



**JJUS 5397 Policy Analysis and Program Evaluation
Spring 2024**

<p>Course Information</p> <p>Instructor:</p> <p>Section # and CRN:</p> <p>Office Location:</p> <p>Office Phone:</p> <p>Email Address:</p> <p>Office Hours:</p> <p>Mode of Instruction:</p> <p>Course Location:</p> <p>Class Days & Times:</p> <p>Catalog Description:</p> <p>Prerequisites:</p> <p>Co-requisites:</p> <p>Required Text(s):</p>	<p>Sherill Morris-Francis, Ph.D.</p> <p>Z01 - 25178</p> <p>Don K. Clark Building, Office no. 314</p> <p>(936) 261-5245</p> <p>svmorrisfrancis@pvamu.edu</p> <p>Virtual Office Hours: Monday 3:00 – 5:00 pm OR by Appointment</p> <p>Online</p> <p>Online</p> <p>Online</p> <p>This course examines theories and methods of policy analysis and program evaluation relevant to juvenile justice agencies. Identifies the complex effects of policy change as well as techniques for developing a continuous capacity for program assessment in these agencies.</p> <p>None</p> <p>None</p> <p>(1) Cochran, C. E., Mayer, L.C., Carr, T. R., et al., (2016). American Public Policy: An Introduction, 11th Edition. ISBN-10: 1-285-86977-X ISBN-13: 978-1-285-86977-3</p> <p>(2). Royse, D., Thyer, B. A., & Padgett, D. K. (2016). Program Evaluation: An Introduction to an Evidence-Based Approach, 6th Edition. ISBN-13: 978-1305101968; ISBN-10: 1305101960</p>	<p>Description</p>
<p>Recommended Text(s):</p>	<p>Will be assigned as needed.</p>	

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment
1	Discuss contemporary and emerging topics in the areas of juvenile justice and delinquency	2, 3
2	Evaluate (in terms of its purpose, intent, and likelihood of success) a proposed policy to address an issue that concerns juvenile offending	2, 3, 4
3	Assist an agency supervisor on how to conduct an outcome evaluation of a program	3, 4
4	Assist an agency supervisor on how to do a process evaluation of a program.	2, 3, 4

Major Course Requirements

Method of Determining Final Course Grade

Course requirements include a 10-page term paper, a final exam, weekly discussions, and quizzes/assignments. Check with the instructor about the appropriateness of your chosen topic for the term paper.

Item	Course Grade Requirement	Value	Total
1)	Discussions	120 = 12 x 10 points	25%
2)	Quizzes	60 = 6 x 10 points	20%
3)	Critical Thinking Activities	60 – 6 x 10 points	10%
4)	Policy Research Paper	100 points	25%
5)	Final Exam	100 points	20%
Total:		440	100%

Grading Criteria and Conversion:

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

Detailed Description of Major Assignments:

This class will be taught using Team-Based Learning, consisting of Reading Assurance Tests (RATs), facilitated discussions, group activities, and mini-lectures.

Assignment Title or Grade Requirement	Description
Weekly Discussion Board Activities – 25%	<p>Students are expected to participate in online discussion forums throughout the semester.</p> <p>There are 12 Class Discussion Threads worth 10 points each or 120 points, which equals 25% of your final course grade. Each week, you will be required to engage your course mates in discussion over Canvas. These discussions consist of 2 components. The first component of the discussion involves a minimum 250-word (minimum) post concerning the course material and/or assignment for the week. This is your substantive post. A discussion post is considered substantive when the post is based on the assigned course materials, including appropriate APA-style references, and all parts of the discussion board questions/issues are addressed. So, these should be insightful—curious, and critical in varying capacities. They can include dissections of the material, linkages to current events, and key questions left unanswered, among other things. Importantly, these posts should leave room for your peers to challenge you, ask follow-up questions, and/or build from your insights. These initial posts are due by Wednesday at 11:55 pm Central Time Zone. The second component involves at least two 125-word (minimum) responses to your fellow students' initial posts. When responding to your classmates, please identify them by name. These response posts are due by Sunday at 11:55 p.m. Central Time Zone.</p> <p>Responding “I agree,” “I disagree,” “It is a good point,” or “great post,” etc., are not acceptable discussion posts. For example, “Hi John, you brought up a good point. I, too, understand racial disparities.” You will not get credit for this type of post.</p>
Quizzes – 20%	<p>There will be 6 Timed Quizzes worth 10 points each or 60 points. These Timed Quizzes are worth 20% of your course grade. Timed Unannounced Quizzes will consist of short answer questions. Timed Quizzes will be available each Monday and will remain open until Sunday at 11:55 p.m. Central Time Zone.</p>
Critical Thinking Assignments – 10%	<p>There will be 6 assignments/exercises worth 10 points each or 60 points. These assignments/exercises are worth 10% of your course grade. Assignments/Exercises</p>

Assignment Title or Grade Requirement	Description
	<p>are designed to measure your ability to apply course concepts and material. Assignments/Exercises will be available on Monday and will remain open until Sunday at 11:55 p.m. Central Time Zone. Each assignment must be typed, double-spaced, and in a 12-point font with 1" margins unless instructed otherwise.</p>
<p>Policy Research Paper – 25%</p>	<p>Policy Research Paper is worth 100 points, which equals 25% of your final course grade. Each student is required to complete a 10-page (not including the title page and reference page) research paper related to policy analysis or program evaluation. The paper should provide an original and detailed analysis of an approved topic. The paper may be a review of relevant scientific research, build on theories and concepts covered in the class, or if not covered in class, it must be relevant to the course topic. The goal of the research paper is to take a concept or idea that we discuss and expand it beyond the scope of what is covered in class. This will require you to do independent research on your topic, so start early! Policy Research Paper is due on Sunday, April 28, 2024, by 11:55 p.m.</p> <p>Policy Research Paper provides a comprehensive analysis of a recent (within the last 15 years) juvenile justice policy. The paper is not to exceed 12 pages, nor be less than 10 pages, and must address the following:</p> <ol style="list-style-type: none"> 1. Why and how did the policy come about? In other words, what problem is the policy7 attempting to solve? 2. Has the problem been identified correctly? 3. Who were the principal players? Was the policy driven by the academic community, politicians, practitioners, or a combination of some or all of these? 4. What were the intended and unintended consequences of this policy? 5. How should results be monitored? 6. Is there evidence that the policy has been successful in alleviating the problem? 7. What might other types of policies, programs, or corrective actions have been used instead? How likely are these alternatives to be successful (what is your definition of "success"?) <p>The papers should be formatted according to the American Psychological Association Manual Writing Guidelines, which are most comprehensively covered in the Publication Manual of the American Psychological Association 7th. Ed., although condensed and simplified versions of the APA formatting and referencing requirements may be found online and in other writing manuals.</p>
<p>Timed Final Exam - 20%</p>	<p>The Final Exam is worth 100 points. The Final Exam is worth 20% of your course grade. The Exam will consist of a combination of multiple choice, fill-in-the-blank questions, and short answer questions. The Final Exam will cover topics in assigned reading assignments and lectures. The Final Exam will be available on Friday, May 3, 2024, and will remain open until May 6, 2024, at 11:55 p.m. Central Time Zone.</p>

Course Procedures or Additional Instructor Policies

Assignments are due at the time scheduled above. **The term paper has to be submitted through Turnitin.** The instructor has the sole discretion about whether or not to accept late work. Late work will result in a deduction of points for each day it is late.

- **Exams** must be taken as scheduled in the syllabus calendar. Makeup exams will only be permitted after presenting evidence of a university-approved excuse (e.g., documented illness, deaths of a family member, call to active military duty, or jury duty). Consideration will also be given to students caring for family members experiencing medical issues. Please let the instructor know in advance if you will not be able to take the test on the assigned date or time.
- **Syllabus change policy:** This syllabus is a guide for the course and might change with advance notice.
- **Communications** between the instructor and the students should be conducted through the university's email system and Canvas. I will respond to your emails within 48 hours (excluding weekends).
- Questions about the material, tests, or grades should be taken to the instructor as soon as they arise. When emailing the instructor (svmorrisfrancis@pvamu.edu) please write "CRIJ 1301-Intro to Criminal Justice" in the subject line.
- **Excused Absences:**
 - Students are allowed to make up assignments if they have the appropriate documentation for their absence from the Office of Student Affairs. There are only four acceptable excuses for a student to make up missed assignments: **(1) Medical/Disability, (2) Funeral Attendance, (3) Mandatory Courtroom Appearance, and (4) PVAMU event/participation.**
 - Upon receiving of your documentation from the Office of Student Affairs, I will make an appointment with any of the Faculty/Staff at the Office of Student Affairs to verify the authenticity of your excuse. **Note:** everybody on campus knows that student can obtain and fill out the form for excused absences without actually going to Student Affairs and then present the form to their professor as official documentation. In addition, everybody on campus knows that a student can easily present the Office of Student Affairs with a fake doctor's note, and they will write you an official excuse for your absence.
 - If I determine that your documentation is fake or falsified, you will receive a grade of zero for that assignment.
 - Students are required to provide the professor with their official excuse of absence from the Office of Student Affairs on the first day they return to class.
 - Make-up assignments will be administered during the last week of class and will be different from the assignment(s) missed.
- **Unexcused Absences:**
 - If your excuse for being absent does not fit into these four categories: (1) Medical/Disability, (2) Funeral Attendance, (3) Mandatory Courtroom Appearance, and (4) PVAMU event/participation, you will receive a grade of zero on that assignment.
 - Students submitting assignments after the due date without the appropriate documentation from the Office of Student Affairs will receive a grade of zero on that assignment.
 - If another student submits your assignment on or after the due date and without the appropriate documentation from the Office of Student Affairs, you will receive a grade of zero on that assignment. **Note:** I have known students to cheat using this technique.

Tardiness and Absenteeism are NOT encouraged: a considerable amount of information will be covered each week.

Late assignments will result in a grade of zero, regardless of technical issues.

Expect no extra credit assignments.

Incompletes are rarely given. Please see the university handbook for the university policy on the assignment of "incomplete" grades. NOTE: Students who have a failing average in a course cannot receive an incomplete grade.

Academic Misconduct: (e.g., plagiarism, cheating, or collusion) [see Student Handbook] will not be tolerated!!! Anyone caught engaging in any such activities – FAILS the course!!! Having an electronic device on during a closed-book examination will result in an assumption of cheating and an "F" in the course. Criminal Justice demands persons of impeccable integrity.

* If you encounter problems in meeting any of these requirements, do not hesitate to utilize my office hours.

Submission of Written Assignments: Written assignments should be typed, double-spaced, and in APA format per the 7th edition of the manual. Assignments are due as indicated in the Semester Calendar.

Formatting Documents: Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the “save as” tool and save the document in either Microsoft Word, Rich-Text, or plain text format.

Helpful links:

How to Paraphrase in 5 Easy Steps | Scribbr - <https://www.youtube.com/watch?v=oiM0x0ApVL8>

How to Paraphrase - <https://www.youtube.com/watch?v=SOBGEcok06U>

How to Avoid Plagiarism with 3 Simple Tricks | Scribbr - <https://www.youtube.com/watch?v=uQhVDH9p7aU>

Semester Calendar

Please note that this schedule is tentative and may change if we need to spend additional time on certain topics or if there are unforeseen circumstances (i.e., inclement weather).

Semester Calendar		
Week One:	03/18/2024	
Topic Description:	Public Policy, Crime and Criminal Justice, and Poverty and Social Welfare Policy	
Readings:		Cochran, C. E. (2016) Chapters 1, 6, and 7.
Discussions:		Module 1 Discussions 1 and 2
Assignments:		Module 1 Assignment 1
		Module 1 - Quiz
Week Two:	03/25/2024	
Topic Description:	Health Care, Education, and Legal and Social Equality	
Readings:		Cochran, C. E. (2016) Chapters 8, 9, and 10.
Discussions:		Module 2 Discussions 1 and 2
Assignments:		Module 2 Assignment 1
		Module 2 - Quiz
Week Three:	04/01/2024	
Topic Description:	Immigration Policy, Foreign and Defense Policy, and Private Morality and Public Policy.	
Readings:		Cochran, C. E. (2016) Chapters 11, 12, and 13.
Discussions:		Module 3 Discussions 1 and 2
Assignments:		Module 3 Assignment 1
		Module 3 - Quiz
Week Four:	04/08/2024	
Topic Description:	The Importance of Program Evaluation, Ethical Issues in Program Evaluation, Needs Assessment, and Qualitative and Mixed Methods in Evaluation.	
Readings:		Royse, D. (2016) Chapters 1, 2, 3, and 4.
Discussions:		Module 4 Discussion 1 and 2
Assignments:		Module 4 Assignment 1
		Module 4 Quiz

Week Five:	04/15/2024	
Topic Description:	What are Formative and Process Evaluation? Single System Research Design, Client Satisfaction, and Sampling	
Readings:		Royse, D. (2016) Chapters 5, 6, 7, and 8.
Discussions:		Module 5 Discussions 1 and 2
Assignments:		Module 5 Assignment 1
		Module 5 - Quiz
Week Six:	04/22/2024	
Topic Description:	Group Research Designs, Cost-Effective and Cost Analysis Designs, Measurement Tools and Strategies, and Selecting the Best Evaluation Measure for Your Project.	
Readings:		Royse, D. (2016) Chapters 9, 10, 11, and 12.
Discussions:		Module 6 Discussions 1 and 2
Assignments:		Module 6 Assignment 1
		Module 6 - Quiz
Week Seven:	04/29-05/3, 2024	
Topic Description:	Term Paper Review	
Readings:		
Assignments:	Term Paper	Term Paper Due April 28, 2024
Week Eight:	05/06/2024	
Topic Description:	Final Exam	
Readings:		
Assignments:	Final Exam	Available from 05/03-05/06, 2024

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

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

Panther Navigate

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

Student Counseling Services

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

Office of Testing Services

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

Service website. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; [Testing Website](#)

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

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

Center for Careers & Professional Development

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

University Rules and Procedures

Academic Misconduct

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

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

also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

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

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

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

Nonacademic Misconduct

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

Sexual Misconduct

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

Protections and Accommodations for Pregnant and Parenting Students

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

Non-Discrimination Statement

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

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

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

Makeup Work for Legitimate Absences

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

Absence Verification Process

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

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

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

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

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

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

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

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

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

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

Communication Expectations and Standards

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

Discussion Requirement

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

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

COVID-19 Campus Safety Measures

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

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