

Students:

For your convenience, the draft course syllabus can be found [here](#). It may be revised as the semester progresses. I have also included it below for your quick reference.

EDLD 5342-110 LEADERSHIP OF CAMPUS RESOURCES

COURSE SYLLABUS

SPRING 2023 SEMESTER

Instructor: Dr. Tam Jones

Assistant Dean and Associate Professor

Department of Educational Leadership–Texas A&M University-Central Texas

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Office Hours: Tuesday-Thursday, 9:00-4:00 p.m. and by Appointment as Needed

INSTRUCTOR'S PERSONAL STATEMENT

Our schools function more efficiently when the principal, as an instructional leader, implements strong instructional planning and maintains a healthy balance between building management and instructional leadership. The principal should monitor the culture and atmosphere of the school while also monitoring and adjusting campus resources, collecting appropriate and valued assessment data, overseeing safety protocols, and collaborating closely with teachers and staff. Students and staff need a safe environment where they are all invited to share their ideas, take risks, collaborate with others, and maintain an ongoing “growth mindset.” This is how we truly maximize learning and engagement. This continuous school improvement process will be the focus of our course. I look forward to learning with you.

MODE OF INSTRUCTIONAL DELIVERY

This course will use an online blended delivery mode with 15% of the learning in four in-person class sessions, two 268 skill-building sessions, & 85% in an online discussion format through the TAMUCT Canvas Learning System.

STUDENT-INSTRUCTOR INTERACTION

The in-person classes for this course are scheduled to meet in **Warrior Hall in Room 304** on **January 21, February 18, April 15, and May 6** from **1:00-4:00 p.m.** The two 268 skill-building sessions are set for **February 11** and **March 25**. All other course activities will be completed through the Canvas system. Any changes in the schedule will be announced by message through university email or Canvas Inbox, so be sure to check the course site and your class schedule regularly. The instructor is available by email and phone should issues or questions arise.

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:
 - o iPhone/iPad: [<https://apps.apple.com/app/safezone/id533054756>]
 - o 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

COURSE INFORMATION

COURSE DESCRIPTION

The study of school resources in support of school improvement. An integrated continuous improvement system supported by optimal allocation of the financial, human, technological, facility, time, and other campus resources focuses on developing a safe and engaging school learning environment.

The purpose of this course is to provide aspiring principals with the opportunity to apply their program learning as they build skills in organizing the development, implementation, monitoring, and evaluation of continuous school improvement. An integrated continuous improvement system – the School Portfolio – supported by optimal allocation of the financial, human, technological, facility, time, and other campus resources provides the focus for the development of a safe and engaging school learning environment.

STUDENT LEARNING OUTCOMES (TEXAS STANDARDS/SKILLS STATEMENTS)

Students will be able to:

1. Develop and utilize an integrated management process to organize continuous improvement planning and evaluation to support student and school (A3, 5, D1, 2, 7-9, E1-11)
2. Utilize a systems thinking approach to diagnose and prioritize process, relational, and group culture issues; leverage change efforts in a focused and effective (A1, 2, 8-11, D7-9)
3. Acquire and allocate both internal and external resources to support continuous improvement planning and implementation. (A4, D7-9, E3, 4, 6, 7, 8, F2, 4, 7)
4. Apply communication skills in the public arena regarding school issues, specifically crisis management. (A12, D7, 8, E6, F8)
5. Develop/monitor a plan for effective school security using a framework for emergency preparedness. (A12, E6)

STANDARDS FOR PRINCIPAL CERTIFICATE

Principal preparation programs are required by the State Board for Educator Certification (SBEC) to use the knowledge and skills base developed by SBEC in the development of program curricula and coursework. These standards (19TAC §241.15) also serve as the foundation for the individual assessment, professional growth plan, and continuing professional education activities required to renew the Standard Principal Certificate.

- The seven standards (effective September 1, 1999-August 31, 2016) are (1) Learner-Centered Values and Ethics of Leadership, (2) Learner-Centered Leadership and Campus Culture, (3) Learner-Centered Human Resources Leadership and Management (4) Learner-Centered Communications and Community Relations, (5) Learner-Centered Organizational Leadership and Management, (6) Learner-Centered Curriculum Planning and Development, and (7)

Learner-Centered Instructional Leadership and Management. This course is designed to focus

- specifically on (5) Learner-Centered Organizational Leadership and Management. (Canvas Course Information attachment)

- The six standards (effective September 1, 2016) are (A) School Culture, (B) Leading Learning,

(C) Human Capital, (D) Executive Leadership, (E) Strategic Leadership, and (F) Ethics, Equity, and Diversity. This course is designed to focus specifically on:

Standard A School Culture (skill statements 1, 2, 3, 4, 5, 8, 9, 10, 11, 12)

Standard D Executive Leadership (skill statements 1, 2, 7, 8, 9)

Standard E Strategic Operations (skill statements 1-11)

Standard F Ethics, Equity, and Diversity (skill statements 2, 4, 7, 8)

(Canvas Course Information attachment)

In addition, the course will address the following national standards:

- *Professional Standards for Educational Leaders* (NPBEA) Standard 2 Ethics and Professional Norms (skill statement A) Standard 3 Equity & Cultural Responsiveness (skill statement H) Standard 9 Operations and Management (skill statements A-I) Standard 10 School Improvement (skill statements A-J)
- *National Educational Leadership Preparation Standards* (NPBEA Building Level)

Standard 1 Mission, Vision, & Core Values (skill statements 1.3, 1.4)

Standard 3 Equity & Cultural Leadership (skill statement 3.1)

Standard 6 Operations and Management (skill statements 6.1, 6.2, 6.3, 6.4) Standard 8 Internship and Clinical Practice (skill statement 8.1) <http://www.npbea.org>

REQUIRED READING/TEXTBOOKS/KNOWLEDGE BASE

This course utilizes the literature and research on (1) principles and concepts of administration (administrative theory, organizational structure, organizational culture), (2) administrative processes (motivation; leadership; decision-making; communication, organizational change, organizational management), (3) continuous school improvement, and (4) resources related to the administrator's role in guiding school improvement in a safe and secure environment. Specific resources used in the course are the required texts, problem-based learning activities, interactions with mentors/peers/practitioners in the field, personal experience, and additional readings and other electronic materials supplied by the instructor. The following textbooks are required for course learning. Specific reading assignments are posted on the course Canvas site. An additional selected course bibliography will be included on Canvas.

Miles, K. & Frank, S. (2008). *The strategic school: Making the most of people, time and money.*

Thousand Oaks, CA: Corwin (ISBN#9781412904179)

Sorenson, R. D. & Goldsmith, L. M. (2018). *The principal's guide to school budgeting (3rd ed).*

Thousand Oaks, CA: Corwin Press (ISBN #9781452255477)

Stone, Douglas, Bruce Patton, & Sheila Heen (2010). *Difficult Conversations: How to Discuss What Matters Most.* 10th-anniversary ed. Penguin Books, (ISBN # 9780143118442)

COURSE REQUIREMENTS

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Grading Criteria Rubric and Conversion

A---90 to 100

B---80 to 89

C---70 to 79

D---60 to 69

F---0 to 59

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Important Notes to Consider:

- Grading criteria for course assignments and assessments will be based on the assessment rubrics outlined in this syllabus.
- ***Students must attend all in-person class sessions AND complete and submit all assignments to be eligible for an A in the course.*** Late assignments will only be accepted in rare circumstances.
- **In no case should materials be those submitted for/from another course; neither should the materials submitted be a collection of file materials.**
- Grades will be posted periodically in Canvas. The grades posted in the Canvas grade book are unofficial grades. Official final grades are posted through Banner and the registrar's office.
- ***NOTE: Discussion comments and Assignments are DUE Sunday night by MIDNIGHT of each week!**

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ASSIGNMENTS AND PROJECTS (ALIGNMENT WITH COURSE SLOs)

- Online Discussions, Activities, and In-Person Classes (25 pts)
- Budget Analysis & Plan (20 pts)
- Master Schedule Project (40 pts)
- Emergency Preparedness Plan (10 pts)
- Mentor Reflections (10 pts)
- Attendance at In-Person Saturdays (50 pts)

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ASSIGNMENT DETAILS:

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On-Line Discussions, Activities, and In-Person Class Sessions (SLO# 1-4) (25 pts)

Each student will be responsible for participation in the five online discussions and activities (via Canvas) related to the following areas below. Discussions & Activities are each worth 5 points (see calendar). The Collaborative Participation rubric is used to assess participation.

Possible Topics for Discussion Boards include:

- **Resource Allocation/Investigation**

Our dialogue will be based on two texts. *The Strategic School: Making the Most of People, Time and Money* and *The Principal's Guide to School Budgeting*. These texts will focus on the development, monitoring, and management of school funds.

o Communicating with the Public/Media, School Security, and Emergency Planning

We will address the communication practices with the public and the media as well as school security and emergency planning.

o Difficult Conversations and Managing Personnel Resources

Students will discuss the processes for working with teachers under difficult circumstances. Discussions will reference *Difficult Conversations: How to Discuss What Matters Most*. This text will analyze the processes and successful approaches to having difficult conversations with teachers and school stakeholders.

Budget Planning and Analysis Plan (SLO# 2-3) (20 pts)

Each student will read *The Principal's Guide to School Budgeting* (Sorenson & Goldsmith, 2018). Then, each student will interview his/her principal (or district administrator if available) about the budgeting process your campus utilizes in planning resources needed for the next school year. Describe how the campus identifies specific budgetary needs for your school for the next school year. Develop an APA-style paper (3-5 pages, double-spaced, no title page, 12-pt. Arial font) which includes introductory information about identified areas that need funding by the principal/teachers, an analysis of your findings about the budget, and a conclusion concerning your next steps. If you work in the same school with another student in class, you are each to identify your own issues or school areas of improvement that your paper will be about. (Assessment: written product rubric)

Master Schedule Project (40 pts)

You have just been selected as the campus principal of Central Intermediate School. Your first task in your new role is to create the campus master schedule for the 2023-2024 school year. **See the separate handout for a detailed explanation and specific information about the campus.** (Assessment: written product rubric)

Your assignment is to:

1. Determine how many academic teams are needed for each grade level with the number of students on each team.

2. Determine how many sections of General Education, Pre-AP, and Special Education classes will be needed.
3. Determine how you will schedule the electives and PE in a five-period day.
4. Determine how you will utilize the ESL teacher and the Reading and Math Specialists.
5. Create a master schedule on a spreadsheet showing the teams of teachers, electives, specialists, and special education teachers and what each will do each period.
6. Write a narrative discussing your thought process on the decisions made. Include in your narrative the distribution of the different student groups on each team and the justifications for your decisions. Since you have three openings for teacher positions discuss how you utilized these teachers and the reasons. (Assessment: written product rubric)

Emergency Preparedness Analysis and Plan (SLO# 5) (10 pts)

Based on your learning concerning school safety and emergency planning and preparedness, develop an emergency preparedness analysis of your campus emergency operations plan. Consult with your principal and any other appropriate resources about the current district and state expectations for school safety. Utilizing course material, text evidence, and principal and instructor feedback provided in class, the student will analyze the emergency preparedness of his/her current school, identify any issues that need to be addressed, and identify ways to improve the school's emergency operations plan. (3-4 pages, double-spaced, no title page, 12-pt. Arial font). (Assessment: written product rubric)

Mentor Consultation/Reflections of Difficult Conversations (SLO# 1-4) (10 pts)

Principal mentors are in a pivotal position to increase the skill level of the student in a graduate principal preparation program by providing coaching support while in the school setting. You should schedule a time with your mentor principal and prepare the following: an agenda for the meeting including a meeting time and location, and focused interview questions for the principal specific to their experiences having difficult conversations. Be sure to ask the following questions:

- How does your principal prepare for a difficult conversation such as with a parent and/or staff member?
- What tools does your principal use when having difficult conversations?
- How was a difficult conversation/situation handled in the past?
- What would they have done differently?
- Does your principal have any recommendations for you?

Be sure to include your own reflections on the consultation in your paper. This paper should be 2-4 pages, double-spaced, with no title page, 12-pt. Arial font. (Assessment: written product rubric)

Attendance at In-Person Saturdays (10 pts x 4 Saturdays = 40 points)

Candidate attendance/participation in the in-person class sessions is a critical component of the hybrid/blended delivery model of the Educational Leadership Program. In-person class sessions are intentionally designed to enhance, enrich, and extend course content. Attendance/participation in the program Saturday sessions maximizes student potential for successful degree completion and Principal certification. Each in-person Saturday class session equals 10 pts (40 total for semester).

EDLD 5342 Spring 2023**Course Outline and Calendar - DRAFT**

In-Person – Be prepared to attend class in-person from 1:00-4:00 p.m.

Online – We will have virtual discussions and assignments/activities in this course in between the in-person classes. Participation is a must to be successful in course completion!!

***NOTE: Discussion comments and Assignments are DUE by Midnight on Sunday of each week!**

Date	Weekly Reading	Assignments & Activities	Assignment Due Dates
<u>Week 1</u> (1/17-21)	<i>School Budgeting (Sorenson)</i> Chapter 1	Introductions, course overview, Chapter 1	1st In-Person Class on January 21st
<u>Week 2</u> (1/22-28)	<i>School Budgeting (Sorenson)</i> Chapter 2	Canvas Discussion Board #1	Discussion posting by January 29th midnight
<u>Week 3</u> (1/29-2/4)	<i>School Budgeting (Sorenson)</i> Chapters 3 & 4		
<u>Week 4</u> (2/5-11)	<i>School Budgeting (Sorenson)</i> Chapter 5	Canvas Discussion Board #2	268 Prep/Lori Einfalt Feb 11 Discussion posting by February 12 th midnight
<u>Week 5</u> (2/12-18)	<i>School Budgeting (Sorenson)</i> Chapter 6	Budget Analysis Plan DUE	2nd In-Person Class on February 18th
<u>Week 6</u> (2/19-25)	<i>Strategic School (Miles & Frank)</i> Parts I & II – Chapters: 1, 2	Canvas Discussion Board #3	Discussion posting due by February 26 th midnight
<u>Week 7</u> (2/26-3/4)	<i>Strategic School (Miles & Frank)</i> Parts I & II – Chapters: 3, 4		
<u>Week 8</u> (3/5-11)	<i>Strategic School (Miles & Frank)</i> Part III – Chapters: 5, 6		
<u>Week 9</u> (3/12-18)	<i>Strategic School (Miles & Frank)</i> Part III – Chapters: 7, 8	Spring Break Week	Please keep up with your reading!
<u>Week 10</u> (3/19-25)	<i>Strategic School (Miles & Frank)</i> Part III – Chapters: 9-11	Canvas Discussion Board #4	268 Prep/Lori Einfalt on Mar 25th
<u>Week 11</u> (3/26-4/1)	<i>Difficult Conversations (Stone)</i> “Shift to a Learning Stance” Ch. 1-4		

Week 12	<i>Difficult Conversations (Stone)</i>		
(4/2-8)	“Shift to a Learning Stance” Ch. 5, 6		
Week 13	<i>Difficult Conversations (Stone)</i>	· Emergency Preparedness Analysis and Plan DUE	3rd In-Person Class on April 15th
(4/9-15)	“Create a Learning Conversation” Ch. 7-9		
Week 14	<i>Difficult Conversations (Stone)</i>		
(4/16-22)	“Create a Learning Conversation” Ch. 10-12		
Week 15	<i>Difficult Conversations (Stone)</i>	Canvas Discussion	Discussion posting due by April 30 th by midnight
(4/23-29)	“10 Questions People Ask”	Board #5	
Week 16	Student presentations, Grades Due, Course Feedback	· Master Schedule Project,	4th In-Person Class on May 6th
(4/30-5/6)		· Mentor Reflection DUE	

COLLABORATIVE PARTICIPATION ASSESSMENT RUBRIC

Dimensions	5	4	3	2	1	0
Dimension 1: Engagement	Present, prompt, and prepared; consistently participates by developing ideas and posing questions from a comprehensive and reflective perspective		Present, generally prompt and prepared; frequently participates by offering ideas and asking questions from a more inclusive perspective		Non-attendance and/or pattern of tardiness and/or lack of preparation; participates infrequently with contributions offered from a narrowly focused perspective; may demonstrate off-task behavior	
Dimension 2: Summary	Consistently demonstrates an organized, succinct, and polished synthesis of major themes & concepts		Generally demonstrates an organized and logical examination of major themes and concepts		Demonstrates minimal knowledge of major themes and concepts; summary lacks breadth and/or depth	
Dimension 3: Connections/Critique	Unique and insightful connections and critique linking major themes/concepts, prior learning, current research and the field of practice		Generally offers clear and relevant connections and critique between major themes/concepts, prior learning, current research and the field of practice		Offers infrequent and/or shallow connections and critique among major themes/concepts, prior learning, current research and the field of practice	
Dimension 4: Mechanics/Communication Skills	Consistently uses professional language and correct grammar when speaking; consistently listens actively while others speak; consistently seeks feedback to ensure understanding is achieved during course activity		Generally uses professional language and correct grammar when speaking; generally listens actively while others speak; frequently seeks feedback to ensure understanding is achieved during course activity		Seldom uses professional language and/or correct grammar when speaking; rarely listens actively while others speak; seldom seeks feedback to ensure understanding is achieved during course activity	

WRITTEN PRODUCT ASSESSMENT RUBRIC

Dimensions	5	4	3	2	1	0
Dimension 1: Engagement	Interesting and inviting introduction, coherent sequence/transition of ideas, and thoughtful conclusion		Introduction, body, and conclusion provide logical flow of ideas that engages reader		Product lacks structure and coherence to engage reader in a meaningful flow of ideas	
Dimension 2: Summary	Consistently demonstrates an organized, succinct, and polished synthesis of major themes & concepts		Generally demonstrates an organized and logical examination of major themes and concepts		Demonstrates minimal knowledge of major themes and concepts; summary lacks breadth and/or depth	
Dimension 3: Connections/Critique	Unique and insightful connections and critique linking major themes/concepts, prior learning, current research and the field of practice		Clear and relevant connections and critique between major themes/concepts, prior learning, current research and the field of practice		Infrequent and/or shallow connections and critique among major themes/concepts, prior learning, current research and the field of practice	
Dimension 4: Mechanics/APA Format	Mechanically sound and follows APA format with less than two errors (mechanical or formatting)		Mechanically sound and follows APA format, with two to three errors (mechanical or formatting)		Not mechanically sound; four or more mechanical and/or formatting errors	

CLASS PRESENTATION ASSESSMENT RUBRIC

Dimensions	5	4	3	2	1	0
Dimension 1: Engagement	Interesting and inviting introduction, coherent sequence/transition of ideas, and thoughtful conclusion		Introduction, body, and conclusion provide logical flow of ideas that engages audience		Product lacks structure and coherence to engage reader in a meaningful flow of ideas	
Dimension 2: Summary	Consistently demonstrates an organized, succinct, and polished synthesis of major themes & concepts		Generally demonstrates an organized and logical examination of major themes and concepts		Demonstrates minimal knowledge of major themes and concepts; summary lacks breadth and/or depth	
Dimension 3: Connections/Critique	Unique and insightful connections and critique linking major themes/concepts, prior learning, current research and the field of practice		Clear and relevant connections and critique between major themes/concepts, prior learning, current research and the field of practice		Infrequent and/or shallow connections and critique among major themes/concepts, prior learning, current research and the field of practice	
Dimension 4: Mechanics/Communication Skills	Establishes and maintains an open, thoughtful, and facilitative relationship with the audience; speaks with appropriate modulation, pace, and volume; no grammatical or pronunciation errors		Establishes and maintains an instructional relationship with the audience; speaks clearly; two or fewer errors in grammar and/or pronunciation		Minimal or no connection with the audience; lacks clarity in speaking; three or more errors in grammar and/or pronunciation.	

Important University Dates

(click to view) <https://www.tamuct.edu/registrar/academic-calendar.html>

TECHNOLOGY REQUIREMENTS AND SUPPORT

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.

Login 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 a web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug-in.

Other Technology Support

For log-in problems, students should contact Help Desk Central 24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

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

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's 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 Registrar's 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.

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. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. 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 report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Warrior Center for Student Success, Equity and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion Canvas page](https://tamuct.instructure.com/courses/717) (log-in required) [<https://tamuct.instructure.com/courses/717>]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from the US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. 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 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable

accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit Tutor Matching Services [<https://tutormatchingservice.com/TAMUCT>] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, 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. For the Spring 2022 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 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.mywonline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline [<https://tamuct.mywonline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 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/?g=6956>]. 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 work spaces, 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

[<http://tamuct.libguides.com/index>].

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>].

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/reportingform.php?TAMUCentralTexas&layout_id=2].

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.

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Sincerely,

Dr. Jones