

Course Title:	ARTS 3317 P01 - WATERCOLOR				
Course Prefix:	ARTS	Course No.:	3317	Section No.:	P01
School of Architecture	Department: Architecture Construction Science <u>Art</u> Community Development Digital Media Art				
Class Meeting Days & Times:	Monday and Wednesday 9:00-10:50 AM				
Catalog Description:	“(2-2) Credit 3 semester hours. An introductory course that emphasizes basic transparent watercolor techniques, restricted primarily to still-life set up by instructor and some outside assignments				
Prerequisites:	None				
Co-requisites:	None				
Mode of Instruction:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> On-line <input type="checkbox"/> Hybrid				
Instructor:	Jess Coleman, MFA.				
Office Location:	School of Architecture, Prairie View A&M University Room 229C				
Office Telephone:	(936) 261-9806				
Email Address:	jwcoleman@pvamu.edu				
U.S. Postal Service Address:	Prairie View A&M University P.O. Box 519 Mail Stop 2100 Prairie View, TX 77446				
Office Hours:	Monday, and Wednesday 2:00-4:00 PM. or BY APPOINTMENT. Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must prepare for their appointment by having all applicable materials and information submitted to the instructor prior to the meeting.				
Virtual Office Hours:					
Required Text:	N/A.				
Optional Text:	N/A				
Recommended Text/Readings:	N/A				

Course Outcomes/Learning Objectives :

Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment
1 Have some knowledge of the art materials available for water color painting such as, types of brushes, types of paint, and paper.	
2 Give constructive criticism to classmates about their work and look critically at one's own work.	Critical Thinking
3 Understand the complexity of mixing paint to achieve new colors.	Critical Thinking
4 Demonstrate various techniques, such as wet-in-wet, dry-brush, layering, washes and collage	Critical Thinking
5 Distinguish between those colors which are more opaque and those which are more transparent.	Critical Thinking
6 Have confidence expressing personal ideas using water-based media.	

Major Course Requirements

Method of Determining Final Course Grade

	Course Grade Requirement	Value	Total
1)	Class Projects (Paintings)	60%	
2)	Growth & Improvement	20%	
3)	Class Attendance & Participation	20%	
Total:		100%	

Grading Criteria and Conversion: [\[Insert points or percentages\]](#)

A = Exceptionally fine work; superior in presentation, visual observation, comprehension and participation

B = Above average work; superior in one or two areas

C = Average work; good, unexceptional participation

D = Below average work; noticeably weak with minimal participation

F = Clearly deficient in presentation, style and content with a lack of participation

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

<p>Class Attendance Policy</p>	<p>Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.</p> <p>Participation and absences are accumulated beginning with the first day of class on January 16, 2024. If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university-approved excuse.</p> <p>*Attendance Reporting Period: January 16 - 24 (Show (SH) / No Show (NS)). Students who do not attend classes during this period by January 24, will be marked as a no show (NS) in Panthertracks, have the course removed, and financial aid reduced or cancelled!</p> <p>If you are not able to attend class during the Attendance Reporting Period, you must contact your professor immediately with an explanation via email before noon on January 24.</p>
<p>Makeup Work for Legitimate Absences</p>	<p>Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.</p> <p>Excused absences are in one of the following classifications:</p> <ol style="list-style-type: none"> 1. Participation in an activity appearing on the University authorized activity list from the athletics coach, band director, organization advisors, etc. 2. Death or major illness in a student's immediate family. 3. Illness of a dependent family member. 4. Participation in legal proceedings that requires a student's presence. 5. Religious holy day. 6. Confinement because of illness. 7. Required participation in military duties. <p>If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record to the Dean of Students/Office of Student Conduct using the <i>Request for a University Excused Absence form</i>. See Absence Verification Process in the syllabus.</p> <p>The excuse/s will be accepted after your professor receives the authorized university excuse letter. There will be NO exceptions to this rule. Email documents from students will not be accepted to clear these absences.</p> <p>In accepting your decision to miss class, you must also be willing to accept the instructor's decision not to award you involvement points for the class or classes that are missed.</p>

	<p>Do not wait until the last minute to complete your assigned tasks. Sending requests for assistance at the last minute will not guarantee a quick response from the instructor.</p> <p>All work must be turned in before or on the due dates noted in the syllabi and/or documents issued by the instructor.</p> <p>Extensions/makeups will only be granted with proof of officially documented emergencies. You must provide documentation within the week the assigned tasks are due. It is your responsibility to make sure that you can access CANVAS and all digital requirements. Extensions will not be granted due to procrastination, forgetfulness, not following directions, or not purchasing access to required programs/software.</p> <p>If you are having trouble with CANVAS, contact CIITS at 936-261-3283 or send an email to ciits@pvamu.edu or submit a trouble ticket to CIITS Troubletickets. Any issues with (*add name of your required programs/software), call (800) 123-4567 (request an email confirmation with your case number if you make a phone call).</p> <p>Always provide documentation with a timestamp to the instructor as proof of the technical issues with your account when the assigned tasks were available.</p>
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Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Instructor’s Attendance Policy

If you are absent, it is your responsibility to know what you have missed BEFORE you attend the next class session. Check eCourses and project sheets for all updates.

Your attendance and participation are expected and required. This is a studio class designed to be an interactive and collaborative environment that encourages students to create works as well as discuss design. If you are absent or do not participate then you are not an asset to the learning environment and you cannot successfully progress in the coursework. Attendance during lectures, demonstrations, and studio time is critical to passing the course.

Absences

More than 4 absences by a student during the semester will result in a reduction of student’s final semester grade by one letter. **6 or more absences will result in course failure.**

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed non-attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Student must submit their documentation to studentconduct@pvamu.edu. Once verified, an absence verification document will be provided to the student to share with the faculty.

<https://www.pvamu.edu/sa/dean-of-students/absence-verification-temporary-illness/>

Tardies

A student is marked as tardy if he/she arrives after the roll has been called. Early departures from class will be marked as an absence. A student arriving more than fifteen minutes after the start time of the class will be marked absent. 3 tardies will be equal to 1 absence. If you are tardy, it is your responsibility to let your instructor know you are present.

Submission of Assignments

All assignments will be posted on eCourses. All work is to be turned in BEFORE or on the due date during class via Connect Art. Be mindful of all due dates. **You will not be reminded when work is due. NO LATE WORK WILL BE ACCEPTED.**

Personal Conduct

Students who are absent for University Business must notify the professor BEFORE they leave. In addition, you must provide a copy of an official University Excuse letter. If for whatever reason, you are unable attend class, it is your responsibility to know what you have missed. Check Connect Art and eCourses for any assignment updates BEFORE you attend the next class period.

Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class. You are expected to adhere to the following specific guidelines:

1. During regular class periods all students are expected to dress appropriately in accordance with university regulations so that no disruptions in the learning experience will occur.
2. No food or drink is allowed in the classroom at any time.
3. **Cellular telephones are to be turned off or put on silent ring tone during the class period.** Texting is strictly prohibited during the class period. No “ear phone” units will be allowed. If your cell phone rings during the lecture or you are texting you will be asked to leave and are subject to losing points on the next assignment that is due. Cell phone use is only permitted at the direction of the professor.
4. Laptops must emit no noise. Make sure your laptop is warmed up and your battery charged before class starts. A laptop is allowed only for taking notes or accessing relevant course material during the class. Checking email, playing a game, messaging and other non-class related activities are not allowed at any time. Any person caught using laptops for non-class related activities will be asked to leave and subject to losing points on the next assignment that is due.
5. Harassment of your fellow students of any kind will not be tolerated.

No children, friends, family members or guests are allowed in the class without prior approval.

Conduct of Class and Care of the Facility

Please note the following rules for the conduct of the class.

1. Class will begin at the appointed time.
2. Class is dismissed when so indicated by the instructor. Students are expected to be on time and stay throughout the entire class period. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in an absence for that day
3. All class members are required to keep the classroom in a clean and orderly manner to facilitate the number of students using it each day.

4. Handouts and Courses Resources will be posted to eCourses. It is your responsibility to download and print the course resources.

Digital Media Arts and Arts Core Assessment Student Learning Objectives

Digital Media Arts Student Learning Objectives		T	R	I
T = Taught R = Reinforced I=Utilized/integrated				
DSK I	Develop and create visual responses to design communication problems		√	
DSK II	Solve communication problems using the design process and beta testing implementation			
DSK III	Demonstrate an understanding and utilization of tools and industry-standard technology		√	
CT I	Evaluate, analyze and integrate information using various methods of the design thinking process (creative thinking)			
CT II	Make and respond productively to the process of critique		√	
CT III	Curate and produce a portfolio of design work that aligns with career goals		√	
C I	Produce visual solutions to design communication problems with the intent of catering to the needs of a target audience		√	
C II	Demonstrate effective oral communication of the intent, process, and context of design work			
C III	Demonstrate effective written communication of the intent, process and context of design work			
DSK: Discipline-Specific Knowledge; CT: Critical Thinking; C: Communication				
ARTS Core Curriculum Learning Objectives				
T = Taught R = Reinforced I=Utilized/integrated		T	R	I
Creative Arts				
	Communication Skills			
	Critical Thinking			
	Teamwork			
	Social Responsibility			
Language, Philosophy, & Culture				
	Communication Skills			
	Critical Thinking			
	Teamwork			
	Social Responsibility			













Course Procedures or Additional Instructor Policies

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.












[NOTE: If there are any special instructions relating to assignment submissions, formatting, or other course policies, they should be included here. Include individual policies on tardiness, cell phones, and other class disruptions. If you have additional classroom rules that do not fit on a single page, consider posting them in eCourses instead.]

Grade Grubbing:	<p>'Grade grubbing' is a new term that has come about due to students bothering, harassing, or pestering their instructors over grades when the fault for performance lies with the student. This sort of behavior has no place in this institution of higher learning. Forcing instructors to compromise their ethics with threatening requests or any requests to inflate grades is an unfair responsibility placed on the instructor and a poor reflection on the student. This behavior is rude, offensive and wastes the instructor's time.</p> <p>Examples:</p> <ul style="list-style-type: none"> • "Rounding up my grade will help my GPA." • "I need a passing grade to keep my scholarship." • "I need a passing grade to get off of academic probation/suspension." • "Can you give me a few points to get a higher grade?" • "I understand that you don't accept late work, but I did the assignment or my part of the group project, can you please make an exception?" • "I know you do not offer extra credit, but can I write an essay to bring up my grade?" • "I misunderstood the instructions. Can I still turn in my assignment late?" • "I was wondering if there is anything I can do to bring up my grade, I am so close to an A." • "I need a passing grade to graduate/get into graduate school." • "My grade should be rounded up because I worked hard, came to every class, and never missed assignments." • "If I do not get a passing grade, I will be in trouble with my parents." <p>Wearing down the instructor by arguing, begging, and pleading to possess academic expectations without taking personal responsibility is harassment, disrespectful, and inappropriate and will be reported to the Office of Student Conduct.</p>
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COURSE OUTLINE: EVENT AND LECTURE SCHEDULE			
This schedule is subject to change as the semester proceeds in order to cover the most important material in the time allotted. Any revisions will be duly noted and announced in class. All referenced readings are taken from the required text.			
	Registration/Assembly Dates		Dates exam scores will be posted
	Key Dates		Holidays
	Graduation Applications		Guest lectures
	Dates for Exams		Project Team Workshop
	Proctored Exams		Class Sessions using ZOOM or teleconference technology
	Lecture Completed		Lecture Notes, Assignments, or Articles posted to CANVAS

















16 WEEK CALENDAR











Insert general topics and assignments. 

Week One: Topic January 15-19, 2024	Introduction: Supply List, Understanding Materials, Demonstration	
Chapter (s):		
Assignment (s):	Color Wheel, Creating Flat and Graduated Washes	
University Events: 	January 15, 2024 [Monday]	 1 MARTIN LUTHER KING DAY (University Closed)
	January 16, 2024 [Tuesday]	First Class Day Tuition & Fees Payment Due Date
	January 16, 2024 [Tuesday]	TUITION AND FEES PAYMENT DUE DATE @ 5:00 PM
	January 17-23, 2024 [Tuesday-Tuesday]	Late Registration/Late Registration Fee Begins (\$50.00)
	January 17-24, 2024 [Tuesday-Tuesday]	 ATTENDANCE REPORTING PERIOD (ND/SH). Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled!
Week Two: Topic January 22-26, 2024		
Chapter (s):		
Assignment (s):	Experimenting with watercolor and attempting to paint single objects from life	
University Events: 		
Week Three: Topic January 29-February 2, 2024		
Chapter (s):		
Assignment (s):	Still Life Painting	
University Events: 	January 30, 2024 [Wednesy]	Financial Aid Refunds Begin
	February 1, 2024 [Thursday]	 CENSUS DATE (12 TH CLASS DAY)  FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.]
	February 1, 2024 [Thursday]	WITHDRAWAL FROM COURSES "WITH ACADEMIC RECORD" (W) BEGINS.
Week Four: Topic February 5-9, 2024		
Chapter (s):		
Assignment (s):	Still Life Painting	
University Events: 	February 6, 2024 [Tuesday]	 DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM.
Week Five: Topic February 12-16, 2024		
Chapter (s):		
Assignment (s):	Still Life Painting Continued	
University Events: 	February 12, 2024 [Monday]	 CENSUS DATE (20TH CLASS DAY)



	February 15, 2024 [Wednesday]	PVAMU Architecture + Construction Science Career Fair 2023 9:00 AM- 4:00 PM held in the Kennedy Building and the Fabrication Center
Week Six: Topic February 19-23, 2024		
Chapter (s):		
Assignment (s):	Still Life Painting	
University Events: 		
Week Seven: Topic February 26-March 1, 2024		
Chapter (s):		
Assignment (s):	Painting Texture With Watercolor	
University Events: 		
Week Eight: Topic March 4-8, 2024		
Chapter (s):		
Assignment (s):	Introduction to Landscape Painting	
University Events: 	March 7-9, 2024 [Thursday-Saturday]	 Mid-Term Exams
Week Nine: Topic March 11-15, 2024	SPRING BREAK!	
Chapter (s):		
Assignment (s):		
University Events: 	March 13, 2024 [Wednesday]	 MID-TERM EXAM GRADES DUE
	March 15, 2024 [Friday]	 Spring Break (University Closed) SUBJECT TO APPROVAL BY THE TAMUS Board of Regents!
Week Ten: Topic March 18-22, 2024		
Chapter (s):		
Assignment (s):	Landscape Painting on Location (Plein Air)	
University Events: 	March 22, 2022 [Wednesday]	Founders Day/Honors Convocation
Week Eleven: Topic March 25-29, 2024		
Chapter (s):		
Assignment (s):	Landscape Painting on Location continued	

University Events: 	March 26, 2024 [Monday]	  SPRING 2023 GRADUATION: FINAL DATE TO APPLY FOR GRADUATION! (Ceremony participation)
	March 27, 2024 [Tuesday]	  SPRING 2023 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in program.)
	March 29, 2024 [Friday]	 1 Good Friday (No classes; subject to approval by the TAMUS Board of Regents)
Week Twelve: Topic April 1-5, 2024		
Chapter (s):		
Assignment (s):	Introduction to Painting Interiors	
University Events: 	April 6, 2024 [Tuesday]	 Priority Registration Period for continuing students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]
	April 6, 2024 [Saturday]	 Registration Period for all students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]
Week Thirteen: Topic April 8-12, 2024		
Chapter (s):		
Assignment (s):	Painting Interiors Continued	
]	
University Events: 	April 12, 2024 [Friday]	 SPRING 2023 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)
Week Fourteen: Topic April 15-19, 2024		
Chapter (s):		
Assignment (s):	Introduction to Figure Painting in Watercolor	
University Events: 		
Week Fifteen: Topic April 22-26, 2024		
Chapter (s):		
Assignment (s):	Figure Painting in Watercolor	
University Events: 	April 26, 2024 [Friday]	 SPRING 2023 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)
Week Sixteen		
	April 28, 2024 [Monday]	Chapter 23  Last Day to Withdraw from a Course or the University (“W”)

	April 26, 2024 [Friday]	 LAST DAY OF CLASS FOR SPRING SEMESTER 2023!
	April 29, 2024 [Monday]	 STUDY DAY (NO CLASSES IN SESSION)
	April 30 -May 8,, 2024 [Tuesday- Wednesday]	 FINAL EXAMINATION PERIOD
	May 9, 2024 [Thursday]	 FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!
	May 11, 2024 [Saturday]	 COMMENCEMENT
	May 14, 2024 [Tuesday]	 FINAL GRADES DUE FOR ALL STUDENTS BY 11:59 PM!

In order to assure that you have read over this entire document you are required to sign the Statement of Agreement on the final page of the syllabus and return it at the start of second-class period. This will be our contract that you have read over the entire syllabus and that you understand what is expected of you in this class.

Don' take your class and Course work for Granted

- 1. If you fail to attend class (without documented excuse), you will fail the class.**
- 2. Meeting with the instructor does not replace class attendance.**
- 3. Interaction with classmates is required. All concerns do not have to be brought to the instructor.**
- 4. Excused/Unexcused absentees do not eliminate accountability (classwork/attendance, etc).**
- 5. Late work will not be accepted.**
- 6. Extra credit is not an option; therefore, complete initial assignments.**
- 7. Deadlines are deadlines; meet them.**

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Library Website
Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert

program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the advising website. Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pv tutoring@pvamu.edu; University Tutoring Website

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Writing Center Website, Grammarly Registration

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; Panther Navigate Website

Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Health & Counseling Center Website

Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the OTS – Proctoring Service website. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Testing Website

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Disability Services Website

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit CIITS Student Website. Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

Veteran Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Veteran Affairs Website

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Student Engagement Website

Center for Careers & Professional Development

This center supports students through professional development, career readiness, and placement and employment assistance. The center provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the center website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Center for Careers & Professional Development Website

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

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 learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

Nonacademic Misconduct

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 ability 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. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at Title XI Website, including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial

assistance.” Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the Internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

If a student has more than four (4) unexcused absences in a Monday-Wednesday Studio class, that student will receive a final grade of “F” regardless of their average in the class.

Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the Online Reporting Forms to access/complete/submit the Request for a University Excused Absence form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest 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 University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access

- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

