SYLLABUS

CRIJ 4392 Criminology
spring 2024

Instructor:	Serita Whiting
Section # and CRN:	CRIJ 4392-Z02; CRN 10577
Office Location:	Don Clark Bldg., Room 346
Office Phone:	936-261-5230
Email Address:	srwhiting@pvamu.edu
Office Hours:	MW 10am-12pm Virtual or by appointment
Mode of Instruction:	Online

Course Location:
Class Days & Times: Online *The expectation is that all online work will be turned in by 11:59 pm on Sunday*.
https://www.pvamu.edu/dlearning/ecourses-log-in/
The eCourses password should be the same as your PV Email password.

Catalog Description: Focus will be a comprehensive analysis of the sociological, psychological and biological aspects of deviant behavior.

Prerequisites: TSIA complete
Co-requisites: None

Required Texts: **Williams, F.P., & McShane, M.D. (2017). Criminological Theory. California: Pearson. (7th edition) ISBN-10: 0134558898**

Recommended Texts: **Williams, F.P., & McShane, M.D. (2010). Criminological Theory. California: Pearson. (5th edition) ISBN-10: 0135154618**

American Psychological Association. (2010). APA manual (publication manual of the American Psychological Association).

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Recognize the major theories of crime.	Recall the history, development, and operation of the criminal justice system. Recall the law and legal principles. Recall criminological theory and policy analysis of prevention and control in service to the community.	Critical Thinking Communication

2	Understand the interrelationship between the different theories of crime.	Recall the history, development, and operation of the criminal justice system. Recall criminological theory and policy analysis of prevention and control in service to the community.	Critical Thinking Communication
3	Be aware of the history and terminology/tenants of the major criminological theories.	Recall the history, development, and operation of the criminal justice system. Recall criminological theory and policy analysis of prevention and control in service to the community.	Critical Thinking Communication

Required Technology	*Due to the nature of this course, you will need access to a computer to complete assignments for this course.*
	There are several labs you can access to use computers on campus. *Please check their operating hours.*
	1. *Student Computer Center-JB Coleman Library, Room 210*
	2. *Student Computing Center-Memorial Center*
	3. *Student Computing Center-Farrell Hall*

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	**Value**	**Total**
1) Discussions	100	20%
2) Assignments	100	20%
3) Exam I	100	20%
4) Exam II	100	20%
5) Exam III	100	20%
	500	**100%**

Total:

Grading Criteria
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 0%- 59%

Detailed Description of Major Assignments:
Assignment Title or
Grade Requirement   **Description**

Discussion   Each student will be required to complete ten discussion and response posts worth a combined total of 10 points each. Discussion posts (together) are worth 20% of the overall grade and will be randomly given throughout the semester. The discussion board forum will open Sunday and the initial (**First**) responses are due on or before 11:59 p.m. on Wednesday and response posts are due no later than 11:59 that Sunday. Each student must complete a minimum response of 150 words for initial post free of grammatical errors and respond to at least one of your classmates' posts with a minimum of 80 words **to receive full credit for each response**. Post that does not meet the word requirement will be deducted an automatic 5 points, discussions that have grammatical errors will be deducted 3 points, and discussions that are turned in after the date will receive no more than **3 points TOTAL for the first late infraction**. After which, a **ZERO** will be given for late submissions. This is an online course the expectation is that each student adheres to the syllabus and works independently. **Therefore, after the first late submission future Late submissions will not be accepted.**

Exams   Tests are designed to measure knowledge of the presented course material for the corresponding chapters. The exams are worth 20% of the overall grade. The exams consist of items designed to assist students with synthesizing, understanding, and critically thinking about the important points of the readings. There will be approximately 30-40 questions on the exams. Exams questions will consist of a mixture of multiple choice, true/false, or **entirely essay**. There will be a total of three exams. Exams will take place during a scheduled class day and the time for exams are approximately 60 minutes. In addition to the required text, the course will utilize video presentations and additional handouts that concern issues pertinent to criminology. Information from all sources (textbooks, lectures, video presentations, readings) may be included in course examinations. Examinations should be taken as scheduled. **No makeup examinations will be allowed except under documented emergencies.**

Assignments   Assignments are designed to supplement and reinforce course material and projects allowing students to practice critical thinking related to course content. These assignments may involve reviewing articles and/or answering questions to develop communication and critical thinking in overall course objectives through essay format (**minimum 2-page responses for essay assignments, APA format, free of grammatical errors**). The due date and nature of each assignment will be discussed by the professor and will be on the assignment. There will be a total of five assignments worth a total of 20 points each and will comprise a total of 20% of your final grade. You will be graded based on the page requirement, answering the assignment correctly, APA format, and grammatical errors. **Late submissions will not be accepted.**

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 will be **REQUIRED** to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in Canvas.

Extra Credit: This may be given during the semester at the instructor's discretion. If extra credit is given, it will be available to every student in the class who qualifies for it.

Course Procedures: The student is required to turn in written assignments. They may be exercises similar to those at the back of the chapter. The purpose of the assignments as well as the bi-weekly exams is simply to ensure that you have read and understood the lecture material and the content of each chapter. The assignments are due a day after they have been made available. Post assignments in Canvas as assigned by instructor.

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. Unsanctioned use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course. It is the policy of the Department of Justice Studies that during examinations no mobile device or other form of technology be placed in the student's work area, visible to the student. It is also the policy of the department that unsanctioned student use (use that is not approved of by the instructor of record and/or is unrelated to classroom activities) of mobile devices and/or other technological devices during classroom activity (defined here as activity occurring during the time that class is scheduled to meet) is strictly prohibited. It is within the scope of the instructor's authority to, over the course of the semester, demand that mobile devices and/or other technological devices be turned completely off and stored away. This is a broad policy statement. The instructor of record is encouraged to further elaborate his or her own course-specific mobile device policies in writing in the course syllabus. 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. 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.

Food and Drinks:
No food or drinks are allowed in class per building policy.

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. The College of Juvenile Justice & Psychology uses the APA Publication Style Manual, 6th edition.

Submission of Assignments:
The student is required to turn in written assignments. They may be exercises similar to those at the back of the chapter. The purpose of the assignments as well as the bi-weekly exams is simply to ensure that you have read and understood the lecture material and the content of each chapter. The assignments are due a day after they have been

made available. Post assignments on Canvas as assigned by instructor.

Exam Policy
Examinations should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).

Semester Course Calendar

Week One: ***Introduction to the Course/Review of Syllabus***
Topic   **Discussion #1** Chapter 1 Introduction to Theory
Jan 15-19   Zoom Meeting Tuesday Jan 16th @ 11am

Readings:
Chapter 1.

Week Two: ***The Classical School***
Topic   Chapter 2
Jan 22-26   **Discussion #2**
Readings:
Chapter 2

Week Three: ***The Positive School***
Topic   Chapter 3
Jan 29-Feb 2   **Assignment # 1** Due Sunday before or by 11:59pm
Readings:
Chapter 3

Week Four: ***The Chicago School***
Topic   Chapter 4
Feb 5-9   **Discussion # 3**
Readings:
Chapter 4

Week Five: ***Differential Association Theory***
Topic   Chapter 5
Feb 12-16   **Assignment # 2** Due Sunday before 11:59pm
                              Exam I Due Sunday before 11:59pm

Week Six:
Topic   ***Anomie Theory***
Feb 19-23   Chapter 6
Readings: **Discussion #4**
Chapter 6

Week Seven:
Topic   ***Subculture Theories***
Feb 26-Mar 1   **Assignment # 3** Due Sunday before 11:59pm
Readings:
Chapter 7

Week Eight: ***Labeling Theories***
Topic   **Discussion # 5**
Mar 4-8   **Mid-Term** Due Sunday before 11:59pm
Chapters 8

Week Nine:
Topic   ***Spring Break* No Class Mon-Fri**
Mar11-15
Readings:
Chapters 9

Week Ten: ***Conflict Theories***
Topic   **Assignment # 4** Due Sunday before 11:59pm
Mar 18-22
Readings:
Chapters 10

Week Eleven:
Mar 25-29   ***Gender Based Theories***
Description   **Discussion # 6**
Readings:
Chapters 11

Week Twelve:
Topic   ***Social Control Theories***
Apr 1-5   **Assignment # 5** Due Sunday before 11:59pm
Readings:
Chapter 12

Week Thirteen: ***Social Learning Theory***
Topic   **Discussion # 7**
Apr 8-12

Week Fifteen:
Topic   ***Contemporary Perspectives***
Apr 22-26   **Discussion # 9**

Week Sixteen:
Topic   **Contemporary Integrative and Critical Theories**
Apr 29-May 3   **Discussion #10**

                              ***FINAL EXAM SCHEDULE TBA. I will announce the exact exam
                              day/time for this course***

Student Support and Success

John B. Coleman Library

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

through local agreements to further the educational goals of students and faculty. Library Website Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the advising website. Phone: 936-261-5911

The University Tutoring Center

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

Writing Center

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

Panther Navigate

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

Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with

Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Health & Counseling Center Website

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that

enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Student Engagement Website

Center for Careers & Professional Development

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

University Rules and Procedures
Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the University Administrative Guidelines on Academic Integrity, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the University Administrative Guidelines on Academic Integrity, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual.

4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

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

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

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 composition software. Using these tools without my permission puts your academic integrity at risk.

Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the ability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

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

Protections and Accommodations for Pregnant and Parenting Students

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

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

Non-Discrimination Statement

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

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

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

Makeup Work for Legitimate Absences

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

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

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:
· Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
· Smartphone or iPad/tablet with wi-fi*
· High-speed internet access
· 8 GB memory
· Hard drive with 320 GB storage space
· 15" monitor, 1024 x 768, color
· Speakers (internal or external)
· Microphone and recording software
· Keyboard & mouse
· Most current version of Google Chrome, Safari, or Firefox
Note: Be sure to enable Java & pop-ups in the web browser preferences
* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.
Participants should have a basic proficiency of the following computer skills:
· Sending and receiving email
· A working knowledge of the Internet
· Microsoft Word (or a program convertible to Word)
· Acrobat PDF Reader
· Windows or Mac OS
· Video conferencing software (Zoom)

Netiquette (*online etiquette*)

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

Video Conferencing Etiquette

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

Technical Support Students should go to Password Reset Tool if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other

technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

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

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.
It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

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

· Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.

· Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.

· There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.

· Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct. · All students will have access to TimelyCare, a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.

· Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.

Academic Calendar

Aug 21 **Monday**	**First Class Day**
	Tuition & Fees Payment Due Date

Aug 21-29 **Monday-Thursday**	**Late Registration Fee Begins ($50.00)**
Aug 21- 30 **Monday-Wednesday**	**Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled**
Sep 01 **Friday**	**Financial Aid Refund Begins**
Sep 04 **Monday**	**Labor Day Holiday**
Sep 06 **Wednesday**	**12th Class Day (Census Date)**
Sep 7 **Thursday**	**Withdrawal from Courses with Academic Record ("W") Begins**
Sep 12 **Tuesday**	**Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.**
Sep 18 **Monday**	**20th Class Day**
Oct 12-14 **Thursday through Saturday**	**Mid-Semester Examination Period**
Oct 18 **Wednesday**	**Mid-Semester Grades Due**
Oct 26 **Wednesday**	**Final Date to Apply for Fall 2023 Graduation (ceremony participation)**
Oct 27 **Friday**	**Application for Graduation-Degree Conferral only for Spring 2021 Graduation Begins (no ceremony participation or name listed in the program**
Nov 11 **Saturday**	**Registration for all students begins for Spring 2024 Semesters**
Nov 23-25 **Thursday-Saturday**	**Thanksgiving Holiday (University Closed)**
Nov 27 **Monday**	**Final Day to Withdraw from Course(s) with Academic Record ("W")**
Nov 29 **Wednesday**	**Last Class Day**

Dec 01 **Friday**	**Final Day to Apply for Degree Conferral only for Spring 2021 Graduation (No ceremony participation or name listed in the program)**
Dec 01-07 **Friday through Thursday**	**Final Exams**
Dec 07 **Thursday**	**Final Grades Due for Graduation Candidates (12:00 pm)**
Dec 09 **Saturday**	**Commencement**
Dec 12 **Tuesday**	**Final Grades due for all other students (11:59 pm)**