

**PSYC 5306 – 110 Applied Psychology (CRN: 80333)  
Fall 2023**

Texas A&M University – Central Texas

**Course Dates, Modality, and Location**

**Dates:** August 28<sup>th</sup> – December 15<sup>th</sup>, 2023

**Modality:** Online Asynchronous course using Canvas Learning Management System  
[<https://tamuct.instructure.com/>].

**Location:** This is a completely asynchronous course; however, 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:** Malin Lilley, Ph.D.

**Office:** WH 318N

**Email:** [malin.lilley@tamuct.edu](mailto: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 (use Bookings link above); 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 via email or during office hour appointments. **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 5306) 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.

Students are expected to login to Canvas daily to view announcements, review course materials, complete assignments, and view instructor feedback. The professor will provide feedback on course assignments via Canvas and it is expected that students incorporate feedback in subsequent assignments.

### **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 meetings and office hours. 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> .
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>

### **Course Information**

#### **Course Overview and Description**

Learn to use psychological science to address problems in contexts that are meaningful to you! This course surveys the foundations of applied psychology and its use in a variety of contexts including education, industry and organizations, health, marketing, forensics, and coaching. Students will explore career alternatives via first-hand research in a self-selected area.

#### **Goals, Student Learning Outcomes, and Assessments:**

1. *Comprehend and apply fundamental principles, generalizations, or theories regarding applied psychology.* Students will read information regarding assumptions underlying applied psychology and its utilization in a variety of fields and specializations including education, industry and organizations, health, marketing, forensics, and coaching. Students will demonstrate their ability to identify, recognize, compare, contrast, and summarize concepts on the Module Quizzes, Application Discussions, Applied Psychology Case Study, and comprehensive final exam.
2. *Express oneself in professional 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 (Research Article Analyses), a professional interview and organizational case study, and a series of assignments to develop an Applied Project Proposal that brings research to bear in addressing a need related to the student's desired career path.

3. *Analyze and critically evaluate ideas, arguments, and points of view.* Students will respond to others' writing on the application of psychology to various fields and substantiate their points of view with theory, research, and/or data from the area. Students will demonstrate their ability to analyze and critically evaluate ideas while writing the Applied Psychology Case Study, the Application Discussion Replies, Research Article Analyses, and peer reviews of the Applied Psychology Case Studies and Applied Project Proposals. In the Applied Project Proposals, students will identify a gap in knowledge to justify their project and write learning outcomes for it to guide the plan they create.
4. *Synthesize course material to improve thinking, problem solving, and decision making.* Students will apply course material to improve decision making by writing Application Discussions that require the use of psychological information to address issues that span a variety of topics. Students will also create an Applied Project Proposal to address a self-selected topic related to their future career path and integrate it into their Program Portfolio.

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

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

Bayne, R., & Jinks, G. (2013). *Applied psychology: Research, training, and practice* (2<sup>nd</sup> ed.). Sage. (ISBN: 978-0-85702-834-1).

Additional Research Articles will be provided by the instructor and posted to Canvas.

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

### **How to Succeed**

- **Participation:** This course requires that students actively engage with course content to learn the information. 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. 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. Because this course is asynchronous, this means you are responsible for devoting time to coursework, keeping yourself on track, and acknowledging when you need assistance. 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. Please be respectful and kind to your fellow classmates in all forms of communication. Academia allows for discussion of differing thoughts and ideas, so long as this is done in a professional manner and is surrounding relevant evidence on the topic.

**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**

- **Reading Quizzes:** 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.
- **Application Discussions and Replies:** The weekly discussion forums provide a context for class discussion of assigned or self-selected topics pertaining to applied 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.
- **Research Article Analysis:** Throughout the course of the semester, students will read first-hand reports of research and data analysis in applied psychology that are published in a variety of outlets. In addition to discussing the content of the articles in discussion

board posts and as they apply to the applied project proposal, students will submit periodic summaries of the readings that include a critical analysis of the content.

- **Applied Psychology Case Study:** Students will submit two written assignments consisting of an interview with a professional working in their field of interest and an analysis of the professional’s organization. Students will also present their findings to their classmates. The target organization and individual for this assignment must be approved by the instructor. The interview should focus on the professional’s job duties, unwritten expectations for employment, personal work philosophy, and applications of research to the workplace. The organization analysis should focus on the mission, administrative structure, goals, strengths, weaknesses, and needs. In addition to submitting the written reports, students will summarize their findings and present them to their classmates, expanding their exposure to applications of psychology in the workplace. Students will provide a peer review to at least three of their colleagues’ case studies.
- **Applied Project Proposal:** Students will submit six cumulative assignments as they develop a project to address a self-selected real world issue, including a description of ideas, background research on the approved topic “problem,” research support for project “solutions,” a 15-page written proposal with all revisions implemented from the “problem” and “solutions” portions, a PowerPoint presentation of the proposal geared toward the target audience, and peer reviews of three proposals. Feedback from the professor must be integrated into the final paper and presentation to receive credit.
- **Final Exam:** Students will write two essays for their comprehensive final exam. One essay will include a reflection describing the student’s identification of the most critical course content and its application to the student’s career goals. At least one essay will require integration across modules of the research read during the semester.
- **Program Portfolio Check:** At the end of the semester, students will update their Program Portfolios with their final, revised Assessment Project draft.

**Table 1 Assignments and Point Values**

Assignment	Number Due	Point Value	Points Total	% of Grade
Reading Quiz	15	10	150	15
Discussion Board Post	15	10	150	15
Research Article Analysis	4	25	100	10
<b>Applied Psychology Case Study</b>				
Interview Questions	1	50	50	5
Interview Summary	1	50	50	5
Organization Analysis	1	50	50	5
Presentation	1	50	50	5
Peer Review	3	10	30	3
<b>Applied Project Proposal</b>				
Ideas	1	10	10	1

Research on "Problems"	1	50	50	5
Research on "Solutions"	1	50	50	5
Final Revised Proposal	1	50	50	5
Presentation	1	50	50	5
Peer Review	3	10	30	3
Final Essay Exam	1	100	100	10
Program Portfolio Check	1	30	30	3
<b>Total</b>			1000	100

### 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:

<b>A</b>	<b>90-100%</b>
<b>B</b>	<b>80-89%</b>
<b>C</b>	<b>70-79%</b>
<b>D</b>	<b>60-69%</b>
<b>F</b>	<b>&lt;60%</b>

### Grading Policy

Although the instructor will typically announce upcoming deadlines on Canvas 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 (i.e., discussion board posts and assignments at the end of the semester) 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., assignments for peer review and final exam). 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](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](http://www.apastyle.org)

As a graduate level course, it is expected that students are proficient in basic writing skills (e.g., standard 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.

## **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.

Week	Dates	Module	Instructional Activities	Assignments Due
	Getting Started	Complete before the semester begins	Login to Canvas	All assignments are due on Sunday at 11:59pm CST at the end of each week. The exception to this is discussion board posts, which are due on Thursday at 11:59pm of each week.
			Establish access to University Library	
			Create study environment	
			Introduce self in discussion forum	
<b>1</b>	8/28-9/3	1: Applying Psychology	Read B&J Chapter 1	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Case Study Ideas and Interview Questions
			Write Case Study Ideas and Interview Questions	
<b>2</b>	9/4-9/10	2: Research in Applied Psychology Contexts	Read B&J Chapter 2	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Revised Interview Questions
			Revise Interview Questions	
<b>3</b>	9/11-9/17	3: Research, Theory, and Practice	Read B&J Chapter 3	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Interview Summary
			Conduct Interview	
<b>4</b>	9/18-9/24	4: Clinical Psychology	Read B&J Chapter 4	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Organization Analysis
			Write Organization Analysis	
<b>5</b>	9/25-10/1	5: Counseling Psychology	Read B&J Chapter 12	Reading Quiz



			Reading Quiz	Discussion Board Post
			Discussion Board Post	Case Study Presentation
			Create Case Study Presentation	
<b>6</b>	10/2-10/8	6: Educational and Child Psychology	Read B&J Chapter 5	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Research Article Analysis
			Research Article Analysis	
<b>7</b>	10/9-10/15	7: Forensic Psychology	Read B&J Chapter 9	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Case Study Peer Reviews
			Write Case Study Peer Reviews	
<b>8</b>	10/16-10/22	8: Occupational Psychology	Read B&J Chapter 6	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Project Proposal Ideas
			Write Project Proposal Ideas	
<b>9</b>	10/23-10/29	9: Health Psychology	Read B&J Chapter 7	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Research Article Analysis
			Research Article Analysis	
<b>10</b>	10/30-11/5	10: Marketing Psychology	Read B&J Chapter 8	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Proposal Problems
			Write Proposal "Problems"	
<b>11</b>	11/6-11/12	11: Sports Psychology	Read B&J Chapter 11	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Proposal Solutions
			Write Proposal "Solutions"	
<b>12</b>	11/13-11/19	12: Cognitive Psychology	Read B&J Chapter 14	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Research Article Analysis
			Research Article Analysis	

			Revise and Integrate Project Proposal	
<b>13</b>	11/20-11/26	13: Coaching and Coaching Psychology	Read B&J Chapter 16	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Applied Project Proposal
			Write Applied Project Proposal	
<b>14</b>	11/27-12/3	14: Careers Guidance and Psychology	Read B&J Chapter 17	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Research Article Analysis
			Research Article Analysis	
<b>15</b>	12/4-12/10	15: The Professional Academic	Read B&J Chapter 18	Reading Quiz
			Reading Quiz	Discussion Board Post
			Discussion Board Post	Proposal Presentation
			Create Proposal Presentation	
<b>16</b>	12/11-12/15	16: Final Exam	Peer Review Proposal Presentations	Proposal Peer Review
			Write Final Essay Exam	Final Exam
			Submit Portfolio Assignments	Portfolio Check
				<b>***Note: All assignments are due by Friday 12/15 at 11:59pm this week***</b>

### 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>]

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/>]

## **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 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](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

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

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

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Warrior Center for Student Success

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

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

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

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

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

### Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Student Conduct Office. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the [student conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html].

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

### **Drop Policy**

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

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

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Records and Admissions Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

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

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](#), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. For more information, please visit [Student Affairs](#) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. If you would like to read more about these [requirements and guidelines](#) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

[Title IX of the Education Amendments Act of 1972](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html].

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

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

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

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [https://policies.tamus.edu/08-01-01.pdf] all university employees are mandated reporters and are

required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

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

### **University Library & Archives**

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](#)

[https://tamuct.libcal.com/appointments]. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group workspaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](#)

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

### **University Writing Center**

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our

resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

## **OTHER POLICY STATEMENTS**

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

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

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

### **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.