



PHIL 2303-Z02: Critical Thinking (SPRING 2024)

Information Item	Information
Instructor:	Dr. Sarah Conrad (she/her/hers)
Section # and CRN:	PHIL 2303-Z02 (25181)
Office Location:	Woolfolk Soc & Sci Bldg, Room 204 (Cubicle G)
Office Phone:	936-261-2553
Email Address:	saconrad@pvamu.edu
Office Hours:	Online: Tuesdays & Wednesdays 2-4 pm (To set up a time go to: calendly.com/drconrad)
Mode of Instruction:	Online Asynchronous
Course Location:	N/A (This course is 100% online)
Class Days & Times:	N/A (This course is 100% online)
Catalog Description:	Develops students' ability to recognize and evaluate arguments. Focus will include: The most frequently encountered fallacies and errors in reasoning; the use/abuse of statistics; and principles of logic as applied to daily life.
Prerequisites:	ENGL 1123
Co-requisites:	N/A
Required Text(s):	Critical Thinking OER Text (free textbook); all readings available in eCourses
Student Learning Outcomes	This course satisfies the Language, Philosophy, and Culture Section of the core undergraduate curriculum requirement, as specified by THECB. Courses in this category: 1) Focus on ideas, values, beliefs, and other aspects of culture; 2) Involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures; 3) Address critical thinking skills, personal responsibility and social responsibility

	Critical Thinking SLO: Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Recognize and apply patterns or logical reasoning.	1,2,3	LPC
2	Describe selected theories, as well as selected argument for and against those theories.	1,2,3	LPC
3	Demonstrate the ability to describe one's critical thinking processes to others.	1,2,3	LPC
4	Define key concepts and terms associated with argumentation.	1,2,3	LPC
5	Discuss in both oral and written discourse the methods of argumentation and fallacies to avoid in argumentation.	1,2,3	LPC

Method of Determining Final Course Grade

The grading criteria is based on a points system. Grades are calculated by adding the total points earned in each assignment together. The maximum number of points that any one participant can earn is 300. Below is the breakdown of points available for each assignment.

Course Grade Requirement	Point Value	Percentage of Grade
Application, Evaluation & Practice	4 at 20 points each (80 pts total)	27
Comprehension Assessment Test	5 at 15 points each (75 pts total)	25
Exam	2 at 50 points each (100 pts total)	33
Discussion Boards	3 at 10 points each (30 pts total)	10
Syllabus Contract Quiz	3 at 5 points each (15 points total)	5

Total: 300 possible points in the course

Grading Criteria and Conversion

- A = 270-300 points (90%+) earned by the end of the semester
- B = 240-269 points (80%-89%) or earned by the end of the semester
- C = 210-239 points (70%-79%) earned by the end of the semester
- D = 180-209 points (60%-69%) earned by the end of the semester
- F = 0-179 points (0%-59%) earned by the end of the semester

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

Comprehension Assessment Tests (CATs): Five comprehension assessments over the required reading and required viewing are given throughout the semester. The short tests consist of multiple choice, fill-in-the blank, and short answer prompts over recently assigned material. Each CAT can be taken twice; the highest score is recorded in the gradebook. It is highly recommended that students complete any applicable practice tests before attempting the CATs. *Please be aware that due to the random question generating software, that the second attempt of the CAT may contain similar, but different questions.*

Discussion Boards: Three times during the semester students will participate in a short online discussion with classmates. The discussion will center around a prompt provided by the professor that asks to consider how the course material applies to their lives outside of the classroom.

Application, Evaluation and Practice Assignments (AEP): Four times during the semester, class participants will complete short assignments that evaluate course material, apply course material, and/or

practice the skills introduced in the course material. AEP assignments may consist of multiple choice, fill-in-the blank, and short answer prompts over recently assigned material.

Exams: Two exams are given in the semester. The exams are 60 minutes long and consist of multiple choice, fill-in-the blank, and short answer prompts over recently assigned material. Students are required to install Proctorio, which necessitates a working camera and working microphone.

Syllabus Contract Quiz: Students are required to complete the Syllabus Contract quiz during week one in order to be reported to the university (and state) for official attendance. Failure to complete the Syllabus Contract Quiz will result in being reported absent, which may result in being dropped from the course.

This section of Critical Thinking is classified as an OER course, which uses free, open access resources for course readings. Open educational resources (OER) eliminate cost barriers for students and allow unrestricted, immediate access to learning materials, increasing the likelihood for students to complete their courses successfully. One of the most common forms of OER are open-access textbooks that are free and accessible to students via multiple platforms such as an online link or PDF document. Unlike traditional textbooks, that come with restrictive copyright laws, OER use open copyright licenses like Creative Commons. For more information on this type of license, please visit [Creative Commons](#). According to the 2017 Babson Survey, open resources are growing in popularity – almost 50% of faculty reported that they are aware of OER, and open-access textbooks are being adopted in introductory courses at rates that rival traditional books. For more information, please see:

<https://www.pvamu.edu/academicaffairs/oer/>

Course Procedures and Additional Instructor Policies

Academic Honesty: Cheating, plagiarism, and signing in for another student's attendance is classified as academic misconduct which results in serious penalties. *Cheating*, i.e., unauthorized collaboration with another student, will result in an automatic grade of zero on assignment, with no opportunity to make up the assignment, and an official report of dishonest conduct to the university authorities. *Collaboration* includes writing papers together, using the same ideas in the same order, in the exact same manner within multiple students' papers, using one student's assignment as a "template" for another student for another student to follow and/or slightly change, and/or copying the work or ideas of another student. Failure to attribute ideas to someone is a specific type of theft called *plagiarism*. Even unintentional plagiarism is theft. Cheating, collaboration, and plagiarism will result in a grade of zero on the pertinent assignment, with no opportunity to make it up. Failure to use a proper citation method in a written assignment may result in an automatic grade of zero on the assignment, with no opportunity to make up the assignment. Proper utilization of a citation method includes a full bibliography/work cited as well as in-text citations or footnotes.

- Assignments submitted to Turnitin.com that receive an unoriginality percentage of 40% or more will automatically receive a grade of zero, with no opportunity to redo the assignment.
- **Dr. Conrad does NOT recommend using GroupMe or other similar apps to discuss the specifics of class assignments.** If you use GroupMe to collaborate on assignments in this course, you risk violating academic integrity standards (individually or as a group). In the past, this has led to intentional and unintentional plagiarism and inappropriate collaboration (and thus zeros). Assignments assigned a zero for collaboration, unoriginality, and/or plagiarism cannot be re-

submitted.

Attendance, Civility, Discussion, and Engagement: Strong engagement with your own learning is the most important element in your success. Engagement with the class includes being consistently prepared and participating thoughtfully and productively in all (or at least most) class sessions, thus enhancing the learning experience for everyone. Strong engagement also includes practicing civil discourse. All of education depends on encountering new ideas and information, some of which may conflict with your existing knowledge or perspectives; a college course like this one requires you to engage in a course in an entirely different manner. Plan to interact thoughtfully and respectfully with ideas, with your instructor, and with your classmates. Also plan to exhibit the elements of basic adult behavior and civility in a public forum: please do not talk while another person is talking.

ChatGPT and Other AI Tools: As Virginia Chaffee notes, “Any work written, developed, created, or inspired by artificial intelligence (AI) is considered plagiarism and will not be tolerated. While the ever-changing (and exciting!) new developments with AI will find their place in our workforces and personal lives, in the realm of education and learning, this kind of technology does not belong. This is because the use of AI robs us all of the opportunity to learn from our experiences and from each other, to play with our creative freedoms, to problem-solve, and to contribute our ideas in authentic ways. In a nutshell, college is a place for learning, and this class is specifically a space for learning how to improve our writing. AI simply cannot do that learning for us.” (Virginia Chaffee, Senior Instructor in the [CSU English Department and University Writing Program](#)).

Collaboration: Unless otherwise indicated, all assignments are individual; results should not be shared, and the answers may vary from participant to participant. Unapproved student collaboration will, at minimum result in a zero on the assignment (with no opportunity to resubmit the assignment). It may also result in being officially reported to Academic Affairs for misconduct.

Contacting the Professor: You can reach me via three main methods: the FAQ Discussion Board, Email, and Zoom meeting. If you have a general question about a course concept or need clarification on assignment instructions, I highly encourage you to post the question in the Q&A Discussion Board. I will check this daily Monday to Thursday of each week and provide an answer. The benefit of this method is that all students can benefit from the information and online discussion. I will respond to emails as quickly as I can on Monday-Thursday of each week. Typically, this occurs within a few hours. However, during high traffic times, it may take up to 24-48 hours to receive a full response.

Email: All email inquiries concerning PVAMU business, classes, and grades need to occur via your PVAMU email. The reason to send inquiries concerning PVAMU issues via your official school email include the following:

- According to privacy laws, such as FERPA, professors are not permitted to release specific information concerning grades, attendance, or assignments via a personal email. For more information on FERPA, please see: [FERPA LAW](#)
- Email sent via a NON-PVAMU email is often tagged as “junk” or “spam” by the PVAMU email security system and thus do not make into the inboxes of PVAMU faculty and staff.
- Email sent via your PVAMU email immediately identifies you and allows me to better answer your question quickly and directly..

Disability Accommodation Paperwork: Students who receive accommodations must set up an appointment with the professor as soon as possible, **before** any assignments are due in the course. The professor will not sign any accommodation receipt paperwork until the professor and student sit down

during a pre-arranged appointment to discuss the accommodations. *If the student fails to attend the pre-arranged appointment time, a new appointment will be necessary, even if it results in a delay in signing the paperwork.*

Ecourses: All assignments in the course are submitted online through eCourses Powered by Canvas. The professor communicates urgent and pressing messages using the announcement feature within eCourses. Class participants are responsible for any and all information posted in eCourses. Class participants are also expected to check their PVAMU email *daily* in order to not miss important university information. Class participants are responsible for any and all information posted in eCourses and/or sent via email.

- *It is required that you upload a recent photograph of yourself that shows your face to your profile in eCourses/Canvas.*

Grading: The professor provides very specific assignment instructions for each assignment. It is the student-participant's responsibility to follow the instructions posted. To understand how a grade is assigned, student-participants can revisit the course syllabus; review the assignment instructions; and, go back and open-up the submitted assignment within eCourses to see the professor's specific grading comments. Grades are not negotiable. The professor does not provide additional or extra credit assignments. The professor does not curve or boost grades. If there is a mistake in the course gradebook (in eCourses), contact the professor immediately. Any corrections to mistakes made in the course gradebook must be made within two weeks of the original posting of the grade.

Guidelines for Written Work: Unless otherwise indicated, all assignments must be typed, double-spaced, and following an official writing style, such as MLA, APA, or Chicago. Essays should be double spaced, have an appropriate heading and title. Documents should be formatted with one-inch margins and include the participant's name on each page.

All written work should also meet the following guidelines.

- *Proofread carefully:* typographical, grammatical, and spelling errors will affect your grade.
- Use Times New Roman, Arial, or Calibri font. Be consistent: Use the same font (both type and size) for your text, your page numbers, and your notes.
- *Give examples from the assigned reading(s)* to illustrate and support your assertions
- *Use quotations effectively:* Do not fill your paper with quotations. Do not use quotations to make points for you. Instead, use quotations to support points that you have already made in your own words. Introduce your quotations. That is, lead into your quotations by indicating whom you are quoting and why. Here are some possible ways to introduce your quotes using the MLA citation style: Joanne B. Ciulla makes a similar point, arguing that "XXXXXX" (78). As Soren Kierkegaard asserts, "xxxxx" (39). According to Alison Jagger, "xxxxxxx" (56). Give page numbers for all quotations or other references.
- *Utilize an official writing and citation style, such as MLA, APA, or Chicago for all written assignments.* Writing styles specific how a document is set up; where the participant's name goes; specify how to correctly cite sources within the text and in a bibliography/works cited. Failure to utilize an official writing and citation style that accurately attributes information to its original source will result in a grade of zero on the entire assignment, without the opportunity to redo the assignment. For assistance using an official writing and citation style, please visit the Writing Center at [PV Writing Center](#)
- *Punctuate titles correctly:* Use "quotation marks" for poems, essays, & short stories; *italicize* films, novels, or other book-length works.

- *The first time you refer to a writer, use the author's full name.* Then, use only the last name. For example: in your first reference you would write Simone de Beauvoir;" in later references, you would write "de Beauvoir" but you should never refer to her as "Simone".
- *When using however, consequently, therefore, or thus to join two independent clauses, you need a semi-colon and a comma. Right:* I'm pleased to work with you; however, I insist on proper punctuation. *Wrong:* I'm pleased to work with you, however, I insist on proper punctuation.

Late Work and Make-Up Work: Each student is allowed to submit one assignment late with no documentation. Late submission of items will only be accepted in cases of extenuating and documented emergencies. Please facilitate additional assistance with work missed due to illness, please report the illness to Academic Affairs. For more information, please see: [Academic Affairs Attendance Reporting](#)

- A doctor's note, or any other documentation, does not automatically result in an excused absence or permission to make-up missed assignments. The professor will evaluate all documentation to determine if make-up work is warranted in individual situations.
- Any make-up work due to an absence will need to be arranged within a week of returning to class. All make-up work must be completed within 2 weeks of the due date (or within two weeks of returning to class). Failure to complete any make-up work by the date assigned by the professor and/or failure to attend the appointment to complete any make-up work will result in the loss of the opportunity to complete that assignment. Make-up versions of exams and CATs may consist of short essays and short answer questions.

Office Hours: I hold both in person and virtual office hours. I use an online scheduling tool (Calendly) to schedule appointments for virtual office hours. This provides you the opportunity to set up a time 24-hours a day. To make an appointment simply go to: <https://calendly.com/drconrad>. If you'd like to meet in person, please attend my office hours, or set up a separate time to meet with me. **If my office hours conflict with your schedule, please email me directly at: saconrad@pvamu.edu. We can then work together to find a time that works.**

- **Virtual office hours require the use of Zoom.** Zoom's web-based conferencing uses high-quality video and audio and is acceptable on MacOS, Windows, iOS, and Android devices. For more information, please see: [Zoom Info](#) Students are required to mute their microphones upon entering a Zoom meeting and then manually unmute it to speak. Please unmute the video feature in all Zoom meetings, making your face visible. *Please also: 1) be completely clothed; 2) sit up, rather than laying down; and 3) do your best to minimize background noise.*

One Grace Policy: Each student is granted ONE grace during the semester to submit one (and only one) assignment late without any documentation. The request for the ONE Grace MUST be made within three weeks of missing the assignment. The request MUST be emailed to Dr. Conrad at saconrad@pvamu.edu from your PVAMU student account.

This ONE grace can be used for the following:

- Submit 1 CAT, AEP, or Discussion Board after it closes with no grade penalty
 - The request to use the ONE grace must be within 3 weeks of the original date
- Make-up 1 missed exam
 - Additional stipulations apply for using the grace on the exam (the grade will automatically be reduced 20%. This is due to the fact that you are provided 24 hours to take the exam on your own time from any location. Due to this, missing the exam is very serious.

All Other Syllabus Policies Apply to the One Grace Policy. If you miss more than one assignment and redeem your ONE Grace, you will NOT be provided with the opportunity to make-up the assignment/submit it late (except in cases of extreme, documented emergencies)

- If you receive a grade of zero on a submitted assignment, you may NOT use the ONE Grace to resubmit
- If you receive a grade of zero or reduced grade due to a lack of academic honesty, you may NOT use the ONE Grace policy to resubmit

Proctorio: This course will use Proctorio, a remote proctoring solution designed to protect the integrity of this course's assessments. As your instructor, I've chosen the secure exam settings required by this course and only I will make a judgment as to any potential academic integrity violation.

- **Equity and Fairness:** The reason I've chosen Proctorio for this course is to make education more equal, by giving each student an opportunity to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.
- **Privacy:** Proctorio is a trusted platform for remote proctoring because of its commitment to student privacy. Proctorio uses single sign-on through our LMS and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students and Proctorio will never sell your data to third parties.
- **Security:** Proctorio only runs as an extension in your browser. This means that Proctorio works within a sandbox and has limited access to your computer system unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.
- Proctorio only runs while you are taking your exam. After your exam ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, you'll need to reinstall the extension again before starting your next exam. All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Even Proctorio cannot see your exam data.
- **Getting Started:** Before getting started on your first exam, make sure to follow the instructions in Proctorio's Quick Start Test Taker Guide (Links to an external site.) <https://cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf>

To verify your computer system meets the requirements, one assignment before Exam One will use require Proctorio. This ensures that everything will run smoothly on the day of the exam. If after reading the Quick Start Test Taker Guide if you have any trouble while using Proctorio, you can reach out to Proctorio support for troubleshooting. Proctorio support is available 24/7 and can assist in troubleshooting any extension related issues before, during and after your exam. You can contact Proctorio support via email at support@proctorio.com or start a live chat by clicking the Proctorio extension's shield icon.

- *When attempting to use Proctorio, if you are prompted for a passcode/password to take your exam, this indicates that Proctorio is not properly installed and/or you are not using a Google Chrome browser. Please do not contact me for a passcode; there is no passcode. A prompt to enter a passcode is Proctorio's way of telling you "something is wrong".*
- *If you anticipate difficulties with Proctorio requirement, please consult the professor ASAP (i.e., within the first week of class) with class with concerns.*

Preferred Gender Pronouns (PGP): I use the pronouns she, her, and hers. Pronouns are the parts of speech we use to refer to someone instead of their name. Using the right pronoun, like using someone's correct name or title, is a way to show respect. We have an opportunity in this class to hear from people

with different viewpoints and open some lines of communication about difficult or emotional topics. All views are welcome, as long as they are grounded in evidence and are presented respectfully. (Borrowed from Oregon State University.) For more information on inclusive language, I encourage you to consult the following websites:

- Diversity Related Definitions: [Equity Terms. Missouri State University](#)
- Human Rights Campaign Glossary of Terms: [Equity Terms. HRC](#)

If you'd like to add your PGG to your eCourses/Canvas profile, there are instructions on how to do so on the "Introduce Yourself" Forum under Discussions.

Progress Reports: The professor needs 48 hours notification to sign a progress report. The professor will not sign progress reports before or after class. An appointment is necessary to have it signed.

Professor and Student Responsibilities: My main role as the professor will be as a facilitator and co-learner that shares information, tools, and experiences for other class participants to develop their own theories and actions.

Reading: Read all assignments carefully, thoroughly, and thoughtfully. All readings must be completed by the date listed on the course calendar. Class activities often revolve around referring to the assigned reading(s) in detail. Always bring the assigned reading(s), or thorough notes on the assigned reading(s), to class. As you read, do so carefully and take notes. If there are words you don't understand, look them up. Ask yourself the following questions: Do you like the material? Why or why not? What don't you understand? What questions do you have? Does it remind you of any other readings? How? What does the reading have to do with the classical questions of philosophy? What is unique about the writer and her/his perspective?

Submitting Assignments: Participants are required to submit their assignments by the due date and time listed on the most updated version of the class calendar. Class participants should submit all written assignments to the appropriate link in eCourses.

- *Late submissions will not be graded.*
- *The instructor will not "re-open" missed assignments. Submissions sent via email are not accepted.*
- *I recommend that you complete the assignment multiple hours or days before it is due to avoid unanticipated internet problems, eCourse problems, or any other unexpected circumstances. It is the student's responsibility to complete and submit assignments on time.*
- A full name and the use of an official writing style and format are required on every writing assignment. **Any approved make-up work needs to be arranged within two weeks of missing an assignment.** Failure to complete any make-up work by the date assigned by the professor and/or failure to attend the appointment to complete any make-up work will result in the loss of the opportunity to complete that assignment. Make-up versions of exams and CATs may consist of short essays and short answer questions.

Taskstream: Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses

Turnitin.com: All assignments submitted to eCourses will be submitted to Turnitin.com. The instructor has set it up so that students can submit documents as many times as needed to before the due date. Turnitin.com is an internet-based plagiarism detection service. **Assignments submitted to Turnitin.com that**

receive an unoriginality percentage of 40% or more may automatically receive a grade of zero, with no opportunity to redo the assignment. Turnitin.com is a tool that assists instructor evaluation. It does not replace it. Turnitin.com does not detect all forms of plagiarism, cheating, or unauthorized collaboration. *The professor's discretion supersedes any determinations made by Turnitin.com. Assignments that violate academic dishonestly in any manner, even with a low unoriginality percentage, will result in a grade of zero.*

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.

Semester Calendar¹

WEEK ONE

January 16-18

- Read: Syllabus, Success Tips Modules, Office Hours Page in eCourses, and “The Key to Success in College”
- Watch: “Five Strategies to Sharpen Critical Thinking”
- Submit: Discussion Board #1 and Syllabus Quiz #1
 - *All assignments are due online at 5pm on Thursdays*

WEEK TWO

January 22-25

- Read: “What is Philosophy and How is it Done?”
- Watch: “The Examined Life”
- Submit: CAT #1
 - *All assignments are due online at 5pm on Thursdays*

WEEK THREE

January 29-Feb 1

- Read: Logic & Reasoning, Part I
- Watch: “Plato’s Allegory of the Cave”
- Submit: CAT #2 (Requires Proctorio as a practice for Exam One)
 - *All assignments are due online at 5pm on Thursdays*

¹ This course calendar should be considered a tentative schedule. Because I am committed to your overall learning in this course, I reserve the right to make changes on any part of this syllabus or schedule as I deem most appropriate to your learning. Any changes to accommodate class progress will be announced and posted in eCourses.

WEEK FOUR

February 5-8

- Read: “Logic & Reasoning, Part II”
- Watch: “The Science of Thinking”
- Submit: AEP#1
 - *All assignments are due online at 5pm on Thursdays*

WEEK FIVE

February 12-15

- Read: “Cultivating Intellectual Virtues”
- Watch: Dr. Conrad’s Lecture Video
- Submit: CAT#3
 - *All assignments are due online at 5pm on Thursdays*

WEEK SIX

February 19-22

- Read: Critical Thinking and Metacognition
- Watch: TBD
- Submit: AEP#2
 - *All assignments are due online at 5pm on Thursdays*

WEEK SEVEN

February 26-29

- Read: Critical Thinking, Research, and Writing, Part I
- Watch: TBD
- Submit: Syllabus Quiz #2
 - *All assignments are due online at 5pm on Thursdays*

WEEK EIGHT

March 4-7

- Read: Exam Review
- Watch: TBD
- **Submit: Exam One (Requires Proctorio; open from 3/6 at 5 PM until 3/7/24 at 5 PM)**

WEEK NINE

March 18-21

- Read: Critical Thinking, Research, Writing, Part II
- Watch: TBD
- Submit: Discussion Board #2
 - *All assignments are due online at 5pm on Thursdays*

WEEK TEN

March 25-28

- Read: “How to Think about Truth”
- Watch: TBD
- Submit: CAT #4
 - *All assignments are due online at 5pm on Thursdays*

WEEK ELEVEN

April 1-4

- Read: “A Framework for Clarifying Arguments”
- Watch: TBD
- Submit: AEP#3
 - *All assignments are due online at 5pm on Thursdays*

WEEK TWELVE

April 8-11

- Watch: TBD
- Submit: CAT#5
 - *All assignments are due online at 5pm on Thursdays*

WEEK THIRTEEN

April 15-18

- Watch: TBD
- Submit: Exam Two (Requires Proctorio; open from 4/17 at 5 PM until 4/18/24 at 5 PM)
 - *All assignments are due online at 5pm on Thursdays*

WEEK FOURTEEN

April 23-26 (Last Class Day & Week)

- Watch: TBD
- Submit: Syllabus Quiz #3, AEP#4, and Discussion Board #3

WEEK FIFTEEN

- April 29: Study Day
- April 30: Beginning of Final Exam Period

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.