



**COMM 1311- Introduction to Speech Communication
Spring 2024**

Course Information	Description
Instructor:	Jeremy S. Coffman, M.A.
Section # and CRN:	Section P04 CRN 23568
Office Location:	Hilliard 209
Office Phone:	937-261-3737
Email Address:	jscoffman@pvamu.edu
Office Hours:	TTH: 8:00AM – 9:30AM, 12:30PM – 2:00PM
Mode of Instruction:	Face-to-Face
Course Location:	E. E. O’Banion Science Building 122
Class Days & Times:	TTH 3:30PM – 4:50PM
Catalog Description:	This course is designed to introduce students to fundamental communication theories, principles and practices. Students will develop public speaking skills, interpersonal skills, and practical applications.
Prerequisites:	Unconditional Admission OR ENGL 0131
Co-requisites:	None
Required Text(s):	Coffman, J. S., Holmes, T. L., & Luster, P. A. (2022). <i>COMM 1311: Fundamentals of Speech Communication</i> . Retrieved from https://digitalcommons.pvamu.edu/pv-open-education-resources/10
Recommended Text(s):	Hacker, Diana. <i>Pocket Style Manual 5e with 2009 MLA and 2010 APA Updates + Research and Documentation in the Electronic Age 5e</i> . Bedford/St Martins, 2010.

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Write clearly, precisely, and in a well-organized manner	1, 2, 3, 4	Communication
2	Demonstrate critical thinking, reading, and viewing skills on required projects	1, 2, 3, 4	Critical Thinking
3	Research, develop, evaluate, and present arguments grounded in research-based knowledge	1, 2, 3, 4	Critical Thinking
4	Apply analytical, precise, and elaborated terms and concepts for talking and writing about communication artifacts and the ways in which they communicate meaning	1, 2, 3, 4	Critical Thinking Communication Social Responsibility
5	Critically Conduct, evaluate, and analyze research theories and findings published in various scholarly source	1, 2, 3, 4	Critical Thinking Communication

	materials in the preparation of assignments		
6	Evaluate various communication artifacts and their effects on audiences and society	1, 2, 3, 4	Communication Critical Thinking Social Responsibility
7	Demonstrate how communication artifacts are constructed and how communication artifacts in turn construct meaning about national and global communities	1, 2, 3, 4	Communication Critical Thinking Social Responsibility

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement		Value	Total
1)	Introductory Speech	50	10%
2)	Group Speech & Outline	50	10%
3)	Informative Speech & Outline	100	20%
4)	Persuasive Speech & Outline	100	20%
5)	Special Occasion Speech	50	10%
6)	Midterm Exam	50	10%
7)	Final Exam	50	10%
8)	Interview Assignment	25	5%
9)	Participation	25	5%
Total:	Total:	500	100%

Grading Criteria and Conversion:

A = 90-100%	450-500
B = 80-89%	400-449
C = 70-79%	350-399
D = 60-69%	300-349
F = 59% and Below	0-299

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.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Special Occasion Speech	This 2-4 minute speech links your subject (a person, event, etc.) with a specific trait, either positive (if praising) or negative (if condemning). You will establish a specific occasion/ceremony (Hall of Fame induction, funeral, tribute, toast, interview, impromptu, dedication of a memorial, etc.). You will elicit an emotional response through careful use of language style while reinforcing beliefs and feelings your audience already holds. (Attempts to change those beliefs and feelings are better suited to Persuasive Speeches.) This speech is worth 50 points.
2. Group Speech	This 8-10 minute speech is a group presentation. Possible presentations include (but are not limited to) how-to demonstrations, event planning, etc. Each member must speak for equal amounts of time. This assignment is worth 50 points. Your group must provide an outline with the assignment.
3. Informative Speech	This 4-6 minute speech provides information new to most of your audience. It may be useful to think of this speech as a teaching opportunity, a short lecture about an important topic. This speech also could be a demonstration (“how-to”) speech. You are required to use at least one presentation aid. You must provide an outline with this assignment. This speech is worth 100 points.
4. Persuasive Speech	This 5-7 minute speech will persuade your audience to perform an action. Through carefully crafted and well-supported arguments, and based upon the information you have given them and the emotional response you have elicited, you must persuade your audience to act on an issue. You are required to use at least one presentation aid (to depict the severity of the social problem, the amount of people it affects, and how your solution will mitigate the problem if implemented, etc.). You must provide an outline with this assignment. This speech is worth 100 points. This speech will also be

	used as assessment for the Communication division but this assessment will not be counted towards your grade.
5 & 6. Exams	Both the Midterm and Final exam will be online via Canvas. They will both consist of multiple choice questions, and are not cumulative. Each exam is worth 50 points.
7. Interviews	You will be required to take part in a mock job interview. You will submit your 'real' resume and a cover letter that can have possible future accomplishments. You will then take part in an interview exercise determined by your instructor. This interview is worth 25 points.
8. Participation	This is a public speaking course. As such, students will be expected to speak publicly. This means that students will be actively encouraged to participate in class discussions, and give their input on course material. This sort of active participation in class is key to any communications class, including this one. Participation will be gauged by your instructor. Students are graded on the quality as well as the quantity of their class participation. Attendance with a few brief comments all semester is average (C) participation. Above average and excellent participation (B or A) includes regular frequent questions, comments, and/or examples that demonstrate an understanding of course material, contribute to the class topic, and seek additional knowledge relevant to the class topic. Students will also be expected to give an Introductory Speech at the beginning of the semester. This assignment is worth 25 points.

Course Procedures or Additional Instructor Policies

Attendance: Attendance is an important part of this class. Students will be expected to attend class on all of the prescribed days in order to get the most out of this class. Students who fail to attend class will receive three (3) unexcused absences before penalties will go into effect. For every unexcused absence after the third students will lose one letter grade on their participation grade. This is not negotiable.

Make-up and Late Work: NO LATE ASSIGNMENTS, PERFORMANCES, SCRIPTS, DISCUSSIONS, OR EXAMS WILL BE ACCEPTED. I do not accept late WORK unless you have a university-approved absence and provide university-approved documentation to me within one week (7 days) of your absence. I will not accept late assignments, presentations, exams, or discussions under any circumstance. You are expected to come to each and every class on time and prepared. Finally, I will not accept late assignments, presentations or exams under any circumstance.

Speech Sign-Up: In this class students will sign-up for their speeches. Speech sign-up will consist of picking both a day and order to speak in. Students are expected to adhere to the time that they have signed up for. This is a contract between a speaker and an audience, promising that they will be there to share their words at a specific time. If a student does not attend class to speak at the proper time and cannot produce documented evidence to prove their absence, then they will receive a ZERO (0) for their speech grade. This is in adherence to the LCOM Student Expectation that NO late work is accepted in this class.

Respect On Speech Days: There are a few things that students need to keep in mind during speech days. These guidelines **must** be followed and will help to create a respectful environment for all speakers. They are as follows:
 1.) Phones - On speech days phones need to be completely silenced and put away. There is nothing more demoralizing to a speaker than seeing their audience looking down at their cell phones rather than paying attention to their speech.

2.) Entering the Class - If you are late to class on a speech day the door will be closed. You will need to listen at the door and if you hear someone talking, **DO NOT** enter the room. This is highly disrespectful and can distract the speaker. Instead, wait until you hear applause, and then quietly make your entrance into the classroom.

3.) Listening - Each of you will speak multiple times throughout the semester, and you will want your audience to be attentive to your words. For that very reason, you should do the same for your fellow students. Listen carefully, and be a good audience member to the speaker. They will return the favor when it is your turn.

Grade Concerns: I am happy to discuss your work and performance with you. Keep in mind that I will protect your privacy in discussing your work. This means not discussing your grade in the presence of other students, faculty or staff before, during or after class sessions and or office hours. If others are present at the time that you attempt to engage in a conversation about your grades I will ask them to leave or instruct you to wait until such time as your privacy can be maintained.

In general, I require a 24-hour reflection period before discussing grading concerns. After the reflection period has passed, you may submit your concerns in writing. Make sure that in your email you include:

- 1.) Your name, the title of the course, and meeting time
- 2.) The name of the assignment
- 3.) A clear discussion of your issues or concerns
- 4.) Your suggestion(s) for resolving the issue(s)

I will respond in writing to your concern(s) within 48 hours of receiving them unless the email is sent over the weekend or holiday break. If you continue to have questions after you have received and read my written response(s) to your concern(s), we will find a suitable time to meet and discuss your concern(s). USE ONLY your pvamu.edu email accounts to discuss grade concerns. I will not respond to emails sent via a non PVAMU email account as there is no way to secure your receipt of my response or the authenticity of the user.

Semester Calendar

Week	Description
Week One: Jan 15-19 Topic Description** Readings: Assignment (s):	Welcome and Introduction to Course and Syllabus OER Chapter 1: An Introduction to Communication
Week Two: Jan 22 – 26 Topic Description Readings: Assignment (s):	Communication Apprehension and Ethics OER Chapter 2: Communication Apprehension OER Chapter 3: Ethics Introductory Speeches Due Tuesday, January 23rd
Week Three: Jan 29- Feb 2 Topic Description Readings: Assignment (s):	Listening and Audience Analysis OER Chapter 4: Listening OER Chapter 5: Audience Analysis
Week Four: Feb 5-9 Topic Description Readings: Assignment (s):	Speech Organization OER Chapter 6: Introductions and Conclusions OER Chapter 7: Body and Outlining None
Week Five: Feb 12-16 Topic Description Readings: Assignment (s):	Special Occasion Speeches None Special Occasion Speeches Begin Tuesday, February 13th
Week Six: Feb 19-23	Language, Evidence, and Citations

Topic Description

Readings: OER Chapter 8: Language
 OER Chapter 9: Evidence
 OER Chapter 10: Citations

Assignment (s):

Week Seven: Feb 26-Mar 1**Topic Description**

Readings: OER Chapter 11: Visual Aids
 OER Chapter 12: Delivery

Assignment (s):

Visual Aids and Delivery**Week Eight: Mar 4-8****Topic Description**

Readings: **None**
 Assignment (s): **Group Speeches due on Tuesday, March 5th**
Midterm Exam (Chapters 1-10) on Thursday, March 7th

Group Speeches & Midterm Exam**Week Nine: Mar 11-15****Topic Description**

Readings:
 Assignment (s):

SPRING BREAK – NO CLASSES**Week Ten: Mar 18-22****Topic Description**

Readings: OER Chapter 18: Interviewing
 OER Chapter 19: Intercultural Communication

Assignment (s):

Interviewing and Intercultural Communication**Week Eleven: Mar 25-29****Topic Description**

Readings: OER Chapter 13: Speaking to Inform
 OER Chapter 15: Online Presentations

Assignment (s):

Online Presentations and Informative Speaking**Week Twelve: Apr 1-5****Topic Description**

Readings: **None**
 Assignment (s): **Interviews held on Tuesday, April 2nd and Thursday, April 4th**
Informative Speeches Due on Sunday, March 31st via Canvas

Informative Speeches & Interviews**Week Thirteen: Apr 8-12****Topic Description**

Readings: OER Chapter 16: Persuasive Speaking
 OER Chapter 17: Logic and Logical Fallacies

Assignment (s):

Persuasive Speaking and Fallacies**Week Fourteen: Apr 15-19****Topic Description**

Readings: **None**

Assignment (s): **Persuasive Speeches begin on Tuesday, April 16th**

Persuasive Speeches**Week Fifteen: Apr 22-****Persuasive Speeches Conclude**

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Topic Description

Readings: **None**

Assignment (s): **Persuasive Speeches conclude on Thursday, April 25th
Final Exam - April 30th – May 8th**

***Please note that the above calendar is provisional. As instructor, I reserve the right to make changes, including the addition or deletion of materials.**

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: pvtutoring@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.

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 Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- 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

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

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 (Zoom)

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 [Password Reset Tool](#) 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.

COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.