



## CRJS 2328 Z01: Police Systems and Practices (B-Global) Spring 2024

**Instructor:** Nabil Ouassini Ph.D.  
**Section # and CRN:** Z01 CRN 23196  
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**Office Hours:** TR 12:30 am – 2:00 pm; MW 12 pm – 1 pm online; or by appointment.  
**Mode of Instruction:** Online Asynchronous.  
**Catalog Description:** A study of the structural aspects and principles of personnel management, program development, fiscal management, and other major components of police organization.

**Prerequisites:** N/A  
**Co-requisites:** N/A  
**Required Texts:** Dempsey, J., & Frost, L. (2018). *An Introduction to Policing*. 9<sup>th</sup> edition. Cengage Learning Publications. ISBN-10: 1-337-55875-3 ISBN-13: 978-1-337-55875-4

### Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Have a knowledge of law enforcement management practices.	2	Critical Thinking
2	Have a knowledge of police organizational structures.	2	Critical Thinking
3	Understand common contemporary police practice concerns and effectiveness.	2	Critical Thinking
4	Understand the legal constraints placed on the police and the possible implications of police misconduct.	1,2,4	Critical Thinking
5	Demonstrate the ability to write a formal paper, using correct APA format and good grammar and spelling, which focuses on a variety of special problems and challenges faced by police charged with enforcing the law in the 21 <sup>st</sup> century.	1,2,4,5	Communication; Critical Thinking; Social Responsibility

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Examination I	20	20%
Examination II	20	20%
Examination III	20	20%
Examination IV	20	20%
Discussions	10	10%
<u>Assignments</u>	<u>10</u>	<u>10%</u>
<b>Total:</b>	<b>100</b>	<b>100%</b>

### **Grading Criteria and Conversion:**

A = 100 – 90pts;

B = 89 – 80pts;

C = 79 – 70pts;

D = 69 – 60pts;

F = 59 pts 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, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

### **Detailed Description of Major Assignments:**

#### **Assignment Title or**

#### **Grade Requirement:**

#### **Description:**

**Four exams (each worth 20% of the final grade with 80% total).**

Each exam will have between 15-30 questions. The questions may be a mixture of multiple choice, true/ false, short answer and short essay items. Exams will be conducted online via Canvas. Exam instructions and expectations will be posted on Canvas. Students are responsible for all course materials given in class, on Canvas, and in the textbook as such material is testable information. The exams can only be taken once and are scheduled during class time Fridays on the specified weeks (see the course schedule below). These exams will open at the start of class time and will close at the end of class time. It is most ill-advised to miss any of the exams! Make-ups will be given **ONLY** in instances of a documented emergency (i.e. death of someone close, hospitalization of oneself or one’s child, or a spouse (near death), surprise work audit, etc.). Missed exams with no documented excuse will receive a zero.

**Assignments and Discussions: These are worth 20%.**

The assignments and discussion will be posted on Canvas and the due dates are listed below.

**NOTE: Syllabi subject to change with advance notice.**

### **PANTHER CODE OF HONOR**

*All members of the Prairie View A&M University community should conduct themselves in a manner appropriate for a community of scholars. All students are expected to obey the law, follow regulations and maintain absolute integrity, and a high standard of individual honor in scholastic work and personal interaction.*

### **PVAMU Honor Affirmation Statement**

*"I affirm on my honor that I will abstain from dishonesty in all scholastic work and personal interactions."*

## **Course Procedures or Additional Instructor Policies**

### **Submission of Assignments:**

Written assignments should be typed, double-spaced and in APA format per the 6th edition of the manual. assignments are due as indicated. They may also be submitted electronically into an electronic program. Late penalty = 3% points off the final grade.

### **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 Microsoft Word, Rich-Text, or plain text format.

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

It is imperative that instructors be afforded reasonable authority to manage the classroom learning environment. An important component of management 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 distractors 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.

### **Cheating:**

The instructor may initiate disciplinary proceedings against a student accused of academic dishonesty including cheating, plagiarism and collusion. Cheating or plagiarism in any degree will not be tolerated by Prairie View A&M University and will result in a grade of F in the examination in question. Further proceedings to have the violator suspended from class and/or from the college may be initiated through the current policy of the university on grievances.

Cheating includes:

1. Copying from another student's test paper, laboratory report or other report, or computer files, data listings and/or programs.
2. Using materials during a test that are not authorized by the test administrator.
3. Collaborating with another person or persons during an examination or in preparing academic work without authorization.
4. Knowingly, and without authorization, using, buying, selling, stealing, soliciting, copying or possessing, in whole or in part, the contents of an un-administered test.
5. Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit.
6. Purchasing or otherwise acquiring and submitting as one's work any research paper or writing assignment prepared by an individual or firm.
7. Accessing “other” data files during exams, quizzes or other computerized testing programs.

Instructors have the right to proctor and rely on proctors who will walk the room while testing. Your verbal and nonverbal actions, regardless of intention, will be observed and may be suspected while taking the exam. The only allowed items on your desk include: scantron, pencil/pen, and other required test items approved by the instructor.

You will be required to put all miscellaneous items including, but not limited to, purses, backpacks, notebooks, coats, hats, cell phones, apple phone, pagers, and textbook away from you and you may not access these items while taking your test. Cell phones and all other electronic communication devices must be turned off. Before the exam, students must provide evidence that a device must be in their possession during the test.

No baseball caps or “hoodies” may be worn during the test. If you need to take a jacket/sweater into the testing room, it must be inspected prior to entry into the room.

The College of Juvenile Justice & Psychology will NOT tolerate cheating. Without exception, those suspected of cheating will have the test removed and will be dismissed from the class (meet with the instructor after the exam). Besides failing the exam, the instructor may decide if other proceedings will be taken with those caught cheating. Further proceedings may be initiated through the current policy of the university on grade grievances.

## **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:** Review of the syllabus; History of Law Enforcement.

**Readings:** Chapter 1: Police History.

**Assignment:** Assignment & Discussion 1

Open Monday 1/16 12:00am & Due: Sunday 1/21 before 11:59pm.

**Week Two:** The organization of public security in U.S.

**Readings:** Chapter 2: Organizing Public security in the United States.

**Assignment:** Assignment & Discussion 2

Open Monday 1/22 12:00am & Due: Sunday 1/28 before 11:59pm.

**Week Three:** The organization of police departments and the steps to becoming a police officer.

**Readings:** Chapter 3: Organizing the Police Department.

Chapter 4: Becoming a Police Officer.

**Assignment:** Assignment & Discussion 3

Open Monday 1/29 12:00am & Due: Sunday 2/4 before 11:59pm.

**Week Four:** Exam review, Exam, & Results.

**Exam 1:** Examination I. Open Friday 2/9 12:00am – Due Sunday 2/11 11:59pm.

**Week Five:** We will discuss police discretion and behavior.

**Readings:** Chapter 5: The Police Role and Discretion

**Assignment:** Assignment & Discussion 4

Open Monday 2/12 12:00am & Due: Sunday 2/18 before 11:59pm.

**Week Six:** This week we will look at the research on police culture, the police personality, and the stress that police officers endure in their work.

**Readings:** Chapter 6: Police Culture, Personality, and Stress.

**Assignment:** Assignment & Discussion 5

Open Monday 2/19 12:00am & Due: Sunday 2/25 before 11:59pm.

**Week Seven:** This week we will examine minorities in policing and the importance of diversity in law.

**Readings:** Chapter 7: Minorities in Policing.

**Assignment:** Assignment & Discussion 6

Open Monday 2/26 12:00am & Due: Sunday 3/3 before 11:59pm.

**Week Eight:** Exam review, Exam, & Results

**Exam 2:** Examination II. Open Monday 3/4 12:00am – Due Friday 3/8 11:59pm.

**Spring Break:** 3/11 - 3/17.

**Week Nine:** We will examine police ethics, accountability, and the deviance/crime in the profession.

**Readings:** Chapter 8: Policing Ethics and Police Deviance  
Chapter 9: Patrol Operations

**Assignment:** Assignment & Discussion 7  
Open Monday 3/18 12:00am & Due: Sunday 3/24 before 11:59pm.

**Week Ten:** We will continue to talk about patrol operations and start discussing police investigations.

**Readings:** Chapter 10: Investigations.

**Assignment:** Assignment & Discussion 8  
Open Monday 3/25 12:00am & Due: Sunday 3/31 before 11:59pm.

**Week Eleven:** We will focus on police and their relations with various communities. We will also discuss corporate strategies for policing that include strategic policing, community policing, and problem-solving policing.

**Readings:** Chapter 11: Police and their Clients  
Chapter 12: Community Policing

**Exam 3:** Examination III Open Friday 4/5 12:00am – Sunday 4/7 11:59pm.

**Week Twelve:** We will discuss police and the Law.

**Readings:** Chapter 13: Police and the Law

**Assignment:** Assignment & Discussion 9  
Open Monday 4/8 12:00am & Due: Sunday 4/14 before 11:59pm.

**Week Thirteen:** We will talk about criminalistics.

**Readings:** Chapter 14: Computers Technology and Criminalistics in Policing.  
International Policing

**Assignment:** Assignment & Discussion 10  
Open Monday 4/15 12:00am & Due: Sunday 4/21 before 11:59pm.

**Week Fourteen:** We will finally end with a discussion on the creation of the Department of Homeland Security and its impact on policing.

**Readings:** Chapter 15: Homeland Security  
Police Reform

Review for Examination IV. 4/22 - 4/26.

**Week Fifteen:** Final Examination VI: exact time TBA.

## 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 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 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 <https://www.pvamu.edu/student-success/sass/university-tutoring-center/in> <https://www.pvamu.edu/pvplace/>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 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 to 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](https://www.pvamu.edu/student-success/early-alert/)<https://www.pvamu.edu/student-success/early-alert/>

#### 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 helps students deal 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. 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 (about 3 days) 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 reasonable accommodation for their disabilities. If you believe you have a disability requiring 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 accommodation. 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, 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 GAIs available, this statement includes 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 on 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 (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.

#### Artificial Intelligence in the Classroom

ChatGPT Artificial intelligence (AI) language models, such as ChatGPT, may be used for any assignment with appropriate citation. You are responsible for fact checking statements composed by AI language models.

**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.