

**PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF JUVENILE JUSTICE & PSYCHOLOGY
DEPARTMENT OF JUSTICE STUDIES
CRJS 1123: CRIME IN AMERICA
SECTION P03**

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U.S. Postal Service Address:	<table border="0"> <tr> <td>Prairie View A&M University</td> </tr> <tr> <td>P.O. Box 519</td> </tr> <tr> <td>Mail Stop 2600</td> </tr> <tr> <td>Prairie View, TX 77446</td> </tr> </table>	Prairie View A&M University	P.O. Box 519	Mail Stop 2600	Prairie View, TX 77446
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Prairie View, TX 77446					

Office Hours:	Mon & Wed 9:00 a.m.- 11:00 a.m.; Mon & Wed 4:00p.m- 5:00p.m.
Course Location:	<i>Don Clark Room Rm. 235</i>
Class Meeting Days & Times:	Mon & Wed 6:30p.m. – 7:50p.m.
Catalog Description:	<p>(3-0) Credit 3 semester hours. The course requires that students critically examine and analyze crime issues and trends in America. It includes presentations from active practitioners and researchers in the field of criminal justice on the current state of crime in America and an examination of offenders' rationale for crime. Students will express their ideas effectively through written, oral or visual means. They will compare empirical and quantitative data on typologies of crime, offenders and victims in America. The course addresses cultural and subcultural influences on crime, civic responsibility and the ability to engage effectively in regional, national and global communities towards crime prevention.</p>

Prerequisites	None
Co-requisites:	None

Required Text:	Kappeler, V. E. & Potter, G. W. (2005). The Mythology of Crime and Criminal Justice (4th ed). Long Grove, IL: Sage Waveland Press, Inc.
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Recommended Text/Readings:	<p>Hagan, F. (2010). Crime types and Criminals. Thousand Oaks, CA: SAGE. (College Resource Center 2nd Floor Don Clark Building)</p> <p>Hagan, F. (2011). Introduction to Criminology: Theories, Methods and Criminal Behavior. Thousand Oaks, CA: SAGE. (College Resource Center 2nd Floor Don Clark Building)</p> <p>Any criminology or Criminal Justice introductory text.</p>
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Access to Learning Resources:	<p>PVAMU Library: phone: (936) 261-1500; web: http://www.tamu.edu/pvamu/library/</p> <p>University Bookstore: phone: (936) 261-1990; web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d</p>
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Course Goals or Overview:

The purpose of this course is to introduce students to the broad field of criminal justice, its concepts, theories, and applications to assist in the reduction of crime and violence in society.

Course Outcomes/Objectives:

At the end of this course, the student will be able to:

1. critically examine and analyze crime trends in America.
2. examine how social, economic and political forces have influenced the definition and response to crime in America.
3. examine the typologies of crime, offenders and victims in America.
4. The student will upload an artifact into taskstream.

Course Outcomes	Core Curriculum Objectives	How it is included?	How it is assessed?
1, 2, 3	1. Critical thinking	Students will complete a minimum of 2 writing assignments that require analysis, critical response and evaluative argument where they must synthesize readings. Reaction Assignments	Instructors use a common rubric with a 1 to 5 scale for writing. One category is critical thinking, and one is synthesis. Averages are tabulated across sections of the course.
1, 2, 3	2. Communication (Written and Oral)	Students will complete one major assignment that requires proficiency in communication. Professional interview presentation Research Instruction Library Class	Instructors use a common rubric with a 1 to 5 scale for written and oral assignments. Proficiency in communication is indicated by logical analysis, problem solving, content, APA writing style accuracy and organization (written) and grammar, content, commanding presence and organization (oral). Averages are tabulated across sections of the course.
1, 2, 3	3. Empirical and Quantitative Analyses	Students will be introduced to official criminal justice data sources of crime. Students will understand patterns of crime from course content and assignments. Reaction Assignment	Pre and post-tests are administered and assessment items are embedded in examinations. These include being able to calculate the crime rate and percentage change in crime.
1, 2, 3	4. Social Responsibility	Class discussions and assignments will solicit student input on cultural influences and civic responsibility and their impact on crime prevention in regional, national and international communities. Social Marketing Public Service Announcement Rubric: 3 clear sections 1- Identification of the	Pre and post-tests are administered and assessment items are embedded in examinations and assignments. These include items identifying connections between actions and consequences. Rubric will be used to score oral presentations.

		problem, 2: Significance & 3. Solution	
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Course Structure

The course is divided into fourteen (14) Units and will be administered over fifteen (15) weeks. For each unit the topic, objectives and assignments will be given:

Week One (August 26 & 28): Crime Myths: An Introduction

Objectives:

At the end of this unit, students should:

1. Know the definition and evolution of crime myths.
2. Recognize the sources of crime myths.
3. Judge the importance of identifying myths from reality.
4. Identify and explain the techniques of myth characterization.

Assignment/ Activity:

1. Getting to know you
2. Creation of groups for group presentation.
3. Read Chap 1
4. **1st Reaction Paper Video Clip Due 09/04/2013**

Week Two (Sept 4): Tools - Theory & Method

Objectives:

At the end of the unit, students should:

1. Know the terms used in criminological research.
2. Distinguish between qualitative and quantitative research.
3. Identify ethical issues in research.
4. Recognize classical and contemporary theories of crime.
5. Know how to conduct a library research.

Assignment/Activity

1. Visiting Lecture – Research Instruction & Library Skills
2. Group Assignment: Know my Theory
3. Read Hagan, (2010) Chap 3; Hagan (2011) Chap 4 - 6.

Week Three (Sept 9 & 11): Measurement

Objectives

At the end of the unit students should:

1. Know the common measurement tools in criminology
2. Discuss the strengths and weaknesses of the UCR, NCVS, & NIBRS
3. Know how to calculate crime rates and trends.
4. Assess the gap between public perceptions of crime and social reality of crime.

Assignment/Activity

1. Crime Pattern Calculation Sheet
2. Comparison of UCR & NCVS
3. **Reaction Paper 2**

Reference

Sourcebook of Criminal Justice Statistics. <http://www.albany.edu/sourcebook/>

Week Four (Sept 16& 18): Missing Children

Objectives:

At the end of the unit, students should:

1. Know the origin of missing children as a national issue.
2. Identify the characteristics of missing children
3. Discuss effective measures to address missing children.

Assignment/Activity

1. Examine State comparisons of missing children.
2. Debunking the myths of missing children.

Week Five (Sept 23& 25): Serial Killers & Stalkers

Objectives:

At the end of the unit, students should:

1. Explain when and why serial killers became a national issue.
2. Identify the inaccuracies in the characterization of serial killers.
3. Discuss possible solutions to the problem.
4. Know the origin of stalkers as a national issue.
5. Explain the problems associated with stalking including legal challenges and the federal government's role.
6. Identify the consequences of criminalizing stalking.

Assignment/Activity

1. Read Kappeler Chap 4 & 5 & Hagan (2011) Chap 8.

References

The National Center for Victims of Crime. Stalking Fact Sheet

http://www.victimsofcrime.org/docs/src/stalking-fact-sheet_english.pdf

Catalano, S. (2012). Stalking Victims in the United States

http://www.bjs.gov/content/pub/pdf/svus_rev.pdf

Week Six (Sept 30 & Oct 2): Organized Crime

Objectives:

At the end of the unit, students should:

1. Know the definition and origin of organized crime.
2. Identify the alien conspiracy theory of organized crime.
3. Explain the errors in the alien conspiracy theories.
4. Describe enforcement strategies used to restrict organized crime.

5. Assess the effectiveness of the enforcement strategies used to restrict organized crime

Assignment/Activity

Week Seven (Oct 7& Oct 9): Corporate Crime

Objectives

At the end of the unit, students should:

1. Know the definition and origin of corporate crime.
2. Explain why corporate crime has received little public attention.
3. Compare and contrast the economic and physical cost of white collar crime and street crime.
4. Evaluate the measures used to address corporate crime.

Assignment/Activity

Week Eight (Oct 14 & Oct 16): War on Drugs

Objectives

At the end of the unit, students should:

1. Distinguish between illegal and legal drugs
2. Discuss the relationship between drugs and criminality
3. Explain the attempts to control the drug problem
4. Provide alternative options to address the drug problem.

Assignment/Activity

Week Nine (Oct 21 & Oct 23): Juveniles as super predators

Objectives

At the end of the unit, students should:

1. Know the origin of the concept juvenile super predators.
2. Understand the role of media in the misconception of juvenile crime.
3. Describe recent patterns of juvenile crime and victimization.
4. Assess the reality of school crime
5. Judge the treatment of juveniles who are treated as adults in the justice system.

Assignment/Activity

Week Ten (Oct 28& Oct 30): Law Enforcers

Objectives

At the end of the unit, students should:

1. Debunk the popular myths of law enforcers.
2. Identify the rationale for the creation of these myths.
3. Discuss the myths and realities associated with law enforcers off duty.
4. Explain how the police subculture contributes to the mythology of policing.

Assignment/Activity

Week Eleven (Nov 4 & Nov 6): The Courts Objectives

At the end of the unit, students should:

1. Explain the origin of laws
2. Discuss the biases within the process of the criminal justice system.
3. Identify the individuals most likely to be discriminated against.
4. Evaluate the plea bargaining and sentencing practices within the courts

Assignment/Activity

Week Twelve (Nov 11 & Nov 13): Punishment or Correction? Objectives

At the end of the unit, students should:

1. Identify the various philosophies of punishment.
2. Discuss the myths of imprisonment.
3. Identify the special problems faced by either gender
4. Discuss the problems ex-inmates face when they return to the community.

Assignment/Activity

Week Thirteen (Nov 18 & 20): Criminal Justice System: Is it too Lenient? &: Does Capital Punishment have a face? Objectives

At the end of the unit, students should:

1. Compare the incarceration rates in the US and other countries
2. Explain the trend for more punitive corrective responses in recent years in America
3. Discuss the cost of capital punishment versus life imprisonment.
4. Explain the ineffectiveness of capital punishment as a deterrent.
5. Debunk the myth of the American criminal justice system being too lenient.

Assignment/Activity

Week Fourteen (Nov 25 & Nov 27): Misconceptions Objectives

At the end of the unit, students should:

1. Explain how the past and present myths have influenced perceptions of crime.
2. Identify other social problems that are masked with myths.
3. Explain how we can avoid responding to social problems without the bias of myths.

Assignment/Activity

1. Class will be broken down into groups and debate the issue regarding the misconceptions of crime.

Week Fifteen (Dec 1 & 3) Group presentations and Review for the final examination

1. Presentations

Week Sixteen (Dec 4- 10)

1. Final Examination Period

Course Requirements & Evaluation Methods:

This course will utilize the following five methods to determine student grades and proficiency of the learning outcomes:

1. **Attendance and Participation.** Students are expected to participate in all classes. Reading the required chapters before the class is considered a part of participation and will be assessed randomly throughout the class. Attendance will be assessed in accordance with the University Student Handbook. If you miss class, you are responsible for obtaining materials covered from fellow students. *If there are any challenges with attendance, please notify the instructor in writing from an authorized individual (e.g. for an athlete, a letter should come from the coach) preferably before the absence. This is 10% of the final grade.*
2. **Examination will account for 50 % of the final grade.** This component consists of three elements: Test 1 and a Mid-Term exam which accounts for 25% and a Final Examination which is worth 25% of your grade. All quiz and exams will be individual assessments. The structure and format of the quiz and examination will consist of multiple choice, true and false and essay questions. The topics to be covered for each quiz and examination are listed on the schedule.
3. **Assignment.** There will be at least two types of assignments, **In class and take home assignments** which will account for **10% of the final grade**. The **In-Class assignments will be announced** and the take home assignments will consist of at minimum, two reaction papers. The **Reaction Assignment** is an individual assignment, designed to evaluate student's critical thinking skills. The assignments should be submitted on or before the due date posted on the schedule. Articles for the reaction assignments will be submitted via e-Course and students will be reminded in advance. In accordance with APA style, these reaction assignments will be summary answers to questions related to the content of the course textbook. Included also should be your assessment and thoughts on the readings.
4. **Group Presentation.** This assignment accounts for **20% of the final grade**. These presentations are designed to enhance one's knowledge of criminal justice occupations, and refine

communication skills. Groups will be assigned randomly. Each group is required to:

- a. Prepare a 30-minute summary presentation that explores a criminal justice profession in light of the chapter assigned.
 - b. Submit a hard copy of the final presentation on the day of the presentation and also submit a copy on E-course.
 - c. Dress Professionally, that is, conservative clothing and appearance appropriate for an interview for a criminal justice job) is required when conducting the presentation. Women: Solid color, conservative suit skirt (just above the knee not too short) or pants, co-ordinated blouse (no cleavage), moderate shoes (preferably closed toe pumps) , limited jewelry (no dangling earrings), neat/professional hairstyle (no un-natural colors like blue and pink tint), tan or light hosiery (that match skin tone). Men: Solid color, conservative suit (preferably dark no-zoot suits), white or matching solid color long sleeve shirt, conservative tie, dark socks, professional shoes, very limited jewelry no earrings, neat, professional hairstyle.
5. **Social Responsibility.** This assignment is designed to highlight students' understanding of social responsibility and criminal justice with the aim of engendering civic engagement. This group assignment will be done in the same group as those for the group presentation. Further details will be provided. This assignment accounts for **10% of the final grade**

Grading Matrix

Instrument	Value (points or percentages)		Total
Attendance & Participation	100 points	10%	100
Assignment	100 points	10%	100
Test 1	100 points	12.5%	100
Mid-term Exam.	100 points	12.5%	100
Final Exam.	200 points	25%	200
Group Project/Presentation	100 points	20%	100
Social Responsibility	100 points	10%	100
Total:		100%	800

Final Grade Distribution:

- A = 800 - 720 points
- B = 719 - 400 points
- C = 350 – 339 points
- D = 338 – 300 points
- F = 299 - 000 points or below

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. **Cheating:** deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. **Academic misconduct:** tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. **Fabrication:** use of invented information or falsified research.
4. **Plagiarism:** unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class. **FOR ANY MISSED CLASS IT IS YOUR RESPONSIBILITY TO GET THE INFORMATION FROM SOMEONE ELSE.** If there are any other questions please feel free to consult with the instructor.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Cell Phone and iPads (and other electronic devices):

The use of cell phones and iPods (or other electronic devices) is prohibited unless authorized by the instructor. As soon as you arrive to class please turn these devices off. If it is necessary to be able to receive calls (i.e. emergency), leave the classroom before answering any calls.

Food and Drinks:

No food or drinks are allowed in class per building policy.

Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

Submission of Assignments:

Please pay special attention to the submission instructions given for each assignment. On the due date posted assignments that will be submitted within the class should be done within the first 15 minutes of the scheduled class.

Exam Policy

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook)

Academic Calendar – Fall 2013**August 18, Sunday**

Check-In University College (Housing)

August 19, Monday

Check-In University View

Meal Plans **Begin**

August 19-22, Monday-Thursday

Panther Camp

August 22, Thursday

Check-In University Village Phases 1 and 2 (New Transfer and Returning Students)

August 22-23, Thursday-Friday

Regular Registration for Returning Students

August 23, Friday

Check-In University Village Phases 3 through 6 (New Transfer and Returning Students)

August 24, Saturday

Regular Registration for Graduate Students (**UG students if advised and issued alternate pin**)

August 26, Monday

Late Registration and Drop/Add **Begins**

Instruction **Begins**

August 30, Friday

Late Registration, Add Courses, Change Major/Certification or any Matriculation Change **Ends** for Undergraduate Students – **Student Web Registration Access Closes**

August 31, Saturday

Late Registration, Add Courses, Change Major/Certification or any Matriculation Change **Ends** for Graduate Students – **Student Web Registration Access Closes**

September 2, Monday

Labor Day Holiday (**University Closed**)

September 4, Wednesday

General Student Assembly **All Students to Attend**

September 11, Wednesday

12th Class Day (Census Date)

LAST DAY to Drop Course(s) without Academic Record

Late Deadline to apply for Fall 2013 graduation

September 12, Thursday

Withdrawal from courses with academic record ("W") **Begins**

September 23, Monday

20th Class Day

October 17 - 19, Thursday-Saturday

Mid-Semester Examination Period

October 22, Tuesday

Mid-Semester Grades Due

October 31, Thursday

Title IV 60% of semester

November 4, Monday

Withdrawal from Course(s) with Academic record ("W") **Ends**

November 12, Tuesday

Priority Registration **Begins** for Spring 2014 Semester

November 15, Friday

Deadline to Apply for Spring 2014 Graduation

November 28-29, Thursday-Saturday

Thanksgiving Holiday (**University Closed**)

December 2, Monday

Instruction Resumes

December 2 - 3, Monday-Tuesday

Course Review Day [Classes **must** convene and instructors will prepare students for Final Exams]

December 3, Tuesday

Last Class Day for Fall 2013 Semester

Last Day to Withdraw from the University (From All Courses)

December 4 - 10, Wednesday-Tuesday

Final Examination Period

December 10, Tuesday

Final Grades Due for Graduation Candidates

December 14, Saturday

Commencement

December 17, Tuesday

Final Grades Due for All Other Students

Professional Organizations

Academy of Criminal Justice Sciences <http://www.acjs.org/>

Southwestern Association of Criminal Justice <http://www.cj.txstate.edu/SWACJ/intro.htm>

Criminal Justice Journals <https://www.msu.edu/~dejongc/cj907/journals.html>

References

Kraska, P. & Brent, K. (2011). Theorizing Criminal Justice: Eight essential orientations. Long Grove, IL: Waveland Press.

FIFTEEN WEEK CALENDAR

08/26/13	Introduction & Housekeeping	Group Assignment
08/28/13	Unit 1: Introduction to Crime Myths	Read Kappeler Chap 1; Hagan Chap. 1
08/30/13	Unit 1 continued & Review	Read Kappeler Chap 1
09/02/13	Labor Day (Public Holiday)	
09/04/13	Unit 2: Theory & Method	1st Reaction Page Due Hagan, (2010) Chap 3; Hagan (2011) Chap 4
09/06/13	Unit 2: Theory & Method continued Review	Research Instruction Visiting Lecturer
09/09/13	Unit 3: Measurement & Crime Wave	Read Kappeler Chap 2.
09/11/13	Unit 3: Measurement & Crime Wave CENSUS DATE	Read Kappeler Chap 2
09/13/13	Unit 3 Continued & Review	Hagan ((2011) Chap 2
09/16/13	Unit 4: Missing Children	Read Kappeler Chap 3;
09/18/13	Unit 4: Continued	
09/20/13	Unit 4: Review	
09/23/13	Unit 5: Serial Killers & Stalkers	Read Kappeler Chap 4&5 Hagan, (2011) Chap 8
09/25/13	Unit 5: Continued	
09/27/13	Unit 5: Test 1 Units 2-4	SWACJ
09/30/13	Unit 6: Organized Crime	Read Kappeler Chap 6
10/02/13	Unit 6: Group 1 Presentation	
10/04/13	Unit 6: Review	
10/07/13	Unit 7: Corporate Crime	Read Kappeler Chap 7
10/09/13	Unit 7: Group 2 Presentation	
10/11/13	Unit 7: Review	
10/14/13	Unit 8: The Lost War on Drugs	Read Kappeler Chap 8
10/16/13	Group 3 Presentation Review of Unit 8	
10/18/13	Mid Semester Test (Test II Units 5-7)	
10/21/13	Unit 9: Juvenile Super predators	Read Kappeler Chap 9
10/23/13	Unit 9: Juvenile Super predators & Review	Read Kappeler Chap 9
10/25/13	Unit 9: Group 4 Presentation	
10/28/13	Unit 10: Law Enforcers	Read Kappeler Chap 10
10/30/13	Unit 10: continued	
11/01/13	Unit 10: Group 5 Presentation	
11/04/13	Unit 11: The Court	Read Kappeler Chap 11
11/06/13	Unit 11 continued	
11/08/13	Unit 11: Group 6 Presentation & Review	
11/11/13	Unit 12: Punishment or Correction: Does Punishment Work?	Read Kappeler Chap 12
11/13/13	Unit 12: Punishment or Correction: Does Punishment Work	Read Kappeler Chap 13
11/15/13	Social Responsibility Presentations	
11/18/13	Unit 13: Capital Punishment	2nd Reaction Page
11/20/13	Unit 13: Capital Punishment	Read Kappeler Chap 14 /ASC
11/22/13	Unit 13: Review	
11/25/13	Unit 14: Merging Myths & Misconceptions Crime	Read Kappeler Chap 15
11/27/13	Unit 14 Review	
11/29/13	Thanksgiving Holiday	
12/02/13	EXAM REVIEW SESSION	
12/04/13	FINAL EXAMINATION PERIOD BEGINS	EXAM II Units 8 -13

Technical Considerations for Online and Web-Assist Courses

Minimum Hardware and Software Requirements:

- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
 - Sending and receiving email
 - A working knowledge of the Internet
 - Proficiency in Microsoft Word
 - Proficiency in the Acrobat PDF Reader
 - Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette): students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Communication Expectations and Standards:

All emails or discussion postings will receive a response from the instructor within 48 hours.

You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following **my receipt** of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

Submission of Assignments:

Assignments, Papers, Exercises, and Projects will be distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.