing software available for students to use on university computers free of charge. If students live far from the University or do not want to use the computer lab resources, students can rent a subscription to SPSS for their personal computers at home. Students can purchase a 6-month or 12-month lease for the program via one of many online vendors. See the IBM website for a description of the product and a list of vendors (<http://www-03.ibm.com/software/products/en/spss-stats-gradpack>).

Course Information

Course Overview and Description

(WI, 4 credit hours) Study various research designs used in the behavioral sciences. Laboratory experiences will be required to acquaint the student with experimental procedures. Instruction will also be provided in writing research reports according to the APA manuscript style and SPSS statistical applications. Prerequisite(s): PSYC 3309/3409 or ENGL 3309 and PSYC 3330/3430 or equivalent.

Writing Instructive Course Designation

This is a Writing Instructive (WI) course so writing will be an integral part of my instruction and our interactions. Writing will also be a fundamental way that I measure student mastery of course content. WI means that you will have several opportunities to work on improving your writing skills. Students are expected to review all instructor feedback and apply suggested revisions before submitting subsequent assignments.

As a Writing Instructive course, a significant portion of the course grade is based on writing assignment. 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 on the series of Research Project assignments.

Course Learning Outcomes

1. Identify and describe research methodology including scientific method, theory, hypotheses, operational definitions, independent and dependent variables, research ethics, sampling, validity, reliability, confounds, between-subjects and within-subjects designs, and counterbalancing in psychological research.
2. Utilize library and online resources to identify scholarly work on a research topic, identify research design appropriate for a research project, state research hypotheses, and align research methodology with hypotheses.
3. Write survey questions and identify published assessments, use a web-based tool to conduct a research study (e.g., Qualtrics), identify appropriate statistical analyses for research design, analyze and interpret research results, and draw inferences from the research project.
4. Apply training to protect human research participants (e.g., CITI) by creating an IRB Protocol that is eligible for Exempt review and evaluating implications of ethical conduct in research. Discuss implications of psychological research for human behavior change.
5. Write a complete APA style manuscript of a research project and create a professional, conference-style presentation of the research
6. Perform statistical analyses using computing software, work collaboratively in groups on research assignments, write and deliver peer reviews of research projects.

Required Reading and Textbook(s)

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

Collaborative Institutional Training Initiative (2017). Human Subjects Research. Training to Protect Human Subjects (<https://www.citiprogram.org/>). Additional information regarding the training is provided in class.

Gravetter, F. J., & Forzano, L. B. (2018). Research methods for the behavioral sciences (6th ed.). Belmont, CA: Cengage. (ISBN-13: 9781337755016)

Green, S. B., & Salkind, N. J. (2017). Using SPSS for Windows and Macintosh: Analyzing and Understanding the Data (8th ed). Boston: Pearson. (ISBN: 978-0-13-431988-9)

Recommended Reading

Gravetter, F. J., Wallnau, L. B., Forzano, L. B. (2018). Essentials of statistics for the behavioral sciences (9th ed.) Belmont, CA: Wadsworth OR comparable textbook from PSYC 3330/3430

Required Electronic Resource

IBM Statistical Package for the Social Sciences (SPSS) Standard GradPack v. 26. Select the STANDARD GradPack, not the BASE GradPack. This computing software is widely used to

compute statistical analyses and is available for students to use on university computers free of charge. If students live far from the University or do not want to use the computer lab resources, students can rent a subscription to SPSS for their personal computers at home. Students can purchase a 6-month or 12-month lease for the program via one of many online vendors. See the IBM website for a description of the product and a list of vendors (<http://www-03.ibm.com/software/products/en/spss-stats-gradpack>).

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

How to Succeed

- **Participation:** Material for this course will be provided on Canvas; however, your active engagement with the material is necessary for you to learn and retain the information. Additionally, engagement with the instructor either via Teams meetings or via email is a key part of developing a thorough understanding of the material and completing high-quality work. Active engagement throughout this course is key to student success. It is your responsibility to keep up with the class material and not fall behind the schedule. In this course, success is not only about earning a letter grade, but also learning material that has the potential to shape your future career. Like many endeavors in life, you will learn to the extent that you dedicate effort to learning.
- **Be Aware of Expectations:** Many students underestimate the amount of time they will need to devote on a regular basis when completing a course. You can expect to spend on average 12 hours/week for this course (combination of online synchronous and asynchronous activities). Some weeks may be below average, but some weeks may be above this average. It is also expected that you read the syllabus in its entirety and are aware of upcoming deadlines. Students are expected to incorporate instructor feedback in subsequent assignments. We know from research that spaced practice is better than massed practice when learning new information. Thus, spending 2 hours a day for 5 days a week on coursework is better for your learning and your grade than ‘pulling an all-nighter.’ Adjust your schedule accordingly.
- **Communication:** As mentioned above, communication with your instructor in the course is essential. Not only will communication help you better understand course material, but it will also utilize professional communication skills and build rapport with your instructor, which is helpful for career development, letters of recommendation, etc. Following the communication guidelines in the syllabus, you are encouraged to actively participate in class and make appointment for office hours.
- **Utilizing Campus Resources:** There are many campus resources to help you succeed. See the latter part of the syllabus to learn more about Tutoring, the Writing Center, and Library Services. If you have questions about the different services, contact them to ask or contact your instructor for further information.

Other Course Policies

Scholarly Conduct: Disrespectful and disruptive behaviors are not conducive to learning and will not be tolerated. Disruptive students will be asked to leave the live session immediately, and appropriate disciplinary actions will be taken.

Inclusion and Diversity: My goal is to create a safe, supportive, and positive classroom environment, especially in an online format. Please let me know if something happens in class that makes you uncomfortable, and I will do my best to make accommodations.

Content Advisory: Throughout this course we will discuss topics and/or potentially disturbing issues. We may watch videos or read articles that represent beliefs and life experiences that are different from your own. You will encounter facts, ideas, claims, images, stories, hypotheses, theories or perspectives that may upset or trouble you. Every effort will be made to provide advance notice.

Grading

Assignments

- **Class Discussion and Participation:** Students participate in online classes by engaging in the material on Canvas each week. This includes participating completing weekly assignments as progress check-ins in addition to the larger course assignments. Students will earn 5 points each week for the weekly check-in (i.e., discussion board or short worksheet).
- **Lab Reports:** Students will perform analyses using SPSS software and submit assignments throughout the semester. Students must demonstrate understanding of statistical analysis and interpretation for each assignment. More details will be provided on Canvas regarding how points are earned.
- **Exams:** There are four exams in this course. Students will demonstrate their knowledge of research methodology to earn points via multiple choice and short answer questions. Each exam is predominately based on the material (slides, readings, class discussions, etc.) that precedes that exam; however, exams are somewhat cumulative in that the material in this course builds on itself throughout the semester so knowledge of material from early weeks in the course is necessary to be successful throughout the course. These exams will be administered on Canvas and must be completed individually. Students may use course resources (i.e., books and notes), but may not use AI services such as ChatGPT or assistance from any other person. Exams will be timed and **MUST** be completed by the due date listed on the course schedule.
- **Research Project:** Over the course of this semester, each student will generate a novel research question, design an original (i.e., no one has yet conducted the study you are proposing), quantitative (i.e., the data will be in numeric format) study to answer that question. After receiving IRB approval, you will collect data with the method you designed, and ultimately you will individually write a research manuscript that includes all required components based on this work. More detailed information will be posted on Canvas. Some steps of this project are required in order to pass this course. These are noted in the table of assignments.

Table 1 Assignments and Point Values

Assignment	Number Due	Point Value	Points Total	% of Grade
Weekly Participation	16	5	80	8
Lab Reports	7	20	140	14
Exams	4	100	400	40
Research Project				0
Initial Article Summary	1	10	10	1
Topic Reflection	1	10	10	1
Article Summaries 2&3	1	20	20	2
Literature Review Themes Worksheet	1	20	20	2
Project Measures and Recruitment Worksheet	1	20	20	2
CITI Training Certificate	1	0	*Required but not graded	
IRB Protocol Form	1	0	*Required but not graded	0
Qualtrics Survey for Data Collection	1	20	20	2
Title Page, Introduction, and References	1	50	50	5
Method	1	20	20	2
Results	1	20	20	2
Table/Figure	1	10	10	1
Data and Statistical Analysis Reflection	1	20	20	2
Abstract and Discussion	1	30	30	3
Peer Review	2	10	20	2
Final Paper	1	50	50	5
Presentation	1	50	50	5
Final Reflection	1	10	10	1
IRB Completion Report	1	0	*Required but not graded	0
Total			1000	100%
*Assignments with a * are required. If you do not complete these steps, you cannot complete the project or pass the class.				

Posting of Grades

All grades will be posted on Canvas after the assignment due date has passed. For writing assignments, the professor will begin reading, providing feedback to students, and grading the assignments after they are due. While most feedback will be provided within a week, please be patient as some assignments require more extensive feedback. Students should check grades regularly and reach out to the professor if they have any questions or concerns.

Grading Scale

Grades are earned by students based on their demonstration of understanding the course material. ***Decimal points of .5 and greater will be rounded up. Decimal points below .5 will be rounded down. For the sake of fairness, there are no exceptions to this. No additional assignments will be possible at the end of the semester. Please monitor your grades and come to me early with any concerns you may have so that I can help you achieve your goals.***

Grading Scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	<60%

Grading Policy

Although the instructor will typically announce upcoming deadlines in class or via email, students are responsible for meeting all course requirements as noted by the syllabus and posted on Canvas. Most assignments are due Sunday at 11:59pm; however, the few exceptions to this are noted in the syllabus. If you turn in assignments late, you will receive an automatic 10% for each day late. After 3 days (i.e., Turning in something after Wednesday at 11:59pm that was due Sunday at 11:59pm), the assignment is not eligible to earn a grade. However, the instructor will still try to provide feedback when possible. There are a few exceptions to this rule for which assignments will not be accepted late (e.g., papers for peer review and exams). These must be completed by the designated deadline. As a reminder, I do not always check my email on weekends; therefore, it is advised for you to start assignments in advance so you can email me with questions and avoid unnecessary stress of waiting for a response or submitting assignments late.

Extenuating Circumstances

If students experience extenuating circumstances that cannot be anticipated in advance, they should notify the instructor immediately in order to discuss potential extensions for assignments. Extenuating circumstances may include: death or injury of friends/families, illness, military-related training, etc. Not included in extenuating circumstances are: vacation, lack of preparation, an obligation with advance notice.

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), [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/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic integrity also includes avoiding plagiarism. All assignments must be written in a student's own words. 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. **In addition, double dipping (using work submitted in another course for the purposes of this class) will not receive credit.** In general, the use of artificial intelligence engines, software, or artwork generating programs (or comparable technologies) to create work for this class is prohibited, except on specific assignments that I have designated and for which I have provided substantial guidance on their proper use. Further details regarding the assignments will be provided at an appropriate time during the course. However, the limited use of such technologies for these assignments does not imply permission to use them in any other aspect of this course. 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

Tentative Schedule *** Note:** I reserve the right to make changes in this syllabus if necessary. Any changes made to the syllabus will be announced in class and/or via email. Assignments and exam focus on the immediately preceding section, but everything in this class is cumulative, so anything covered previously in the course could be on assignments and tests.

G&F = Gravetter & Forzano

G&S = Green & Salkind

APA = APA Manual

Week	Dates	Topic	Readings/Activities	Assignments due Sunday at 11:59pm unless otherwise noted. The exception is the weekly "Participation" activity, which is due Thursdays at 11:59pm.
	Complete before the semester begins	Getting Started	Login to Canvas	
			Establish access to University Library	
			Install SPSS on computer	
			Create study environment	

			Introduce self in discussion forum	
1	8/28-9/3	Class Welcome and Scientific Method	Read G&F Chapter 1	Introduction Discussion Board AND Discussion Board 1
		Lab Overview of Research Project	Research Project Instructions G&F App D APA Ch. 1 & 2	Library Survey 1
2	9/4-9/10	Class Research Ideas and Hypotheses	G&F Ch. 2 Library Presentation Web Literacy Tutorial	Discussion Board 2 AND Web Literacy Tutorials
		Lab Identifying a Research Project	APA Ch. 4 G&S Unit 1 Lesson 1-4 Writing an Article Summary	Project: Initial Article Summary
3	9/11-9/17	Class Variable Measurement	G&F Ch. 3	Discussion Board 3 AND Library Survey 2
		Lab Measuring Variables	APA Ch. 3 Choosing Project Measures G&S Unit 2: Lessons 5-7	Project: Topic Reflection
4	9/18-9/24	Class Research Ethics	G&F Ch. 4 Supplemental Ethics Materials	Discussion Board 4 Exam 1
		Lab Protecting Human Subjects	CITI Training G&S Unit 2: Lessons 8-11 Finalize measures	Project: CITI training certificate Project: Measurement and recruitment plan (1-2)
5	9/25-10/1	Class Research Participants	G&F Ch. 5	Discussion Board 5
		Lab Engaging in the IRB Process	G&S Unit 3: Lessons 12-15	Project: Article summaries 2&3
6	10/2-10/8	Class Research Strategies and Validity	G&F Ch. 6	Discussion Board 6
		Lab Creating Online Survey Research	G&S Unit 5: Lessons 19-21 APA Ch. 8	Project: IRB Protocol Form & Appendices

7	10/9-10/15	Class Descriptive Research	G&F Ch. 13 Supplemental material: One-sample t-test G&S Lesson 22	Lab Report: One-sample t-test Mid-semester Feedback Discussion Board 7
		Lab Writing an APA Style Research Report	G&F Ch. 16 Create Qualtrics survey	Project: Revised IRB Protocol Form & Appendices Project: Qualtrics Survey link
8	10/16-10/22	Class Correlational Research	G&F Ch. 12 Supplemental materials: Correlation	Exam 2 Lab Report: Correlations Discussion Board 8
		Lab Correlations	G&S Lesson 31	Project: Literature Review Themes worksheet Project: Revised Qualtrics survey link
9	10/23-10/29	Class Experimental Research	G&F Ch. 7 Supplemental materials: Independent t-test	Lab Report: Independent t-test Discussion Board 9
		Lab Independent t-test	G&S Lesson 24 Discuss data analysis (await IRB approval)	Project: Title Page, Introduction and References
10	10/30-11/5	Class Between-subjects Design	G&F Ch. 8 Supplemental Materials: One-way ANOVA	Lab Report: One-way ANOVA Discussion Board 10
		Lab One-way ANOVA	G&S Lesson 25 A&A Ch. 9-10 Begin data collection (if IRB approved)	Project: Method
11	11/6-11/12	Class Within-subjects Design	G&F Ch. 9 Supplemental Materials: Within-subjects designs	Lab Report: Paired samples t-test Lab Report: Repeated measures ANOVA
		Lab Paired-samples t-test/Repeated Measures	G&S Lessons 23&29 Collecting Data	Discussion Board 11
12	11/13-11/19	Class Statistical Analysis	G&F Ch. 15	Exam 3 Discussion Board 12
		Lab Results	APA Ch. 7 Analyze data for project	Project: Results Project: Data & Stats Analysis Reflection

13	11/20-11/26	Class Factorial Designs	G&F Ch. 11 Supplemental Materials: Two-way ANOVA	Lab Report: Two-way ANOVA Discussion Board 13
		Lab Two-way ANOVA; Tables/Figures Discussion	G&S Lesson 26 APA Ch. 12 Discuss analysis and conclusions	Project: Table/Figure Project: Abstract & Discussion
14	11/27-12/3	Class Non-experimental and Quasi-experimental Designs	G&F Ch. 10	Discussion Board 14
		Lab Linear Regression	G&S Lesson 34	Project: Complete paper for peer-review (no late assignments accepted)
15	12/4-12/10	Class Single-subject Designs	G&F Ch. 14 Peer Review	Discussion Board 15
		Lab Peer Review	APA Ch. 5&6 IRB Completion Report and Presentation	Project: Peer Review due Tuesday at 11:59pm Project: Final Paper
16	12/11-12/15	Class Presentations		PROJECT: Poster presentation and Recorded presentation (submitted by Monday 12/11 at 8am) IRB Completion Report (due Tuesday 12/12 at 11:59pm) PROJECT: Final Reflection (due Tuesday 12/12 at 11:59pm)
		Lab Concluding Research		Exam 4 (due Thursday 12/14 at 11:59pm) Discussion Board 16
				Note due dates earlier than normal this last week of the semester

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/) [https://www.tamuct.edu/covid19/]

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

Students must be able to perform basic computer skills such as access the internet; log on to websites that require usernames and passwords; navigate tabs and links on web pages; open and send emails; create and send attachments; download and view attachments including Microsoft Word documents and PowerPoint slideshows; open and view streaming video; input and save information entered into online questionnaires; create, save, and upload files in widely-accessible formats (e.g., .rtf, .pdf, or .docx), and create folders on personal computers to organize and save completed work. Students will need reliable and frequent access to a computer and to the Internet. Students will also need a headset with a microphone (or speakers and a microphone) to listen to online resources and conduct other activities in the course.

See pages 1-2 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.

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

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

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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/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, 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) [<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, 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 [WOnline](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.