PRAIRIE VIEW A&M UNIVERSITY

SYLLABUS

Elementary Spanish II, SPAN 1302   P02- 23736
Spring 2024

Course Information	Description
Instructor:	Catherine Hanna
Section # and CRN:	P02-CRN:23736
Office Location:	Hilliard Hall 121
Office Phone:	(936)261-3710
Email Address:	cmhanna@pvamu.edu Check your email (Canvas site) every day: If I need to inform you of something relating to class, this is where you will find my messages. It is the student's responsibility to check Canvas daily.
Office Hours:	MWF 12noon-1pm, Monday 2pm-3pm; online by appointment
Mode of Instruction:	In person
Course Location:	MT Harrington Science Building 312
Class Days & Times:	MWF 8am-8:50am
Catalog Description:	Elementary Spanish II. (3-0) Credit 3 semester hours. Practice in listening, speaking, reading, and writing skills in Spanish to acquire elementary vocabulary and structures and a general knowledge of Hispanic culture.
Prerequisites:	Spanish 1301
Co-requisites:	None
Required Text(s):	1. **Online resource/link:** https://human.libretexts.org/Bookshelves/Languages/Spanish/Introductory_Spanish_II_(Brown_Escudero_Montoya_and_Small) OER Located at **LibreTexts.org**. ¡Chévere! Introductory Spanish II. Brown Escudero, Montoya and Small. Students should have their own materials (including pens, textbook, paper for notes) and be ready to engage in the material. Foreign language classes are held in the target language 90% of class time. English is reserved for a time constrained grammatical explanations and grammar questions. **2.** Duolingo App
Recommended Text(s):	None

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to apply memorized vocabulary and structures to complete the following in written form in Spanish at the 65% level or better:	Program Learning Objective Alignment	Core Curriculum Objectives Alignment
1	Writing • Write at least 12 sentences on the same topic and grammatically correct • Can write freely unique sentences that describe thoughts and realities • Understand the structure of a sentence in Spanish for interrogative and declarative statements	1,2, 6	Written Communication Teamwork Critical Thinking Civic Engagement Personal Responsibility
2	Reading • Can read native written and modified pieces at a lexile of at least 850 XP Lexile score on familiar topics • Can use context clues to understand • Can understand articles, stories and poems on level and discuss them	1, 2, 3, 6	Written Communication Teamwork Critical Thinking Civic Engagement Social Responsibility Personal Responsibility
3	Listening • Can understand native speakers on familiar topics and answer questions about topics. • Can understand peers on familiar and unfamiliar topics using learned vocabulary	1,4, 5, 6	Critical thinking, Communication Skills Teamwork Personal Responsibility
4	Speaking • Can have simple conversations using vocabulary learned in class. • Can speak in the preterit tense on a variety of topics. • Can respond appropriately to questions which contain vocabulary from class • Can speak for 2 minutes in target language	1,3,4, 5, 6	Critical Thinking Communication skills Personal Responsibility Teamwork Social Responsibility Empirical and Quantitative Skills

Major Course Requirements

Method of Determining Final Course Grade

Assessment and Measurement		
Assessment	Value	Total
Test 1	10%	10%
Test 2	15%	15%
Test 3	15%	15%
Discussions/Writing (5 total)	5%	25%
Homework/ Attendance in class participation	15%	15%
Final Exam	20%	20%
Total		100%

Course Grade Requirement Table

Grading Criteria and Conversation				
A = 90 – 100%	B = 80 – 89.9%	C = 70 – 79.9%	D = 60 – 69.9%	F = 59.9 and below

DROPPED GRADES, NO CURVING OF THE GRADES, NO EXTRA CREDIT

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, including the final exam, 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, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments Table

Assignment Title	Description
Written Tests	All exams require students to do free writing on a topic, to read a native written piece and show basic comprehension, listen to a native speaker in a monologue and show comprehension as well as demonstrate basic cultural knowledge learned throughout the class. Exact numbers of questions vary but the test format is always the same. These exams do not include fill in the blank type questions, nor do they contain word banks. **The time for tests is one hour. The final exam will be 2 hours long and it will cover all material seen in the semester. Grades will be posted in Canvas gradebook and final grade in Panthertracks.**
Discussion/Writing Activities	There will be five Discussions/Writing activities throughout the whole semester. Students will complete all discussions/writing activities on Canvas following the directions for them. Students will watch videos clips, read texts, find some information, write posts, and/or record short presentations. All activities were created to promote critical thinking, cultural and self-awareness, and use real and current materials and topics as well. All Discussions count for your final grade 25%. Be careful, read the instructions, take time to prepare these activities, and pay attention to avoid plagiarism. Do not copy and paste your responses.
Attendance / Homework in class participation	Attendance is required in this course. If you will be absent, you are responsible for the material covered in class in your absence (see the Course Calendar). You need to submit your homework by the due dates. The link to post the assignment will be in Canvas section. There are no excuses to do not post this assignment on time. You will be able to see your grade on Canvas. There may be pop quizzes and attendance will be graded as participation in class. Read attendance policy. **Duolingo** will be required every week. You need to join to our Duolingo class. The professor will give you instructions how to join to class as soon as the instructor has the Duolingo class open and has the unique code for you to join to the Duolingo class.. Students need to complete **200xp** per week. You need to develop a system to write down what # of XP with which you start in order to calculate what you have done for the week if you make more than 200xp per week the extra points will not

	be cumulative/ or roll over. You are responsible for keeping track of your # XP Do not ask your professor to check this for you. You will be able to see your grade in your grade book in Canvas. Duolingo will be tabulated starting from Monday to Sunday.
Reading Exercises	We will do several reading exercises aimed to develop your ability to read native-written material related to your interests, majors and daily life.
Listening Exercises	At home, you will be listening to native speakers and working on your comprehension of what is said.
Exam Reviews	Exam reviews will succinctly list all grammar and vocabulary that will be included on the exam.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a PVAMU campus open computer lab, etc.

Course Procedures or Additional Instructor Policies

Instructor Policies:

o   **DROPPED GRADES, NO CURVING OF THE GRADES, NO EXTRA CREDIT.**

Attendance is mandatory; participation in class will be graded. You need to be on time in class, as coming and going is disruptive. The class roll will be called every day at the beginning of class. Students are expected to attend classes every day and will be responsible for materials covered during their absence, as per the course lesson plan and additional materials assigned by instructor. **For every nine unexcused absences you accumulate, you will lose one letter grade from your final course grade**. If a student is late by more than 10 minutes or leaves class 15 minutes before the class ends, the student will receive one ½ absence. After 2 of these absences the student will get one full absence. Absences may be excused as provided in the Prairie View A&M University Students Conduct Book. Please read the full policy for details regarding reasons for excused absences, the approval process. https://www.pvamu.edu/soa/wp-content/uploads/sites/64/Student-Handbook.pdf

o   **Make-Up, Late Work. All assignments must be submitted by the deadline date**. **NO MAKE-UP OPTIONS ARE PROVIDED. NO LATE ASSIGNMENTS, ACTIVITIES OR EXAMS WILL BE ACCEPTED**. **I do not accept late work under any circumstance**. Link will not be reopening for you to turn any assignment in. You are expected to logon to your online class and prepared. If the assignment is not turned in on time, it will not be accepted. It is your responsibility to turn work in by due dates. Emergencies do happen. I expect you to contact me using your canvas email, if an emergency prevents you from attending class, assignment or exam. You need to provide documentation that will be evaluated for validity and acceptability. It is not an automatic process.

o   **LANGUAGE IN THE ONLINE CLASS:** Expect to hear Spanish spoken in some videos from the first day of class (Instructors might use English rarely to explain some concepts and grammar). **All the Spanish instructors WILL DO the same in ALL sections**. The purpose is to maximize your exposure to the Spanish language. You need experience in hearing and using Spanish for communication in order to develop communicative ability.

o **BEHAVIOR:** Respectful behavior is expected at all times in the video conference via canvas. **Disrespect in any form, shown to fellow students or the instructor, will NOT be allowed**. Your behavior impacts your participation points.

Cell phone policy: Please put cell phones away before entering the classroom. Practice good manners. It is rude to text while the instructor is trying to help you. If you leave the room to answer a cell phone call, you are absent. If I have to call attention to anyone more than once on this issue, I will bar him/her from returning to class until he/she has met with me outside class to determine a solution to the problem. If, for some reason, there is emergency situations going on for which you need to have your cell on vibrate, please notify me before class, and I will grant you special permission for that class day. **Use of cellphones, watches and etc. devices will result in lowered participation grades and can lead to a forfeit of that grade after the 4ᵗʰ violation.**

Semester Schedule

Any modifications to this syllabus will be announced in class by the professor

Week 1. Jan 17-19	Ch. 1. ¿Qué haces todos los días?
Assignments	Read official course syllabus. Describe course expectations, use of OER site, student responsibilities to have materials and absence policy. 1.1: Why It Matters- ¿Qué haces todos los días? 1.2: Introduction to Manos a la obra 1.3: Vocabulario- Partes del cuerpo 1.4: Ejercicios- Partes del cuerpo
Week 2. Jan 22-26	Ch. 1. ¿Qué haces todos los días?
Assignments	1.5: Introduction to ¿A qué hora te levantas? 1.6: En contexto- Los verbos reflexivos 1.7: Los verbos reflexivos 1.8: Ejercicios- Los verbos reflexivos 1.9: Introduction to ¿Te levantas temprano a menudo? 1.10: En contexto- Adverbios de frecuencia 1.11: Adverbios de frecuencia 1.12: Ejercicios- Adverbios de frecuencia 1.13: Putting It Together- ¿Qué haces todos los días? Duolingo **Aug 21 -30 - Attendance Reporting Period (NS/SH)**
Week 3. Jan 29-Feb 2	Ch. 2. Mente sana en cuerpo sano
Assignments	2.1: Why It Matters- Mente sana en cuerpo sano 2.2: Introduction to No es la gripe, solo son mis alergias 2.3: Vocabulario- Enfermedad y salud 2.4: Ejercicios- Enfermedad y salud 2.5: Introduction to Aburrirse en el momento adecuado es signo de inteligencia 2.6: En contexto - Verbos reflexivos con emociones

2.7: Verbos reflexivos con emociones
2.8: Ejercicios- Verbos reflexivos con emociones
2.13: Introduction to Cultura- Salud y medicina en el mundo hispano
2.14: Cultura- Salud y medicina en el mundo hispano
2.15: Cultura B- El sistema de salud pública en Colombia
2.16: Putting It Together- Mente sana en cuerpo sano
Duolingo

1. Discussion / Writing Activity - Tu rutina diaria (On Canvas)

Week 4. Feb 5-9	Ch. 3. ¿Terminaste tus tareas?
Assignments	3.1: Why It Matters- ¿Terminaste tus tareas? 3.2: Introduction to ¿Lavaste los platos? 3.3: Vocabulario- Las tareas 3.4: Ejercicios- Las tareas 3.5: Introduction to ¿Quién recogió los platos? 3.6: En contexto- El pretérito 3.7: El pretérito Duolingo **Test 1.**
Week 5. Feb. 12-16	Ch. 3. ¿Terminaste tus tareas?
Assignments	3.8: Ejercicios- El pretérito 3.9: Introduction to ¿Lo completaste? 3.10: En contexto- 'a' personal / Pronombres del objeto directo en la tercera persona 3.11: 'A' personal / Pronombres del objeto directo en la tercera persona 3.12: Ejercicios- 'a' personal / Pronombres del objeto directo en la tercera persona 3.13: Putting It Together- ¿Terminaste tus tareas? Duolingo **2. Discussion / Writing Activity – ¿Qué hiciste el fin de semana? (On Canvas)**
Week 6. Feb. 19-23	Ch. 4. Nosotros preferimos ir de compra
Assignments	4.1: Why It Matters- Nosotros preferimos ir de compras 4.2: Introduction to No alcanzo el estante de arriba 4.3: Vocabulario- Las compras 4.4: Ejercicios- Las compras 4.5: Introduction to Las midieron con la cinta métrica 4.6: En contexto- Pretérito con cambios de raíz 4.7: Pretérito con cambios de raíz Duolingo
Week 7. Feb. 26- March 1	Ch. 4. Nosotros preferimos ir de compra
Assignments	4.8: Ejercicios- Pretérito con cambios de raíz 4.9: Introduction to Me acompañaste 4.10: En contexto- Todos los pronombres de objeto directo 4.11: Todos los pronombres de objeto directo 4.12: Ejercicios- Todos los pronombres de objeto directo 4.13: Introduction to Cultura- De la plaza y el mercado, al centro comercial y el supermercado 4.14: Cultura- De la plaza y el mercado, al centro comercial y el supermercado 4.15: Putting It Together- Nosotros preferimos ir de compras

	Duolingo **3. Discussion / Writing Activity – ¿Qué ropa te gusta? (On Canvas)**
Week 8. March 4-8	**Ch. 5. ¿Adónde fuiste de vacaciones?**
Assignments	5.1: Why It Matters- ¿Adónde fuiste de vacaciones? 5.2: Introduction to ¿Qué hiciste allí? 5.3: Vocabulario- Viajar 5.4: Ejercicios- Viajar 5.5: Introduction to ¿Fuiste a un país hispanohablante? 5.6: En contexto- Pretérito irregular 5.7: Los verbos irregulares en el pretérito 5.8: Ejercicios- Los verbos irregulares en el pretérito Duolingo **Test 2** **March 7-9 Mid-Semester Examination Period** **March 11-16 Spring Break**
Week 9. March 18-22	**Ch. 6. ¿Le dio un regalo?**
Assignments	6.1: Why It Matters- ¿Le dio un regalo? 6.2: Introduction to ¿Llamaste la recepción? 6.3: Vocabulario- Hotel 6.4: Ejercicios- Hotel 6.5: Introduction to Le di las maletas a su hijo 6.6: En contexto- Pronombres de objetos indirectos + verbos similares a "gustar" 6.7: Pronombres de objetos indirectos y verbos como "gustar" Duolingo
Week 10. March 25-29	**Ch. 6. ¿Le dio un regalo?**
Assignments	6.8: Ejercicios- Pronombres de objetos indirectos y verbos como "gustar 6.9: Introduction to ¿Te lo compro? 6.10: En contexto- Pronombres de objeto indirecto y objeto directo usados juntos 6.11: Pronombres de objeto indirecto y objeto directo usados juntos 6.12: Ejercicios- Pronombres de objeto indirecto y objeto directo usados juntos 6.13: Introduction to Cultura- Las maravillas del mundo suramericano 6.14: Cultura- Las maravillas del mundo suramericano 6.15: Putting It Together- ¿Le dio un regalo? Duolingo March 29-Good Friday-No class **4. Discussion / Writing Activity – ¿Te comunicas con tu profesor/a? (On Canvas)**
Week 11. April 1-5	**Ch. 7. ¡Luces, cámaras, acción!**
Assignments	7.1: Why It Matters- ¡Luces, cámara, acción! 7.2: Introduction to Disfrutamos de videos en el portátil 7.3: Vocabulario- La tecnología y entretenimiento

7.4: Ejercicios- La tecnología y entretenimiento
7.5: Introduction to Tenía que ir a la biblioteca
7.6: En contexto- El Imperfecto
7.7: El Imperfecto
7.8: Ejercicios- El Imperfecto
7.9: Introduction to No usábamos ni computadora ni tableta
7.10: En contexto- Las palabras indefinidas y negativas
7.11: Las palabras indefinidas y negativas
7.12: Ejercicios- Palabras indefinidas y negativas
7.13: Putting It Together- ¡Luces, cámara, acción!
Duolingo

Test 3

Week 12. April 8-12	Ch. 8. Cuando te gusta tu trabajo todos los días son vacaciones.
Assignments	8.1: Why It Matters- Cuando te gusta tu trabajo, todos los días son vacaciones 8.2: Introduction to Mis abuelos eran granjeros 8.3: Vocabulario- Las profesiones 8.4: Ejercicios- Las profesiones 8.5: Introduction to Estudiabas menos horas que yo 8.6: En contexto- Comparaciones 8.7: Comparaciones 8.8: Ejercicios- Comparaciones 8.9: Introduction to Los cocineros tienen el mejor trabajo 8.10: En contexto- El superlativo 8.11: El superlativo 8.12: Ejercicios- El superlativo 8.13: Introduction to Cultura- ¿Qué es COIL? (Collaborative Online International Learning) 8.14: Cultura- ¿Qué es COIL? (Collaborative Online International Learning) 8.15: Putting It Together- Cuando te gusta tu trabajo, todos los días son vacaciones Duolingo **5. Discussion / Writing Activity – Composición: aparatos tecnólogicos (On Canvas)**
Week 13. April 15-19	Ch. 9. Nos vamos de fiesta
Assignments	9.1: Why It Matters- ¡Nos vamos de fiesta! 9.2: Introduction to ¡Un brindis para los novios! 9.3: Vocabulario- Las celebraciones de hoy 9.4: Ejercicios- Las celebraciones de hoy 9.5: Introduction to Siempre había un festejo 9.6: En contexto- Pretérito e imperfecto I 9.7: Pretérito e Imperfecto I 9.8: Ejercicios- Pretérito e imperfecto I 9.9: Introduction to Bailábamos cuando de pronto se cayó 9.10: En contexto- Pretérito e imperfecto II Duolingo
Week 14. April 22-26	Ch. 9. Nos vamos de fiesta
Assignments	

	9.11: Pretérito e Imperfecto II 9.12: Ejercicios- Pretérito e imperfecto II 9.13: Putting It Together- ¡Nos vamos de fiesta! Final Exam (Chp. 1-9)Review
April 29	Study Day (no class)
April 30-May 8	FINAL EXAM ACCORDING TO UNIVERSITY SCHEDULE

Student Support and Success

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

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

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

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

Panther Navigate
Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log

in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; Panther Navigate Website

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

Office of Testing Services
The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the OTS – Proctoring Service website. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Testing Website

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

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

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

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual,

recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Student Engagement Website

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

University Rules and Procedures

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

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

Forms of Academic Dishonesty:

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

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

5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom
Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations

of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the University's Administrative Guidelines on Academic Integrity and its underlying academic values.

Nonacademic Misconduct

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

Sexual Misconduct

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

Protections and Accommodations for Pregnant and Parenting Students

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

Non-Discrimination Statement

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

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

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

Makeup Work for Legitimate Absences

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

Absence Verification Process

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

Student Academic Appeals Process

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

Technical Considerations

Minimum **Recommended Hardware and Software:**
- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

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

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be

cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

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

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

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

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

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

COVID-19 Campus Safety Measures

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

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