



**ENGL 2328: Survey of American Literature II: Civil War to Present
Spring 2024**

Instructor: Dr. M. Clay Hooper
Section # and CRN: Section P01; CRN 24315
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Office Hours: MWF 12-2pm
Mode of Instruction: Face-to-Face

Course Location: AGBU 127
Class Days & Times: MWF 10-10:50am
Catalog Description: Critical examination of the period 1865 to the present, including poetry, prose, and drama in their historical and cultural contexts.

Prerequisites: Successful completion of ENGL 1302 (previously ENGL 1133)
Co-requisites: n/a

Required Texts: F. Scott Fitzgerald's *The Great Gatsby* (any edition)
 All other required readings are provided through Canvas

Course Goals: As a broad-ranging survey, this course is designed to promote a general familiarity with the authors and texts that constitute the late period of American literary history (Civil War to present). Students will be expected to demonstrate basic reading comprehension on daily responses; a range and depth of understanding of American literary history on three essay exams; and the ability to produce original and insightful works of literary analysis, backed by appropriate research, in two essays.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	write informed, organized essays that demonstrate appropriate engagement with primary and secondary sources using proper MLA-style documentation	1, 2, 5	Communication, Critical Thinking, Personal Responsibility
2	analyze texts of various kinds using appropriate terminology and various theoretical approaches	3	Critical Thinking
3	demonstrate knowledge of American literature and the cultural, historical, and intellectual contexts in which it was produced	4	Communication

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value (%)
1) Attendance	15%
2) Daily Work and Participation	15%
3) Prewriting Work for Research Paper	20%
4) Unit Exam (5)	35%
4) Research Paper	15%
Total:	100%

Grading Criteria and Conversion:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

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:

Grade Requirement	Description
Attendance	Attendance is checked daily and recorded through Canvas. The daily attendance score is assigned according to the formula below (see Class Attendance Policy) with opportunities to recover missed attendance points.
Attendance, Daily Work & Participation	Daily quizzes, reading responses, and participation in class discussions demonstrate day-to-day preparation and basic reading comprehension.
Exams	Timed essays completed during class to demonstrate advanced comprehension of course readings and other course content.
Prewriting Work for Research Project	In the process of planning and developing the semester-long research project, students will complete nine minor assignments: a topic proposal, a personal response to a primary source, a secondary source upload, an annotated bibliography, an essay planning worksheet, an introductory paragraph draft, a full draft, and a response to feedback on the first draft.
Research Paper – Final Product	An 1,800-word research-based essay that develops an interpretive argument of one major work on the course syllabus. The argument must be supported using a combination of close textual analysis, comparative analysis, and secondary source synthesis.

Course Procedures & Policies

Communication: Course-related communications may take place via regular email or the Canvas mailing system. Email communications with the instructor must be from the student's official school email account rather than from a personal email account. Students are expected to check Canvas as well as their student email accounts on a daily basis to ensure that they receive important course notifications. The instructor will reply to student emails within a 24-hour period (except on weekends) and will expect the same courtesy from students.

Class Attendance: Students will be scored for attendance according to the formula provided above (see Detailed

Description of Major Assignments). Students will be able to receive partial credit for watching the recording and posting a substantial discussion about it online. This will only apply to six classes during the term.

Class Participation: In order to receive full credit for participation, students must, on a weekly basis, actively engage in class discussions by asking relevant questions, responding to questions posed by the instructor, and/or offering substantive commentary on the course content. This engagement should demonstrate that students are fully prepared for class sessions by completing assigned readings and other required tasks.

Online Participation: When attending class sessions via Zoom, students must keep their video feeds on with their faces visible for the duration of the class in order to receive full credit for attendance. The expectations for participation are the same as for face-to-face participation.

Premature Exiting: A student who leaves class without being dismissed will be counted as absent for the day regardless of how much class time remains. If you have a legitimate reason to leave class early, notify the instructor before class. If an emergency arises during class, notify the instructor at that time.

Submission of Assignments: Unless otherwise stated, all assignments are to be submitted through Canvas. Major assignments will be submitted and graded through the Turnitin integration with Canvas. Late essays will be penalized five points per day (including weekends) and will not be accepted more than four days late. Makeup opportunities for exams will only be provided within one week of the scheduled exam and with a fully documented excused absence. There are no makeup opportunities for missed quizzes or daily work.

Off-Task Behavior: Your instructor reserves the right to ask you to leave class if you are not on-task or are preventing other students from being on-task. Once you are asked to leave, you will be counted absent for the day regardless of how much time remains in the period or whether you actually leave the session.

Extra Credit Policy: The instructor may or may not include opportunities for extra credit during the course of the semester, but no student will receive an opportunity for extra credit that is not made available to all students except in cases where the opportunity is dependent on having received a low score on a previous assignment. In such cases, all students who scored below a clearly defined threshold will receive the same opportunity.

Semester Calendar

The calendar is subject to change. Students will be notified of changes through Canvas (and email when necessary).

Week One (1/15-1/19): Idealism vs. Literary Realism

- Readings:** M – No class. University closed for MLK Day
W – No assigned readings; course introduction
F – Watch “Hilliard@Home: Literary Realism” and read excerpts from Frederick Douglass’s Civil War speeches and Harriet Beecher Stowe’s *Uncle Tom’s Cabin*

Week Two (1/22-1/28): Literary Realism

- Readings:** M – Read Ambrose Bierce, “Chickamauga”
W – No assigned reading; research project discussion
F – Read Mary E. Wilkins Freeman, “The Revolt of Mother”
- Assignment:** Topic Discussion Post due by 11:59pm on Sat, 1/27
- Notes:** Late Registration period ends Tuesday, 1/23

Week Three (1/29-2/2): Literary Realism

- Readings:** M – Read Charlotte Perkins Gilman, “The Yellow Wallpaper”
W – No assigned reading; review for Unit 1 Exam: Literary Realism
F – Watch “Hilliard@Home: Naturalism.”
- Notes:** W - Last day to drop classes without record.

Week Four (2/5-2/9): Literary Naturalism

- Readings:** M – Unit 1 Exam: Literary Realism
W – Watch *Hilliard@Home: Planning a Literary Analysis*
F – Read Stephen Crane, *Maggie: A Girl of the Streets* (chapters 1-6)
- Assignment:** “Personal Response to Primary Source” due by 11:59pm on Sat, 2/10

Week Five (2/12-2/16): Literary Naturalism

- Readings:** M – Read Stephen Crane, *Maggie: A Girl of the Streets* (chapters 7-12)
W – Read Stephen Crane, *Maggie: A Girl of the Streets* (chapters 13-19)
F – Watch *Hilliard@Home: Academic Sources*. In class we will review for Unit 2 Exam: Naturalism

Week Six (2/19-2/23): Literary Modernism

- Readings:** M – Review assignment prompt for Annotated Bibliography. In class we will workshop the Annotated Bibliography and Essay Planning Worksheet.
W – Unit 2 Exam: Naturalism
F – Read poetry selections by Carl Sandburg, E. A. Robinson, and Ezra Pound, and read Sherwood Anderson’s “Mother”

Assignment: “Academic Source Upload” due by 11:59pm on Sat, 2/24

Week Seven (2/26-3/1): Literary Modernism

- Readings:** M – No assigned reading. In class we will workshop the Annotated Bibliography and Essay Planning Worksheet.
W – Read F. Scott Fitzgerald’s *The Great Gatsby* (chapters 1-3)
F – Read F. Scott Fitzgerald’s *The Great Gatsby* (chapters 4-6)

Week Eight (3/4-3/8): Literary Modernism

- Readings:** M – Read F. Scott Fitzgerald’s *The Great Gatsby* (chapters 7-9)
W – Watch *Hilliard@Home: Introductions*. In class we will workshop introductory paragraphs.
F – No assigned reading. In class we will review for Unit 3 Exam: Modernism

Assignment: F – Annotated Bibliography due by 11:59pm on Tue, 3/5

SPRING BREAK (3/11 – 3/15)

Week Nine (3/18-3/22): Black Modernism

- Readings:** M – Unit 3 Exam: Modernism
W – No class; Founders’ Day and Honors Convocation
F – Read W. E. B Du Bois’s “The Coming of John”

Assignment: Draft of Introductory Paragraph due by 11:59pm on Wed, 3/20

Week Ten (3/25-3/29): Black Modernism

- Readings:** M – Watch *Hilliard@Home: Drafting a Literary Analysis Paper*. In class we will do exercises related to paragraphing.
W – Read Zora Neale Hurston, “The Gilded Six-Bits”
F – Watch *Hilliard@Home: Source Integration*. In class we will do exercises related to source integration.

Week Eleven (4/1-4/5): Black Modernism

- Readings:** M - Read Ralph Ellison, “Flying Home”

W – No assigned reading. In class we will complete our discussion of Black Modernism and discuss formatting issues for the first draft of the research paper.

F – No class; university closed for Good Friday.

Assignment: First draft of research paper due by 11:59pm on Sat, 4/6

Week Twelve (4/8-4/12): Postmodernism

Readings: M – No assigned reading. In class we will review for Unit 4 Exam: Black Modernism

W – Read Kurt Vonnegut's "Who Am I This Time?" and watch *Hilliard@Home: Postmodernism*

F – Unit 4 Exam: Black Modernism

Notes: Priority registration begins Monday, 4/8

Week Thirteen (4/15-4/19): Postmodernism Pluralism

Readings: M – No assigned reading. In class we will discuss the revision process.

W – Read Gerald Vizenor's "Almost Browne"

F – No assigned reading. In class we will workshop revisions.

Assignment: Response to Draft Feedback due by 11:59pm on Tue, 4/16

Week Fourteen (4/22-4/26): Postmodern Pluralism

Readings: M – Read Sandra Cisneros' "Woman Hollering Creek"

W – No assigned reading; in class we will work on revisions

F – Read Alice Walker's "The Abortion"

Assignment: Second Draft of Research Paper due by 11:59pm on Fri, 4/26

Notes: Final day to withdraw from a course or the university is Fri, 4/26.

Week Fifteen (5/1-5/5): Postmodernism

Assignment: Final draft of Research Paper due by 11:59pm on Thursday, 5/2.

Notes: Friday (4/26) is the last day to withdraw from the university, which means withdrawing from all your courses. Friday (4/26) is the last day of class. The final exam period is from Thursday, 5/2, to the following Thursday, 5/9. Final grades for graduating seniors will be posted in PantherTracks by Thursday, 5/9 (commencement is Saturday, 5/11). Final grades for all other students will be posted in PantherTracks by Tuesday, 5/14.

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

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

Writing Center

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

Academic Early Alert

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

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

Career Services

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

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the

Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct

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

Sexual Misconduct

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

Protections and Accommodations for Pregnant and Parenting Students

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

Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

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

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

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. In this course, your attendance score constitutes 15% of your overall grade (see above). The attendance score for each day is calculated according to the following rubric:

(P)	Present	1 pt	
(E)	Excused Absence	1 pt	Excused absences require documentation from an approved university entity. Outside documentation must be processed through the Office of Student Affairs.
(T)	Tardy	0.75 pts	This includes missing more than 5 minutes of class during any part of the session. A "tardy" may also be awarded when a student is off task for a significant portion of the class session.
(L)	Late	0.5 pts	This includes missing more than 10 minutes of class during any part of the session. A "late" may also be awarded when a student is off task for a substantial portion of the class session.
(A)	Absent	0 pts	This includes missing more than 25 minutes of class during any part of the session. An "absent" may also be awarded when a student is off task for the majority of the class session.

Attendance Makeup: Once per week, a student may recover partial attendance credit by watching the recording of a class session and submitting an attendance makeup discussion post.

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers

- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding Canvas, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

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

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

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

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