



PRAIRIE VIEW  
A&M UNIVERSITY

# SYLLABUS

## ENGL 1301: Freshman Composition 1 *MWF Spring 2024*

<b>Instructor:</b>	M.A. Dancer
<b>Section # and CRN:</b>	24264 P08
<b>Office Location:</b>	Hilliard Hall 216
<b>Office Phone:</b>	936-261-3704
<b>Email Address:</b>	<a href="mailto:madancer@pvamu.edu">madancer@pvamu.edu</a>
<b>Office Hours:</b>	MW 8:00AM-8:50AM online; Mondays 12:00p.m.-1:00p.m.; Wednesday 12:00PM- 2:00PM, and Fridays 8:00a.m.-9:00a.m.
<b>Mode of Instruction:</b>	F2F
<b>Course Location:</b>	Juvenil Justice & Psyc Bldg. Rm 236
<b>Class Days &amp; Times:</b>	MWF 10:00AM-10:50AM
<b>Catalog Description:</b>	A writing course focused on composing strong arguments through critical thinking and analysis of primary and secondary source material. The course emphasizes rhetorical awareness in writing essays for a variety of audiences and purposes. Students will actively participate in peer workshops and demonstrate awareness of general research methods and ethics.
<b>Prerequisites:</b>	Unconditional admission to PVAMU. NOTE: You must pass this course with a C or better in order to advance to ENGL 1302.
<b>Co-requisites:</b>	ENGL 0111 if admission to PVAMU is conditional.
<b>Required Texts:</b>	<i>ENGL 1301: Composition I</i> , an OER textbook, available in Canvas eCourses. All other readings posted in Canvas.
<b>Course Goals:</b>	The goals of this course are to practice critical thinking, writing, and reading skills; refine awareness of different rhetorical modes; practice writing as a recursive process; produce essays with strong purpose, content, and organization; improve proofreading and editing skills; produce critical writing based on analysis of primary and secondary source material; improve sense of audience in reading and writing; start learning techniques for research and documentation in MLA format; write at least one paper with a research component.

## Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Compose complex, original, argument-driven thesis statements directed at an appropriate audience.	1, 5	Critical Thinking
2	Synthesize credible, relevant research sources in support of an argument.	1, 2	Critical Thinking
3	Organize writing assignments with consistent, clear logic.	1	Communication
4	Write in clear, correct, grammatical prose.	5	Communication
5	Employ effective teamwork skills with emphasis on listening, responding, and creating a positive climate		Teamwork
6	Cite research correctly according to MLA format, both in the text and in the bibliography.	1	Personal Responsibility

## Major Course Requirements

### Method of Determining Final Course Grade:

Course Grade Requirement	Value	Total
1) Daily Work, Quizzes, Participation, and Drafts	30%	300
2) Essay #1: Personal Narrative	10%	100
3) Essay #2: Summary and Response	15%	150
4) Essay #3: Research-Based Argument	20%	200
5) Group Work including Peer Review	15%	150
6) Midterm Exam (Professor designed)	5%	50
7) Final Exam (Professor designed)	5%	50
<b>Total:</b>	<b>100%</b>	<b>1000</b>

### Grading Criteria and Conversion:

A = 90-100% (900 to 1000 points)

B = 80-89% (800 to 899 points)

C = 70-79% (700 to 799 points)

D = 60-69% (600 to 699 points)

F = 0-59% (0 to 599 points)

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

### Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Essays	Formal essays demonstrating the ability to produce college-level, research-based analytical writing. Of the essays, at minimum,

	Essay #3: Research-Based Writing requires students to develop an evidence-based argument using academic and non-academic source material.
Group Work	Project or projects (a presentation or peer reviews of major essays) demonstrating effective teamwork and critical thinking.
Exams	Multiple-choice, short-answer, or essay-based examinations demonstrating mastery of course content
Daily Work	Prewriting assignments such as drafts and brainstorming; minor assignments, quizzes, daily work, and participation.

## **Course Procedures**

### **Submission of Essays and Assignments:**

All essays and prewriting assignments must be submitted through the course LMS by the deadline posted within the system. If your instructor also requires a hard copy, printed essays are due at the beginning of the class period. Essays will not be accepted late after the due date if accepted after the due date grade of a 50 will posted for the assignment. After four days have passed, your essay will not be accepted, and you will receive a grade of zero on the assignment. Be advised that Turnitin.com checks all submissions for plagiarism against web sources, periodical archives, and other student submissions.

\*\*\*NOTE: All of your work for this course must be original to you and to the course. **You cannot submit papers that you or anyone else has submitted for any other course or any other previous or concurrent section of composition.** Your writing should be your own, not written by another human or artificial intelligence.

### **Exam and Quiz Policy:**

The midterm and final exams should be taken as scheduled. No makeup exams will be allowed unless there is a documented emergency (see Student Handbook). If you have a university event on the day of the exam, arrange to take it early. Throughout the semester, pop quizzes over textbook readings and course concepts may be given. If you are late or do not have an excused absence, you cannot make up a quiz. With an excused, documented absence from a legitimate third party, you may make up a quiz at the instructor's convenience.

### **Attendance Policy:**

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced a grade of "F." Absences are accumulated beginning with the first day of class. In this class, you are allowed three unexcused absences. Your fourth unexcused absence, and each one beyond that, will result in a 3-point deduction from your final grade. Excused absences require documentation emailed directly to me, your instructor. Documentation must be official (doctor's note, court papers, etc.) A parent note will not suffice.

## **Class Etiquette**

- My class is discussion-oriented with daily in-class reading and writing, your mental and physical presence are required. As an adult, you are responsible for your actions and choices. Your success in

this class depends on your willingness to attend class and interact dynamically.

- I will provide a sign-in sheet at the beginning of each class session. It is your responsibility to sign the sheet each day and answer to the roll call, as that proves your presence. If you do not sign it or answer, you will be counted absent, even if you were actually present that day.
- On the sign in sheet, only sign in yourself. Do NOT under any circumstances sign in another person. Doing so will result in YOU getting counted absent and exiting this class.
- If you arrive late to class, it is your responsibility to inform me of your presence in order for you to receive credit for that day's attendance. Approaching me several days later insisting that you were present at a previous class meeting will not suffice. You must inform me of your presence on the actual day of your tardiness.
- Three instances of arriving to class 10 minutes late or leaving early without prior notice will result in one absence. You are late if you arrive any later than the posted class start time, regardless of whether or not instruction has started for that day.
- Even though this is a face-to-face course, I will use eCourses as a pseudo online bulletin board where I'll post notes, handouts, assignment prompts, submission dropboxes, announcements, and re-caps of each class session.
- You are responsible for getting the material covered when you are not in class; being absent does not excuse you from not knowing the material covered that day. Check eCourses to see what you missed before emailing me as I will post a daily re-cap after each class, plus links to assignments, notes, etc. that were presented in class that day. Make an appointment with me to upload assignment.
- If an assignment was given or changed on a day you were absent, you are responsible for knowing that (check eCourses!). Make an appointment with me to upload assignment.
- I do count the student absent if ejected from class for disruptive behavior. Each day missed thereafter until we resolve the issue also, of course, counts as an absence. It is the student's responsibility to catch me and arrange a time to talk about the ejection from class. Anyone ejected a second time will be dropped from the course.

#### **More About Assignments:**

- Again: All of your work for this course must be original. You are not allowed to submit papers that you or anyone else has submitted for any other course or any other previous or concurrent section of Composition or Technical Writing. Every time you attempt a course, you must start over fresh with work that hasn't already received feedback. Don't cheat yourself the chance to practice and really grow as a writer/thinker.
- There is no such thing as late work in college without an excused absence. This is a full-time job. Daily work/quizzes will NOT be accepted late unless you have documentation of an excused absence. This must be approved by Student Conduct Office. In case late work is excepted, students will receive 50% of the grade. Schedule appointment me.
- Do not assume your assignment was successfully uploaded to Turnitin.com or eCourses until you follow all the submission steps and receive a digital receipt. This receipt is your proof that you uploaded your work. I may ask to see a copy of this receipt in the event that your work does not appear in the program.
- Assignments uploaded even one minute late will be considered late. The deadline is firm. That means you shouldn't wait until the very last minute to upload because you never know if your computer/wifi may freeze, etc.
- If, in the rare event, that Turnitin.com/eCourses goes down, it is okay to email me your work, but it must be emailed before the due date deadline. Please also email me a screen shot of the error message on your computer. This screenshot should show the whole screen and make visible the date/time stamp on the bottom of your screen.
- I am the only one who can delete work from Turnitin.com once it has been submitted. Take care when uploading and make sure that you have selected the correct file. If you discover after the deadline that you submitted the incorrect document, I can delete it and allow you to upload again, but I will have to take off late points for every day that passed since the deadline to compensate for the extra days you had to continue to work on that assignment.
- Broken computers, low ink, etc. are not sufficient reasons for late work. If your computer breaks, come

up to school and use a computer lab. If your wifi goes out, go to a Starbucks or Panera and use theirs. Students are encouraged not to procrastinate so as to avoid last minute computer emergencies.

- I leave feedback on all your assignments and very detailed feedback on your major grades, especially. Please make sure to find and read that feedback. This is the best way to learn! I am happy to talk to you about the reasoning for a particular grade, but please read the feedback before contacting me.
- I make every effort to return graded work to you as quickly as possible. Please note that most semesters I have 100+ students, and it takes 15-20 minutes to grade ONE essay, so it can take up to two weeks for me to reply to everyone's assignments. I try my best to make sure you have major assignment grades well before the next major assignment is due.
- You are encouraged to keep your work throughout the semester. Also, save copies of work that you have submitted, and which has not yet been graded.
- There is a group project in this course. Groups have the right to vote a member out of the group if that student doesn't pull their weight. Exiled group members will receive the same assignment for ½ credit.

**Cell phone policy:**

Please put cell phones away before entering the classroom. Practice good manners. It is rude to text while the instructor is trying to help you. If you leave the room to answer a cell phone call, you are absent. If I have to call attention to anyone more than once on this issue, I will bar him/her from returning to class until he/she has met with me outside class to determine a solution to the problem. If, for some reason, there is an emergency situation going on for which you need to have your cell on vibrate, please notify me before class, and I will grant you special permission for that class day.

**Laptop policy:**

Laptops are welcome in class as long as their use is not distracting to the other learners and are being used for legitimate activity pertaining to this course. No chat, social media email, games, music, videos etc. while class is in session.

Same rules of ejection apply as stated above. The use of laptops or any other electronic device will be prohibited on examination days and during quizzes.

**Contacting the Instructor:**

I am happy to assist you via email when you have questions about an assignment. Please note that because I have a family and am old and need to sleep, I generally am not online late at night, so if you send me an email at 10 p.m. about an assignment due the next day, I most likely will not see it until it's too late to help you. However, if you see me online grading assignments, please do not send an email explaining the assignments is in the email. I do not answer emails at the time of grading assignments. Most likely emails are answers within office hours. Also, please note that I don't check my email often during weekends, and I do not work on holidays.

Please plan ahead. Read the assignment prompts early, so you can ask questions when you are sure to get answers during business hours on Monday-Friday.

I try to respond to all emails within 24 hours of receiving them during the business week. If you do not get an email response from me, that means I likely did not receive your email. Make sure you sent your email to the right address and that all parts of my address were typed in correctly. (My email address is complicated, and mistyping is a common reason why I don't receive emails.)

**Compliance with these rules is essential to remain in the classroom; any violation may result in being asked to leave.**

NOTE: Professors may change assignments anytime during the semester.

## SEMESTER CALENDAR

NOTE: Readings are to be completed before class in preparation for discussion during class.

### WEEK 1: JANUARY 15-19

Jan. 16	First Class Day
Jan. 16	Tuition & Fees Payment Due Date
Jan. 16	Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
Jan. 16-23	Late Registration Fee Begins (\$50.00)
Jan. 16-24	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

#### Monday 1/15

No class. MLK day.

#### Wednesday 1/17

First day of class! Course Introduction. Syllabus review.

#### Friday 1/19

Read "Strategies for Active Reading: Annotating a Text" Take syllabus quiz.

### WEEK 2: JANUARY 22-26

#### Monday 1/22

Read "Shitty First Drafts" by Anne Lamont.

#### Wednesday 1/24

Read OER Ch. 1 "Purpose, Audience, Tone, and Content" and Ch. 12 "Memoir and Personal Narrative." Complete the Rhetorical Situation Activity.

#### Friday 1/26

Read excerpt from *The Glass Castle* by Jeannette Walls. Review prompt for Essay #1: Personal Narrative. Understanding of Historical Narrative Quiz Ch. 1 and 12

### WEEK 3: JANUARY 29-FEBRUARY 2

Jan. 30	Financial Aid Refunds Begin
Jan. 31	12th Class Day (Census Date) & Final Day to Withdraw from Courses without Academic Record
Feb. 1	Withdrawal from Courses with Academic Record ("w") Begins

#### Monday 1/29

Read *Conventions 101* Unit 1 - "A Lot; There, They're, Their; To, Too, Two."  
Complete the worksheet from *Conventions 101*.

#### Wednesday 1/31

Read "Why the Beach Is a Bummer" by Roxane Gay and complete the Plagiarism Worksheet

**Friday 2/2**

Read “Proving My Blackness” by Mat Johnson and Quiz over Conventions

**WEEK 4: FEBRUARY 5-9**

Feb. 6 Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.

**Monday 2/5**

Read “Cyclops” by David Sedaris

**Wednesday 2/7**

Read *Conventions 101* Unit 3 – “Where, Were; Could have, Could Of; Lose, Loose.” Complete Worksheet from *Conventions 10*.

**Friday 2/9**

Submit rough draft of Essay 1 and quiz over Conventions.

**WEEK 5: FEBRUARY 12-16**

Feb. 12 20<sup>th</sup> Class Day

**Monday 2/12**

Read “Revising Drafts” and “Verb-Pronoun Agreement.” Complete “My Prom” revision exercise

**Wednesday 2/14**

Peer Review of Essay 1

**Friday 2/16**

Submit Final Draft of Essay 1.

**WEEK 6: FEBRUARY 19-23**

**Monday 2/19**

Read OER Ch 2.1 – “Introduction to Research,” and OER Ch 2.2 – “The Research Process.” Review prompt for Essay 2 – Summary and Response

**Wednesday 2/21**

OER Ch 2.3 – “Citing Sources.” Complete the Quote Sandwich exercise.

**Friday 2/23**

Read “Why I Own a Gun” by Jillian Weise and Quiz over Ch. 2.1 and 2.2.

**WEEK 7: FEBRUARY 26-MARCH 1**

**Monday 2/26**

Read OER Ch 3 - “Rhetorical Analysis,” OER Ch 4 - “Strategies for Gathering Reliable Information,” and OER Ch. 14 “Evaluating Sources”

### Wednesday 2/28

Read “Masked Racism: Reflections on the Prison-Industrial Complex” by Angela Davis

### Friday 3/1

Read *Conventions 101* Unit 9: “Commas in a Series; Commas After Introductory Phrases.” Complete the *Conventions* worksheet. Quiz over Ch. 4 and Ch. 14

### WEEK 8: MARCH 4-8

### MIDTERM

March 7-9 Mid-Semester Examination Period

### Monday 3/4

Read OER Ch. 5 – “Developing a Strong, Clear Thesis Statement,” OER Ch. 6 – “A Repository of Logical Fallacies,” and “The Solution to World Poverty” by Peter Singer

### Wednesday 3/6

Read *Conventions 101* Unit 10: “Commas with So, Or, But, And; Commas with Interrupting Elements.” *Conventions* Worksheet.

### Friday 3/8

**Midterm Exam.** Submit Article for Essay 2 and Quiz over Ch. 5 and Ch. 6

### MARCH 11-15

### SPRING BREAK

March 13 Mid-Semester Grades Due

### WEEK 9: MARCH 18-22

March 20 Founders Day/Honors Convocation

### Monday 3/18

Read OER Ch. 7 – “Creating a Rough Draft of a Research Paper.” MLA Guidelines Lesson and PDF. Complete MLA Practice Sheet

### Wednesday 3/20

Founders Day/Honors Convocation

### Friday 3/22

Read “We Need to Talk About Digital Blackface in Online Reaction GIFS” by Lauren Michele Jackson. Submit Rough Draft of Essay 2 and Quiz over Ch. 7

### WEEK 10: MARCH 25-29

### SPRING HOLIDAY

March 26 Final Date to Apply for Spring 2024 Graduation (ceremony participation)

March 27 Application for Graduation-Degree Conferral only for Spring 2024 Graduation Begins (no ceremony participation or name listed in the program)

March 29 Spring holiday (Good Friday) No classes



**Monday 3/25**

Read "Money for Nothing" by Atossa Abraxia Abrahamian

**Wednesday 3/27**

Read *Conventions 101* Unit 11: "Comma Review." Complete Conventions Worksheet

**Friday 3/29**

No class today. Spring holiday (Good Friday).

**WEEK 11: APRIL 1-5**

April 2 Priority Registration begins for continuing students for Fall 2024 semester, including mini-mester and summer

**Monday 4/1**

Read "Violent Video Games are Better for Us than Bloodless Blockbuster Movies." Complete Naysayer Activity.

**Wednesday 4/3**

Peer Review for Essay 2. Submit Final Draft of Essay 2.

**Friday 4/5**

Review prompt for Essay 3: Research Based Argument paper.

**WEEK 12: APRIL 8-12**

April 6 Registration for all students (based on classification) begins for Fall 2024 semester, including mini-mester and summer

April 12 Final Day to Apply for Degree Conferral only for Spring 2024 Graduation (No ceremony participation or name listed in the program)

**Monday 4/8**

Read "Why Judging People for Buying Unhealthy Food Is Classist" by Wiley Reading

**Wednesday 4/10**

Read OER Ch. 8 – "Writing Body Paragraphs" and OER Ch. 9 – "Organizing Your Writing." Submit thesis statement for Essay 3.

**Friday 4/12**

Read "Political Hashtagging: Is Online Activism Effective?" by Camila Ruiz Segovia and Quiz over Ch. 8

**WEEK 13: APRIL 15-19****Monday 4/15**

Read *Conventions 101* Unit 12: "Fragments and Run-ons." Complete Conventions Worksheet.

### Wednesday 4/17

Read OER Ch. 10 – “Writing Introductory and Concluding Paragraphs”

### Friday 4/19

Read OER Ch. 11 – “Developing a Final Draft of a Research Paper,” and “Why I Can’t Stand White Belly Dancers” by Randa Jarrar.

Rough Draft of Essay 3 Due and Peer Review Essay 3 and Quiz over Ch.10, 11 and fragments/Run-ons

## WEEK 14: APRIL 22-26

April 26 Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2024

April 26 Final Day to Withdraw from the University (from all courses) for the Spring 2024 16-week session

April 26 Last Class Day for 16-week session

### Monday 4/22

Read *Conventions 101* Unit 18 – “Subject-Verb Agreement. Complete Conventions Worksheet.

### Wednesday 4/24

Rough Draft of Essay 3 Due and Peer Review Essay 3

### Friday 4/26

Final Exam review. Final Draft of Essay 3 due in Canvas

## WEEK 15: APRIL 29

April 29 Study Day (No Classes in Session)

## FINAL EXAMS: APRIL 30-MAY 8

April 30-May 9 Final Exams

May 9 Final Grades Due for Graduation Candidates (12:00 p.m.)

May 11 Commencement

May 14 Final Grades due for all other students (11:59 p.m.)

### Final Exam

Complete Final Exam (eCourses), Date and Time TBD

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

### **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](#)

## **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, 2<sup>nd</sup> floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

## **Office of Testing Services**

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

## **Office of Diagnostic Testing and Disability Services**

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

across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; 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 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**

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/>

### **Center for Careers & Professional Development**

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

## **University Rules and Procedures**

### **Academic Misconduct**

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

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

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

### **Forms of Academic Dishonesty:**

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

### **The Use of Generative Artificial Intelligence Tools in the Classroom**

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

GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

### **Nonacademic Misconduct**

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

### **Sexual Misconduct**

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

### **Protections and Accommodations for Pregnant and Parenting Students**

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

### **Non-Discrimination Statement**

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

inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

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

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

### **Makeup Work for Legitimate Absences**

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

### **Absence Verification Process**

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

### **Student Academic Appeals Process**

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

### **Technical Considerations**

#### **Minimum Recommended Hardware and Software:**

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi\*
- High-speed internet access



- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

\* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

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

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (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 <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

**Communication Expectations and Standards**

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

## **Discussion Requirement**

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

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

## **COVID-19 Campus Safety Measures**

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

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at [timelycare.com/pvamu](https://timelycare.com/pvamu).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.