



## PSYC 3343 Experimental Psychology - Spring 2024

### General Course Information

Information item	Information
<b>Instructor:</b>	Paula M. Chrishon, Ph.D.
<b>Section # and CRN:</b>	Z01 - CRN 23642
<b>Office Location:</b>	Don E. Clark Building, Room 244
<b>Office Phone:</b>	936 - 261- 5263
<b>Email Address:</b>	<a href="mailto:pmchrishon@pvamu.edu">pmchrishon@pvamu.edu</a>
<b>Office Hours:</b>	M 10 am - 2 pm or by Appointment
<b>Mode of Instruction:</b>	Virtual
<b>Catalog Description:</b>	Principles of experimental design, evaluation of research procedures, training in the use of standard apparatus, and repetition and extension of selected classical experiments in psychology. Only courses passed with grades of "C" or higher may be applied to hours constituting major requirements and psychology electives.
<b>Prerequisites:</b>	PSYC 2317 or PSYC 2613
<b>Co-requisites:</b>	None
<b>Required Text(s):</b>	Coleman, R. (2018/2019). Designing experiments for the social sciences: How to plan, create, and execute research using experiments. Thousand Oaks: CA. ISBN: 978-1-5063-7732-2
<b>Recommended Text(s):</b>	None

### Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment

1	Develop research experience. Students will learn how to: formulate and test hypotheses, generate a novel hypothesis, manipulate variables to determine cause and effects, measure psychological constructs, recruit subjects, use random assignment, control for confounds, gather valid data, perform statistical analyses, interpret and critique the results, and present research to an audience.	2,4	Communication and empirical and quantitative skills
2	Utilize the tools of research. Students will learn to: locate, read, and critique professional research journals, navigate research databases and use professional level statistical programs.	1	Critical Thinking
3	Develop scientific writing and thinking. Students will practice and enhance your scientific writing skills and apply the conceptual logic of experimentation to your own research.	1	Critical Thinking
4	Analyze data. Students will analyze data using the Statistical Package for Social Science (SPSS).	4	Empirical and quantitative skills
5	Conduct inferences. Students will draw valid inferences by interpreting data based on appropriate and valid statistical methods.	2,4	Communication and empirical and quantitative skills
6	Examine Ethics. Students will learn and use appropriate ethical guidelines associated with psychological research.	6	Social Responsibility

## Major Course Requirements

The goal of this course is to acquire the skills and knowledge to effectively develop and carry out a social scientific experimental research study.

## Method of Determining Final Course Grade

Course Grade Requirement	
Assignment	Percentages
<i>In-Class/Online Participation Assignments</i>	10%
<i>SONA Research Credits</i>	10%
<i>Required Journal Article Summaries (average across 3)</i>	10%
<i>CITI Training</i>	10%
<i>Final Paper for the Research Project</i>	25%
<i>Research Proposal</i>	10%
<i>Homework</i>	10%
<i>Section Tests (average across 3)</i>	15%
<b>Total:</b>	<b>100%</b>

**Grading Criteria and Conversion:**

- A = 89.5% - 100%
- B = 79.5% - 89.4%
- C = 69.5% - 79.4%
- D = 59.5% - 69.4%
- F = 0% - 59.4%

**Detailed Description of Major Assignments:**

Assignment Title or Grade Requirement	Description
<b>Section Tests</b>	Students will complete a section test for each of the three major sections. Tests are posted in their own module on CANVAS. All deadlines are available in the schedule section of this syllabus along with CANVAS. There are a total of 3 section tests. Each section test will be open for two days (48 hours). Afterward, they will close and no longer be accessible. All section tests will count toward your final grade.
<b>Homework</b>	Homework will be turned in on eCourses. Homework assignments will posted in each chapter module on eCourses. Due dates for the homework assignments will be on eCourses and on this syllabus. The final homework grade will represent the average grade across all of the homework assignments. All homework assignments are due by 11:59pm on the due date. All homework assignments will count toward your final grade. No homework assignments will be dropped in this class.

Assignment Title or Grade Requirement	Description
<p><b>Research Project</b></p>	<p>Each student will be required to develop and conduct a research experiment. Students will be given the option to work by themselves or to work as a part of a team of 2 students. The same expectations and grading rubric are applied to both individual and team projects. All projects must include experimental conditions and random assignment. AGAIN, ALL PROJECTS MUST INCLUDE EXPERIMENTAL CONDITIONS AND RANDOM ASSIGNMENT. Proposed teams, research topics, proposals, and writing section assignments must be submitted to the instructor prior to data collection on the designated due date by 11:59pm. The project includes two major parts, which are the proposal and the formal paper. These are the parts that will count as a grade. All other parts will be used to keep students on schedule to complete the project.</p> <p>The proposal includes a description of the topic, the planned procedures, and a list of the measures and experimental conditions that will be used in the experiment. The proposal will be due by 11:59pm on the due date listed on the schedule. This constitutes 10% of the overall final grade in the class.</p> <p>The formal paper includes an APA formatted 10+ page paper (including title page, abstract, and reference list) outlining current and past literature related to the research topic, the theory, the hypotheses, the methods and results, and the discussion and implications. Each group will write the paper together and submit ONE paper. The grade on the paper will be given to each student in that group. The paper will be submitted through TurnItIn Plagiarism detection software.</p> <p>Students will receive a separate handout outlining the paper.</p>
<p><b>Attendance/Discussion Forums</b></p>	<p>Students are required to participate in discussion forums. The specific instructions regarding the discussion forums will be provided to all students on eCourses. Attendance is taken through the discussion posts from students. Students are required to post a response to the discussion, reply to two other students' posts, and then respond to a student's reply to their own post. Grades will be calculated by adding up the discussion posts each student completed and dividing it by the total discussion posts that should have been completed. This will represent the percentage of discussion posts completed. This will be the final grade for students' discussions/attendance.</p>

Assignment Title or Grade Requirement	Description
<b>Require Journal Article Summaries</b>	In this course, you will learn how to read and interpret research. To help with this, students will be required to summarize three journal articles. The goal of this assignment is two-fold, 1) it demonstrates the mastery of reading and understanding research; and 2) it provides students with an opportunity to summarize research without plagiarism. All journal article summaries will be run through TurnItIn plagiarism detection software. Journal Article Summaries should be two papers double spaced and should include a summary of the background literature, theory tested in the study, hypotheses or research questions, methods used, findings (results), and one to two sentences describing implications or takeaways. Journal Article Summaries are due by 11:59 pm on the due date.
<b>CITI Training</b>	All students will be required to complete an ethics training course on research with human subjects. For this assignment, students will go to <a href="https://about.citiprogram.org/en/homepage/">https://about.citiprogram.org/en/homepage/</a> and click register in the top right corner. Then students will find their university and continue with registration and signing up for a new account (click continue to step 2 after finding PVAMU). Students will enter their information and choose a username and password. Then they will complete registration. There is a pdf document on eCourses THAT SHOWS YOU STEP BY STEP. Once registered, students will complete the Social/Behavior Basic/Refresher ethics course. Once this is finished, students will need to save or print their completion report and turn it in, in eCourses. ALL STUDENTS MUST EARN A GRADE OF 80% OR HIGHER. OTHERWISE, STUDENTS WILL RECEIVE A ZERO FOR THIS ASSIGNMENT.
<b>Research Participation</b>	More to come

## Course Procedures or Additional Instructor Policies

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

### Tips to Succeed:

1. On Attendance: Attendance at lecture may be taken at any time during class time and will be taken for each class. If you miss a lecture and your absence is excused, bring your documentation to Dr. Chrishon within one week from the date that you missed. Please be advised that this exception is only for a legitimate unforeseen conflict (i.e., meaning University approved absence) Written documentation will be required for all excused absences. This means emails,

faxes, or oral excuses will not be recorded or allowed for credit. I will need paper documentation to keep for my files.

### **Examples of EXCUSED absences:**

- A family member passes away and you have to go home to the funeral (copy of the funeral home program or obituary is sufficient documentation for this),
- you have pink eye and the doctor tells you to stay away from people for 3 days (a note from the doctor's office to that effect is sufficient),
- you have to represent the University at a conference in another state (a note from your coach/ advisor is sufficient),
- you have a religious ceremony you must attend (a note from your religious leader, delivered at least two weeks before the event, is sufficient),
- You have symptoms associated with COVID-19 - Please see the COVID-19 Campus Safety Measures
- you have a serious car accident (copy of the police report is sufficient), you have a court appearance date (copy of the official notice to appear is sufficient).

### **Examples of UNEXCUSED absences:**

- you overslept
- your car failed to start
- your buddy's car is blocking your car in the driveway
- you had an advising appointment - we assume you know when your lab test is scheduled and will schedule around it you went to a Fraternity or Sorority event. This is NOT an excused absence unless the University separately verifies that it is an academic event.

### **These are NOT excused and will result in a score of ZERO:**

2. On Reading: With the exception of the first day of class, it is expected that the weekly assigned readings will be read by the student PRIOR to class discussion and lecture. Retention and learning are facilitated by this sequence.

3. On Writing: For written assignments, you must submit a professional, academic paper. The usage of correct grammar, spelling and punctuation are expected. All written assignments are expected to be completed in APA style. In the event that you need support in this area, please make use of the writing center.

4. On Quizzes: Preparing for tests requires more than an "all-nighter" prior to quiz time. You are expected to do more than memorize the material. A LEARNER understands and is able to apply what is learned. This requires systematic and regular study habits. Plan to study DAILY. Good and exceptional students know that this is what it takes to be successful.

5. On Class Communications/Notices: All short text communications for my class will be sent out by e-mail and posted in an Announcement in CANVAS. I will be sending out alerts or reminders regarding quiz days, class cancellations, and anything else we need to communicate about the class. I will only respond you either your PV email or your CANVAS regarding this class.

**Cell Phone usage is prohibited in class, meaning no talking, texting, etc.**

**Dr. Chrishon has the right to revise and update the syllabus during the semester.**

## Semester Calendar

Week	Description
Dates	Class Agenda
Week 1	Introduction, Syllabus & Course Overview
Week 2	Chapter 1 – Discovering Cause and Effect How to read a journal article Group Projects
Week 3	Chapter 2 – Ethics and Famous Experiments in History Choose a topic
Week 4	<b>Chapter 3 – Theory, Literature, and Hypotheses</b> <b>Writing the Literature Review</b>
Week 5	<b>Chapter 4 – Types of Experiments</b> <b>Creating Hypotheses</b>  <b>Submit research paper topic and team names</b>
Week 6	<b>Chapter 5 – Internal and External Validity</b> <b>Designing a Study</b>
Week 7	<b>Chapter 6 – Factorial Designs</b> <b>Reading matrices</b> <b>How to read interaction graphs</b>  <b>Section 1 Test; Journal Article Summary #1 Due</b>
Week 8	<b>Chapter 7 – Random Assignment</b> <b>How to use random assignment</b>  <b>Project Proposal Due</b>
Week 9	<b>SPRING BREAK</b>
Week 10	Chapter 8 – Sampling and Effect Sizes Sampling Techniques
Week 11	<b>Chapter 9 – Stimuli and Manipulation Checks</b> <b>Creating a GOOD stimulus</b>  <b>Section 2 Test</b>
Week 12	Chapter 10 – Instruments and Measurement Creating Scales



Week 13	<b>Chapter 11 – The Institutional Review Board and Conducting Ethical Experiments</b>  Filling out an IRB protocol application Journal Article Summary #2 Due
Week 14	<b>Results and Statistics</b> How to Read and Write Statistics
Week 15	<b>How to Avoid Plagiarism</b> The Problem of Plagiarism CITI Training DUE SONA Research Credits Due
Week 16	<b>Journal Article Summary #3 Due</b>
Week 17	<b>Reflections ***Final Paper Due***</b>

## **Student Support and Success**

### **John B. Coleman Library**

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library.

### **Academic Advising Services**

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor's location by academic major at the Academic 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 is offered face-to-face in the UTC, in virtual face-to-face sessions, and through online sessions at PVPlace. Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: University Tutoring Center.

### **The Writing Center**

The Writing Center provides well-trained peer tutors that 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. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

### **Academic Early Alert**

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

### **Student Counseling Services**

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

### **Office of Testing Services**

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

### **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 hardware and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: Disability Services. Center for Instructional Innovation and Technology Services (CIITS) Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, webassisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage; Phone: 936-261-3283.

### **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; Website: Veteran Affairs.

### **Office for Student Engagement**

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

### **Career Services**

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

### **University Rules and Procedures**

#### **Academic Misconduct (See Student Planner)**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate

Catalog, Graduate Catalog, and the Student Planner, 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 or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

### **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. 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.

4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.

5. Fabrication of Information/Forgery: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

### **Nonacademic Misconduct (See Student Planner)**

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, or (2) the ability of students to benefit from the instructional program, or (3) the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Office for Student Conduct under nonacademic procedures.

### **Sexual Misconduct**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university’s sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University

System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance, or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at the Title IX Webpage including confidential resources available on campus.

### **Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at this webpage.

### **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 nondiscrimination 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 936-261-1744 or 1792.

### **Class Attendance Policy (See Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports 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 internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in 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.

### **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests 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 Catalog and by doing so within thirty days of

receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this webpage.

### ***Technical Considerations***

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra\*
- Smartphone or iPad/Tablet with Wi-Fi\*
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari or Firefox

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

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

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

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

### ***Netiquette (online etiquette)***

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions 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 session. Before class session begins, test audio, video and lighting to alleviate technology issues.

### **Technical Support**

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

### **Communication Expectations and Standards**

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

### **Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

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

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

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

**Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

**Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study

spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

Physical Distancing - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

Personal Illness and Quarantine - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).

• **COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.

o 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation

o 2nd incident: upon review of Incident Report and finding of responsibility — Suspension

o Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional information on Conduct Probation and Suspension.

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