



**ENGL 1123: Freshman Composition I  
Fall 2018**

**Instructor:** Ashlee B. Daniels M.A.  
**Section # and CRN:** ENGL 1123-P30 (11278)  
**Office Location:** Hilliard Hall 216  
**Office Phone:** 936-261-3712  
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**Office Hours:** MWF 8AM-11AM or Appointment Only  
**Mode of Instruction:** Face to Face

**Course Location:** Wilhelmina Delco Building 241  
**Class Days & Times:** MWF 11:00AM-11:50AM

**Catalog Description:** A writing course focused on composing strong arguments through critical thinking and analysis of primary and secondary source material. The course emphasizes rhetorical awareness in writing essays for a variety of audiences and purposes. Students will actively participate in peer workshops and demonstrate awareness of general research methods and ethics.

**Prerequisites:** Unconditional admission to PVAMU. **NOTE:** You must pass this course with a C or better in order to advance to ENGL 1133.

**Co-requisites:** ENGL 0111 if admission to PVAMU is conditional

**Required Texts:** Launch Pad for *Everything's an Argument, With Readings*, 7<sup>th</sup> edition. Bedford/St. Martin's. Other course materials are posted on eCourses.

**Course Goals:** The goals of this course are to practice critical thinking, writing, and reading skills; refine awareness of different rhetorical modes; practice writing as a recursive process; produce essays with strong purpose, content, and organization; improve proofreading and editing skills; produce critical writing based on analysis of primary and secondary source material; improve sense of audience in reading and writing; start learning techniques for research and documentation in MLA format; write at least 1 paper with a research component.

**Student Learning Outcomes:**

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome # Alignment</b>	<b>Core Curriculum Outcome Alignment</b>
<b>1</b>	Compose solid, argument-driven thesis statements directed at a specific audience.	1, 5	Critical Thinking
<b>2</b>	Provide logical, appropriate evidence to support an argument.	1, 2	Critical Thinking
<b>3</b>	Organize writing assignments clearly.	1	Communication
<b>4</b>	Write in clear, concise, grammatical prose.	5	Communication
<b>5</b>	Employ effective teamwork skills with emphasis on listening, responding, and creating a positive climate		Teamwork
<b>6</b>	Cite research correctly according to MLA format, both in the text and in the bibliography.	1	Personal Responsibility

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement		Value
1) LaunchPad Pre-Tests	5%	50 points
2) LaunchPad Post-Tests	5%	50 points
3) Group Assignment	5%	50 points
4) Essay #1	10%	100 points
5) Essay #2	15%	150 points
5) Essay #3: Research-Based Argument (1200-1500 words)	20%	200 points
6) Daily Work & Participation (drafts, peer reviews, misc.)	30%	300 points
7) Midterm Exam	5%	50 points
8) Final Exam	5%	50 points
<b>Total:</b>	<b>100%</b>	<b>1000 points</b>

### Grading Criteria and Conversion:

A = 90-100% (895 to 1000 points)

B = 80-89% (795 to 894 points)

C = 70-79% (695 to 794 points)

D = 60-69% (595 to 694 points)

F = 0-59% (0 to 594 points)

### Detailed Description of Major Assignments:

#### Grade Requirement

#### Description

Exams

Multiple choice examinations demonstrating mastery of course content

Essays

Formal essays demonstrating ability to produce college-level, research-based analytical writing. Of the essays, at minimum, Essay #3: Research-Based Writing requires students to develop an evidence-based argument using academic and non-academic source material.

Group Assignment

Project demonstrating effective teamwork and critical thinking.

Daily Work & Participation

Prewriting assignments such as drafts and peer reviews; minor assignments, quizzes, professionalism, and participation in class activities.

### Course Procedures

#### Taskstream

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

**Submission of Essays:** All essays and prewriting assignments must be submitted through Turnitin.com by the deadline posted within the system. If your instructor also requires a hard copy, printed essays are due at the beginning of the class period. Essays will be accepted late for four days after the due date with a deduction of 5% from your essay grade for each day. After four days have passed, your essay will not be accepted and you will receive a grade of zero on the assignment.

Be advised that Turnitin.com checks all submissions for plagiarism against web sources, periodical archives, and other student submissions. Access to Turnitin.com is free. Create a new account or sign in using an existing account at:

[http://www.turnitin.com/en\\_us/home](http://www.turnitin.com/en_us/home). Use the Class ID number and course key provided elsewhere by your instructor to enroll in the proper section of the course. Do not enroll into the class more than once. The Class ID is unique to your section of this course; so, you will not receive credit for your work if you enroll using a Class ID for another section.

**\*\*\*NOTE:** All of your work for this course must be original to you and to the course. **You are not allowed to submit papers that you or anyone else has submitted for any other course or any other previous or concurrent section of composition.**

**Exam and Quiz Policy:** The midterm and final exams should be taken as scheduled. No makeup exams will be allowed unless there is a documented emergency (see Student Handbook). If you have a university event on the day of the exam, arrange to take it early. Throughout the semester, pop quizzes over textbook readings and course concepts may be given. If you are late or do not have an excused absence, you cannot make up a quiz. With an excused, documented absence from a legitimate third party, you may make up a quiz at the instructor's convenience.

**Extra Credit Policy:** No extra credit will be available in any section of Composition or Technical Writing.

**Other Class Policies:**

1. I dismiss you; not your clock or any other personal time keeping apparatus.
2. You will need the following materials with you daily:
  - a. a blue or black ink pen to write when turning in written assignments;
  - b. Loose-leaf paper or a composition notebook (both college ruled) to take notes and when turning in written assignments; and
  - c. Any handouts, novel(s), and text(s) we are using for that particular day.
  - d. Please look on eCourse periodically for paired articles for class discussions. (Be prepared for reading quiz at any given time)
3. All essays, rough drafts included will be typed using Times New Roman 12-point font, and formatted according to the MLA Handbook, 8<sup>th</sup> edition unless otherwise instructed.
  - a. Be mindful that you will be assigned and required to answer questions in the textbook. Your answers need to be in complete sentences and submitted to TurnItIn at 11:59PM on assigned due date made by your professor.
4. Midterm and Final Exams will be taken in class. You must have a bluebook and use a blue or black ink pen.
5. Plagiarism, copying, and collusion will lead to a failing grade on the assignment and in the course and may lead to administrative action, such as suspension or expulsion from the college.
6. If you arrive in class after work has been turned in/collected for that day, please do not interrupt me or the class, simply hand it in at the end of class.
7. If you are more than 15 minutes late, you will not be permitted in to class unless you have excusable documentation (See Student Handbook).
8. Please refrain from flippant and disrespectful comments such as "I don't like to read," "Why is my grade like this," and "Where my points at?," and at all times please use academic language. (If you have any concerns, please come during my office hours.)
9. You will be asked to leave the class for the following including but not limited to:
  - a. Incessant phone usage—i.e. "tweeting", texting, "snapchatting", "instagramming", "facebooking", taking "selfies/usies", answering phone calls and FaceTime(s) during class, etc.
  - b. Cursing;
  - c. Making slurs and/or demeaning or degrading comments including but not limited to those that are homophobic, xenophobic, racially charged, bigoted, sexually offensive, and culturally divisive; and
  - d. Engaging in harassing behavior, language, gestures, etc., towards your peers, and your instructor.
10. If you happen to arrive late, have your materials out prior to entering the class, so that we are not interrupted as you settle in your seat. (This rule is assumed under the 15-minute limit).
11. Remove your earpods/buds, and Beats™ so that you are able to engage in the class discussions.
12. Lastly, do **NOT** take it upon yourself to invent make-up work or extra credit in lieu of assigned work, especially if you and I have not discussed this.
13. You understand that the outlined "Semester Calendar" is not permanent and can be changed at the discretion of your professor at will without prior notification.

### Semester Calendar

**NOTE: Readings are to be completed before class in preparation for discussion during class.**

**Week One (8/27-8/31)**

M 8/27 – Course introduction; Watch Video in Class  
(<https://www.youtube.com/watch?v=vbW3pwwJ6xA>)

W 8/29 – **Essay #1 Diagnostic Essay (Due in Class): Write an essay describing a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?**

F 8/31– Read in Class “Malala’s Nobel Peace Prize Lecture” (eCourses). Read pp. 3-21 in “Chapter 1: Everything’s an Argument”  
First day for late registrants in MWF classes to show.

Notes: Late Registration period ends Wed 8/29

### Week Two (9/3-7)

M 9/3 – Holiday. Labor Day. University closed.

W 9/5 – Read 24-7 in “Chapter 1: Everything’s an Argument” with emphasis on what argument are, types of arguments, and the rhetorical situation (modified as audience and purpose).

Assignment: Answers Questions on pg. 17 and submit to TurnItIn by 11:59PM 9/7

F 9/7–. Return Diagnostic Essays; Read “Chapter 17: Academic Arguments, “Argumentative Essay Structure and Content” (eCourses), and 121-5 in “Chapter 7: Structuring Arguments” ; Read in Class: “Shooting in the Dark”

Assignment: Answer Questions 1,3, and 5 on pg. 392-395 and submit Assignment to TurnItIn by 11:59PM 9/13.

(You may be asked to take a quiz covering the readings at any given time.)

### Week Three (9/10-14)

M 9/10 – Watch Video in Class (<https://www.youtube.com/watch?v=XwCHWHhDOG4>) Read 455-60 in “Chapter 21: Plagiarism and Academic Integrity”

W 9/12--Read 439-445 (paraphrasing, summarizing, and quoting) and 451-3 (patchwriting) in “Ch. 20: Using Sources”

F 9/14 Watch Video in Class ((<https://www.youtube.com/watch?v=gC2ew6qLa8U>) Print the Plagiarism Worksheet (eCourses) and bring it to class. Read 457-53 (uses of sources) and 445-7 (signal phrases) in Ch. 20. Skim “Ch. 22: Documenting Sources.”

Assignment: Answer Questions 1-5 on pg. 463 and submit to TurnItIn by 11:59PM 9/20

Notes: W 9/12 – Last day to drop classes without record

### Week Four (9/17-21)

M 9/17 – Read 21-4 in Ch. 1 “Everything’s An Argument,” “Evidence” (eCourses) and 51-62 in “Ch. 4 Arguments Based on Facts and Reason: Logos.”

W 9/19– Read “Deductive Reasoning” (eCourses) and 63-7 in Ch. 4 Logos ; Read Martin Luther King’s “I Had a Dream Speech” in class. Examine passage for Logos

F 9/21 – Read “Chapter 3: Arguments Based on Character: Ethos”

Using what you have learned from the speech, choose an important issue and design a series of questions to evoke a range of responses in a poll. Try to persuade your audience with the questions you create. Be mindful that you will share them in class. Due 9/24

Note: W 9/19 is the payment deadline for those who registered late or who added/dropped

### Week Five (9/24-8)

M 9/24– Watch “March For Our Lives” (<https://www.nbcnews.com/video/march-for-our-lives-stoneman-douglas-student-emma-gonzalez-leads-emotional-moment-of-silence-during-speech-1194269251903?v=railb>) in Class; Read “Chapter 2: Arguments Based on Emotion: Pathos” (Be prepared to answer in short responses on a question given by the professor in class)

W 9/26– LaunchPad for Everything’s an Argument Pre-Tests due. Read “Chapter 5: Fallacies of Argument”  
Answer Questions 1,3, and 4 on pg.85-86 submit it to TurnItIn by 11:59PM 10/3

F 9/28– Workshop E2. Read “Revising Drafts” (eCourses) and “Verb--Pronoun Agreement” (eCourses)  
(Discuss Essay #2: Using the information that we have covered so far, in your own words, explain why equality of race is important. If you disagree, explain why not.)

Essay #2 Due by 10/5 11:59PM Submit to TurnItIn

### Week Six (10/1-5)

M 10/1– Read “Chapter 6: Rhetorical Analysis” and 447-451 in Ch. 20 Using Sources

W 10/3– Research instruction: class may meet in an alternative location. Read “Chapter 17: Finding Evidence”; Read in Class “Why The Journal Of Blacks In Higher Education”

F 10/5-- Read “Chapter 18: Evaluating Sources” **Essay #2 Due**

Answer Questions on pg 389 Due by 11:59PM TurnItIn 10/8

### Week Seven (10/8-12)

M 10/8 – Watch Presidential Debate Highlights in Class  
(<https://www.youtube.com/watch?v=R9GSJUAFfE>)/(<https://www.youtube.com/watch?v=NAi4wCfcCPU>) in class. Read “Chapter 15: Presenting Arguments”

W 10/10—Read “Chapter 14: Visual Rhetoric”; Prepare for oral presentation. (Refer to pg. 349).

F 10/12– Read “Ten Qualities of an Effective Team Player” (eCourses). Groups assigned.  
Workshop group assignment. Present Oral Presentations; Answer Question on pg. 332 Due  
10/15 at 11:59PM

### **Week Eight (10/15-19)**

M 10/15 –Review for Midterm Exam  
W 10/17– Continue reviewing for Midterm Exam.  
F 10/19– Midterm Exam

### **Week Nine (10/22-6)**

M 10/22 – Discuss/Workshop Group Assignment (Instructions will be on eCourses); Assign Groups;  
Workshop Group Assignment

Group Assignment Due 11/2 Submit to TurnItIn by 11:59PM

W 10/24— Read “Inductive Reasoning and the S.T.A.R. criteria” (eCourses); Workshop group  
assignment  
F 10/26 – Group presentations

Note: T 10/23—Students can view midterm grades on PV Place.

### **Week Ten (10/30-11/2)**

M 10/29– Read “Inductive Reasoning and the S.T.A.R. criteria” (eCourses); Workshop Group  
Assignment

W 10/31 –Workshop Group Assignment

F 11/2– Presentations; Group Assignment Due

Notes: F 11/2 is the last day to withdraw from a course with record  
W 10/31 Last day to apply for December 2018 graduation (ceremony participation).

### **Week Eleven (11/5-9)**

M 11/5 –Read information about Toulmin 31-49 in “Chapter 7: Structuring Arguments”

W 11/7 – Read information about Rogerian argument in “Chapter 7: Structuring Arguments”

F 11/9—Read 206-7 “Who Are You Calling Underprivileged?” Annotate and Discuss in Class

Notes: M – Withdrawal Period ends

### Week Twelve (11/12-16)

M 11/12–Read 295-302 “A Call to Improve Campus Accessibility” Read and Annotate in Class

W 11/14–Read 180-4 “What the Numbers Show About N.F.L. Player Arrests”; Sterling Brown’s Arrest Shows Why NFL Players Have A Reason to Kneel”

([https://www.washingtonpost.com/opinions/sterling-browns-arrest-shows-why-nfl-players-have-a-reason-to-kneel/2018/05/24/bceaeeb4-5f7f-11e8-a4a4-c070ef53f315\\_story.html?noredirect=on&utm\\_term=.a90bb668ab82](https://www.washingtonpost.com/opinions/sterling-browns-arrest-shows-why-nfl-players-have-a-reason-to-kneel/2018/05/24/bceaeeb4-5f7f-11e8-a4a4-c070ef53f315_story.html?noredirect=on&utm_term=.a90bb668ab82)) Discussion covering Arguments of Facts

F 11/16– Workshop Essay #3 (Instructions will be in eCourse); Discuss MLA Formatting and Research Resources

Essay#3: **In a well-developed essay, discuss the issue of race and whether or not it should be a factor in determining intellect and success.** Be mindful that this is not an opinion-based essay. You must research this topic and provide academic evidence to prove your argument.

**Essay #4 Due 11/28 by 11:59PM submit to TurnItIn**

### Week Thirteen (11/19-23)

M 11/19– Workshop Essay #3

W 11/21– Workshop Essay #3

F 11/23 –Thanksgiving holiday. No class. University closed.

### Week Fourteen (11/26-30)

M 11/26– **LaunchPad Post-Tests due.** Revision workshop for final draft of Essay #3

W 11/28– **Essay #3 due.** Course evaluation

F 11/30– Review for final exam. Discuss the requirement to submit Essay #3 to TaskStream (through eCourses).

### Week Fifteen (12/3-4)

M 12/3–Continue review for final exam

Notes: Tuesday (12/4) is the last day of classes and the last day to withdraw from the university and the last day to apply for degree conferral only for fall graduation (no ceremony participation or name listed in program).

The final exam period extends from Wednesday (12/5) to the following Tuesday (12/11). Final grades for graduating seniors will be posted in PantherTracks by Tuesday, 12/11 (commencement is Saturday, 12/15). Final grades for all other students will be posted in PantherTracks by Tuesday, 12/18.

### **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/> 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 service 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 Hazelwood 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 [alboyd@pvamu.edu](mailto:alboyd@pvamu.edu), 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 936-261-2166 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/> 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.