



# SYLLABUS

## CRIJ 1313: Juvenile Justice Systems Spring 2024 (In-Person)

**Instructor:** Dr. Robin D. Jackson  
**Section # and CRN:** P01 24543  
**Office Location:** Don Clark, 327  
**Office Phone:** 936-261-5232  
**Email Address:** [rdjackson@pvamu.edu](mailto:rdjackson@pvamu.edu)  
**Office Hours:** Sign-Up Genius: <https://www.signupgenius.com/go/20f0449aaaf2faafb6-drjacksons>  
 Tuesday: 9:30am – 2:00pm  
 Thursday: 12:30pm – 2:00pm

**Mode of Instruction:** Face to Face

**Course Location:** Don Clark/Juvenile Justice Bldg, Room 240  
**Class Days & Times:** Tuesday/Thursday: 2:00 – 3:20 p.m.

**Catalog Description:** Provides an overview of the juvenile justice system including theoretical perspectives of this subject area. It will include but not limited to an in-depth study of the juvenile justice system and the decision-making processes of the police, the juvenile courts and juvenile probation. The application of community-based corrections combined with the application of a historical perspective related to the juvenile courts will be examined. A thorough working knowledge of the institutionalization of juvenile offenders will be examined. Prerequisites

**Prerequisites:** TSIA complete  
**Co-requisites:**

**Required Texts:** *Bates, K.A., & Swan, R.S. (2021). Juvenile Delinquency in a Diverse Society, 3<sup>rd</sup> Edition. California: Sage.*

**Recommended Texts:** Additional selections from the companion student website (see textbook for the link) and/or those items provided by the instructor (see eCourses).

### Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Recognize basic juvenile justice terminology [defining delinquency; measuring delinquency; distinguishing violent youth crime; and identifying illegal drug use and delinquency].	Understand law and legal principles; Understand research methods and statistics	Quantitative Knowledge
2	Recognize and critically assess theoretical perspectives relating to delinquency and the juvenile justice system [particularly individual theories of delinquency; choice and trait explanations; sociological theory; cultural deviance; strain, social control, labeling and conflict	Know theories of criminal behavior; Understand how to think critically	Critical Thinking

	explanations; developmental theories; and female delinquency theories].		
3	Identify the social context of theories and delinquency [particularly compare various institutions, such as the family, schools, peer group, law enforcement, probation and aftercare, relative to how they function proactively or reactively to juvenile and gang delinquency].	Understand law and legal principles; Understand law enforcement and practices; Understand corrections systems and practices; Understand court systems and practices; Know theories of criminal behavior; Understand how to think critically	Critical Thinking Social Responsibility
4	Distinguish major components of the juvenile justice system, police, juvenile court, and juvenile corrections within the social, economic, and political forces relative to how they shape the response to juvenile delinquency.	Understand law and legal principles; Understand law enforcement and practices; Understand corrections systems and practices; Understand court systems and practices; Know theories of criminal behavior; Understand how to think critically	Critical Thinking
5	Articulate the history, development and operation of the juvenile justice system.	Understand law and legal principles; Understand law enforcement and practices; Understand corrections systems and practices; Understand court systems and practices; Know theories of criminal behavior; Understand how to think critically	Critical Thinking Communications
6	Analyze the effects of social, political, economic, cultural, and diplomatic forces on delinquency and the juvenile justice system.	Understand how to think critically	Critical Thinking

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Class Attendance and Participation	100 points each	10%
2) Quizzes	100 points each	10%
3) Assignments & Instructor Assigned Reading	100 points each	15%
4) Exams I – III	300 total points	45%
• Exam 1	• 100	• 15%
• Exam 2 (midterm)	• 100	• 15%
• Exam 3	• 100	• 15%
5) Exam IV (Final Exam)	100 points	20%
<b>Total:</b>	N/A	100%

### Grading Criteria and Conversion:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 or below

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
<b>Class Attendance and Participation</b>	Students are expected to attend each class session and participate in class discussions as well as other class activities (face to face or online). <b><i>Attendance will be counted as a formal part of the final grade; excessive absences can have an impact on the student's final grade.</i></b>
<b>Exams and Quizzes</b>	<p><b>Exams <u>will be a combination of multiple-choice, true/false, short answer, and essay questions.</u></b> There will be <b><u>two regular exams throughout the course as well as one mid-term and one final exam.</u></b> Each exam is worth 100 points. Exams and quizzes will cover assigned readings and material presented in class. Students are responsible for all class content (e.g. media and videos) and assigned reading materials.</p> <p>Quizzes will be given throughout the semester. Once an exam or quiz has started, students will have a set amount of time to complete the exam/quiz. Also, once quizzes close and grades are posted no one will be allowed to take the quiz. Thus, students who miss a quiz/exam may not have the opportunity to complete the exam or quiz.</p> <p><b><u>Exams and quizzes may be administered in class/face-to-face or electronically, so make sure you are able to access eCourses (Canvas).</u></b></p>
<b>Assignments &amp; Instructor Assigned Reading</b>	<p>Short writing assignments, mini projects, and discipline specific research journal articles with discussion questions will be given throughout the semester. Each assignment and instructor assigned reading activity is designed to assess critical thinking and communication skills. Students are expected to complete each assignment and submit them on the due date.</p> <p>Assignments may include the student's opinion backed up by factual information (when appropriate), and must be typed, double-spaced, and in a 12-point font with 1" margins, unless instructed otherwise.</p>

## 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 by your department, but for general information, you can visit Taskstream via the link in eCourses.

### Submission of Assignments:

Although this is a face-to-face course, some assignments, activities, and course instruction will take place on e-Courses/Canvas, so make sure you are able to access e-Courses. Students are expected to read the required textbook and review all other course material related to each week's topic.

The work in this course must be completed independently by the student. To be successful in the course, the student must closely follow guidelines provided in the course material. Note that all assignments must be submitted through eCourses to the assignment dropbox by 11:59 pm on the due date specified in eCourses and/or the instructions provided for the assignment, unless otherwise communicated by the course instructor. Similarly, exams

and quizzes that are taken through eCourses/Canvas must be submitted by the date and time specified on eCourses and/or the instructions given with the exam or quiz. Additionally, the open/close time for quizzes and exams taken on eCourses/Canvas will be provided with the exam/quiz instructions. If you have problems submitting a quiz, exam or an assignment, please email the course instructor immediately so that we can resolve the issue. Early submissions are welcome.

**NOTE:** The weekly eCourse/Canvas modules, which is where you will find all course material, will typically open on Mondays at 8:00am, unless otherwise communicated in writing to students by the course instructor. Additionally, the open/close time for all assignments, quizzes, and exams will also be provided on eCourses in the weekly modules and instructions. If you have problems submitting a quiz, exam or an assignment, please email the course instructor immediately so that we can resolve the issue. Early submissions are welcome.

### **Access to Required Technologies/Resources**

It is expected that you have access to an actual desktop computer or laptop for this course. If you do not have access to a computer/laptop, you may visit your local library, a [PVAMU campus computer lab](#), or apply for a loaner device through [PVAMU's Mobile Device Loaner Program](#). You are also expected to ensure that the device you are working on meets all minimum technical requirements established by the university (see the Technical Considerations policy below for more information).

### **Exams and Quizzes: Proctorio Policy**

Proctorio is required for all exams and quizzes in this course. Proctorio requires use of the Google Chrome Web Browser. Ensure that your computer meets the [minimum system requirements for Proctorio](#). Refer to the [Test-Taker Quick Start Guide](#) for instructions on installing Proctorio. Note that an access code/password is not required to take exams and quizzes. If you receive a request for such a code, refer to the [Access Code/Password Required guide](#) on resolving this issue. If you encounter issues with Proctorio, you can live chat with a Proctorio agent (see the Quick Start Guide for information on how to chat with an agent). All exams and quizzes will require:

1. Access to an actual desktop or laptop: Device must be completely updated, meet the minimum system requirements for Proctorio, and meet the minimum technical requirements established by the university. Proctorio will not work on mobile devices, tablets, or iPads.
2. Working camera
3. Working microphone
4. Reliable internet connection: It is recommended that you take the exam on a computer that is hard wired to an internet connection to reduce the risk of a dropped connection.
5. Google Chrome web browser
6. A valid picture ID

### **Formatting Documents:**

Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or the plain text format. The course requires that the APA Citation Format be used for papers and assignments. A guide to familiarize you with the APA Citation Format can be found on e-Courses.

### **Make-Up Work/Exam Policy:**

The lowest regular exam grade will be dropped (this does not include the final exam). Consequently, there will be no make-up exams offered. If a regular exam is missed it will be the exam dropped. Late assignments will be penalized 10 percentage points per workday. Assignments over 5 days late will not be accepted. Furthermore, students may have one opportunity to make up missed work without a reduction in points. However, this one-time opportunity requires a documented and acceptable PVAMU verified excuse, and the work must be made up within five days of when it was originally due or the date on the accepted documented excuse. Please visit the following link for the absence verification process: <https://www.pvamu.edu/sa/dean-of-students/absence-verification-temporary-illness/>. Additional PVAMU rules and procedures regarding the Makeup Work for Legitimate Absences and the Absence Verification Process can be found on page 13 of this syllabus.

### **Attendance Policy:**

Class attendance requirements will be followed in accordance with the Prairie View A&M University Attendance Policy Statement (<http://www.pvamu.edu/registrar/general-registration-information/class-attendance-policy/>). Students are expected to attend each Zoom class session and participate in class discussions as well as other class activities. Attendance will be taken daily for university records.

**Absences on Religious Holy Days**

In accordance with Texas Education Code, Section 61.003, subdivision (7), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of that notice has been acknowledged by the instructor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20."

**Department Policy on Mobile Devices and Technology:**

It is imperative that instructors are afforded reasonable authority to manage the classroom learning environment. An important component of the classroom environment is control of topic and pedagogical method. Empirical data shows that student use of mobile devices and other forms of technology that are not approved by the instructor for the educational endeavor of interest serve as distracters to student attention. When students attempt to divide their time between paying attention to the classroom topic and/or pedagogical method used by the instructor and the use of a mobile device, the student may miss important course content or details. Certain use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course.

The instructor of record may and is encouraged to further elaborate his or her own course specific mobile device policies in writing in the course syllabus. It is the policy of the Department of Justice Studies that during closed book examinations no mobile device or other form of technology be placed in the student's work area, visible to the student. Consequently, cell phone use during exams in this class is strictly prohibited. Having any electronic device on and visible during a closed book examination will lead to an assumption of cheating and an "F" for the test. However, if there is an urgent need to use a cell phone during any class period not scheduled for testing, you are advised to do so outside (and not inside) the class to limit distractions.

**Dr. Jackson's Mobile Device, Laptop and Tablet Policy:**

Student use of electronic devices that perform the function of a telephone, sends a text message, or any other form of communication during class-time is prohibited (unless otherwise stated by the professor) and may result in removal from the classroom. All device sound alerts should be turned off, put in airplane mode, or put on silence (including the vibrate function). Leaving the classroom to accept a call may result in an absence. Arrangements for handling potential emergency situations may be granted at the discretion of the professor prior to the start of class. Failure to comply with the professor's policy could result in removal from the classroom.

Any use of a telephone or text messenger or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty.

**Usage of Artificial Intelligence (AI) in the Classroom:**

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI compositions software. Using these tools without my permission puts your academic integrity at risk.

**Department of Justice Studies Official Statement on Student Plagiarism and Submission of the Work of Others:**

It has come to the attention of the faculty of the Justice Studies Department that students are utilizing websites such as [www.essayshark.com](http://www.essayshark.com) to obtain written work to fulfill course requirements; some students in the program also submit plagiarized work. That is, some students use whole passages or ideas from sources without giving proper credit through citation. Please be advised that such conduct is a gross violation of academic standards and expectations of the faculty in the Department of Justice Studies and in the College of Juvenile Justice & Psychology. It is also a clear breach of university policy as it pertains to academic integrity. If it is discovered that a student has used such a website to submit work as his or her own, we will follow university guidelines and the student might be dismissed from the program. Official documentation will be submitted to initiate university proceedings against the student.

Another serious iteration of plagiarism is when submitted work by students contains little to no original ideas or thoughts of the student, but, instead, the submitted work is nothing more than retyped statements from other academic or Internet sources. Faculty have developed detailed course standards to prevent and detect such conduct. Faculty has been asked to enhance enforcement of plagiarism policies.

A final common issue that faculty noticed concerns the double submission of work. Be advised that academic work that is submitted for a grade in one course may not be submitted for a grade for another course. Each course that a student completes toward fulfillment of the program requirements for the degree should be considered distinct with independent requirements and assignments. The faculty will monitor this and will not accept work for their course that was previously submitted for a different course.

The university subscribes to Turnitin, an internet based academic dishonesty detection service. Student work will be submitted using this tool.

Information on the university policy on academic dishonesty may be found in the catalog:  
<http://catalog.pvamu.edu/generalacademicinformation/undergraduate/#academicdishonestytext>

In the event that you have questions or concerns, please feel free to contact our Department Head (936-261-5262 or 936-261-5234).

## Semester Calendar

Please note that this schedule is tentative and may change if we need to spend additional time on certain topics or if there are unforeseen circumstances (i.e. inclement weather).

### Week One: 1/16/2023

Topic Description

#### Course Introduction & Defining Juvenile Delinquency

Readings:

Tu: Course Introduction/Syllabus Review  
Th: Bates & Swan: Chapter 1 & 2  
Opening Scenario & Delinquency Discussion

Assignment (s):

**Complete Course Introduction Assignments & Discussion**

### Week Two: 1/23/2023

Topic Description

#### Understanding Juvenile Delinquency The Creation of Delinquency

Readings:

Tu: Bates & Swan: Chapter 1 & 2  
Th: Bates & Swan: Chapter 1 & 2

Assignment (s):

Weekly Assignment & Chapter Quiz

### Week Three: 1/30/2023

Topic Description

#### Measuring Delinquency: Data, Correlates and Trends

Readings:

Tu: Bates & Swan: Chapter 3  
Th: Bates & Swan: Chapter 3

Assignment (s):

Weekly Assignment & Chapter Quiz  
eCourses: Instructor Assigned Reading and Questions

### Week Four: 2/6/2023

Topic Description

#### Exam I & Theories of Delinquency

Readings:

Tu: **EXAM I (Chapters 1 – 3)**  
Th: Bates & Swan: Chapter 4/Flex Day

Assignment (s):

**Tuesday: Exam I (Chapters 1-3)**

### Week Five: 2/13/2023

Topic Description

#### Micro Level Theories

Readings:

Tu: Bates & Swan: Chapter 4  
Th: Bates & Swan: Chapter 4

Assignment (s):

Weekly Assignment & Chapter Quiz  
eCourses: Instructor Assigned Reading and Questions

### Week Six: 2/20/2023

Topic Description

#### Macro Level Theories

Readings:

Tu: Bates & Swan: Chapter 5  
Th: Bates & Swan: Chapter 5

Assignment (s):

Weekly Assignment & Chapter Quiz  
Short Writing Assignment 1 is provided

## Semester Calendar

Please note that this schedule is tentative and may change if we need to spend additional time on certain topics or if there are unforeseen circumstances (i.e. inclement weather).

### Week Seven: 2/27/2023

Topic Description

#### Critical Theories

Readings:

Tu: Bates & Swan: Chapter 6  
Th: Bates & Swan: Chapter 6

Assignment (s):

Weekly Assignment & Chapter Quiz  
Continue working on Short Writing Assignment 1

### Week Eight: 3/5/2023

Topic Description

#### Midterm & Families in Context

Readings:

Tu: **Exam II/Midterm (Chapters 4 – 6)**  
& Begin Bates & Swan: Chapter 7

Th: Bates & Swan: Chapter 7

Assignment (s):

**Tuesday: Exam II/Midterm (Chapters 4 – 6)**  
**Thursday: Short Writing Assignment One is Due**

### Week Nine: 3/12/2023

#### SPRING BREAK

### Week Ten: 3/19/2023

Topic Description

#### Peers, Gangs, and Drugs in Context

Readings:

Tu: Bates & Swan: Chapter 9  
Th: Online Class & Assignment/Academy of Criminal Justice Sciences  
Bates & Swan: Chapter 10

Assignment (s):

Weekly Assignment & Chapter Quiz  
Short Writing Assignment Two is provided

### Week Eleven: 3/26/2023

Topic Description

#### Schools in Context

Readings:

Tu: Bates & Swan: Chapter 8  
Th: Bates & Swan: Chapters 8

Assignment (s):

Weekly Assignment & Chapter Quiz

### Week Twelve: 4/2/2023

Topic Description

#### Exam III & Why a Separate Juvenile Justice System?

Readings:

**Tu: Exam III (Chapters 7 – 10)**  
Th: Bates & Swan: Chapter 11

Assignment (s):

Weekly Assignment & Chapter Quiz  
Continue working on Short Writing Assignment Two



## Semester Calendar

Please note that this schedule is tentative and may change if we need to spend additional time on certain topics or if there are unforeseen circumstances (i.e. inclement weather).

### Week Thirteen: 4/9/2023

Topic Description

#### The Juvenile Justice System

Readings:

Tu: Bates & Swan: Chapters 11 & 12  
Th: Bates & Swan: Chapter 12

Assignment (s):

**Thursday: Short Writing Assignment Two is Due**

### Week Fourteen: 4/16/2023

Topic Description

#### The Juvenile Justice System

Readings:

Tu: Bates & Swan: Chapter 13  
Th: Bates & Swan: Chapter 13

Assignment (s):

Weekly Assignment & Chapter Quiz

### Week Fifteen: 4/23/2023

Topic Description

#### The Juvenile Justice System

Readings:

Tu: Bates & Swan: Chapter 14  
Th: Bates & Swan: Chapter 15

Assignment (s):

Weekly Assignment & Chapter Quiz

### Week Sixteen: 4/30/2023

Topic Description

#### Final Exam

Readings:

None

Assignment (s):

Prepare for final exam

### Final Exam:

**Final Exam - Thursday, May 2, 2024: 1:30pm – 3:30pm**  
**(Please keep in mind that this date/time is subject to change).**

## **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](http://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 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](mailto: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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto: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](mailto: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, 2<sup>nd</sup> 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 GAI's 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](mailto: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](mailto: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](mailto: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](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto: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

### **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](mailto: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. You can expect grades and feedback within one week of

the assignment due date, unless otherwise noted or communicated by email, course announcement, etc.

### **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](https://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.