# SYLLABUS

## Transnational Crimes

### Spring 2018

<table>
<thead>
<tr>
<th>CRJS – 3463 TRANSNATIONAL CRIMES</th>
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<tbody>
<tr>
<td>CRN 24205</td>
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<table>
<thead>
<tr>
<th>Department of</th>
<th>Justice Studies</th>
<th>College of</th>
<th>Juvenile Justice &amp; Psychology</th>
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</thead>
</table>

**Instructor Name:** Dr. Mathai Vairamon Mathew, LL.M., Ph.D., Attorney at Law  
**Office Location:** Don K. Clark Bldg., Room # 333  
**Office Phone:** 936-261-5260  
**Fax:** None  
**Email Address:** mvmathew@pvamu.edu  
**Snail Mail (U.S. Postal Service) Address:** Prairie View A&M University  
  
  P.O. Box 519  
  Mail Stop 2600  
  Prairie View, TX 77446  

**Office Hours:** M W F from 9:50 AM to 12 noon.  
**Course Location:** TBA  
**Class Meeting Days & Times:** Monday, Wednesday & Friday from 9 am to 9:50 am  
**Course Abbreviation and Number:** CRJS 3463- P01  
**Catalog Description:** CRJS 3463 –01 Transnational Crime. Examines the concept and fundamental elements of transnational crime. The connection between transnational crime and organized crime, and its impact on global economy and security will be inquired into. The American Government’s and the international community’s systemic approach to the reduction and control of transnational crime will be further examined.  
**Prerequisites:** None  
**Co-requisites:** None  
Additional readings will be provided in class. We may also watch a couple of documentary films and invite guest speakers to present materials that are not covered in depth in either the text or in class lectures.  
| Course Goals or Overview: | The goal of this course is to introduce students to the broad field of criminal justice, its concepts, theories, and applications to assist in the reduction of crime and violence in society. |

<table>
<thead>
<tr>
<th>Alignment of course objectives, program outcomes, and core curriculum outcomes:</th>
<th>At the end of this course, the student will:</th>
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<tbody>
<tr>
<td>- Understand the concept and fundamentals of transnational crime</td>
<td>- Understand the relationship between transnational crime and legitimate businesses</td>
</tr>
<tr>
<td>- Understand the impact of transnational crime on the global economy and security</td>
<td></td>
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<tr>
<td>- Examine the typologies of transnational crime such as Money Laundering, Human Trafficking, Drug Trafficking, Animals and Arms Smuggling, etc., offenders and their victims</td>
<td></td>
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<tr>
<td>- Learn the American and global community’s systemic efforts at preventing and controlling transnational crime</td>
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<table>
<thead>
<tr>
<th>Course objectives</th>
<th>Program Outcomes</th>
<th>Social and Behavioral Sciences Core Curriculum Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Critically examine and analyze crime issues and trends in America</td>
<td>2. Know law and legal principles</td>
<td>e) Analyze the effects of social, political, economic, cultural, and diplomatic forces on the area under study</td>
</tr>
<tr>
<td></td>
<td>3. Know law and enforcement system and practices</td>
<td>e) Analyze the effects of social, political, economic, cultural, and diplomatic forces on the area under study</td>
</tr>
<tr>
<td>2. Determine how social, economic and political forces have influenced the definition and response to crime in America</td>
<td>1. Know the history, development and operation of the criminal justice system</td>
<td>e) Analyze the effects of social, political, economic, cultural, and diplomatic forces on the area under study</td>
</tr>
<tr>
<td></td>
<td>3. Know law enforcement system and practices</td>
<td>e) Analyze the effects of social, political, economic, cultural, and diplomatic forces on the area under study</td>
</tr>
<tr>
<td>3. Compare the typologies of crime, offenders and victims in America</td>
<td>1. Know the history, development and operation of the criminal justice system</td>
<td>e) Analyze the effects of social, political, economic, cultural, and diplomatic forces on the area under study</td>
</tr>
<tr>
<td></td>
<td>4. Know court and correction systems and practices</td>
<td>e) Analyze the effects of social, political, economic, cultural, and diplomatic forces on the area under study</td>
</tr>
</tbody>
</table>
**Student Learning Outcomes:**

<table>
<thead>
<tr>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Critically examine and analyze crime issues and trends in America</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>2. Determine how social, economic and political forces have influenced the definition</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>3. Compare the typologies of crime, offenders and victims in America</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>4. Define the significant concepts and terminology contained in the course</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>5. Employ effective teamwork skills with emphasis on listening, responding, and creating a positive climate</td>
<td>5, 6, 7</td>
</tr>
<tr>
<td>6. Cite research correctly according to APA format, both in the text and in the bibliography.</td>
<td>4</td>
</tr>
</tbody>
</table>

**Course Evaluation Methods**

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes of the course.

**Exams.** – Tests designed to measure knowledge of presented course material. In most instances examinations consist of a mixture of multiple choice, true/false, short answer, and short essay items. The instructor, however, reserves the right to on exam to ask only one type of question (for instance, an exam with only short essay items) or to provide a mixture of questions that does not include this entire range of question types (for instance an exam that has multiple choice and true false, but not short answer or short answer or short essay questions). It is most ill-advised to miss any of the exams!

Make-ups will be given **ONLY** in instances of a documented emergency (i.e. death of someone close, hospitalization of oneself or one’s child, or a spouse (near death), surprise work audit, etc.). Expect such tests to be more challenging than regularly scheduled exams

**Exercises** – Written assignments designed to supplement and reinforce course material.

**Class participation** – Daily attendance and participation in class discussions and in class exercises.

**Attendance**

Prairie View A&M University requires regular class attendance. Consequently, students are expected to attend all class sessions promptly and regularly. The instructor will take attendance at some point during each class session. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or an assignment of a grade of “F”. Absences are accumulated beginning with the first day of class. A student who misses any class session will be responsible for the subject matter discussed during that particular session. Notes missed (from lectures, guest speakers, presentations, etc.) will need to be obtained from a fellow classmate. It will be extremely difficult for you to obtain an acceptable grade in this course if you consistently miss class.

**Attendance procedure**
1. Students will legibly sign their names on the roll sheet. 2. In signing up, the honor system will be used. 3. You are not allowed to sign up a friend, even when asked by that friend. 4. In cases where the honor system is not observed, the situation will be brought up to the Office of Student Conduct and a copy of the letter kept on file. (Note: employers do check school records!). 5. If you will be absent more than once it is professional courtesy to let the instructor know. For missing a test documentation of an emergency is required (e.g. death announcement, prescribed medication, etc.). Please refer to the undergraduate catalog section on excused and unexcused absences.

**Department Policy on Mobile Devices and Technology**

It is imperative that instructors be afforded reasonable authority to manage the classroom learning environment. An important component of management of the classroom environment is control of topic and pedagogical method. Empirical data shows that student use of mobile devices and other forms of technology that are not approved by the instructor for the educational endeavor of interest serve as distractors to student attention. When students attempt to divide their time between paying attention to the classroom topic and/or pedagogical method used by the instructor and the use of a mobile device, the student may miss important course content or details. Certain use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course.

The instructor of record may and is encouraged to further elaborate his or her own course-specific mobile device policies in writing in the course syllabus. It is the policy of the Department of Justice Studies that during closed book examinations no mobile device or other form of technology be placed in the student’s work area, visible to the student. Consequently, cell phone use during exams in this class is strictly prohibited. Having any electronic device on and visible during a closed book examination will lead to an assumption of cheating and an “F” for the test. However, if there is an urgent need to use a cell phone during any class period not scheduled for testing, you are advised to do so outside (and not inside) the class to limit distractions.

**Grading Matrix**

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Total Points</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>1. Examination I</td>
<td>25</td>
<td>25%</td>
</tr>
<tr>
<td>2. Examination II</td>
<td>25</td>
<td>25%</td>
</tr>
<tr>
<td>3. Final Exam</td>
<td>25</td>
<td>25%</td>
</tr>
<tr>
<td>4. Paper</td>
<td>10</td>
<td>10%</td>
</tr>
<tr>
<td>5. Quiz</td>
<td>5</td>
<td>5%</td>
</tr>
<tr>
<td>6. Class Attendance</td>
<td>5</td>
<td>5%</td>
</tr>
<tr>
<td>7. Participation</td>
<td>5</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100 Points</strong></td>
<td><strong>100%</strong></td>
</tr>
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**Final Grade Distribution:**

- A = 90% and above
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Less than 60%
**Course Readings** (The general plan of action is as follows: But please note that this is tentative).

1. **Week 1 - January 17 & 19**  
   Introduction, administration and overview of concepts.

2. **Week 2- January 22, 24 & 26**  
   The Universe of Transnational Crime, Albanese, Ch.1

3. **Week 3- January 29, 31 & Feb. 2**  
   Drug Trafficking, Albanese, Ch.2

4. **Week 4- February 5, 7 & 9**  
   Stolen Property, Albanese, Ch.3

5. **Week 5- February 12, 14 & 16**  
   Review on 14 and EXAMINATION I  
   on February 16th from Chapters 1 to 3

6. **Week 6- February 19, 21 & 23**  
   Counterfeiting, Albanese, Ch.4

7. **Week 7- Feb. 26, 28 & Mar. 2**  
   Human Trafficking, Albanese, Ch.5

8. **Week 8- March 5, 7 & 9**  
   Fraud and Cybercrime, Albanese, Ch.6

9. **Week 9 – March 12, 14 & 16**  
   Spring Break from March 12 to March 17

10. **Week 10 – March 19, 21 & 23**  
    Review on 21 and EXAMINATION II  
    on March 23 from Chapters 4 to 6

11. **Week 11-March 26, 28 & 30**  
    Commercial Vices: Obscenity and Pornography, Ch. 7  
    Good Friday on March 30th – College Closed

12. **Week 12- April 2, 4 & 6**  
    Extortion and Racketeering, Albanese, Ch.8

13. **Week 13- April 9, 11 & 13**  
    Money Laundering, Albanese, Ch.9

14. **Week 14- April 16, 18 & 20**  
    Corruption and the Future, Albanese, Ch.10  
    Paper due in the class on April 20, 2018

15. **Week 15 April 23, 25 & 27**  
    Movie and Review  
    Quiz on April 27

16. **Week 16**  
    April 30th –Review for Final Exam and Last Day of the Class  
    FINAL EXAMINATION from Chapters 7 to 10  
    May 2 to May 8 Final Exam Period

**Paper**  
Students are required to write a paper on one of the projects listed below. Each student is required to submit a hard copy of paper on or before April 20, 2018 in my class. Paper should be minimum 5 pages.
Your paper must be typewritten, double spaced in APA style. There should be minimum three scholarly journal references. Your report should read like a very well written essay. You are encouraged to seek assistance with editing from the Writing Lab in Hilliard Hall or tutors on the second floor of the library or the doctoral student tutors on the 3rd floor (see Ms. Siegmund about the latter). If your composition skills are weak, consult a book on academic writing and/or discuss your paper with me.

The following are suggested outlines for your essay:

a. Introduction (describe the problem/ issue and its importance)
b. Literature review (review of extant literature on the subject).
c. Recent key research conclusions on the topic
d. Implications going forward given what we know now and what we are yet to discover

The following are good sources for your term paper: (The University Library will be your best place to start your inquiry. Do not also forget that I remain your other source for guidance, and I am available to assist you when you call on me. To complete a good essay, you must give yourself time. Start now to put your materials and thoughts together. Good papers are unlikely in less than 24 hours.

a. Refereed Academic/ Professional Journals
b. Books published by Academic Presses
c. Magazines or Newspapers that are highly regarded
d. The Mainstream Popular Press
e. Only scholarly articles from internet

EVALUATION RUBRIC FOR THE PAPER

The following are the criteria I will base my evaluation of your Term Paper. The relevance of the content to the subject matter, and how you organize, present ideas, apply the relevant theoretical framework, creatively interject your opinions and your English usage. In addition to evaluating the different elements of the paper, a holistic view on how these features are brought together to form a total work is important.

A. For a paper to score an A it must meet the following criteria. The paper comprehensively addresses the subject matter. The thesis, arguments and all supporting evidence show a clear understanding of the issues. The paper clearly, effectively and insightfully develops and conveys a point of view. Its organization and focus is also very clear, coherent, and ideas smoothly progress from one to the other, and also demonstrating excellent critical thinking and supported with appropriate examples. There are no major errors in vocabulary, sentence structure, spelling, citation, punctuation and paragraphing. It must meet the APA format and present a complete Bibliography in a separate page.

B. A paper in the B grade range must meet the following criteria:

Show significant mastery of the subject matter; however, showing occasional errors in thought and quality; the paper is clearly and effectively developed and presented, demonstrating reasonable critical thinking, coherence in thought, and progression of ideas; occasional mistakes which do not impede the meaning and clarity of the statement in grammar, word selection, sentence structure, spelling, paragraphing. Appropriate
evidences are provided to support paper thesis, arguments and opinions. The References must be complete and the APA writing format followed.

C. A paper in the C or lower range has the following weaknesses:

The paper shows some understanding of the subject matter however, with significant errors that compromise the quality of the paper. The theories selected for analysis do not fit or are misapplied. One or more of the important elements of the paper is missing. The paper in significant respects is unfocused and or disjointed and incoherent. There are several grammatical, sentence structure and spelling mistakes. The citations and references are either lacking and or not properly done.

**Topics for the Paper**

Money Laundering  
Counterfeiting  
Human Trafficking  
Illicit Drug Trafficking  
Arms Trafficking  
Fraud and Cybercrime  
Extortion and Racketeering  
Corruption

**Course Procedures**

**Submission of Assignments:**  
All assignments should be submitted to the Professor in class on the due dates.

**Formatting Documents:**  
Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.  

**Exam Policy**  
Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook.).

**Professional Organizations and Journals**

Academy of Criminal Justice Sciences [http://www.acjs.org/](http://www.acjs.org/)
Southwestern Association of Criminal Justice [http://www.cj.txstate.edu/SWACJ/intro.htm](http://www.cj.txstate.edu/SWACJ/intro.htm)
Criminal Justice Journals [https://www.msu.edu/~dejongc/cj907/journals.html](https://www.msu.edu/~dejongc/cj907/journals.html)

**References**

Attorney General of Texas [http://www.oag.state.tx.us/](http://www.oag.state.tx.us/)
Census Bureau [http://www.census.gov/](http://www.census.gov/)
**Academic Misconduct:** (e.g. plagiarism, cheating) [see Student Handbook] will not be tolerated!!! Anyone caught engaging in any such activities will receive a grade of F for the course. Criminal Justice demands persons of impeccable integrity.

* If you encounter problems in meeting any of these requirements, do not hesitate to utilize my office hours.

**Submission of Assignments:**
NOTE: If e-mail submissions of assignments are not acknowledged - do not assume that they were received. All work submitted and presented should demonstrate thorough preparation, practice and sound thought of a superior level. Such being the case we should all learn from each other.

**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 the Microsoft Word, Rich-Text, or plain text format. The format for the case briefs will be disseminated.

**Professional Organizations and Journals**
Southwestern Association of Criminal Justice
American Society of Criminology
Academy of Criminal Justice Sciences

**Student Support and Success**

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

**The Learning Curve (Center for Academic Support)**
The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other services such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and 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 of non-standardized test administrations, ASL interpreters, ALDs, digital recorders,
livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

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. 323. Phone: 936-261-3563

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

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: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

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, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

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 mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else’s words, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one’s own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

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. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook): Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) 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 sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU’s Title IX Coordinator. 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 Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University’s attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor’s assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate 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 7; Mac with OS X; 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, Internet Explorer or Firefox

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

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

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

**Netiquette (online etiquette):**

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

**Technical Support:**

Students should go to [https://mypassword.pvamu.edu/](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 Office of Distance Learning at 936-261-3283

**Communication Expectations and Standards:**

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

**Discussion Requirement:**

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

**It is strongly suggested** that students type their discussion postings in a word processing application 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, it/they should be copied and pasted to the discussion board.