PSYC 5302-110 SOCIAL PSYCHOLOGICAL PROCESSES (CRN 80330)
Fall 2023
Texas A&M University - Central Texas

COURSE DATES, MODALITY, AND LOCATION

This course is a 100% online course and uses the TAMUCT Canvas Learning Management System [https://tamuct.instructure.com]. The course is offered in the Fall 2023 16-week semester, and the course date range spans August 28 through December 15, 2023 (inclusive). All course deadlines are based on the time zone of the physical location of the university, which is in the Central Standard Time (CST) zone, but Central Daylight Time (CDT) is observed in the summer.

INSTRUCTOR AND CONTACT INFORMATION

Instructor:
Dr. Andria F. Schwegler
Office:
MS Teams, linked on the left menu bar in the course
Email:
Preferred email is through Canvas “Inbox” for course-related information. If correspondence is not related to the course, contact the professor via TAMUCT email (schwegler@tamuct.edu).

Office Hours:
The professor is available to meet with students via MS Teams. Scheduled office hours are 10:30-11:30am and 12:30-2:30pm CST on Tuesdays, Wednesdays, and Thursdays, and flexible office hours are available by appointment. Students can schedule appointments using this Bookings link: https://outlook.office365.com/owa/calendar/Examplecalendar@tamuct.onmicrosoft.com/bookings/
Frequent interaction with the instructor is highly encouraged.

Student-Instructor Interaction:
The professor will logon to the course in Canvas every weekday (Monday through Friday) and will reply to email within two business days.
If students have course-related questions, these should be posted in Study Hall (discussion board) instead of sending the professor an email/message. When posted in Study Hall, a classmate may be able to reply to questions faster than the professor, and all students will have access to the information.
Students are expected to logon to the course in Canvas daily to review and post assignments, read discussion boards, review Study Hall, check messages, etc.
The professor will provide feedback on assignments by marking grading rubrics and/or posting comments as needed in the Submission box or on attached documents. Students should review all assignments in the Grade Center when grades are posted to examine and apply the feedback on subsequent assignments.
Students can message the professor to schedule an appointment to talk via video teleconference when needed.
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 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]
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

COVID-19 Updates

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

COURSE INFORMATION

Course Overview and Description:
Social Psychological Processes. (3 credit hours). Examine the individual in a social and cultural context. Learn the behavior of groups, the roles of individuals within groups, and the influence of groups on an individual’s perceptions, attitudes, emotions, and behavior. Study major theories and supporting research.

Student Learning Outcomes and Assessment:

1. Demonstrate comprehension and application of fundamental principles, generalizations, or theories regarding social psychology. Students will read information regarding theoretical concepts underlying social psychological processes. Students will demonstrate their ability to identify, recognize, compare and contrast concepts on the Module Quizzes and by successfully completing the Web Information Literacy Materials provided by the TAMUCT library.

2. Apply and synthesize course material to improve thinking, problem solving, and decision making. Students will apply course material to improve decision making by writing Application Discussions weekly that require the use of social psychological information to address issues that span a variety of topics. Students will also develop ideas that can be used to address a self-selected community social problem in their Community Service Project Proposals. Finally, students will utilize course material to develop metacognitive thinking on the Course Reflections by reflecting on personal experiences with completing course assignments, documenting study time and rating the helpfulness of assignments, and creating and/or revising study strategies for upcoming lessons.
3. **Analyze and critically evaluate ideas, arguments, and points of view.** Students will respond to others’ writing on social psychological topics and substantiate their points of view with theory and research from the field. Students will demonstrate their ability to critically evaluate ideas on Application Discussion replies (weekly), Research Article Analyses, Synthesis Essays (mid-term and final), and the Community Service Project Proposal in which students identify a gap in knowledge to justify their project.

4. **Demonstrate skill in expressing oneself in writing.** Using appropriate APA style, students will write responses to a variety of assignments including Application Discussions each week with two replies, summaries of existing research with critical reflection, periodic Synthesis Essays, and a series of assignments to develop a Community Service Project Proposal that brings research to bear in addressing a social need in one’s community.

**Required Reading and Textbook(s):**


Research articles on e-Reserve in the University library.

**Recommended Reading:**


*A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer (Sec. 51.9705).*

**COURSE REQUIREMENTS**

**Course Sequence of Instruction:**
This course is organized into weekly learning modules (on the “Modules” link on the left menu bar). Each module requires students to perform the following actions. Complete these actions in the following order for each module.

1) **When first logging on to Canvas, read the module learning objectives for each module before completing any course assignments.**
   a. The learning objectives for each module should serve to direct students’ attention to important course content and describe the alignment between learning outcomes, assignments, and assessments.

2) **Participate in Study Hall by posting and responding to questions at any time as you study** (on the “Discussions” tab on the left menu bar).
   a. In the spirit of student-led study groups, the professor created a virtual space for informal, student-to-student (and student-to-professor) communication concerning matters related to this class. All questions related to the academic content of this class should be asked in Study Hall. Students are expected to respond to their classmates’ questions/comments with helpful explanations. Students who can answer a posted
question or provide assistance should not wait for the professor to respond. Student led
discussion of academic content is expected in Study Hall just as it is in the Application
Discussion forums, and the professor will monitor Study Hall and will respond to any
post that is not adequately addressed by peers (e.g., posts that are unanswered, posts
that include inaccurate information, etc.). While students should provide accurate
information in their posts, Study Hall posts are ungraded and present a low threat way
of interacting with classmates to help each other learn.

b. To use Study Hall effectively, students should check the forum each time they log on to
the class and perform the following actions:
   i. Ask for explanations by creating a new thread in the Study Hall forum. It is
      acceptable to ask for assistance on any topic in the course except specific items
      that are graded (e.g., questions assigned for homework and questions on
      exams).
      1. Please note: There are NO graded group projects in this class. All graded
         assignments must be completed individually with no assistance from
         classmates, tutors, or other people. While learning is not a solo
         endeavor, assessment is! If you cannot understand this distinction or if
         you are unsure what acts constitute academic dishonesty, ask the
         professor before engaging in the behavior.
   ii. Offer explanations to other students by replying to a question thread.
   iii. Read old Q&A threads as a study tool and reference. Peer explanations are
       another source of examples and clarifications in addition to your textbook, the
       videos, and your communications with the professor.
   iv. Network! Don’t lose sight of the fact that your classmates are (or will soon be)
       your colleagues in your profession. Establish professional contacts now that you
       can rely upon later.

c. Students should know that Study Hall is a public forum, and all students in the course
can access and read all postings; therefore, private information should not be
discussed in Study Hall (e.g., personal problems or events, confidential information
including grades and disability accommodations, and other issues that should be kept
between the student and professor only). If students have a personal or confidential
topic to discuss, the student should send an email addressed to the professor only via
the Inbox tool.

3) Read the assigned chapter(s) and research articles. The text and research articles provide
the primary content for the course. Follow the steps below when beginning each chapter. (For more
information on this technique, search “SQ3R” on the web.)
   a. Survey – Before reading, spend 2 minutes flipping through the pages of the chapter to
      get a general idea of the chapter content. During this time, read only titles, headings,
      subheadings, and captions for any pictures or tables for the entire chapter.
   b. Question – Next, go back to the beginning of the chapter and flip through it again,
      turning the title, headings, and subheadings into questions. Guess a plausible answer to
      each question.
   c. Read – Go back to the beginning of the chapter and start reading. Slow down your
      speed for difficult passages, reread captions as you encounter them, and reread sections
      that are unclear.
   d. Recite – At the end of each section, stop reading and go back to take notes from the
      text, writing them in your own words. Do not copy notes verbatim from the text.
Pausing to reflect after each section will help you identify the material you may not fully understand, so you can immediately review it. You will be unable to understand later concepts without first understanding initial concepts. The material in this class is cumulative, and it will form the foundation for additional information later.

e. **Review** – Finally, when you complete your reading of an entire chapter, quiz yourself on the content. Explain the theories and describe the research studies from memory. Explain how a theory is related to each research study. Connect ideas across chapters. Look for patterns in behavior, consistencies in theories, and contradictions. Review the material you cannot remember.

4) **Watch the TED talk(s) [i.e., instructional video(s)] that accompany each module as you study the text.**

   a. The TED Talks for the course were selected to offer variety to the perspectives presented in class and to extend text concepts. The Talks range from 3- to 20-minutes in length and should be viewed AFTER students have read the text materials. When viewing the Talks students should integrate content from the Talk with the content from their reading. (Full text transcripts of each Talk are available on the site for ease of reference.) Students are encouraged to note consistencies and discrepancies among content presented in the readings and the Talks.

5) **Make an appointment for virtual office hours (synchronous communication) or email the professor (asynchronous communication) for assistance when needed.**

   a. The professor will log on to the class daily on weekdays (Monday through Friday), unless otherwise announced. The professor will respond as quickly as possible to emails, usually within two business days. All course-related email should be conducted through the “Inbox” tool linked on the left menu bar.

   b. In addition, the professor will hold synchronous, online office hours as requested by appointment using MS Teams. During these office hours, students may log on and interact with the professor in real time. Students will need a headset with microphone (or speakers and a microphone) to use this option on their computers, or students can dial into the session on their phones. If using a computer, students should use a headset if possible to reduce echo and feedback, and students should use a wired (not wireless) internet connection. MS Teams is linked on the left menu bar in class.

6) **Review the module readings and take the Module Quiz.**

   a. Each week students should take a timed, multiple choice quiz on the assigned readings prior to completing the weekly writing assignments for the course. The quizzes are intended to provide a check on students’ understanding of basic course content before moving on to higher level processing (application, analysis, synthesis) of content.

   b. Once a quiz is started, it must be completed in the same session. Each quiz will be comprised of 10 multiple choice questions that pertain to the module readings.

7) **Write the Application Discussions and Replies for each module.**

   a. After completing the readings, viewing the TED Talk(s), and taking the module quiz, students should have a solid understanding of chapter and article content. The next step in the learning process is to apply the concepts to the student’s life. Thus, the Application Discussions provide in-class discussions of assigned or self-selected content related to the course readings to discuss with classmates in a scholarly manner. When writing the Application Discussions and the minimum of 2 required replies each week, students should be clear in their explanations of the connection between course concepts and the application of the concepts (e.g., their personal reactions to it, how it
will help them improve decision making, how it will shape their future practice). All discussions should use APA style formatting for citations. All content from the readings must be cited in text.

8) **Write the Research Article Analysis.**
   a. Throughout the semester, students will read and summarize empirical research in social psychology from peer-reviewed, published research articles. Students will use the library databases and/or course e-Reserves to access the empirical reports to summarize. These research articles extend information discussed in the course text and demonstrate how research is performed in social psychology.

9) **Submit the Course Reflections.**
   a. Throughout the semester, students should keep a rough estimate of their study time as they complete each course activity. The periodic Course Reflection is a brief assessment designed to help students develop and use metacognitive strategies to evaluate one’s learning activities and use of study time. Additionally, the Course Reflection supplies ongoing feedback to the professor to enable timely content revision and/or supplementation instead of waiting until the end of the semester evaluation.
   b. To encourage honest feedback from students, credit for this assignment is included in each student’s Class Participation grade. As such, the grade is based only on participation and not on the specific answers provided. To receive full credit, a student needs only to complete the entire form (i.e., type in a response for every blank except those labeled ‘optional’). The specific times reported or ratings entered will not impact the grade. This grading scheme is intended to produce honest responses that will enable students to improve study time and will enable the professor to improve the course and its instructional materials.

10) **Research and write the Community Service Project Proposal.**
    a. To apply course content outside the “boundaries” of the course, students will research community service project ideas in their local communities and write a proposal to apply course concepts to benefit a self-selected cause or organization or social problem correction. All project ideas must be approved by the professor and must be pro-social in nature.
    b. Students will submit 6 assignments throughout the semester as they develop the project including a description of ideas, background research on the approved topic “problem,” social psychological research support for project “solutions,” a written presentation of the proposal, a presentation geared toward the target audience, and peer reviews of presentations.

11) **Review and write the mid-term and final exam Synthesis Essays.**
    a. Students will write synthesis essays at the mid-term of the course and during the last week of the course. These exams will require students to integrate (i.e., synthesize) information across readings as they create a coherent understanding of theory and research in social psychology.

**Course Assignments:**
Students are responsible for meeting the course requirements as scheduled for each module in the course calendar. Assignments submitted after the due date will not receive full credit. A 25% penalty per day will be imposed on all assignments submitted after the deadline. Specifically, assignments submitted after the deadline on the due date will receive a 25% penalty, assignments submitted more than 24 hours after the deadline will receive a 50% penalty, assignments submitted more than 48 hours
after the deadline will receive a 75% penalty, and assignments submitted more than 72 hours after the deadline will receive no credit though the professor will still provide feedback on the assignment.

All assignments must be written in a student’s own words. No credit will be awarded for quoted, plagiarized, or AI generated 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. Creating one’s own written explanations for concepts facilitates encoding in the brain. As such, a human will be reading and responding to all student communications, so it is expected that a human will be writing all assignments. The use of chatbots to write assignments for students will be considered a violation of academic honesty. Students are encouraged to use chatbots and other online tools to learn information to extend their understanding of content beyond the textbook, but students should not use chatbots to write information for course assignments for them. Online tools should be used to learn, not circumvent learning.

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

As a graduate level course, it is expected that students are proficient in basic writing skills (e.g., proper English grammar, spelling, punctuation). If a student’s written work fails to include these basic writing elements, points will be removed from the overall assignment grade. If students desire assistance with writing - from reviewing basic skills to crafting advanced arguments - students are strongly encouraged to utilize the University Writing Center.

Class Participation (3.0% of Overall Course Grade). Active online participation in diverse learning activities delivered throughout the learning process is expected in this course. At regular intervals throughout the course, when students have completed a series of instructional activities, students will complete the Course Reflection form. A student will receive full credit for the assignment if they complete the form in its entirety (i.e., do not leave any blank empty), regardless of the specific answers provided – within reason. Violations of ‘reasonable’ and ‘good faith’ efforts to complete the form honestly will not receive credit even if all blanks are completed. Bogus feedback violates the intent of the activity, which is to allow the student to develop metacognitive strategies and provide feedback to inform course revision. Careless feedback does not provide useful data for either the student or the professor. A grading scheme that considers only class participation and not potentially critical feedback is meant to elicit honest, useful data to improve student learning and course activities. It is not meant to encourage sloppiness and carelessness.

Application Discussions and Replies (24.0% of Overall Course Grade). The weekly discussion forums provide a context for class discussion of assigned or self-selected topics pertaining to social psychology. Students are required to submit one post (approximately 200 words) as an explanation of the module discussion assignment and two (2) replies (approximately 75 words each) to posts made by classmates. Though the specific content in each submission will vary weekly, students should use the grading rubric attached to each discussion forum to guide their writing. Each post and reply (2 required) will be graded according to assigned rubric standards
for a total of 16 points on each Application Discussion each week.

**Module Quizzes (15.0% of Overall Course Grade).** A multiple-choice quiz assessing material from the course readings is scheduled for each module. All quizzes must be completed independently. The quizzes are designed to assess comprehension of material that students need to contextualize the more detailed information of the writing assignments.

**Research Article Analysis (20.0% of Overall Course Grade).** Throughout the course of the semester, students will read first-hand reports of empirical research in social psychology that are published in peer-reviewed journals. In addition to discussing the content of the articles in discussion board posts and on the synthesis essays, students will submit periodic summaries of module articles that include a critical analysis of the content. Each Research Article Analysis will be grading using the following rubric.

**Introductory Paragraph of Article Summary**

Thesis statement for research article summary explains the purpose of the research

0 = none present, or thesis statement does not explain purpose of research summarized

1 = thesis statement explains the purpose of the research without referring to the summary assignment itself; thesis statement focuses on importance of variables not on fact of writing a summary

Explanation of the variables in the research [i.e., independent variable (IV) being manipulated and dependent variable (DV) being measured]

0 = none present, or variables are not correctly identified

2 = at least one variable is accurately identified and explained

4 = all variables (independent and dependent) are correctly identified and explained

**Statement of Research Questions/Hypotheses**

0 = no description of research questions/hypotheses addressed in the summary

1 = description of research questions/hypotheses addressed in the summary

**Summary of Introduction**

0 = no description of background research is addressed in the summary

2 = description of background research includes some relevant information to justify study but omits important information

4 = description of background research includes necessary information to justify study (e.g., rationale explains how research contributes new information to the area, rationale clarifies why replication is important)

**Summary of Method**

Description of participants

0 = no description of research participants

1 = description of participants omits relevant characteristics (e.g., n, age, experience)

2 = description of participants includes all relevant characteristics

Description of procedure

0 = no description of procedure or research design

1 = description of procedure omits relevant characteristics (e.g., missing measure or step)

2 = description of procedure includes all relevant characteristics
Description of assessments
0 = no description of assessments or how data was recorded to use for analysis
1 = description of assessments includes all relevant characteristics

Summary of Results
Description of how the data were used to test hypotheses
0 = no description of analyses, or names of statistical tests replace description of analyses
2 = description of analyses includes some relevant information but omits relevant characteristics (e.g., tests of group means are not related to study manipulations/groups)
4 = description of analyses includes all relevant information

Explanation of how the observed data relates to the research questions/hypotheses
0 = no explanation of outcomes, or output of statistical tests replace explanation of outcomes
2 = description of observed outcomes includes some relevant information but omits relevant characteristics (e.g., statistically significant results are not distinguished from nonsignificant ones)
4 = description of observed outcomes includes all relevant information

Summary of Discussion
Explanation of conclusions
0 = no description of conclusions/generalizations of research
2 = description of conclusions includes some relevant information but omits relevant characteristics or makes overstated claims
4 = description of conclusions includes all relevant information

Limitations of study
0 = no description of limitations regarding research design or generalizability
2 = description of limitations includes some relevant information but omits relevant characteristics (e.g., important cautions are ignored)
4 = description of limitations includes all relevant information

Independent Critical Analysis of Research
0 = no independent suggestions, or description restates authors’ analysis
2 = novel description of study flaws or design improvements are present but are simplistic (e.g., suggests replication on a different sample) but suggestions do not address a documented gap in knowledge
4 = novel suggestions extend beyond the authors’ analysis and contribute to increasing knowledge in the area (e.g., identification of flaws, suggestions for improvement that are linked to theory)

Independent Synthesis of Research with Existing Literature
0 = no integration, or summary is not correctly placed in broader context of the field
2 = novel suggestions link the summary to the broader research context in the field but are not fully described
4 = novel suggestions extend beyond the author(s)’ integration and contribute to improving knowledge in the area

APA Style Citation
0 = none present or does not conform to APA style
1 = citation is present and includes all information in proper APA style
**Synthesis Essays (15.0% of Overall Course Grade).** At two points during the semester (mid-term and final, worth 75 points each), synthesis essays that integrate concepts across several modules are due. The mid-semester essays will require that students integrate multiple sources of material across the initial modules of the course. The essays due at the end of the semester will require that students integrate multiples sources of material across the entire semester.

**Community Service Project (CSP) Proposal (23.0% of Overall Course Grade).** Students will submit 6 cumulative assignments as they develop the project including a description of ideas (10 points), background research on the approved topic “problem” (50 points), social psychological research support for project “solutions” (50 points), a 15-page written research paper of the proposal (50 points), a PowerPoint presentation of the proposal geared toward the target audience (40 points), and peer reviews of three proposals (10 points per review for a total of 30 points). Each assignment will help students create explanations that should be integrated into the final manuscript. All feedback from the professor must be integrated into the final paper and presentation.

### Grading Criteria Rubric and Conversion

**Table 1 Grading Criteria and Conversion**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Number Due</th>
<th>Points Per</th>
<th>Points Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>6</td>
<td>5</td>
<td>30</td>
<td>3.0</td>
</tr>
<tr>
<td>Application Discussions &amp; Replies</td>
<td>15</td>
<td>16</td>
<td>240</td>
<td>24.0</td>
</tr>
<tr>
<td>Module Quizzes</td>
<td>15</td>
<td>10</td>
<td>150</td>
<td>15.0</td>
</tr>
<tr>
<td>Research Article Analysis</td>
<td>5</td>
<td>40</td>
<td>200</td>
<td>20.0</td>
</tr>
<tr>
<td>Synthesis Essays (Midterm/Final)</td>
<td>2</td>
<td>75</td>
<td>150</td>
<td>15.0</td>
</tr>
<tr>
<td>Community Service Proposal Ideas</td>
<td>1</td>
<td>10</td>
<td>10</td>
<td>1.0</td>
</tr>
<tr>
<td>Research on Behavior</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td>5.0</td>
</tr>
<tr>
<td>Research on Social Influence</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td>5.0</td>
</tr>
<tr>
<td>Final Revised Proposal</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td>5.0</td>
</tr>
<tr>
<td>Presentation</td>
<td>1</td>
<td>40</td>
<td>40</td>
<td>4.0</td>
</tr>
<tr>
<td>Presentation Peer Reviews</td>
<td>3</td>
<td>10</td>
<td>30</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Posting of Grades**

**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.
**Table 2 Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>University Definition</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>Not Passing</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>59 or below</td>
</tr>
</tbody>
</table>

**Grade Posting:**
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 on the Monday they are due and will have all grades posted within 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.*
### Table 3 Course Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Instructional Activities</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26 (12:30pm)</td>
<td>Getting Started</td>
<td>Log on to Canvas&lt;br&gt;Establish library access from home&lt;br&gt;Create a quiet study environment&lt;br&gt;Resolve all computer difficulties&lt;br&gt;Find 2 ‘back-up’ computers w/internet&lt;br&gt;Introduce self in discussion forum</td>
<td>All assignments are due by 8:00am CST on Mondays except for initial discussion posts which are due by the end of the day on Thursdays (i.e., 11:59pm CST) prior to the close of the module.</td>
</tr>
<tr>
<td>through August 28</td>
<td>(Complete before the semester begins.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(12:30am)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 28 (12:30am)</td>
<td>Module 1: Introduction to Social Psychology and Social Research Methods</td>
<td>Read F&amp;B Chapter 1&lt;br&gt;Read F&amp;B Chapter 3&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write CSP Proposal Ideas</td>
<td>Module 1 Quiz&lt;br&gt;Application Discussion 1&lt;br&gt;CSP Proposal Ideas</td>
</tr>
<tr>
<td>through September 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8:00am)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 1 (12:30am)</td>
<td>Module 2: Self</td>
<td>Read F&amp;B Chapter 5&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write Research Article Analysis&lt;br&gt;Research CSP Behavior</td>
<td>Module 2 Quiz&lt;br&gt;Application Discussion 2&lt;br&gt;Research Article Analysis</td>
</tr>
<tr>
<td>through September 11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8:00am)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 8 (12:30am)</td>
<td>Module 3: Emotion</td>
<td>Read F&amp;B Chapter 14&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Research CSP Behavior&lt;br&gt;Complete Course Reflection</td>
<td>Module 3 Quiz&lt;br&gt;Application Discussion 3&lt;br&gt;Course Reflection 1</td>
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<td>September 15 (12:30am)</td>
<td>Module 4: Social Cognition</td>
<td>Read F&amp;B Chapter 4&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write CSP Behavior Research</td>
<td>Module 4 Quiz&lt;br&gt;Application Discussion 4 &amp; Web Literacy Certificate&lt;br&gt;CSP Behavior Research</td>
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<td>September 22</td>
<td>Module 5:</td>
<td>Read F&amp;B Chapter 13&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write Research Article Analysis&lt;br&gt;Research CSP Social Influence</td>
<td>Module 5 Quiz&lt;br&gt;Application Discussion 5&lt;br&gt;Research Article Analysis</td>
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<tr>
<td>(12:30am) through</td>
<td>Morality</td>
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<td>October 2 (8:00am)</td>
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<td>September 29</td>
<td>Module 6:</td>
<td>Read F&amp;B Chapter 6&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Research CSP Social Influence&lt;br&gt;Complete Course Reflection</td>
<td>Module 6 Quiz&lt;br&gt;Application Discussion 6&lt;br&gt;Course Reflection 2</td>
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<tr>
<td>(12:30am) through</td>
<td>Attitude Structure and Change</td>
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<td>October 9 (8:00am)</td>
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<td>October 6</td>
<td>Module 7:</td>
<td>Read B&amp;F Chapter 19&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write Research Article Analysis&lt;br&gt;Research CSP Social Influence</td>
<td>Module 7 Quiz&lt;br&gt;Application Discussion 7&lt;br&gt;Research Article Analysis</td>
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<tr>
<td>(12:30am) through</td>
<td>Judgment and Decision Making</td>
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<td>October 16 (8:00am)</td>
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<td>October 13</td>
<td>Module 8:</td>
<td>Read F&amp;B Chapter 7&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Research CSP Social Influence&lt;br&gt;Write Midterm Synthesis Essays Exam</td>
<td>Module 8 Quiz&lt;br&gt;Application Discussion 8&lt;br&gt;Midterm Exam</td>
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<td>(12:30am) through</td>
<td>Social Influence</td>
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<td>October 23 (8:00am)</td>
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<td>October 20</td>
<td>Module 9:</td>
<td>Read F&amp;B Chapter 11&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write CSP Social Influence Research&lt;br&gt;Complete Course Reflection</td>
<td>Module 9 Quiz&lt;br&gt;Application Discussion 9&lt;br&gt;CSP Social Influence Research&lt;br&gt;Course Reflection 3</td>
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<tr>
<td>(12:30am) through</td>
<td>Intergroup</td>
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<td>October 30 (8:00am)</td>
<td>Relations</td>
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<td><strong>Deadline Graduation Participation Application October 27</strong></td>
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<td>October 27 (12:30am) through November 6 (8:00am)</td>
<td><strong>Module 10</strong>: Prejudice, Stereotyping, and Discrimination</td>
<td>Read F&amp;B Chapter 12&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write Research Article Analysis&lt;br&gt;Write CSP Proposal</td>
<td>Module 10 Quiz&lt;br&gt;Application Discussion 10&lt;br&gt;Research Article Analysis</td>
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<td>November 3 (12:30am) through November 13 (8:00am)</td>
<td><strong>Module 11</strong>: Aggression</td>
<td>Read F&amp;B Chapter 8&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write CSP Proposal&lt;br&gt;Complete Course Reflection</td>
<td>Module 11 Quiz&lt;br&gt;Application Discussion 11&lt;br&gt;Course Reflection 4</td>
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<td>November 10 (12:30am) through November 20 (8:00am)</td>
<td><strong>Module 12</strong>: Attraction and Rejection</td>
<td>Read F&amp;B Chapter 9&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write CSP Proposal</td>
<td>Module 12 Quiz&lt;br&gt;Application Discussion 12&lt;br&gt;CSP Proposal</td>
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<td>November 17 (12:30am) through November 27 (8:00am)</td>
<td><strong>Module 13</strong>: Close Relationships</td>
<td>Read F&amp;B Chapter 10&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write Research Article Analysis&lt;br&gt;Write CSP Presentation</td>
<td>Module 13 Quiz&lt;br&gt;Application Discussion 13&lt;br&gt;Research Article Analysis</td>
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<td>November 24 (12:30am) through December 4 (8:00am)</td>
<td><strong>Module 14</strong>: Evolutionary Social Psychology</td>
<td>Read F&amp;B Chapter 16&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz&lt;br&gt;Write Application Discussion&lt;br&gt;Write CSP Presentation&lt;br&gt;Complete Course Reflection</td>
<td>Module 14 Quiz&lt;br&gt;Application Discussion 14&lt;br&gt;CSP Presentation&lt;br&gt;Course Reflection 5</td>
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<td>December 1 (12:30am) through December 11</td>
<td><strong>Module 15</strong>: Health, Stress, and Coping</td>
<td>Read F&amp;B Chapter 18&lt;br&gt;Read Research Article&lt;br&gt;Watch TED Talk&lt;br&gt;Take Module Quiz</td>
<td>Module 15 Quiz&lt;br&gt;Application Discussion 15&lt;br&gt;CSP Peer Reviews</td>
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<td>Week</td>
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<td>Write Application Discussion</td>
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<td>Peer Review CSP Presentations</td>
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<td>December 11 (8:00am)</td>
<td>Module 16: Final Exam</td>
<td>Write Final Synthesis Essays Exam</td>
<td>Final Exam Course Reflection 6</td>
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<td>through December 15</td>
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<td>Complete Final Course Reflection</td>
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The professor reserves the right to amend this syllabus at any time. If revisions are necessary, the professor will make every effort to provide as much advanced notice as possible.

**Important University Dates**
Students should reference the [university academic calendar](http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/) to verify they do not miss deadlines:

**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.

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linus, iOS, android, or any other device with a modern web browser. **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/] by clicking on the “TAMUCT Online Canvas” tile. You will then log in through our Microsoft portal.

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

**Canvas Support:**
Use the Canvas Help tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.
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 also requires 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
- 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) 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). 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/).

**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] 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].

If you know of potential honor violations by other students, you may submit a referral, [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.


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], 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 [WCOnline](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.

**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
mater. 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].

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.

INSTRUCTOR POLICIES

Course Calendar
Carefully examine the Course Calendar. Note that each Module will be available to students for 10 days with the exception of Module 1, which opens on the first day of the semester. Each Module (except Module 1) opens on a Friday at 12:30am CST, and Module assignments are due 10 days later on Monday morning by 8:00am CST except for initial discussion posts which are due on Thursdays by 11:59pm CST. Students should have all assignments submitted for each Module well before the deadlines.

When planning study time, students should realize that the upcoming Module opens before the current Module closes, so a portion of the 10 days that each Module is available overlaps with another Module. Students should plan accordingly and realize they do not have 10 days to devote to each Module exclusively. However, a 10-day period of availability, instead of a one-week period, allows students greater flexibility to plan their coursework and still complete their assignments on time should an unexpected emergency arise.

Students should also realize that the professor will not be available on the weekends to answer questions. Therefore, students should not plan to complete and submit work on the weekend before it is due. Instead, students should begin each Module the first weekend it opens so that students can seek the professor’s assistance during the week and submit accurate assignments well before the deadline.

To remind, assignments submitted after the due date will not receive full credit. A 25% penalty per day will be imposed on all assignments submitted after the deadline. Specifically, assignments submitted after the deadline on the due date will receive a 25% penalty, assignments submitted more than 24 hours after the deadline will receive a 50% penalty, assignments submitted more than 48 hours after the deadline will receive a 75% penalty, and assignments submitted more than 72 hours after the deadline will receive no credit though the professor will still provide feedback on the assignment.

Recommended Academic Strategies
1. Complete the ‘Getting Started’ tasks on the course calendar before the first day of class. Students should have two ‘back-up’ computers located before the course begins so they can concentrate on completing coursework even in the event of technical difficulties.
2. Be realistic about the time you must devote to the course. You should set aside a minimum of 9 hours each week for the next 16 weeks to devote to this course.
   a. According to the federal definition of a credit hour, students should spend “not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class...for one semester hour of credit” (http://www.sacsoc.org/subchg/policy/CreditHours.pdf). Because this is a 3-credit hour class, students should be spending at least 9 hours on coursework per week. Bear in mind that this guideline is for an average class. Some students may find this to be a difficult course, so you may require more time to grasp the concepts and complete the assignments.
   b. 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.
   c. Begin each module the day it opens. The course requirements are too time-demanding and labor-intensive to wait until the last day assignments are due to begin work.

3. Follow the sequence of instruction. Gaining a full, independent understanding of the text is absolutely critical in an online course, and the sequence of instruction provides diverse activities based on sound educational practice to meet this goal.

4. Pay attention to the percentage of your grade each assignment is worth. Simply doing well on the exams will not allow you to pass the course. Students must submit all assignments every week to do well in the course.

5. Complete and submit course assignments on time. Find at least two ‘back-up’ computers with internet access if your primary computer “crashes” or you have connection difficulties. Save your work often and on multiple media (e.g., hard drive, jump drive), so you do not lose your work.

6. Stay focused. Just as in a face-to-face class, reduce as many distractions as possible when working on course assignments. Turn off all electronic devices such as cell phones, music players, gaming equipment, etc. Postpone business not related to the course until you have completed your assignments for the day.

7. Keep me informed. At the first sign of confusion or difficulty, request assistance in Study Hall. Unless I hear from you, I will not know how to help you.

8. Be professional and use proper netiquette (i.e., internet etiquette).
   a. Use standard English in all of your communications, and write all correspondence in complete sentences. Do not abbreviate or use texting shortcuts (e.g., OMG! R U kidding. ROFL!). Spell check, proofread, and revise your messages before sending them.
   b. Be polite and respectful of others. Do not use all UPPERCASE LETTERS, which is equivalent to shouting. Avoid sarcasm and irony because they are easily misinterpreted by the reader. Do not ‘flame’ others by sending negative or hurtful comments; though the reader cannot see you, you are not anonymous.
   c. Remember that you are individually accountable for all your messages and online actions. Treat Study Hall and your interactions with others in class as you would in your professional career.

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