What: SOSC 3300 – Social Sciences Proseminar
Who: Instructor: Lynn M. Greenwood, PhD (aka Dr. Greenwood, aka Dr. G)
When: August 28 - December 15, 2023
Where: Online (Canvas)
Why: This course is required for all Criminal Justice, Sociology, and Anthropology undergraduates.

Contact Information

- Office location: 204D Heritage Hall
- Phone number: 512-525-9173*
- Email: <u>lgreenwood@tamuct.edu</u> **
 - Canvas email is also okay
- Office hours: available by appointment email for appointments. I can meet with you virtually or in my office.

*If you call me, please recognize that this is my personal phone number and act accordingly. If you leave a message or text me, identify yourself, or I probably won't return your call. *Text messages are preferred to phone calls.*

**Please, if you email me, identify yourself and the class you are emailing me about! If you don't, I probably won't respond.

Course Information

Catalog Description

Social Science Proseminar is designed for students entering upper-level coursework in the social sciences. This course provides undergraduates with an introduction to professional communication, upper-level writing expectations, and ethics in professional writing.

Expanded Description:

This course will ensure that students can write for the social sciences. Students need to understand aspects of professional decorum in the social sciences, access on-campus resources, and meet basic standards for writing and presentation styles in the social sciences. This course is essential for students to successfully demonstrate knowledge of basic sociological and criminal justice concepts, demonstrate their ability to research, and present in a professional environment.

Course Objectives

- Ability to communicate in a professional manner
- Familiarity with the benefits and responsibilities of membership in professional organizations and associations
- Familiarity with several on-campus resources, such as the University Writing Center, University Library, and Office of Professional Development
- Ability to find and use digital and library resources
- Enhanced basic composition skills, including improved clarity and structure as appropriate for formal writing in the social sciences

- Ethics in professional writing
- Ability to conduct and compose a review of social science literature
- Gain foundational knowledge of acceptable format and citation styles (e.g., APA, ASA)
- Experience presenting in an academic environment

What books do I need for the class?

- American Psychological Association (2020). *Publication manual of the American psychological association* (7th ed.). ISBN: 9781433832161
- American Sociological Association (2022). *American sociological association style guide* (7th ed). Washington D.C.: American Sociological Association. ISBN: 9780912764580
- Burns, T. & Sinfield, S. (2022). *Essential study skills: The complete guide to success at university* (5th ed). London: Sage Publishing, Inc. ISBN: 9781529778519
- Lester, M. & Beason, L. (2019). *The McGraw-Hill handbook of English grammar and usage* (3rd ed.). McGraw-Hill Education. ISBN: 9781260121674

Supplementary Materials:

Students will receive additional reading and viewing materials throughout the semester to enhance, expand, and aid in assignments.

What is a Writing Instructive (WI) course?

- This is a writing instructive (WI) course so writing will be integral to my instruction and our interactions. Writing will also be a fundamental measure of student mastery of course content. WI means you will have several opportunities to improve your writing skills.
- Students will complete work on various writing assignments, such as discussion boards, journals, annotated bibliographies, and reaction papers. As part of these assignments, you will receive timely written feedback to revise your work and improve on subsequent similar assignments. For example, you will complete three annotated bibliographies; feedback on the first one should be incorporated into subsequent assignments.

This is an online course, right?

• Yes. This course uses the TAMUCT CANVAS system. You must have reliable and frequent computer and Internet access to complete this course. In addition, you must be able to access Canvas. If you are unfamiliar with Canvas, a Canvas Student Quick Start Guide is found in the Orientation Module in Canvas. Do not contact your instructor with non-course-related issues regarding Canvas; contact the help desk for Canvas-related issues.

What else do I need to know about an online 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.
 - *Accessing Canvas:* In your web browser, go to https://tamuct.instructure.com. Log in using your myCT username and password.

- 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 notifications:* You should opt-in to Canvas notifications. To opt-in to notifications (and other items), log in to Canvas, click on your account, click on notifications, and opt-in to the things you wish to receive messages about. At a minimum, you should select announcements, grading, and conversations (this is the Canvas name for mail).
- **University email**: You should claim and use your university email account. All universitylevel announcements are delivered to your university email. You may miss important announcements and information if you do not check your university email regularly. In addition, you should communicate with professors using your university email.
- Canvas Support
 - Use the Canvas Help link 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.
- Other Technology Support
 - For log-in problems, students should contact Help Desk Central
 - 24 hours a day, seven days a week
 - Email: <u>helpdesk@tamu.edu</u>
 - Phone: (254) 519-5466
 - <u>Web Chat</u>: [http://hdc.tamu.edu]
 - Please let the support technician know you are an A&M-Central Texas student.
- For issues related to course content and requirements, contact your instructor.

What should I expect from the instructor?

- This is an online course, so most communication between the instructor and students will be online. Students are welcomed and encouraged to make an appointment for an online video appointment.
- I will check and reply to student emails daily students should expect a response within 24-48 hours. Emails sent on a weekend will be responded to the following Monday, unless it is a holiday. Any deviations from this will be announced in Canvas. During daytime working hours, emails will be responded to more quickly, and other methods of communication can also be utilized if pre-arranged (e.g., Canvas chat or Webex video chat).
- Most assignments will be graded within one week of submission. Depending on length, writing assignments will be graded within two weeks of submission. Deviations from this will be announced in Canvas. All grades will be posted in Canvas. Feedback on writing assignments will be provided in Canvas*. Students are encouraged to track their progress in the course through the Canvas grade book.
 - *You cannot see feedback on the Canvas mobile app; you must use a computer to be able to see feedback on written assignments.

• Grading of written assignments: I will provide detailed feedback on the first few paragraphs/first page of any written assignment; I will not mark all writing issues. I will provide general feedback for the entire assignment.

What do I have to do to pass this course? Assignments (0-25 points; 275 points total)

- There will be 11 assignments over the semester. Some assignments will be discussion boards; others will be brief individual written assignments. The assignment topics are in the course calendar, and assignment details will be provided on Canvas. The grades for these assignments are participation grades--*complete* participation earns full credit.
- See the calendar for due dates and assignment topics.

Writing Journal (0-25 points; 125 points total)

As part of this course, each student will write an essay on a social problem (see the next section). As this is a course designed to provide students with helpful tools/strategies for being successful in their courses, the writing journal will break down the writing process into manageable and meaningful parts, culminating in the final essay.

The writing journal will be divided into five parts:

- 1. Possible topics
- 2. Final topic
- 3. Primary resources
- 4. Outline
- 5. Draft

Full credit will be given to fully completed journal entries. Due dates are included in the course calendar/Canvas. For feedback on journal entries, you must meet the due dates. Feedback will help you in your final essay, so students are encouraged to meet these deadlines.

Social Issue Essay (0-100 points)

Each student will prepare an essay on a social problem of their choice. The instructor must approve the topic – assignments based on an unapproved topic will not be graded. See the syllabus for the due date for topic submission.

ESSAYS SHOULD ADDRESS THE FOLLOWING:

- Information about the social problem (who, what, where, why, how)
- Challenges to combating the problem (expected or known, e.g., costs, problems with adoption by the general public)
- Benefits to solving the social problem (who benefits and how)

Course Reaction Essay (0-50 points)

• Students will be responsible for completing a course reaction essay by the end of the semester. For this exercise, the student should think critically about the content presented in the course.

- Details for this assignment will be provided on Canvas.
- See course calendar/Canvas for due dates.

How do I submit assignments?

- All assignments must be submitted through Canvas.
- If an attachment is required, it must be in Microsoft Word format. When you save a final draft of any assignment, it should be in either a .doc or .docx document. If you do not know how to do this, I suggest visiting the computer lab.
- Discussion/journal responses should be typed in the discussion board text box. Do not attach a document to discussion boards. The best practice would be to write everything in a Word document first, then copy and paste it into the discussion box; save this work.

What about extra credit?

There is no extra credit built into the course. Do not expect extra credit, and do not ask for it.

Do you accept late assignments?

Late assignments will be accepted up to two weeks past the recommended due date with no penalty. Assignments submitted after two weeks will automatically be deducted ½ the points before they are graded. Assignments submitted after the recommended due date will receive less feedback than those submitted on time. Feedback is essential to improve upon subsequent coursework. No assignments will be accepted past the last course date.

How do I figure out my grade?

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Writing Journals	125 (5x25)	
Assignments	275 (11x25)	
Social Issue Essay	100	
Course Reaction Essay	50	
Total	550	

Course Calendar

- Subject to revision, if necessary, during the semester
- Assignments are due before midnight on Sunday each week*
 - *The exception is the last week of class that week's assignment will be due on Friday
- No assignments will be accepted after December 15, 2023

Week 1 - Assignments due by midnight Sep 3

- Assignment 1: Introduction
- Assignment 2: Syllabus

Week 2 - Assignments due by midnight Sep 10

- Assignment 3: Writing in the social sciences
- Journal 1: Topic exploration

Week 3 - Assignments due by midnight Sep 17

• Assignment 4: Evaluating resources

Week 4 - Assignments due by midnight Sep 24

- Journal 2: Final topic and thesis statement
- Assignment 5: Digital polarization

Week 5 – Assignments due by midnight Oct 1

• Assignment 6: Citation practice

Week 6 – Assignments due by midnight Oct 8

• Assignment 7: Reading strategies

Week 7 - Assignments due by midnight Oct 15

• Journal 3: Sources

Week 8 - Assignments due by midnight Oct 22

• Journal 4: Outline and thesis statement

Week 9 – Assignments due by midnight Oct 29

• Assignment 8: Plagiarism

Week 10 - Assignments due by Nov 5

• Assignment 8: Common writing issues

Week 11 – Assignments due by Nov 12

• Journal 5: Social issue essay draft

Week 12 - Assignments due by Nov 19

• Assignment 9: Proofreading practice

Week 13 - Assignments due by Nov 26

• Assignment 10: Peer review

Week 14 - Assignments due by Dec 3

• Assignment 11: Critical thinking

Week 15 - Assignments due by Dec 10

• Social issue essay

Week 16 - Assignments due by Dec 15

• Course reaction essay

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 <u>SafeZone</u> 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:
 - <u>iPhone/iPad</u>: [https://apps.apple.com/app/safezone/id533054756]
 - o <u>Android Phone / Tablet</u>
 - [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 <u>website</u> [https://www.tamuct.edu/covid19/]

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 <u>Access and Inclusion</u> [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 <u>Academic Support</u> [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach <u>bit.ly/3q7uB50</u> 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 <u>Testing</u> <u>Center</u> [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 <u>bit.ly/43Q6wNz</u>. 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 <u>Tutoring</u> <u>Services</u> [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 <u>student conduct process</u>, [https://www.tamuct.edu/student-affairs/student-conduct.html].

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

Drop Policy

If you discover that you need to drop this class, you must complete the <u>Drop Request</u> Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eisprod.ec.tamuct.edu:443/samlsso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3 a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43f02a4202f612].

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 pregnancyrelated conditions, and/or parenting. In accordance with requirements of <u>Title IX and related</u> <u>guidance from US Department of Education's Office of Civil Rights</u>, 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 <u>Pregnancy & Parenting webpage</u> [https://www.tamuct.edu/student-affairs/pregnant-andparenting-students.html]. For more information, please visit <u>Student</u>

<u>Affairs</u> [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. If you would like to read more about these <u>requirements and guidelines</u> online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

<u>Title IX of the Education Amendments Act of 1972</u> 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, <u>titleix@tamuct.edu</u>, 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, <u>titleix@tamuct.edu</u>, Founders Hall 317B, or learn more by visiting the <u>Title IX</u> webpage [https://www.tamuct.edu/compliance/titleix.html].

Please be aware that that under <u>Title IX</u>, <u>Texas Senate Bill 212</u>, and <u>System Regulation 08.01.01</u>, [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 <u>Student Wellness & Counseling Center</u>, [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or <u>swacc@tamuct.edu</u>, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or <u>ssa@tamuct.edu</u>, 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. <u>Schedule an appointment here</u>

[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 <u>WCOnline</u> [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at <u>bruce.bowles@tamuct.edu</u> 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 <u>Title IX webpage</u> [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 <u>referral</u> online

[https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Anonymous referrals are accepted. Please see the <u>Behavioral Intervention Team</u> website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

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