



**PSYC 4341 Internship  
Spring 2024**

**Instructor:** Dr. Yuki Shigemoto  
**Section # and CRN:** P01 23873  
**Office Location:** Don K. Clark Building, Room 225  
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**Office Hours:** Tues 12:30-2pm & 3:30-5pm, Thurs 12:30-2pm & 3:30-5pm

**Mode of Instruction:** Face to Face

**Course Location:** Don K. Clark Building, Room 235

**Class Days & Times:** Saturday 9:00 AM- 11:50 AM

**Catalog Description:** The Internship Course aims to provide students with an opportunity to acquire field experience with emphasis on psychological constructs and methodologies across diverse settings such as mental health services, community organizations, criminal justice venues, and business enterprises

**Prerequisites:** PSYC 1113, PSYC 2513, PSYC 2613 and PSYC 3433

**Co-requisites:** PSYC 3223

**Required Texts:** All readings are online in CANVAS.

**Recommended Texts:** None

**Student Learning Outcomes:**

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome # Alignment</b>	<b>Core Curriculum Outcome Alignment</b>
<b>1</b>	Increase our understanding of human behavior and human behavioral problems, and especially diverse applications of psychological interventions in the workplace and the community	2	
<b>2</b>	Develop basic skills in working with individuals, groups or organizations	2	
<b>3</b>	Deepen our understanding of how age, gender, race, ethnicity, culture, social context and class affect human experiences	2	
<b>4</b>	Develop a greater self-understanding and clarification of own career interests as a result of your reflection regarding your internship experiences	2	

## Course Procedures

### GRADING

Acclimation Exercise .....	16 points
Internship Contract.....	20 points
Final Report.....	40 points

Grade	Criterion
A	90% or above
B	80% to < 90%
C	70% to < 80%
D	60% to < 70%
F	Below 60%

\*Students can expect to receive feedback within one week of submission.

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.

### Acclimation Exercise (16 points)

The purpose of this assignment is to prepare and acclimate you to your internship site on the first day. Each student will need to answer 8 questions and questions 1-5 (i.e., the bold questions) must be answered by each student. More specifically, students can select any questions from 6-20 to complete the assignment. All responses are 2 points each totaling 16 points. Submit all responses to each question **by February 2, 2024 at 11:59 p.m.**

- 1. For interns, are there fixed working hours? If the organization follows a flexible policy, then what are the working hours? In other words, at what time(s) during the day can you expect to find your team members?**
- 2. What is the dress code?**
- 3. Who should I come to if I have questions?**
- 4. Is there a particular project I should be working on consistently, or will you have tasks for me to complete daily/weekly?**
- 5. Would you prefer it if I approached you with questions in person or via e-mail?**
6. What time do you usually get to the office?
7. Will I have a computer/desk or do I need to bring my laptop?
8. How do employees go about eating lunch? Should I bring my own lunch or will I have a break to get something?
9. Do I need to bring anything other than a notebook, pens, wallet/ID and phone?
10. What are some helpful tasks I can do if I've finished working on an assignment/project?
11. What tasks would you like to see me accomplish during this internship?
12. What can I do to make your job easier?
13. What are your organization's main goals for the semester?
14. Is there anything that your organization is continually working on that I should take part in (like some kind of research)?
15. Can I get a tour of the office?
16. Can you teach me how to use “x” program?
17. Could you introduce me to the members of your department?

18. Are there any other interns or employees that I'll be working closely with?
19. Do you take coffee breaks? Is it ever okay for me to step out for a few minutes?
20. What's the policy if I have a doctor's appointment or other mandatory obligation?

**The grade will be reduced by 5% for work that is 1 to 3 days late and will be reduced by 2% of the grade for every additional 3 day period afterward**

### **Internship Contract (20 points)**

Students will create an internship contract. The goal of this exercise is to prepare and teach students the importance of negotiation. The contract should include the skills you want to gain from this experience; and, every goal should be specific and enhance your skills as well as your resume. Please meet with your Site Supervisor to review your contract before the draft and final assignment are due. The final version of your contract is **due February 16, 2024 by 11:59 PM.**

Grading of the Internship Contract:

- \*1 point: Schedule the hours to be worked weekly.
- \*2 points: How the work schedule is affected by exam periods, fall, spring, and semester breaks.
- \*1 point: Meetings which the intern should attend.
- \*5 points: Intern Title and Job Description (Please write a general description of the role the APP intern will have in your organization)
- \*5 points: Intern Work Duties (Please list the proposed responsibilities the intern will be expected to assume).
- \*5 points: Intern Learning/Training Activities (Please list any proposed meetings, seminars, workshops, etc. that might be integrated into the intern's work experiences).

**The grade will be reduced by 5% for work that is 1 to 3 days late and will be reduced by 2% of the grade for every additional 3 day period afterward.**

### **Final Report (40 points)**

In your final internship report, you will need to include the following four topics. The report should be within 4 pages, double-spaced, with 1-inch margins. **The deadline is the last day of class (April 26, 2024) at 11:59pm.**

1. Background information of your internship site along with the names and contact information of your supervisor(s) **(5pts)**
  - For the background information, you can include things as purpose of the internship, types of tasks the internship site completes daily, and any other relevant details
2. Your position and responsibilities in the internship **(5 pts)**
  - The body of your internship report will focus on your experiences with the organization. Before detailing your experience and the lessons you learned, describe your position and responsibilities as an intern with the company.
3. What you learned and the skills you developed **(15 pts)**
  - In the main portion of your internship report, you will describe the specific things you learned and the skills you cultivated. Relate these skills back to your educational experiences.
4. Conclude with ongoing considerations **(15 pts)**
  - Here, consider the skills or experiences that you would still like to develop. For example, if you wish you had been able to get more direct client experience, discuss that. If you had hoped to be more involved in the technical aspect of the business, you could mention that as well. This process gives you insight into things you want to continue working on in your next position, while also recommending ways the organization can improve its internship program.

**The grade will be reduced by 5% for work that is 1 to 3 days late and will be reduced by 2% of the grade for every additional 3 day period afterward.**

## Semester Calendar

<b>Week One:</b>	<b>1.16-1.19.2024</b>
Topic Description	Introduction to Psychology Internship
Readings/Videos:	Read Syllabi, Watch and Learn Videos (How to become a great intern)
Assignment(s):	None
<b>Week Two:</b>	<b>1.22-1.26.2024</b>
Topic Description	Prepare contracts and complete Acclimation Assignment
Readings/Videos:	Watch and Learn Videos (Elevator talk: Can you sell yourself in less than 5 minutes?)
Assignment(s):	None
<b>Week Three:</b>	<b>1.29-2.2.2024</b>
Topic Description	Acclimate to Internship Site; Ethics and Internship (APA Guidelines)
Readings/Videos:	Read “Employability through Ethics based Outreach Activities” and “The Impact of Internship on Undergraduate Psychology Students’ Ethical Sensitivity and Reasoning”
Assignment(s):	<b>Acclimation Assignment - due 2.2.2024 by 11:59 PM</b> Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
<b>Week Four:</b>	<b>2.5-2.9.2024</b>
Topic Description	Internship Contract; Understanding Yourself as an Intern - Networking
Readings/Videos:	Watch and Learn Videos (Networking) Read “When Social Networks Cross Boundaries: A Case Study of Workplace Use of Facebook and LinkedIn”
Assignment(s):	Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
<b>Week Five:</b>	<b>2.12-2.16.2024</b>
Topic Description	Internship Contract; Understanding Yourself as an Intern – Networking cont.
Readings/Videos:	Watch and Learn Videos (Networking- Do you have this skill? Are you prepared?)
Assignment(s):	<b>Internship Contract - due 2.16.2024 by 11:59 PM.</b> Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
<b>Week Six:</b>	<b>2.19-2.23.2024</b>
Topic Description	Internship - Applied Learning Experience at Site; Understanding Yourself as an Intern -Career Planning
Readings/Videos:	Read and complete the Skill Set Handout. Schedule a zoom/phone meeting as needed!
Assignment(s):	Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
<b>Week Seven:</b>	<b>2.26-3.1.2024</b>
Topic Description	Internship - Applied Learning Experience at Site; Understanding Yourself as an Intern -Career Planning cont.
Readings/Videos:	Read and complete the Skill Set Handout. Schedule a zoom/phone meeting as needed!
Assignment(s):	Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
<b>Week Eight:</b>	<b>3.4-3.8.2024</b>
Topic Description	Internship - Applied Learning Experience at Site; Understanding Yourself as an Intern – Competencies

Readings/Videos: Read “APA Competencies”  
Assignment(s): Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

**3.11-3.15.2024**  
**SPRING BREAK**

**Week Nine:** **3.18-3.22.2024**  
Topic Description: Internship - Applied Learning Experience at Site; Understanding Yourself as an Intern  
Readings/Videos: None  
Assignment(s): Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

**Week Ten:** **3.25-3.29.2024**  
Topic Description: Internship - Applied Learning Experience at Site; Understanding Yourself as an Intern -What opportunities are next?  
Readings/Videos: Watch and Learn Videos (What are Summer Research Opportunities Programs and Post-baccalaureate Research Education Program (PREP)?)  
Assignment(s): Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

**Week Eleven:** **4.1-4.5.2024**  
Topic Description: Internship - Applied Learning Experience at Site; Understanding Yourself as an Intern - What is Emotional Intelligence?  
Readings/Videos: Watch and Learn Videos (What is Emotional Intelligence?)  
Assignment (s): Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

**Week Twelve:** **4.8-4.12.2024**  
Topic Description: Internship - Applied Learning Experience at Site; Understanding Yourself as an Intern - Teaching Opportunities after Graduation  
Readings/Videos: Watch and Learn Videos (Teaching Opportunities after Graduation)  
Assignment(s): Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally

**Week Thirteen:** **4.15-4.19.2024**  
Topic Description: Internship - Applied Learning Experience at Site; Psychology Careers – School Psychology  
Readings/Videos: Watch and Learn Videos (School Psychology; All students need to watch the interview with Dr. Renee Davis)  
Assignment(s): Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally

**Week Fourteen:** **4.22-4.26.2024**  
Topic Description: Internship - Applied Learning Experience at Site; Psychology Careers – Clinical Psychology  
Readings/Videos: Watch and Learn Videos (Clinical Psychology; All students need to watch the interview with Dr. Kip Thompson and Our Mental Health Minute)  
Assignment(s): **Final Report - due 4.26.2024 by 11:59 PM**  
Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally

*All lecture and calendar dates are approximately planned and subject to change.*

**Code of Conduct for Interns:**

**During my internship, as a representative of Prairie View A&M University (PVAMU) and the Department of Psychology at PVAMU, I will:**

1. Demonstrate respect, dependability and cooperation with my supervisor and co-workers.
2. Ask questions to resolve any confusion regarding my internship responsibilities.
3. Maintain a strictly professional relationship with my supervisor and co-workers.
4. Refrain from using profane or inappropriate language on-site and while engaged in any off-site activities related to my internship, including interactions with staff, clients and student interns.
5. Refrain from the consumption of alcohol or drugs while engaged in activities related to my internship, including off-site meetings or gatherings with supervisor or co-workers.
6. Adhere to all organizational policies of the internship employer.
7. Adhere to the PVAMU Student Code of Conduct (even if my internship takes place off-campus).
8. Strive to understand what constitutes a permissible work absence and who to notify if absent.
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9. Report changes in schedule, supervision or problems with my internship or personal issues interfering with my ability to complete my internship to Dr. Yuki Shigemoto, Course Instructor.
10. Dress appropriately for the workplace as defined by the employer's dress code.

**Course Goals:**

1. Enhance the internship learning experience with lectures, panel discussions, and group and individual activities, which reinforce and expand upon behavioral and organizational issues pertinent to the internship experience
2. Provide students with opportunities to develop skills and competencies needed to successfully implement and complete their internship project and work responsibilities; and
3. Provide students with resources and knowledge, which will help them develop the skills and competencies needed to successfully transition into careers or graduate education in areas related to human relations, e.g. social services, human resource development, etc.

The specific content of the course may vary from year to year depending upon the kinds of internship activities in which students are engaged (e.g., clinical, human service, organizational, research and policy related, and so on).

## **Student Support and Success**

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

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

### **Academic Advising Services**

Academic Advising Services offers students 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 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 with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at [www.pvamu.edu/advising](http://www.pvamu.edu/advising). 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, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/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](mailto:pvtutoring@pvamu.edu); Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

### **Writing Center**

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

### **Academic Early Alert**

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

### **Student Counseling Services**

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



### **Office of Testing Services**

Testing Services serves to create opportunities by offering a 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

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

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

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

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

### **Veteran Affairs**

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

### **Office for Student Engagement**

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

### **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, 2<sup>nd</sup> floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

## **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.

### **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 inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

### **Sexual Misconduct**

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

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

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

### **Non-Discrimination Statement**

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

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

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

### **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 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

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

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

#### **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

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

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use

ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

### **Video Conferencing Etiquette**

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

### **Technical Support**

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

### **Communication Expectations and Standards**

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

### **Discussion Requirement**

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

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

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

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-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu). Proof for self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly 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 challenging to maintain reliably.
- **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. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. 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 may 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).

- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to [www.pvamu.edu/coronavirus](http://www.pvamu.edu/coronavirus) or email [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu).