



# SYLLABUS

## HIST 1302, U.S. History from 1877 Spring 2024

### Course Information

**Instructor:**  
**Section # and CRN:**  
**Office Location:**

Dr. Coiette Morton  
HIST1302P06-2420-23838  
GR Woolfolk Social and Political Science Building 203

### Description

**Office Phone:**  
**Email Address:**  
**Office Hours:**  
**Mode of Instruction:**  
**Course Location:**  
**Class Days & Times:**  
**Catalog Description:**

**936-261-3218**  
[cogaston@pvamu.edu](mailto:cogaston@pvamu.edu), Canvas email preferred.  
MWF/11:00 am to 12:45 pm. By appointment only, confirm via email.  
[Face to Face](#)  
E E O'Banion Science Bldg 104  
MWF 9:00 am - 9:50 am  
HIST 1302 United States History II: 3 semester hours.  
Surveys modern American development: the industrial nation and its problems; expansionist and muckraker; the First Crusade, Normalcy and Reaction, Depression, and the New Deal; and the Second World War and after. Lectures, special readings, discussion, supervised study, and tests.

**Prerequisites:**  
**Co-requisites:**  
**Required Text(s):**

n/a  
n/a  
["US History" by P. Scott Corbett, Volker Janssen, et al.](#) - Textbook  
[The Montgomery Bus Boycott](#) – Written transcript of speech for precis assignment.

**Recommended Text(s):**

n/a

### Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Learn basic facts of American history;	1	Critical Thinking
2	Be better able to think critically, recognize change over time, and demonstrate an understanding how actions have consequences;	2	Critical Thinking
3	Develop a better basis for personal responsibilities, appreciating challenges, and possibilities of contemporary times;	3	Communications
4	Supplement knowledge of sources and methods of learning American history;	4	Personal Responsibility
5	Develop global perspective and social responsibility by recognizing and remarking upon relationships between domestic and foreign affairs	5	Personal Responsibility

## Major Course Requirements

### Method of Determining Final Course Grade

Item	Course Grade Requirement	Value	Total
1)	Syllabus test	10%	10%
2)	Precis	20%	20%
3)	PVAMU Principals and Presidents research project	20%	20%
4)	In class discussion	30%	30%
5)	Midterm exam (Reconstruction – WWI)	10%	10%
6)	Final exam (The 1920s – A New Century and New Crisis)	10%	10%
<b>Total:</b>			

At midterm, all assignments that have been submitted **and graded** will count toward your midterm average. Use the link provided to calculate your average at any time during the semester. Remember to use the correct weighted percentages found above. [Grade average calculator](#) – USE THIS LINK

### Grading Criteria and Conversion:

A = 90-100

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

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

### Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Syllabus test	<p>Test to assist students in navigating course information via course syllabus and Canvas.</p> <ul style="list-style-type: none"> <li>• If students choose to retake any test, students must take the test BEFORE the due date.</li> <li>• If a student takes a test AFTER the due date Canvas will deduct late points in accordance with the syllabus.</li> <li>• Dr. Morton will not change the outcome due to student error or negligence.</li> </ul>
Precis	<p>Analysis of speech <a href="#">The Montgomery Bus Boycott</a> - written transcript of speech.</p> <ul style="list-style-type: none"> <li>• Precis instructions/guide and rubric can be found in the syllabus and Canvas</li> <li>• This is a group paper. <ul style="list-style-type: none"> <li>○ If any student is considered “inactive” by their group member, the student will receive a 0 for the group paper.</li> <li>○ Any “inactive” member will need to provide a group email (all members included) verifying their active contribution to the project to be removed as “inactive.”</li> <li>○ Active group members will also need to provide a grade they believe is fair for the “inactive” members contribution.</li> </ul> </li> </ul>
PVAMU Principals and Presidents research project	<p>Researching previous principals and presidents of Prairie View A&amp;M University.</p> <ul style="list-style-type: none"> <li>• Project instructions and rubric can be found in the syllabus and Canvas.</li> <li>• This is a group project.</li> </ul>

Assignment Title or Grade Requirement	Description
	<ul style="list-style-type: none"> <li>○ If any student is considered “inactive” by their group members, the student will receive a 0 for the group project.</li> <li>○ Any “inactive” member will need to provide a group email (all members included) verifying their active contribution to the project to be removed as “inactive.”</li> <li>○ Active group members will also need to provide a grade they believe is fair for the “inactive” members contribution.</li> </ul>
In class discussion	<p>Class discussions of required readings led by students.</p> <ul style="list-style-type: none"> <li>● Students must be prepared to lead each graded class discussion of the week they are assigned.</li> <li>● In class discussion assignments can be found in the semester calendar.</li> <li>● In-class discussion grades will be manually put into the grade book.</li> <li>● It is student responsibility to ensure that they have been manually credited for discussion participation at the end of the class meeting.</li> </ul>
Midterm exam	<p>Reconstruction – WWI</p> <ul style="list-style-type: none"> <li>● If students choose to retake any test, students must take the test BEFORE the due date.</li> <li>● If a student takes a test AFTER the due date Canvas will deduct late points in accordance with the syllabus.</li> <li>● Dr. Morton will not change the outcome due to student error or negligence.</li> </ul>
Final exam	<p>The 1920s – A New Century and New Crisis</p> <ul style="list-style-type: none"> <li>● If students choose to retake any test, students must take the test BEFORE the due date.</li> <li>● If a student takes a test AFTER the due date Canvas will deduct late points in accordance with the syllabus.</li> <li>● Dr. Morton will not change the outcome due to student error or negligence.</li> </ul>

## Course Procedures and Instructor Policies

- Do not plagiarize assignments. Please see [PVAMU's Code of Conduct](#) if you are unsure what exactly constitutes plagiarism.
  - Any student that plagiarizes, uses “spinbot”, ChatGPT (or any other form of AI) etc. **will not** have an opportunity to re-do the assignment. See Precis assignment rubric for penalty for plagiarism.
- All tests will be online, multiple choice in Canvas. There is no make-up for missed test.
  - Tests will be open to students for a minimum of 3 days. Students have 3 attempts to take the test.
  - The time allotted for tests is more than adequate, **tests will not be re-opened for ANY reason.**
  - All test due dates can be found in the syllabus, it is the students’ responsibility to keep up with due dates.
- The assignment submission policy is as follows:
  - 10% grade reduction for each day that assignment is late. Yes, weekends count for late submissions.
  - All assignments will be submitted via Canvas submission link.
  - There are no re-dos or make-ups for assignments.
  - All assignment/test due dates can be found in the syllabus and Canvas, it is the students’ responsibility to submit assignments by the deadlines.
  - Canvas will input a 0 for any assignment that is not submitted on time until graded by Dr. Morton, Canvas will then deduct the appropriate late points.
  - In class discussion assignment weeks can be found in the semester calendar.
- All extra credit points will be withheld until the end of the semester, students with **5 or more** unexcused absences from class will forfeit all extra credit points.
  - Unexcused absences are defined as any absence not related to other mandated school activities, medical or family emergencies.
  - All excused absences will require university clearance. DO NOT SEND DR. MORTON YOUR EXCUSE.
  - Use the link provided to submit your absence documentation to the university for verification, when the university verifies your excuse and notifies Dr. Morton the necessary updates will be made to student attendance.
    - [Dean of Students- Absence verification](#) - USE THIS LINK
  - If a student has an “A” average at the end of the semester, no extra credit will be added for the student.
- If a student requires any assignment or due date modifications due to external circumstances, the student will need to provide university verification. DO NOT SEND DR. MORTON YOUR EXCUSE.
  - Use the link provided to submit your documentation to the university for verification, when the university verifies your excuse and notifies Dr. Morton the necessary modifications will be made.
    - [Dean of Students- Absence verification](#) - USE THIS LINK
- The only person I will discuss your class performance with is you. **Do not send anyone to speak with me on your behalf.** I will not respond to any inquiries about student performance from anyone other than the student enrolled in the class.
- Student emails will receive a response within 72 hours Monday – Friday. Any email sent after 12:45 pm Friday or leading into any university sanctioned holiday will receive a response the following business day.
- Syllabus requirements are subject to the instructor’s discretion and can be modified. The instructor will inform students of any syllabus changes via email and/or class announcement within a reasonable time frame. It is the responsibility of the student to keep up with any modifications that may occur.
- You are responsible for ensuring that your grades are recorded accurately. If there is an error of any sort, it is your responsibility to email or make an appointment with me to rectify the situation. After the course has ended, grade changes will not be made due to student negligence. **Midterm grades are final. Final grades are final.**
- **By remaining in this course, the student has agreed to adhere to the course structure presented in this syllabus.**

## Semester Calendar

### **Week 1**

1/17/24  
1/19/24

Class introduction, **Syllabus test available in Canvas.**  
*Gilded Age*

### **Week 2**

*Week 2 graded discussion led by students whose last name begins with M-R.*

1/22/24  
1/24/24  
1/26/24

*Gilded Age*  
*Gilded Age*  
*United States becomes a world power, Syllabus test due by 11:59 pm.*

### **Week 3**

*Week 3 graded discussion led by students whose last name begins with A-F.*

1/29/24  
1/31/24  
2/2/24

*United States becomes a world power*  
*Progressive Era*  
*Progressive Era*

### **Week 4**

*Week 4 graded discussion led by students whose last name begins with S-Z.*

2/5/24  
2/7/24  
2/9/24

**Precis Partners mandatory in class workday. Meet in J.B. Coleman Library room 307Q.**  
*Progressive Era*  
*America at war: WWI*

### **Week 5**

*Week 5 graded discussion led by students whose last name begins with G-L.*

2/12/24  
2/14/24  
2/16/24

**Precis Partners mandatory in class workday. Meet in J.B. Coleman Library room 307Q.**  
*America at war: WWI*  
*America at war: WWI*

### **Week 6**

*Week 6 graded discussion led by students whose last name begins with M-R.*

2/19/24  
2/21/24  
2/23/24

***Library Instruction Day*** – Zoom link will be sent via Canvas email.  
*1920s*  
*1920s*

### **Week 7**

*Week 7 graded discussion led by students whose last name begins with A-F.*

2/26/24  
2/28/24  
3/1/24

*The Great Depression*  
*The Great Depression*  
*The Great Depression. Precis due by 11:59 pm*

### **Week 8**

*Week 8 graded discussion led by students whose last name begins with G-L.*

3/4/24  
3/6/24  
3/8/24

**Principals and Presidents mandatory in class workday, Meet in J.B. Coleman Library room 307Q.**  
**Midterm available on Canvas.**  
**Group project topic discussion board due at 11:59 pm.**  
*The Great Depression*  
*America at War: WWII*

### **Week 9**

**Spring break, university closed. Spring break, university closed.**

3/11/24  
3/13/24

**Midterm due by 11:59 pm.**  
**Midsemester grades due to university 12:00 pm**

### **Week 10**

*Week 10 graded discussion led by students whose last name begins with S-Z.*

3/18/24  
3/20/24  
3/22/24

*America at War: WWII*  
*America at War: WWII*  
*Post War Era*

**Week 11**                      *Week 11 graded discussion led by students whose last name begins with G-L.*

3/25/24                              *Post War Era*  
3/27/24                              *Post War Era*  
3/29/24                              **Good Friday, university closed.**

**Week 12**                      *Week 12 graded discussion led by students whose last name begins with M-R.*

4/1/24   **Principals and Presidents mandatory in class workday, Meet in J.B. Coleman Library room 307Q.**  
4/3/24                              *The 1960s*  
4/5/24                              *The 1960s*

**Week 13**                      *Week 13 graded discussion led by students whose last name begins with A-F.*

4/8/24                              *The past three decades: Years of crisis to triumph*  
4/10/24                              *The past three decades: Years of crisis to triumph*  
4/12/24                              *The past three decades: Years of crisis to triumph*

**Week 14**                      *Week 14 graded discussion led by students whose last name begins with S-Z.*

4/15/24                              *From Triumph to Tragedy*  
4/17/24                              *A new century and a new crisis*  
4/19/24                      *A new century and a new crisis. Principals and Presidents project due by 11:59 pm.*

**Week 15**                      *Week 15 graded discussion led by students whose last name begins with G-L.*

4/22/24                              *Group Project presentations.*  
4/24/24                              *Group Project presentations.*  
4/26/24                              *Group Project presentations. Last day of university classes.*

**Week 16**

4/29/24                              *Study Day, no classes. Final exam available on Canvas.*

5/6/24                              *Final exam closes in Canvas at 11:59 pm.*  
5/9/24                              *Final grade submission for graduating students due 12:00 pm.*

5/14/24                              *Final grade submission for non-graduating students due 12:00 pm.*

### **Academic/Holiday Calendars**

Please see the link below for the university Spring 2024 semester academic calendar:  
[Spring 2024 academic calendar](#)

Please see the link below for the university Spring 2024 semester holiday calendar:  
[Spring 2024 holiday calendar](#)

## Semester Readings

**Week 1:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

January 17, 2024 - Intro to class

January 19, 2024 – *Gilded Age*

- [Gilded Age politics](#) -video
- [Booker T. Washington and W.E.B. Dubois](#) – video

**Week 2:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

January 22, 2024 – *Gilded Age*- Graded class discussion

- [Business Regulation Case Study: Standard Oil](#)
  - Read chapters 1,4, and 5

January 24, 2024 – *Gilded Age*- Graded class discussion

- [Business Regulation Case Study: Standard Oil](#)
  - Read chapters 6,8, and 10 (for fall 2024)

January 26, 2024 – *United States becomes a world power* -Graded class discussion

- [American foreign policy, 1898-1920](#)
  - Read chapters 1-3
  - Read [Platt Amendment](#)

**Week 3:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

January 29, 2024 – *United States becomes a world power* -Graded class discussion

- [American foreign policy, 1898-1920](#)
  - Read chapters 4-6
  - Read [Imperialism and the Spanish American War](#)

January 31, 2024- *Progressive Era* -Graded class discussion

- [The Progressive Era](#)
  - Read links titled “Municipal Progressivism”; “State Progressivism”; “Anti-Trust”; “Government Regulation” and “Income Tax”

February 2, 2024- *Progressive Era* -Graded class discussion

- [Black Women and the Right to Vote](#) -video
- [Black Women's Club movement](#) - video

**Week 4:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

February 5, 2024- **Precis Partners mandatory in class workday. Meet in J.B. Coleman Library room 307Q.**

- [The Montgomery Bus Boycott](#)- Written transcript

February 7, 2024- *Progressive Era* -Graded class discussion

- [The Progressive Era](#)
  - Read links titled “Lynching”; “Convict Lease System”; “Jim Crow and the Courts”; “Plessy v. Ferguson” and “Segregation and Disfranchisement”

February 9, 2024- *America at war: WWI*- Graded class discussion

- [The Harlem Hell fighters](#) – video
- [The Great Migration](#) – video

**Week 5:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

February 12, 2024- **Precis Partners mandatory in class workday. Meet in J.B. Coleman Library room 307Q.**

February 14, 2024- *America at war: WWI* - Graded class discussion

- [American foreign policy, 1898-1920](#)
  - Read chapters 7-9

February 16, 2024- *America at war: WWI* - Graded class discussion

- [American foreign policy, 1898-1920](#)
  - Read chapters 10-12

**Week 6:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

February 19, 2024- **Library Instruction Day** – Zoom link will be sent via Canvas email.

February 21, 2024- *The 1920s*- Graded class discussion

- [The Jazz Age: The American 1920s](#)
  - Read links titled “The Postwar Red Scare”; “Postwar Labor Tensions”; “Prohibition” and “Race”

February 23, 2024- *The 1920s*- Graded class discussion

- [The Prosperity and Depression decades](#)
  - Read chapter 2
- [Arts and Letters of the Harlem Renaissance](#) – video
- [Political Thought in the Harlem Renaissance](#) - video

**Week 7:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

February 26, 2024- *The Great Depression*- Graded class discussion

- [The Prosperity and Depression decades](#)
  - Read chapters 1, 3, 4,5

February 28, 2024- *The Great Depression*- Graded class discussion

- [The Prosperity and Depression decades](#)
  - Read chapters 7, 8, 9, 11

March 1, 2024- *The Great Depression* - Graded class discussion

- [The Great Depression](#) -video
- **Precis due by 11:59 pm**

**Week 8:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

March 4, 2024- **Principals and Presidents mandatory in class workday. Meet in J.B. Coleman Library room 307Q.**  
**Group project topic discussion board due at 11:59 pm.**

March 6, 2024- *The Great Depression*- Graded class discussion

- [The Prosperity and Depression decades](#)
  - Read chapters 12, 14, 15

March 8, 2024- *America at War: WWII*- Graded class discussion

- [World War II](#)
  - Read chapters 1-4

**Week 9: Spring break, university closed. Spring break, university closed.**



**Week 10:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

March 18, 2024- *America at War: WWII*- Graded class discussion

- [World War II](#)
  - Read chapters 7,8,11

March 20, 2024- *America at War: WWII*- Graded class discussion

- [World War II: Black American History](#) – video

March 22, 2024- *Post War Era*- Graded class discussion

- [Post War Era](#)
  - Read links titled “The Cold War”; “The Truman Doctrine”; “The Containment Policy” and “The Cold War in developing countries”

**Week 11:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

March 25, 2024- *Post War Era*- Graded class discussion

- Read [The Supreme Court Rules that Texas's Democratic Party May Discriminate Against Blacks](#)
- Read [Lonnie E. Smith- Prairie View student](#)
- [Smith v. Allwright and forgotten history](#) - video
- Read [Texas's Ban on Blacks serving on Grand Juries Overturned](#)

March 27, 2024- *Post War Era*- Graded class discussion

- [Post War Era](#)
  - Read links titled “Tail Gunner Joe”; “The Rise of the Sunbelt”; and “The Interstate Highway System”

March 29, 2024- [Good Friday, university closed.](#)

**Week 12:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

April 1, 2024- **Principals and Presidents mandatory in class workday. Meet in J.B. Coleman Library room 307Q.**

April 3, 2024- *The 1960s*- Graded class discussion

- [African American in the land of equality](#)
  - Read chapters 1-4

April 5, 2024- *The 1960s*- Graded class discussion

- [African American in the land of equality](#)
  - Read chapters 5-7

**Week 13:** use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

April 8, 2024- *The past three decades: Years of crisis to triumph*- Graded class discussion

- [The past three decades: Years of crisis-Years of triumph](#)
  - Read links titled “Restraining the Imperial Presidency”; “The Age of Inflation”; “Oil Embargo” and “Whipping Stagflation”

April 10, 2024- *The past three decades: Years of crisis to triumph*- Graded class discussion

- [The past three decades: Years of crisis-Years of triumph](#)
  - Read links titled “No Islands of Stability”; “Reaganomics”; “The Reagan Doctrine”; “The First Bush Presidency” and “The Clinton Presidency”

April 12, 2024- *The past three decades: Years of crisis to triumph*- Graded class discussion

- [Did the CIA actually sell crack in the 1980s? The War on Drugs](#) – video
- [The War on drugs](#) – video

Week 14: use the following links to access material for graded class discussions. Chapter PowerPoints in Canvas Modules tab. All materials must be reviewed prior to attending class.

April 15, 2024- *From Triumph to Tragedy*- Graded class discussion.

- [The 21st Century](#)
  - Read links titled “The Disputed Election of 2000”; The Presidency of George W. Bush” and “September 11, 2001”

April 17, 2024- *A new century and a new crisis*- Graded class discussion.

- [Barack Obama](#) – video
- [Black Lives Matter](#) – video

April 19, 2024- *A new century and a new crisis*- Graded class discussion.

- [How Trump took over America's courts](#) – video
- Read [What Trump has done to the courts, explained](#)
- Principals and Presidents project due by 11:59 pm.

Week 15: The graded class discussion will comprise of feedback given to groups during their in class presentations.

## Précis instructions

Groups will be created for you; you will find your project group in Canvas.

1. On the left side of the screen click **People**, then click the **Groups** tab.
2. Scroll down to **Precis Partners**, then click through the groups until you find your name.
3. This is a group assignment with individual grades. The group grade is not guaranteed for each member, the only recorded grade will be your individual grade based on attendance and participation requirements.
4. This is a group assignment, if any student needs to submit an individual assignment, they will need Dr. Morton approval or will receive a 0.

Analyze the Martin Luther King Jr. speech:

- [The Montgomery Bus Boycott](#)- Written transcript – Use the information from this link to create your speech citation.

The precis will be graded in 5 parts:

Precis due 3/1/24.

### 1. Format- 20%

- Word document
- Arial font
- 11 point font
- Left aligned
- Double spaced
- Indented paragraphs
- Heading
- **Do not add cover pages**
- **Do not add name of student or professor in header**
- 700 words
  - 700 words is the minimum and maximum word count for this assignment.
  - The word limit includes the heading and reference page.

### 2. Content- 25%

- Thesis statement in first paragraph
- Three themes in second paragraph, briefly explain why each theme is important to the literature.
- Summary of the literature
- Analysis of strengths and/or weakness of the literature
- Conclusion
- Accountability Page: Please answer the following questions at the bottom of your precis submission.
  1. **Group number:** ex. Precis partners 1
  2. **Group members first and last names:** ex. John Doe; Jane Doe; Jim Doe.
  3. **Summary of each group member's contribution to the project:** ex. John Doe wrote the introduction and theme paragraphs and submitted the paper to the writing center. Jane Doe wrote the summary and analysis paragraphs. John Smith wrote the conclusion and formatted the in-text citations and bibliography.
  4. **Inactive group members:**
    - If your name appears as an inactive member, you will receive a 0% on this assignment.
    - If there are no inactive members put N/A

3. Grammar and citations- 20% - [Grammarly](#)

- Five or fewer errors-20%
- Six to nine errors- 10%
- 10 or more errors- 0%
  
- *25-49 % plagiarism – automatic grade of 50; 50% or more plagiarism automatic 0%*
- [How to cite a speech in Chicago format](#) - make sure to use the “Transcript on a website” instructions
  - [When to use citations](#)
- Students must submit a reference page (the speech needs to be cited)
  - Precis must have at least one quote, paraphrase, or summarization reference to be credited for in-text citation.

4. Submission to [Prairie View Writing Center](#) or [PV Online Tutoring](#) - 15%

- Students must attach proof of submission to PVAMU Writing Center or PV Online Tutoring with their Canvas submission.
  - Proof MUST include one the following to receive credit:
    - PVAMU Writing Center feedback form.
    - PV Online Tutoring feedback form or transcript.

5. In class workday- 20%

- *Monday 2/5/24- Meet in J.B. Coleman Library room 307Q.*
- *Monday 2/12/24- Meet in J.B. Coleman Library room 307Q.*

## Precis Assignment Guide

### Heading

Please use the following heading for this assignment:

Speaker name, title (publisher, year)

Example

John Lewis Gaddis, *We Now Know: Rethinking the Cold War* (New York: Oxford University Press, 1997)

*If there is no publishing information simply fill in the information you do have.*

### Introduction

The first paragraph should introduce the subject matter of the speech. You should identify the author, title of the book/speech/article and the thesis statement of the speech.

[Tips on writing a thesis statement](#)

### Themes

Identify what you believe to be three major themes of the speech. Briefly discuss each theme and why you believe it is important to the literature.

[Tips on writing theme statements](#)

### Summation

Provide a summary of the speech, should take one to three paragraphs.

[Tips on summary writing](#)

[How to avoid "purple prose"](#)

### Analysis

Discuss what you perceive to be the strengths and weaknesses of the speech.

[Tips on critiquing literature](#)

### Conclusion

Revisit the author's thesis and discuss whether you believe the content was adequate to defended it (the thesis). If so, how? If not, why not?

[Tips on writing conclusions](#)

HIST 1302- Precis grading rubric

Class time: \_\_\_\_\_ Date: \_\_\_\_\_ Group number: \_\_\_\_\_

<b><u>Format-20%</u></b>	<b><u>Content – 25%</u></b>	<b><u>Grammar and citations-20%</u></b>	<b><u>Writing center-15%</u></b>	<b><u>Precis in class workday- 20%</u></b>
All components met- 20%	All components met- 25%	Five or fewer errors-20%	PVAMU Writing Center feedback form or PV Online Tutoring feedback form or transcript – 15%	Name: _____ 2/5/24 _____  2/12/24 _____
1-3 errors - 15%	1 missing component- 15%	Six to nine errors- 10%	Proof of email submission to PVAMU Writing center or PV online Tutoring- 5%	Name: _____ 2/5/24 _____  2/12/24 _____
4-6 errors- 10%	2 missing components- 10%	Ten or more errors- 0%	No feedback form, no proof of email submission to PVAMU Writing center or PV online Tutoring- 0%	Name: _____ 2/5/24 _____  2/12/24 _____
7-9 errors- 5%	3 missing components- 5%		Late- 0%	Name: _____ 2/5/24 _____  2/12/24 _____
10 or more errors- 0%	4 or more missing components- 0%			

## PVAMU Principals and Presidents group project

Groups will be created for you; you will find your project group in Canvas.

1. On the left side of the screen click **People**, then click the **Groups** tab.
2. Scroll down past **Precis Partners** to **Research Project Groups**, then click through the groups until you find your name.
3. This is a group assignment with individual grades. The group grade is not guaranteed for each member, the only recorded grade will be your individual grade based on attendance and participation requirements.
4. This is a group assignment, if any student needs to submit an individual assignment, they will need Dr. Morton approval or will receive a 0.

This project will be graded in four sections:

Project due 4/19/24 at 11:59 pm.

1. Discussion Board submission- 10%: Each group must claim their topic in the Canvas discussion board titled "Groups, claim topics here" by 3/4/24 at 11:59 pm.

- Only one response per group is needed.
- It is **student responsibility** to review all post to make sure your group does not choose the same topic as another group.
  - If a group chooses the same topic as another, the offending group will not present and will lose all presentation points.
    - All discussion board post are time stamped. The time stamp will determine which group chose a topic first.
  - Groups will need to answer the following questions:
    1. Who will the group research? Ex. Laurine C. Anderson, 1884-1894
      - [Prairie View Principals and Presidents](#) – use link to choose principal or president
      - [Past principals and former presidents](#) - use link to choose principal or president
        - *PVAMUs current president, Tomikia P. LeGrande, Ed.D. is not an eligible subject for this project as she has just begun her tenure at Prairie View.*
    2. Presenters (choose 1-2 group members to present for the entire group)
    3. Question and answer portion (choose 1-2 group members to answer student/faculty questions after the presentation)
    4. Technical person (choose 1 group member to control PowerPoint, or other visual media during presentation)

2. Visuals- 60%: Groups have their choice of visual medium. Ex: PowerPoint, Google slides, Canva etc.

- Make sure any embedded videos work in presentation mode on Canvas.
- The presentation should be 10-12 slides.
  - The 10-12 slides do not include the group accountability slide or group introduction slide.
  - Group introduction slide must include first and last names of all members and each person's job during presentation.
    - Ex. John Doe- Q&A, Jane Doe- Presenter, Jim Doe-technical
- Research- 10%
  - Name of person researched, background, education, race/ethnicity, gender, years of service as principal or president.
  - How did the subject become the principal or president of Prairie View?
  - Successes during their tenure.
    - Financial, programming, accreditation, graduation, vision/mission statement, expansion etc.
  - Obstacles/failures during their tenure.

- Financial, programming, accreditation, graduation, vision/mission statement, expansion etc.
  - Prominent students during their tenure.
  - Prominent campus visitors during their tenure.
  - Student protest/resistance during their tenure.
  - Reason for leaving the position as principal or president.
  - Anything else that may be interesting or important for the audience to know.
  - Did your group rate this person as an effective or ineffective leader, why?
- Grammar, punctuation, sentence structure- 10% - [Grammarly](#)
  - Five or fewer errors-10%
  - Six to nine errors- 5%
  - 10 or more errors- 0%
- No more than 100 words and 5 bullet points per slide- 10%
  - Presentation should be 10-12 slides.
  - 0-1 word count, bullet point violation-10%
  - 2 word count, bullet point violations – 5 %
  - 3 or more violations- 0%
    - Focus on use of photos and major bullet points on slides.
    - Presenters should utilize note cards for extra information during presentation.  
*Avoid reading from any screens at all costs.*
- Creativity and visual stimulation- 10%
  - 7-9 -interactive slides- 10%
  - 4-6- interactive slides – 5%
  - 3 or fewer interactive slides- 0%
    - [How to make an interactive PowerPoint presentation.](#)
    - [How to make an interactive Google slide presentation.](#)
    - [How to make an interactive Canva presentation.](#)
    -
- Bibliography- 10%: A minimum of four citations is required for this project.
  - There must be two primary and two secondary sources.
    - [Definitions of primary and secondary sources.](#)
  - Citations must be labeled primary or secondary on the bibliography slide.
  - Citations must be in correct Chicago format on the bibliography slide.
    - [Chicago citations: book, book chapter, journal article, website, newspaper etc.](#)
    - Look to the left of the screen for citation instructions based on source.
  - Citation source must be labeled.
    - ex. Gibbons-Neff, Thomas, and Mujib Mashal. "U.S. Is Quietly Reducing Its Troop Force in Afghanistan." *New York Times*, October 21, 2019.  
<https://nyti.ms/31xXNQb>. – newspaper; primary source
  - There must be "author-date" in text citations for all referenced information on slides.
    - [In-text citations](#)
- Group accountability slide- 10% Each group will create a slide at the end of their presentation that will answer the following questions:
  - **Group number:** ex. Project group 3
  - **Group members first and last names:** ex. John Doe; Jane Doe
  - **Research subject:** ex. Laurine C. Anderson, 1884-1894
  - **Inactive group members:**
    - If your name appears as an inactive member, you will receive a 0% on this project.
    - If there are no inactive members write "N/A"
  - **Summary of each group member's contribution to the project:** ex. John Doe found photos for the group to use in our presentation. Jane Doe provided citations for our presentation.



3. In class presentation-15%: The presentation should be 10-12 slides. Presentation dates are assigned by project number:

- ex. Project group 1- first; Project group 2- second etc.
- If a group does not present on their assigned date, all group members will lose presentation points.
- If a group member does not present with their group, they will lose all presentation points.
  - Group member must be excused by presenting members via Canvas group email to keep presentation points.
  - Students with 9 or more unexcused absences will lose all presentation points.
- Dress code- students should be dressed business casual.
  - Avoid t-shirts, sweatpants / shirts, distressed jeans, casual sandals, sneakers, and anything too low / short / sheer.

4. In class workdays- 15%: Students are required to attend all mandatory in class workdays.

- Monday 3/4/24- Meet in J.B. Coleman Library room 307Q
- Monday 4/1/24- Meet in J.B. Coleman Library room 307Q
  - To be excused from mandatory in class workdays students will need to provide a university excuse.

HIST 1302- Face to Face, Project grading rubric

Class time: \_\_\_\_\_ Date: \_\_\_\_\_ Group number: \_\_\_\_\_

<b>Discussion board - 10%</b>	<b>Visuals- 60%</b>	<b>In class presentation -15%</b>	<b>In class workdays- 15%</b>
Due 3/4/24 at 11:59 pm.			
On time, 4 questions answered- 10%	Research out of 10- _____	Name: _____ 7.5% a. Present b. Absent c. Excused  Dress code: _____ 7.5%	Name: _____  3/4/24 _____ 4/1/24 _____
On time, 3 questions answered- 8.75%	Grammar- _____  <ul style="list-style-type: none"> <li>• 5 or fewer errors-10%</li> <li>• 6 to 9 errors- 5%</li> <li>• 10 or more errors- 0%</li> </ul>	Name: _____ 7.5% a. Present b. Absent c. Excused  Dress code: _____ 7.5%	Name: _____  3/4/24 _____ 4/1/24 _____
On time, 2 questions answered- 7.5%	100 words (minus headings), 5 bullet point maximum per slide- _____  Presentation should be 10-12 slides. <ul style="list-style-type: none"> <li>• 0-1 violation-10%</li> <li>• 2 violations – 5 %</li> <li>• 3 or more violations- 0%</li> </ul>	Name: _____ 7.5 a. Present b. Absent c. Excused  Dress code: _____ 7.5%	Name: _____  3/4/24 _____ 4/1/24 _____
On time, 1 question answered- 6.25%	Creativity and visual stimulation- _____ <ul style="list-style-type: none"> <li>• 7-9 -interactive slides- 10%</li> <li>• 4-6- interactive slides – 5%</li> <li>• 3 or fewer interactive slides- 0%</li> </ul>	Name: _____ 7.5% a. Present b. Absent c. Excused  Dress code: _____ 7.5%	Name: _____  3/4/24 _____ 4/1/24 _____
Late – 0%	Bibliography out of 10- _____	Name: _____ 7.5% a. Present b. Absent c. Excused  Dress code: _____ 7.5%	Name: _____  3/4/24 _____ 4/1/24 _____

<b><u>Discussion board - 10%</u></b>	<b><u>Visuals- 60%</u></b>	<b><u>In class presentation -15%</u></b>	<b><u>In class workdays- 15%</u></b>
Due 3/4/24 at 11:59 pm.			
	Group accountability slide out of 10-_____  Inactive members:		

## 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](mailto:pvtutoring@pvamu.edu); [University Tutoring Website](#)

### Writing Center

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

### Panther Navigate

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

### Student Counseling Services

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

### Office of Testing Services

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

### Office of Diagnostic Testing and Disability Services

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

### Center for Instructional Innovation and Technology Services (CIITS)

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

### Veteran Affairs

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

### Office for Student Engagement

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

### Center for Careers & Professional Development

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

## University Rules and Procedures

### Academic Misconduct

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

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### Forms of Academic Dishonesty:

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

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

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known 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.

### 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 [Password Reset Tool](#) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email [ciits@pvamu.edu](mailto:ciits@pvamu.edu).



## Communication Expectations and Standards

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

## 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.