



COMM 1336 - Video Production I
Spring 2023

Course Information	Description
Instructor:	Professor Hakeem Harris, M.A., M.A.T.
Section # and CRN:	Section: P02 / CRN: 20792
Office Location:	Hilliard Hall Room 004
Office Phone:	936.261.3722 / 713.291.7726 (cell)
Email Address:	hpharris@pvamu.edu
Office Hours:	TR 8:00-9:20 am & 12:30 pm – 1:50 pm Virtual office hours: Wednesdays @ 1 to 3pm (Zoom codes on eCourses)
Mode of Instruction:	Face to Face
Course Location:	Hilliard Hall 125 & (KPVU-TV Studio)
Class Days & Times:	Tues / Thurs 11:00am - 12:20pm
Catalog Description:	An introduction to basic remote digital video production to include practical exercises illustrating key concepts of Pre-Production, Production, and Post-Production.
Prerequisites:	
Co-requisites:	None
Required Text(s):	Understanding Movies Louis Giannetti(Author) https://www.pearson.com/store/p/understanding-movies/P100002446653/9780134002613?creative=489250547975&keyword=&matchtype=&network=g&detmwf6kMfY7R_FOebUo99lvKaZTv8I45BBAtCygMyCGM-ToAaAISDEALw_wcB
Recommended Text(s):	

REQUIRED Equipment: Each student will need to provide their own SD card (at least 32GB; 10 Class) for filming. An external hard drive is required for storing raw footage. If you are in any way interested in keeping your projects and video footage, you will want to purchase an external hard drive to store your materials. The college computers are wiped clean at the end of every semester, and student projects are not retained.

One Drive: The university provides a cloud based file storage system available to all students.

ADOBE CREATIVE SUITE: In addition to the full Microsoft suite (Word, Excel, Powerpoint, Access, Publisher, etc.), students will have full access to Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, Illustrator, InDesign) via the Panther Virtual Desktop.

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Identify all the tasks required with each phase of digital video production.	1,2,3	
2	Analyze the emotional and psychological effects of story, visual composition, sound design, music and editing upon an audience.	1,2,3	
3	Appreciate cinematic storytelling in both narrative and non-narrative forms and how aesthetic principles can be applied in theatrical narratives, broadcast television, shorts, music videos, advertising, video games and other related forms of digital media content.	2, 3	
4	Assess the development of modern productions, as compared to earlier ones including both American and important international film movements.	2, 3	
5	Produce and edit an audio/visual sequence while acquiring specific skills in sound recording, lighting and camera as a foundation to create longer and more sophisticated productions.	2,3,4	
6	Demonstrate basic non-linear editing skills using Final Cut Pro.	3,4	

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement		Value	Total (Points)
1)	Script: Chart Story Arc for Assigned Film	10	100
2)	Camera: Cinematography Demonstration Video	10	100
3)	Lights: Lighting Set Up Exercise	10	100
4)	Audio: Filmed Audio Capture Exercise	10	100
5)	Editing: Filmmaking Process Video	10	100
6)	Mid Term Exam	10	100
7)	Final Film Project	25	250
8	Final Exam	15	150
Total:		100%	1000

Grading Criteria and Conversion:

A = 1000-900 points
 B = 899 - 800 points
 C = 799 - 700 points
 D = 699 - 600 points
 F = 599 or fewer points

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.

Assignment Title or Grade Requirement	Description
Script: Chart Story Arc for Assigned Film	Students will chart a film’s story arc: Exposition, Point Points, Rising Action, Falling Action and Resolution.
Camera: Cinematography Demonstration Video	Students will film a demonstration of the basic camera moves and shot types. Video does not need to be edited. Raw Footage is acceptable.
Lights: Lighting Set Up Exercise	Students will film a lighting demonstration 3-point lighting with three(3) lights and a 3-point lighting setup with one (1) light, a reflector and a window. Video does not need to be edited. Raw Footage is acceptable.

Audio: Filmed Audio Capture Exercise	Student will film themselves using lapel mics and a shotgun mic to “pick up” sound. Video does not need to be edited. Raw Footage is acceptable.
Editing: Filmmaking Process Video	Students will compile their SCRIPT, CAMERA, LIGHTING, and AUDIO video demonstration into one edited video demo.
Mid Term Exam	25 multiple choice questions based on text, lectures, screenings, demonstrations to date.
Final Film Project	Students will film a pre-assigned 2-page script into a short video.
Final Exam	50 multiple choice questions based on text, lectures, screenings, demonstrations to date.

Detailed Description of Major Assignments:

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.

Classroom Policies

ATTENDANCE is MANDATORY

Roll will be taken every session. Only the instructor excuses absences. Absences will be excused ONLY if the student has a specific written medical excuse or a written equivalent presented to the instructor the day before or the next day following the student’s return to class after the absence. All assignments are due when scheduled. Late assignments will only be accepted if there is a WRITTEN verification of an emergency.

Students are expected to be present during all assigned presentation/paper dates, whether they are presenting or not, unless an absence has already been approved by the instructor.

If the door is closed on a day when you know presentations are being given, YOU MAY NOT ENTER THE CLASSROOM UNTIL THE DOOR IS OPENED FOR YOU. A closed door indicates that a presentation is in progress. There will be a sign posted on the door or outside the classroom to also indicate that you cannot enter. DO NOT KNOCK, OPEN THE DOOR, PEEK IN, ETC. This is just common courtesy.

BEHAVIOR

Express individual concerns regarding grades and assignments in a respectful manner at the end of class or during office hours. Students are discouraged from shouting out personal matters during lectures.

Students are expected to exemplify good listening practices and to maintain an active role as a listener during oral presentations. This includes working on your own project, making last minute or finishing touches in another assignment or conversing with group members about an upcoming presentation. All presentation and materials related to the presentation MUST be completed before the start of class.

Disruptive behavior that prevents other students from learning and/or threatens anyone in class will not be tolerated. Students can be barred from attending class and even suspended from the college. If the student is barred from class because of disruptive behavior, all work missed may be counted as zeros.

Unless your electronic devices are a part of the classroom lecture or demonstration, turn OFF all cell phones. In-class disturbances will result in a grade deduction.

Babysitting is not allowed during class sessions. DO NOT bring children with you to class.

PLAGIARISM

Plagiarism of any kind will not be permitted or tolerated. See the student handbook for details on the Code of Academic Integrity. AN ACT OF CHEATING WILL RESULT IN A GRADE OF ZERO BEING ASSIGNED TO THE WORK. ANY REPEATED INCIDENT WILL RESULT IN A COURSE GRADE OF "F".

Cheating includes putting your name on an assignment that was completed by someone else, sharing information during a test or providing answers to another student.

No papers turned in by separate students should EVER have the exact same essay answers or very similar ones.

COPYING DIRECTLY OUT OF A TEXT, CLASS HANDOUT, OFF THE INTERNET, FROM OTHER REFERENCES, OR FROM OTHER STUDENTS IS NOT ACCEPTABLE!! THIS INCLUDES SLIGHTLY REARRANGING THE WORDS SO THAT THEY ARE A LITTLE DIFFERENT FROM THE SOURCE! THIS IS PLAGIARISM!!

Production Safety Rules

Tripod & Camera

- Always lock the tilt control before you walk away from a camera tripod.
- When a camera is not on a tripod, place it in its case or on a table. Don't leave it on the floor or the ground. Except for sunset or sunrise, never point any video camera directly at the sun.
- The University has high quality video cameras and video-enabled still cameras which you are encouraged to use. However, if you unwisely decide to use your cell phone's much lower quality, un-adjustable camera, hold the cell phone horizontally. Otherwise your video will appear as a narrow slit when edited.

Power Lines

- You should only handle Edison power cords, (those with three prongs as used at home)
- Report any frayed cords for immediate tagging, removal and repair.
- Carefully lay out power cables away from busy pathways to minimize tripping and injuries to others.

Audio Cables

- Audio lines do not have any appreciable current in them and don't generate waste heat.
- Treat these cables with care: don't step on them; never stretch them tightly; keep the cables and their connectors away from dust and dirt; loop them carefully as if they were a fragile garden hose and never place other equipment on top of them.
- If an audio cable must go over or under an electrical wire, cross at right angles to limit induced electronic noise in the soundtrack.

Lights (aka: Lamps)

- Never handle a hot light fixture without some form of thermal protection or thick gloves.
- Never place anything in front of the lights which might burn or become hot.
- Do not place any tape on the lights. Use clothes pins to attach gels. Don't let the gels come in contact with the hot lamp housing.
- If you must replace a bulb, wear gloves or other protection. Let it cool down before you attempt to change it. Even if the bulb is cool and there is no danger to yourself, the oil from your skin will degrade the bulb and possibly cause it explode at a later time

Semester Calendar

Week 1: 1/16 - 1/23
Topic Description

Introduction to the Course & Instructional Goals

Lecture:

Tuesday 1/17
Review Syllabus, Objectives and Activities • Power of Short Films

Thursday 1/19 **Chapter 1: Mise-en-Scene: Within the Image**
Film Structure / View & Critique Award Winning Short Films
Six Types of Conflict

Assignment (s):

Week 2: 1/24 - 1/28
Topic Description

Story / Script

Lecture:

Tuesday 1/24. **Chapter 6 Narrative – From Scene to Scene**
Elements of Narrative Story Arc
Plot and Plot Points

Thursday 1/26
Chart Story Arc for Assigned Film; Due 2/3

Assignment (s):

Week 3: 1/31 – 2/4
Topic Description

Screenplay

Lecture:

Tuesday 1/31
Screenplay Format

Thursday 2/2
Screenplay Format

Assignment (s):

Week 4: 2/5 – 2/11
Topic Description

Cinematography

Lecture:

Tuesday 2/7 **Chapter 3 Cinematography**
Cinematography: Composition
Composition and the Rule of Thirds
Shooting in the Digital Age

Thursday 2/9
Cinematography: Composition
The Essentials of Cinematography
Center Line Work and Stop Motion
Visual Style & Design Quotations

Assignment (s):

Week 5: 2/14 - 2/20
Topic Description

Cinematography

Lecture: Tuesday 2/14 **Chapter 2 Camera Movement**
Cinematography: Movement
Camera Moves and Shot Types

Thursday 2/16
Cinematography: Movement
Full Range of Coverage

Assignment (s): Film Cinematography Demonstration Due 2/24

Week 6: 2/21 – 2/26
Topic Description

Lighting

Lecture: Tuesday 2/21
Three Point Lighting Set Up

Thursday 2/23
Three Point Lighting with Natural Light and Reflectors

Assignment (s): **Filmed 3 point Lighting Exercise, Due 3/7**

Week 7: 2/28 – 3/4
Topic Description

Lighting & Grip Work

Lecture: Tuesday 2/28
In Class Lighting and Rigging Workshop

Thursday 3/2
In Class Lighting and Rigging Workshop

Week 8: 3/6 – 3/11
Topic Description

Audio (Production)

Lecture: Tuesday 3/7 **Chapter 5 Sound**
Mics
Recording Gear
Dialogue Pick Up

Thursday 3/9
Mic Placement Exercise

Online: Mid Term Exam: 3/9

Filmed Audio Capture Exercise, Due 3/21

Week 9: 3/21 –3/26
Topic Description

Audio (Post-Production)

Lecture: Tuesday 3/21
Post- Production Audio: ADR
Music

Thursday 3/23
Post- Production Audio: Sound Effect

Week 10: 3/28 – 4/2
Topic Description

Editing - Final Cut Pro

Lecture: Tuesday 3/28. **Chapter 4 Editing: Making the Cut**
Explore the basics of non linear editing on Final Cut Pro

Thursday 3/30
Basic Cuts Types and Transitions In Final Cut Pro

Week 11: 4/4 –4/10
Topic Description

Editing - Final Cut Pro

Lecture: Tuesday 4/4
Edit Exercise: Cut Together All Previous exercises to create Filmmaking Process Video

Thursday 4/6
Edit Exercise: Cut Together All Previous exercises to create Filmmaking Process Video

Assignment (s): Filmmaking Process Video; Due 4/11

Week 12: 4/11 – 4/14
Topic Description

Script to Screen Exercise: Pre-production

Lecture: Tuesday 4/11 **Chapter 7: Screenwriting: The Three Act Structure**
part 1 & 2 Issue 2 page script and do table reads
Pre-Production Meetings

Thursday 4/13
Pre-Production Meetings

Assignment (s):

Week 13: 4/15-4/21
Topic Description

Chapter 8 Filmmaker and Producer

Script to Screen Exercise: Production

Lecture: Tuesday 4/18
Filming

Thursday 4/20
Filming

Week 14: 4/22 -28 **Script to Screen Exercise: Post - Production**
Topic Description

Lecture: Tuesday 4/25
Edit Short Video

Thursday 4/27
In Class Screening

Week 15:4/29 -5/5 **Finish Online Final Exam by 11:59 pm, May 9**

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. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected 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 with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. 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, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pv tutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

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; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936- 261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

The Student Counseling Services unit 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; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

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; Website: <https://www.pvamu.edu/disabilityservices/>

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 college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

Veterans 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; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

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; Website: <https://www.pvamu.edu/studentengagement/>

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office 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 Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

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.

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 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. 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 at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, 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.

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.

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to covid-19@pvamu.edu. Proof for self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** – Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** – Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class may qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to www.pvamu.edu/coronavirus or email covid-19@pvamu.edu.