PRAIRIE VIEW A&M UNIVERSITY

SYLLABUS

SOCG 1306 SOCIAL PROBLEMS
SPRING 2024
JANUARY 16 – MAY 8

Instructor: Dr. Cheryle D. Snead-Greene
Course/Section #: SOCG1306Z01
CRN: 24628
Office Location: Al Thomas Bldg, Suite 212
Office Phone: 936-261-3695

Email Address: cdsnead-greeen@pvamu.edu

Virtual Office Hours: Tuesdays and Wednesdays, 11:00 am -12:30 by appointment**.** Virtual (via Zoom or TEAMS)

Face-to-Face Office Hours: By Appointment
Mode of Instruction: ONLINE (Distance Education)

Course Location: Online

Class Days & Times: ASYNCHRONOUS
Catalog Description: Application of sociological principles to major social issues and problems in a contemporary and global society with particular emphasis on the United States.

Prerequisites: N/A
Co-requisites: N/A

Required Texts: *Social Problems: Continuity and Change* CC BY-NC-SA (Open Educational Resource - FREE) ISBN: 978-1-946135-23-0. Link to Online and PDF Copy: https://open.umn.edu/opentextbooks/textbooks/141
Required Resources: Videos will be available on eCourse/Canvas

Recommended Texts and Readings: Additional readings will be made available on eCourses/Canvas.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome	Core Curriculum Outcome
1	Demonstrate knowledge of basic sociological concepts used in the study of social phenomena and apply these concepts to local and broader social contexts	SLO #1	CO #4: Social Responsibility
2	Develop an awareness of how social institutions shape and constrain individuals' choices and experiences.	SLO #4	CO #4: Social Responsibility
3	Able to analyze and critique social processes using sociological concepts and theories.	SLO #4	CO #1: Critical Thinking
4	Write a critical essay discussing the influence of social institutions upon social processes.	SLO #4	CO #1: Critical Thinking CO #2: Comm. CO #4: Social Responsibility
5	Examine, evaluate and interpret graphically displayed data showing trends in social phenomena.	SLO #4	CO #3 Empirical and Quantitative skills

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MAJOR COURSE REQUIREMENTS

This course will utilize the instruments listed in the following grading matrix to determine student grades and proficiency of the learning outcomes for the course are exams, essays, and attendance/participation.

METHOD OF DETERMINING FINAL COURSE GRADE

COURSE GRADE DETERMINATION/Course Requirements:

	Your grade will be determined by the following:
Class Participation – 10% • Includes Online Presence/Attendance, Online Video Resources, etc.	. **You are <u>required</u> to access this course via eCourses/Canvas at least 3X per week to review Class Info, Announcements, Tasks, Assignments, etc.**
Quizzes/Exams – 25% • **There will be ONE (1) Syllabus Review Quiz** • **There will be SIX (6) Chapter/Lecture QUIZZES/TESTS given throughout the semester. Each quiz will cover two chapters.**	1. NO MAKE UP DATES w/o a valid Medical Excuse. **Quizzes DUE AT 9:59PM ON THE PUBLISHED DUE DATE (See Syllabus and Canvas).**
Discussion Posts – 15% • **There will be FOUR (4) online Discussion Posts.**	2. NO MAKE UP DATES w/o a valid Medical Excuse. **Posts DUE AT 9:59PM ON THE PUBLISHED DUE DATE (See Syllabus and Canvas).**
Three Critical Sociology Assignments – 20%: • **Journal Article Review** • **Academic Integrity Library Course** • **Library Research Workshop**	3. **There will be ONE (1)** required Journal Article Reviews. **DUE AT 9:59PM ON THE PUBLISHED DUE DATE (See Syllabus and Canvas).** 4. **Required Academic Integrity Online Library Course (See Canvas for details).** 5. **Required Library Research Workshop (See Canvas for details).**
Final Presentation/Project – 30% • The final project is the FINAL EXAM.	Details TBA**. NO MAKE UP DATES w/o a valid Medical Excuse. Project DUE AT 9:59PM ON THE PUBLISHED DUE DATE (See Syllabus and Canvas).**
Total Effort: 100%	

Grades for assignments should be posted within 7 days of their final submission deadline. If one week after the assignment has been submitted, you have not seen a grade posted, please email the instructor in eCourses/Canvas.

Grading Criteria and Conversion:
A = 90% to 100%
B = 80% to 89%
C = 70% to 79%
D = 60% to 69%
F = Below 60%

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.

A Note about final grades: **Final grades are assigned on the 10-100% scale noted above**. These

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percentages and their corresponding grades are firm. That is, if your final average is a 68% you have earned a "D." Let me spare you the conversation that inevitably follows: No, I cannot and will not round your grade up to a 70% or a "C." Students often protest this act, saying they were "only 2 points shy of a passing grade." This is not exactly correct. In truth, they were 2 percentage points away from the next grade, amounting to being 9 raw points off. Percentage points and raw points are two very different things. I will NOT round up your final average 2 percentage points, or even a full percentage point to the next highest grade.

Detailed Description of Major Assignments

Assignment Title or Grade Requirement	Description
Class Participation	**Attendance and participation are based on the completion of assignments and logging into eCourses/Canvas. T**he instructor encourages intellectual, respectful, and open class discussion. Participation in class discussions and virtual events related to course materials.
Chapter Quizzes/Tests Syllabus Quiz	**Weekly Online Quizzes/Tests to measure knowledge of presented course material.** Quizzes are available on eCourses/Canvas. The quizzes are REQUIRED, and you have ONE (1) attempt to take the quiz until the due date. **The Syllabus Quiz** will test your knowledge of the syllabus content.
Discussion Posts	Topics will encourage students to apply "real-life" experiences to sociology. These postings are the basis of course interaction. The more engaged and lively the exchanges, the more interesting and fun the course will be**. Only substantive comments will receive credit. By "substantive," this means comments that contribute something new and hopefully important to the discussio**n. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc. Please know that you will earn zeros on discussion posts that are not submitted by the posted due date.
Critical Sociology	Active Sociology Exercises are designed to get you thinking about SOCG as a social scientific discipline. Detailed instructions will be provided for these assignments in Canvas.
Final Project	**The Final Project is designed to give the student a chance to demonstrate knowledge, skills, habits/values referenced in one or more of the course outcomes**. The project is structured to expose the student to specific social problems as seen in popular media.
Absences	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. **All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, and miscellaneous excuses) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct for review and verification. The ABSENCE VERIFICATION PROCESS is listed below.** **Athletic Excuses**: The Athletic Office must send an official written notification/memo directly to the instructor: cdsnead-greene@pvamu.edu BEFORE the absence. The student-athlete is also responsible for contacting the instructor immediately upon his/her return to class.

COURSE DELIVERY METHOD

This is an online course delivered via distance learning that will enable students to complete academic work in a flexible manner, completely online. All lessons, instruction, and interactions will occur within

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the course learning management system. We will all use online technology to read, discuss, and write about society. **Course materials and access to an online learning management system will be made available to each student. ABSOLUTELY NO QUIZZES, ASSIGNMENTS, DISCUSSION POSTS, FINAL PROJECTS, ETC. WILL BE ACCEPTED VIA E-MAIL.**

The course requires students to work independently and interdependently with the instructor and fellow students. Consequently, students must be able to commit to sustaining their participation in the course and communicate regularly with fellow students and the instructor. **You are required to access this course via eCourses at least 3X per week. eCourse will timestamp each time you log into our online course. This will count towards your Class Participation/Attendance Grade.**

THIS IS NOT A SELF PACE COURSE. Students must possess self-motivation and be self-directed to successfully progress through the course to meet stated deadlines. Students must also feel comfortable with computer tasks such as using email, browsing the web, using word processing software, and posting messages to an electronic bulletin board.

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COURSE-SPECIFIC PROCEDURES OR ADDITIONAL INSTRUCTOR POLICIES

Course Objective: This course provides an introduction to the sociology of racer and ethnicity. Students will be introduced to the major sociological concerning racial and ethnic identity, intergroup relations, prejudice, discrimination, racism, immigration, and multiculturalism.

Content Warning: Because this class critically examines intensely personal things (i.e., race, ethnicity, gender, sexual orientation, and religion, etc.), and because it examines them from the perspective
of different social groups and ideologies, please be prepared to deal with potentially difficult social topics.

Course Design: Lectures, audiovisual material, and class discussions will be the procedures employed to cover the topics of this course. Students are expected to read class material before coming to class. This course will provide a variety of activities and assessments to assist you in achieving the outcomes/objectives for the course. Each week you will work toward achieving these outcomes through homework assignments, in-class activities, and exams.
Please note: Online quizzes, online assignment submissions, discussion boards, etc. Unless otherwise stated, assignments/documents must be submitted in Microsoft Word

Class Policy/Attendance Policy: Attendance is critical. Class attendance and participation are expected. Your success in this course will be the direct result of your face-to-face and online attendance for each class and your participation throughout the course. **SPECIAL NOTE: Please do not ask me for copies of class notes—I do not provide them. You will need to request to copy the notes from a student who was present in class.**

Course Communication: The instructor will only correspond with students about student issues via Course Mail in ecourses/Canvas. Please check your messages and the announcement pages frequently. The instructor will frequently check email; however, please allow up to 24 - 48 hours for a response from the instructor. Please be advised that students are required to email the instructor from their Canvas email account or their general PVAMU email (ex: joan.little@pvamu.edu). Emails sent to the instructor from other accounts (Gmail, Yahoo, Hotmail, etc.) may end up in the spam folder.

Email Communication: It is the student's responsibility to frequently check their e-mail and Canvas for any class communications. Do not contact your Instructor via email with last-minute questions about
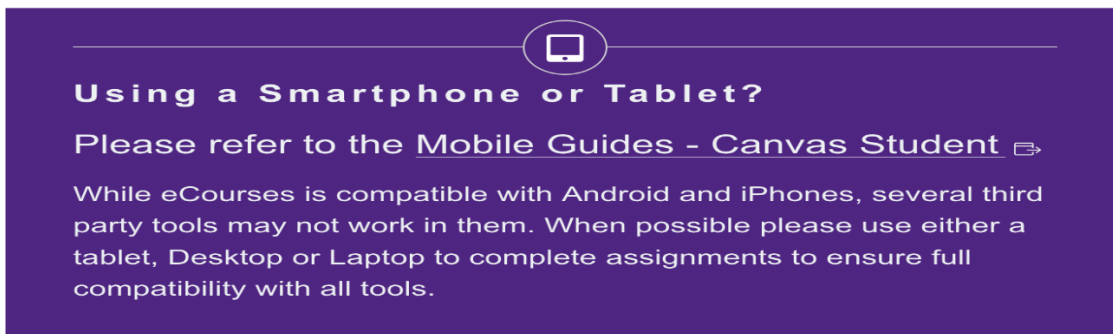
exams, quizzes, assignments, or other matters relating to the class. When you send correspondence to the instructor via e-mail, please use a greeting, complete sentences, and your message should be appropriate for professional correspondence. Please be sure to include your full name and the course information (ex. Mary Brown -SOCG 2319-P01) in the subject line of your emails.

Announcements: I will frequently send announcements to the class regarding deadlines, supplemental learning materials, changes in the schedule, and information regarding assignments.

Assignment Submission: Absolutely no assignments will be accepted via e-mail. We will actively use eCourses/Canvas in this course. ALL TYPED ASSIGNMENTS ARE SUBMITTED in eCourses/Canvas utilizing TURNITIN). Assignments must be submitted in Word formats (.doc or .docx). I do not accept Pages or other formats unless specified. When applicable, work should be submitted utilizing the APA (American Psychological Association) style. Each assignment has specific instructions, be sure to read the guidelines for assignments before submission. Please be advised that assignments and quizzes are due as stated. Work will not be accepted beyond the stated due date. All assignments will occur online unless directed otherwise. *Students must use the textbook (not dictionaries, Wikipedia, Encyclopedias, etc.) for source citations (unless directed by the instructor). Using sources other than the textbook will result in a reduction of points.
<u>Please note</u>: **Technical difficulties are not considered emergencies.** Servers go down, transfers time out, files become corrupt, Wi-Fi is slow… the list goes on and on. This is part of the normal production process, and any issue you may have with technology is no excuse for late work. Protect yourself by managing your time, saving your work, and knowing where reliable backup technology is available.

Technology Statement

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

Retainment of Assignments and Exams
After the student has seen his/her grade, the instructor reserves the right to retain all assignments and examinations completed by the candidate

Late and Make-Up Work: Students are not allowed to make up exams, quizzes, discussion posts, assignments, etc., <u>OR</u> submit late work except in DOCUMENTED CONFLICTS OR EMERGENCIES. Only proper documentation can be accepted as justification for make-up assignments, such as a doctor/university note or memo, court order/subpoena, wedding invitation, obituary/visitation/funeral notice, and the like. Typically, students submit documented excuses to the Dean of Students within 2-3 days of being absent. **SELF-NARRATION DOES NOT COUNT AS DOCUMENTATION**.

Extra Credit: This course is robust enough with requirements; thus, individual or group extra-credit work is not typically available for this course.

Responsibility: Every student is responsible for what is covered in class and ensuring they have

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working access to eCourses/Canvas, Panther Tracks, email, etc.

Plagiarism
For the purpose of this class, you will receive a reduced grade OR zero (0) on any assignment with a plagiarism report of more than 26%. Plagiarism is a form of academic dishonesty. Multiple assignments with plagiarism will result in an automatic grade of "F" in the course and a referral to the Academic Integrity Review Board (AIRB). Learn how to cite your sources.

Grade Groveling Policy
Students concerned about their grades should endeavor to attend all class sessions and complete all work to the best of their ability. Students earn high grades based on demonstrating mastery of the subject matter and not based on what they want or need for their overall GPA. Therefore, asking for points or a grade that you did not earn, harassing your professors via continuous emails, calls, or any form of communication to alter your grade will not be permitted. If students choose to engage in this behavior, the faculty member will file a report with the Office of Student Conduct. Please reference your Student Conduct Handbook should you have questions/concerns.

*Incomplete grades are only issued in extraordinary circumstances that are beyond a student's control.

University Academic Calendar: Visit the appropriate University Academic Calendar for IMPORTANT Dates throughout the semester: https://www.pvamu.edu/registrar/academic-calendars/

Syllabus Disclaimer: *It is the instructor's right to modify the class schedule when necessary and cover course topics as he/she feels are necessary to meet the learning outcomes. Therefore, this syllabus is subject to change. Review the syllabus and/or canvas calendar periodically for updates.*

Visit: University Academic Calendar for ALL important dates

TENTATIVE COURSE CALENDAR
The Schedule is Subject to Changes

Week/Date	WEEKLY ACTIVITY	ASSIGNMENT AND DUE DATE
	TUESDAY, JANUARY 16, 2024	*Weekday Classes Begin*
	MONDAY, JANAURY 15, 2024	*MLK Holiday (UNIVERSITY CLOSED)*
SOCG 1306-Z02	Read Chapter and Review Lecture Notes/ Videos Access: eCourses at Least 3X Per Week to Review Class Info, Announcements, & Tasks	WEEKLY QUIZZES DISCUSSION POSTS ENSURE THAT YOU ARE READING!! Don't get caught off-guard. WEEKLY TASKS/VIDEOS supplement the course material (e.g., textbook readings and PowerPoints) to help you understand the course content.
WEEK 1 **JAN 16**	**COURSE INTRO & OVERVIEW** **CH1: UNDERSTANDING SOCIAL PROBLEMS**	**Discussion Post #1 - Introduce Yourself – DUE: TUESDAY, JAN 23** **This Discussion Post will be used as our OFFICIAL ATTENDANCE REPORTING TOOL**
		KEEP UP WITH WEEKLY READING AND TASKS/VIDEO ASSIGNMENTS
WEEK 2 **JAN 22**	**CH2- POVERTY**	**Syllabus Review Quiz – DUE SUNDAY, JAN 28**
WEEK 3 **JAN 29**	**CH3 – RACIAL/ETHNIC INEQUALITY**	**Quiz #1 (CH 1, 2) – SUNDAY, FEB 4**
WEEK 4 **FEB 5**	**CH4: GENDER INEQUALITY**	**Quiz #2: (CH 3, 4) – SUNDAY, FEB 11**
WEEK 5 **FEB 12**	**CH8: CRIME/CRIMINAL JUSTICE**	**Discussion Post #2 – TUESDAY, FEB 20**
WEEK 6 **FEB19**	**CH7: ALCOHOL/DRUGS**	**Quiz #3: (CH 7,8) – SUNDAY, FEB 25** **VIRTUAL ACADEMIC INTEGRITY LIBRARY COURSE W/ KIM GAY – MUST BE COMPLETED NO LATER THAN SUNDAY, FEB 25 - See Canvas/Assignments for Detail Instructions**
WEEK 7 **FEB 26**	**CH9: SEXUAL BEHAVIOR**	**STAY FOCUSED!**
WEEK 8 **MAR 4**	**CH6: AGEING/AGEISM** **CH10: FAMILY**	**Quiz #4: (CH 6, 9) – SUNDAY, MAR 3** **Virtual Library Researching After Dark Course W/ KIM GAY – MUST BE COMPLETED NO LATER THAN SUNDAY, MAR 10 - See Canvas/Assignments for Detail Instructions**
		MID-SEMESTER EXAMS (MAR 7-9)
WEEK 9 **MAR 11**	**SPRING BREAK:** **MARCH 11-16**	**STUDENT BREAK**
WEEK 10	**CH13: HEALTH//HEALTH CARE**	**Quiz #5 (CH 10, 13) – SUNDAY, MAR 24**

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Week/Date	WEEKLY ACTIVITY	ASSIGNMENT AND DUE DATE
MAR 18		Journal Article Review – SUNDAY, MAR 24. See Canvas/Assignments for Detail Instructions
WEEK 11 MAR 25	CH11: SCHOOLS/EDUCATION	START THINKING ABOUT THE FINAL PROJECT
WEEK 12 APR 1	CH15: POPULATION/ENVIRONMENT	Quiz #6: (CH 11, 15) – SUNDAY, APR 7 FINALIZE MEDIA/FILM SELECTION FOR FINAL PROJECT: EMAIL TO INSTRUCTOR NO LATER THAN MIDNIGHT SUNDAY, APRIL 7
WEEK 13 APR 8		Discussion Post #3: TUESDAY, APR 16 WORK ON FINAL PROJECT
WEEK 14 APR 15		WORK ON FINAL PROJECT
WEEK 15 APR 22	APRIL 26: LAST DAY OF CLASSES	WORK ON FINAL PROJECT
APR 29 – STUDY DAY (NO CLASSES) **MAY 3	FINAL PROJECTS DUE FRIDAY MAY 3, 2024 -- See Canvas/Assignments for Detailed Instructions	NO LATE PROJECTS ACCEPTED; NO EXCEPTIONS!
WEEK 16	FINAL EXAM WEEK	APR 30 – MAY 8

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Visit: University Academic Calendar for ALL important dates

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

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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

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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.

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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

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- 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

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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.

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