



**ENGL 1143 Technical Writing
Fall 2018**

Instructor: Manjit Kaur
Section # and CRN: ENGL 1143 – Z04 CRN: 10949
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Office Hours: By Appointment
Mode of Instruction: Online

Course Location: eCourses
Class Days & Times: Open Online (Will follow strict deadlines/schedule)
Catalog Description: Application of principles of composition and rhetoric to genres of scientific and technical writing including proposals, formal reports, presentations, business and scientific correspondence, manuals, technical articles and reports. Students will undertake a full scale project through proposal and research with formal oral and written presentations of a documented technical project from the student's major field of study.

Prerequisites: “C” or better in ENGL1123
Co-requisites: None

Required Texts: Markel, Mike. *Technical Communication*. 12th ed. Boston: Bedford/St. Martins, 2018.
 Since we will be using LaunchPad, you are required to purchase the electronic version of this text.
 You can purchase this textbook – with LaunchPad at:
<https://store.macmillanlearning.com/us/product/Technical-Communication/p/1319058612?searchText=markel%20tech%20comm>

Student Learning Outcomes:

| | Upon successful completion of this course, students will be able to: | Core Curriculum Outcome Alignment |
|---|--|--|
| 1 | Work more effectively, both individually and collaboratively. | Teamwork |
| 2 | Create a variety of documents specific to technical disciplines: memos, cover & transmittal letters, original graphics, lab reports, and project | Communication |
| 3 | Show skills in Standard English usage necessary for reaching scientific audiences. | Communication |
| 4 | Use correct APA format and citation. Present the results of mathematical calculations in clear, appropriate graphics formats. | Personal Responsibility |

| | | |
|---|--|-------------------------|
| 5 | Analyze ethical and legal situations for technical writers. multimedia, oral presentations | Personal Responsibility |
| 6 | Conduct detailed research on a single topic. | Critical Thinking |
| 7 | Demonstrate enhanced communication skills through collaborative, multimedia presentations. | Communication |

Major Course Requirements

Method of Determining Final Course Grade

| Required Course Components | Percentage |
|--------------------------------------|-------------|
| Weekly discussion forums | 8% |
| Letter of inquiry | 8% |
| Resume | 8% |
| Professional Memo | 8% |
| Proposal Rough Draft | 2% |
| Proposal Per-evaluation | 2% |
| Graphics creation / analysis | 8% |
| Proposal Final Draft | 12% |
| Recommendation Report Rough Draft | 2% |
| Recommendation Report Per-evaluation | 2% |
| Recommendation Report Final Draft | 15% |
| Launchpad Quizzes | 5% |
| Group Presentation | 10% |
| Mid Term | 5% |
| Final | 5% |
| Total | 100% |

Grading Criteria and Conversion:

| | | | |
|----------------|--------------------|---------------|-------------------|
| A = 90 to 100% | 900 to 1000 points | D = 60 to 69% | 600 to 699 points |
| B = 80 to 89% | 800 to 899 points | F = 0 to 59% | 0 to 599 points |
| C = 70 to 79% | 700 to 799 points | | |

Detailed Description of Major Assignments:

| Name of Assignment | Description |
|---------------------------|--|
| Letter of Inquiry | Formal letter of inquiry requesting an internship from a real industry professional |
| Resume | Professional resume that will accompany the letter of inquiry you wrote for an internship |
| Professional Memo | Formal memo discussing an issue that negatively impacts student life at educational institutions. |
| Graphics Creation | Creation of two graphics & analysis based on data calculations |
| Proposal | Researched proposal to discuss actions that would help improve/eliminate the problem discussed in the memo. |
| Recommendation Report | Researched recommendation report that identifies and recommends solutions to the issue you discussed in your proposal. |
| Group Google presentation | Google Slides presentation with highlights of the group report |
| Midterm exam | Revision of Letter of Inquiry or Graphics Creation assignment with improved format, content, and grammar |

Final exam

Self-reflection essay discussing the technical styles and formats discussed throughout the semester.

Course Procedures

Submission of Assignments:

- All assignments will be submitted through eCourses. Due dates are available on eCourses and within the course syllabus.
- Late work will be collected only for the major assignments. Late submissions will not receive any feedback, and 5 points per day will be deducted from the assignment grade. Late submissions can be submitted for up to three days past due date. Instructor’s approval will be required for all late submissions. No exceptions!

Taskstream:

- Taskstream is a tool that Prairie View A&M University uses for assessment purposes. Your group proposal 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.

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 or RTF. *Specific formats are crucial in technical writing*; be sure to follow guidelines for every assignment.

Exam Policy.

- **Both, the midterm and the final exam should be submitted by the established due date. Late submissions will not be accepted. Failure to submit these exams on time will result in an F on the assignment. Extended time will not be allowed for these exams. NO EXCEPTIONS!**

Materials are organized into textbook readings, eCourses readings, video viewings, and assignments to be completed.

NOTE: In addition to the course material posted on eCourses, it is the student's responsibility to read all the assigned chapters from the required textbook

Week One

Week of Aug. 27

Course Introduction & Introduction to Technical Writing

Aug 27 - Aug 29: Late Registration for fall semester
Aug 27 - Aug 31: Drop/Add Period

Read:

- Markel, “Introduction to Technical Communication”
- Markel, “Your Ethical Obligations”
- Course Syllabus
- Lecture: Eight Measures of Excellence in Technical Communication
- Lecture: Characteristics of a Technical Document
- Lecture: Ethics in Technical Communication
- “Professional Codes of Ethics” (Web links – posted on eCourses)

Assignments:

Discussion I: Choose ONE of the seven infographics provided on eCourses and evaluate how well it meets the 8 measures of excellence in technical communication.

Discussions due Sep. 4th, Tuesday morning before 6:00 a.m.

Discussion II (Introductions): Formally introduce yourself to the class. Post introductions on the discussion board, available under the week one module.

Introductions due Sep. 4th, Tuesday morning before 6:00 a.m.

Syllabus Quiz: Read the syllabus and other instructions posted on eCourses to take this quiz. This quiz will help you understand instructor's course policies.

Syllabus quiz due Sep. 4th, Tuesday morning before 6:00 a.m.

Launchpad Quiz: "Introduction to Technical Communication"

To take this quiz, you will need access to LaunchPad. If you purchased the electronic version of the 12th edition of the textbook, then you should have the access code. If you need help locating the access code, you can contact the support team by going to <https://macmillan.force.com/macmillanlearning/s/>.

If you do not have the access code, LaunchPad for *Technical Communications*, twelfth edition can be accessed through: launchpadworks.com or <https://www.macmillanlearning.com/Catalog/elearningbrowsebymediatype/LaunchPad>

Quiz due Jan. Sep. 4th, Tuesday morning before 6:00 a.m.

Week Two

Week of Sep. 4

Ethics & Legal Considerations on the Job
Professional Correspondence: Letters + Emails

Sep 03: Labor Day Holiday (University closed)

Read:

- Markel, "Writing Correspondence to Multicultural Readers"
- Markel, "Analyzing Your Audience and Purpose"
- Markel, "Corresponding in Print and Online"
- Lecture: Diverse Audience in Technical Communication
- Lecture: Presenting Yourself Effectively in Correspondence.
- Video Lecture: Professional Block Format Letter
- Video Lecture: Introduction to Professional Email
- Video: Communicating Across Cultures
- Video: Cross cultural communication (TED Talks)

Sample Inquiry Letter

Assignments:

Discussion: Rewrite one of the assigned business letters for a specific assigned audience. Details will be posted on eCourses.

Discussions due Sep. 10th, Monday morning before 6:00 a.m.

Letter of inquiry: You want to intern with an experienced professional working at a major company in your field. You can't find any internship announcements, so you are going to send a letter of inquiry introducing yourself and asking about opportunities.

Letter of Inquiry due Sep. 10th, Monday morning before 6:00 a.m.

Launchpad Quiz: "Corresponding in Print and Online"

Due Sep. 10th, Monday morning before 6:00 a.m.

Launchpad Quiz: "Analyzing Your Audience and Purpose"

Due Sep. 10th, Monday morning before 6:00 a.m.

Week Three

Week of Sep. 10

Professional Correspondence: Letters + Emails

Sep 12: 12th class day (Census Date)
Sep 12: Last day to withdraw from course(s) without academic record
Sep 13 - Nov 02: Withdrawal from course(s) with academic record ("W")

Read:

Markel, "Writing Correct and Effective Sentences"
Markel, "Writing Resumes"
Markel, "Applying for a job"
Lecture: Writing Resumes
Lecture: Grammar Definitions
Rhetorical Awareness and User-Centered Design (OWL Purdue)
Video on Creating Resumes (OWL Purdue)

Assignments:

Grammar Discussion: Writing Correct and Effective Sentences, details will be provided on eCourses.

Assignment due Sep. 17th, Monday morning before 6:00 a.m.

Resume: Write a professional resume to accompany the letter of inquiry you wrote for the internship

Resume Assignment due Sep. 17th, Monday morning before 6:00 a.m.

Launchpad Quiz: "Applying for a job"

Due Sep. 17th, Monday morning before 6:00 a.m.

Week Four

Week of Sep. 17

Professional Correspondence: Memos + Emails

Read:

Markel, "Writing Memos"
Markel, "Guidelines: Following Netiquette"
Lecture: Comparing Memos
Lecture: Netiquette, flaming, and forwarding ethics.
Watch Video Lecture: Professional e-mails in college and beyond.

Assignment:

Professional Memo: Find an issue (of your interest) that negatively impacts student life at your educational institution, and write a memo to the Dean of your School or College to make him/her aware of the situation and to propose a solution that would aid in eliminating or at least controlling the problem. Detailed prompt will be posted on eCourses

Professional memo due Sep. 24th, Monday morning before 6:00 a.m.

Week Five

Week of Sep. 24

Creating and Handling Graphics

Sep. 24 - 20th Class Day

Read:

Markel, "Creating Graphics"
Lecture: Effective vs. ineffective graphics.
Lecture: Close Analysis of a Graphic
Lecture: APA Documentation Style
Watch Video Lecture: Which graphics format for which situation?
Watch Video Lecture: Creating graphs or charts in Excel

Watch Video Lecture: How To...Create a Basic Gantt Chart in Excel

Watch Video Lecture: APA Documentation and Formatting

Assignment:

Graphics Creation and Analysis. Use an Excel spreadsheet to create a table on one of the provided data sets. Convert the data into a Gantt chart and briefly analyze your findings. Details will be provided on eCourses

Graphics Creation Assignment due Oct. 1st, Monday morning before 6:00 a.m.

Launchpad Quiz: “Creating Graphics”

Due Oct. 1st, Monday morning before 6:00 a.m.

Week Six

Week of Oct. 1

Introduction to Proposals

Read:

Markel, “Researching Your Subject”

Markel, “Organizing Your Information”

Markel, “Guidelines: Drafting Effectively”

Watch Video Lecture: Finding general web sources.

Watch Video Lecture: Conducting research in library databases

Lecture: Finding and Evaluating Web Sources

Lecture: Links to sample proposals.

Assignment:

Proposal Rough Draft: Follow the instructions that were provided within the Proposal assignment prompt. Your rough draft should have all the elements and parts required for the proposal. Rough draft should be at least 5-7 pages long. Detailed prompt will be posted on eCourses

Proposal Rough Draft due Oct. 8th, Monday morning before 6:00 a.m.

Launchpad Quiz: “Researching Your Subject”

Due Oct. 8th, Monday morning before 6:00 a.m.

Week Seven

Week of Oct. 8

Drafting & Evaluating Proposals

Read:

Markel, “Choosing the Right Words and Phrases”

Markel, “Planning”

Markel, “Writing Proposals”

Markel, “Sample Proposal”

Lecture: Finding and Evaluating Web Sources

Assignment:

Proposal Peer-Evaluations: Provide a detailed evaluation of your peer’s work. Assignment prompt will be posted on eCourses.

Peer-Evaluations due Oct. 15th, Monday morning before 6:00 a.m.

Launchpad Quiz: “Writing Proposals”

Due Oct. 15th, Monday morning before 6:00 a.m.

Week Eight

Week of Oct. 15

Midterms
Proposal Final Draft

Oct 18 - Oct 20: Mid-semester examination

Read:

- Markel, "Writing Proposals"
- Markel, "Sample Proposal"
- Watch Video Lecture: Finding general web sources.
- Watch Video Lecture: Conducting research in library databases
- Lecture: Finding and Evaluating Web Sources
- Lecture: Links to sample proposals.

Assignments:

Midterm Assignment: Using the original prompts, submit a revised copy of one of the following: Letter of Inquiry, or Graphic Creation and Analysis

Midterm due Oct. 20th, Saturday morning before 6:00 AM.

Proposal Final Draft: Write a researched proposal to discuss actions that would help improve/eliminate the problem discussed in the memo. Detailed prompt will be posted on eCourses

Proposal due Oct. 22nd, Monday morning before 6:00 a.m.

Week Nine

Week of Oct. 22

Introducing Recommendation Reports

Oct 23: Mid-semester grades due by 11:59 p.m.

Read:

- Markel, "Writing Recommendation Reports"
- Markel, "Sample Recommendation Report"
- Watch Video Lecture: Recommendation reports + the literature review
- Lecture: Writing a Recommendation Report
- Sample Recommendation Letter

Assignment:

Recommendation Report Rough Draft: Follow the instructions that were provided within the Recommendation Report assignment prompt. Your rough draft should have all the elements and parts required for the report. Rough draft should be at least 6-8 pages long. Detailed prompt will be posted on eCourses

Recommendation Report Rough Drafts are due Oct. 29th, Monday morning before 6:00 a.m.

Launchpad Quiz: "Writing Recommendation Reports"

Due Oct. 29th, Monday morning before 6:00 a.m.

Week Ten

Week of Oct. 29

Drafting & Evaluating Recommendation Reports
Definitions & Descriptions

Oct 31: Last day to apply for fall graduation (ceremony participation)
 Nov 01 - Dec 04: Apply for degree conferral only for fall graduation (no ceremony participation or name listed in program)
 Nov 02: Last day for withdrawal from course(s) with academic record ("W")

Read:

- Markel, "Writing Definitions"
- Markel, "Writing Descriptions"
- Study Sample Descriptions
- Lecture: Going through Figures.
- Lecture: Examining sample job descriptions.
- Lecture: Writing Definition and Description
- Watch Video Lecture: Finding reusable images with Google.

Assignment:

Recommendation Report Peer-Evaluations: Provide a detailed evaluation of your peer's work. Assignment prompt will be posted on eCourses.

Peer-Evaluations due Nov. 5th, Monday morning before 6:00 a.m.

Week Eleven

Week of Nov. 5

Recommendation Report Final Draft

Read:

- Markel, "Writing Recommendation Reports"
- Markel, "Sample Recommendation Report"
- Watch Video Lecture: Recommendation reports + the literature review
- Sample Recommendation Report
- Watch Video: Creating a Gantt chart using Microsoft Excel
- Watch Video: Uploading work to Taskstream.
- Lecture: Writing a Recommendation Report

Assignment:

Recommendation Report Final Draft: Write a researched recommendation report that identifies and recommends solutions to the issue you discussed in your proposal. Detailed prompt will be posted on eCourses

Recommendation report final drafts are due in two separate locations:

Through eCourses by Nov. 12th – Monday morning before 6:00 am
And through Taskstream by Nov. 12th – Monday morning before 6:00 am

In order to receive full credit for the submission, it is required that you submit the report (same file) through both eCourses and through TaskStream. Link will be made available on eCourses. When you upload your assignment to TaskStream, make sure you also complete the "Teamwork Self-Evaluation" questionnaire available through Taskstream. The peer-evaluations we conducted were teamwork for this assignment.

Week Twelve

Week of Nov. 12

Collaboration

Nov 12 - Nov 16: Priority registration for continuing students for spring semester. <https://www.pvamu.edu/registrar/priority-registration-schedule/>

Read:

- Markel, "Organizing Your Information"

Markel, Guidelines: Drafting Effectively
 Markel, “Writing Collaboratively”
 “In Assigning Group Work to Students, Designing the Group Comes First”
 The first 9 pages of “Seven Problems of Online Group Learning (and Their Solutions)”

Assignments:

Group Discussion I: Within the group forum post your Gmail address so that Google Slides can be created for collaborative work. Details will be posted on eCourses.

Discussion due Nov. 19th, Monday morning before 6:00 a.m.

Discussion II: Evaluate the sample presentation posted on eCourses. Detailed prompt will be posted on eCourses.

Discussion due Nov. 19th, Monday morning before 6:00 a.m.

Make-Up Assignments: If you have a major assignment that you did not get a grade for, or you got a grade lower than 70. This week is your chance to make up that low grade. The highest grade allowed on the make-up assignments is 79 (C+).

Make-Up assignments are due Nov. 19th, Monday morning before 6:00 a.m.

Week Thirteen

Week of Nov. 19

21st-century Presentations

Nov 19 - Jan 11, 2019: Pre-registration for all students for the spring semester

Nov 22 - Nov 24: Thanksgiving Holidays (University closed)

Read:

- Markel, “Making Oral Presentations”
- Lecture: Fundamentals of good slide creation.
- Article: Seven Problems of Online Group Learning (and Their Solutions)
- Watch Video: Using Google presentations
- Watch Video: A sample presentation
- Watch Video: How to Convert a Slide Presentation to a PowerPoint

Assignment:

Group Presentation: Continue working on group presentations. Construct a group presentation based on the recommendation report you recently completed. Discuss the central issue, and why is it important to disclose the issue. Propose a solution to the problem and show ways in which your proposed approach will be helpful.

Launchpad Quiz: “Making Oral Presentations”

Due Nov. 26th, Monday morning before 6:00 a.m.

Week Fourteen

Week of Nov. 26

Group Presentation

Read:

- Markel, “Communicating Persuasively”
- Lecture: Argument an Introduction
- Lecture: Logical Fallacies
- Video Lecture: Visual Arguments

Assignments:

Group Presentation: Construct a group presentation based on the recommendation report you recently completed. Discuss the central issue, and why is it important to disclose the issue. Propose a solution to the problem and show ways in which your proposed approach will be helpful.

Group Presentations due Dec. 3rd, Monday morning before 6:00 a.m.

Peer Evaluations: Complete the group peer evaluation forms available on eCourses. These forms are for a grade, and they are due on the same day as the group presentation.

Peer evaluation forms due Dec. 3rd, Monday morning before 6:00 a.m.

Launchpad Quiz: “Communicating Persuasively”

Due Dec. 3rd, Monday morning before 6:00 a.m.

Week Fifteen

Week of Dec. 3

Final Exam

Dec 03 - Dec 04: Course Review Days (classes must convene and instructors will prepare students for final exams)
Dec 04: Last day to apply for degree conferral only for fall graduation (no ceremony participation or name listed in program)
Dec 04: Last Class Day
Dec 04: Last day to submit application for Tuition Rebate for fall graduation undergraduate candidates
Dec 04: Last day to withdraw from the University
Dec 05 - Dec 11: Final Examinations

Read:

Final Review

Assignment:

Final Exam will be made available on Wednesday, Dec. 5th at 6:00 a.m., and will be closed Dec. 10th, Monday morning before 6 a.m.

Final exam HAS TO BE submitted within the allotted time period. Late submissions will not be accepted. Failure to submit the final on time will result in an F on the assignment. Extended time will not be allowed for this assignment. NO EXCEPTIONS!

Proposal Report + Present

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/>
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 online 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 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 of storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- A 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
- 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. Please observe the requests below when communicating with the class online. The items below apply to the e-classroom and email as noted, and may differ somewhat from what is usually seen on the web.

In Both the E-classroom and Email

1. Keep the content course-related.

- Non-course related humor is best shared with friends outside of class.
- Do not use the course to send spam or otherwise promote a business. That violates the spirit of PVAMU's code of conduct.

2. Make sure that everything in the content is respectful.

- Write nothing that violates or infringes the rights of others or interferes with their learning.
- Examples of such violations include statements that are libelous, invade someone else's privacy, or are shameful, embarrassing, offensive, sexually suggestive or discourteous.
- Write nothing that violates the college policies for student behavior, harasses people, or incites others to take violent or otherwise unlawful action.
- Students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated.

3. Remember to always be respectful to your peers and teachers.

Ask questions with a genuinely inquiring tone, not a challenging tone.

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.

Instructor Policies

- ALWAYS FOLLOW INSTRUCTIONS
- **Attendance:** You are required to log in to eCourses and review course material at-least twice a week. Attendance will be taken every Monday and Friday. Monday's attendance will be based on the submission of assignments. Turn in your work on time! Friday's attendance will be based on login record. I will check if you logged into the course during the week. Your last login should not be older than 12 hours. This means it is important to log in every day. Three absences will result in your grade being lowered by a whole letter grade.
- Late work will be collected only for the major assignments. Late submissions will not receive any feedback, and 5 points per day will be deducted from the assignment grade. Late submissions can be submitted for up to three days past due date. Instructor's approval will be required for all late submissions. **No exceptions!** Shorter assignments, discussions, and quizzes are not open for late submission. Once the deadline is past, they can no longer be completed.
- Read all the assigned readings and participate in discussions. Participation plays a key role in this course.
- If you have any questions and want to get hold of me, just send me an email through eCourses, or at makaur@pvamu.edu
- All assignments should be typed, double-spaced, and documented APA style.
- Students are expected to observe customary principles of courtesy and academic classroom etiquette. Do not disrupt the learning environment. **Follow netiquettes.**
- Make-up and late submission assignments will not be collected unless they are pre-approved by the instructor.

This is an online course; everything in this course will be done in eCourses. All lectures (pdf. files of my notes), related readings, and assignments will be posted on eCourses. Even the final exam will be conducted online. At no point will the students be required to meet physically.

New assignments and postings will be made available at 6:00 am on Monday mornings. Most assignments will be due on Monday mornings (before 6:00 a.m.) the following week. It is your responsibility to check the syllabus and know when an assignment is due.

Communication in this course will be conducted via email. So, check your email every so often.

The class will be open 24/7 throughout the semester; however, I (your instructor) will be available only Monday thru Thursday (10 am – 3:00 pm). All emails and questions received, on Thursday after 3:00 pm, on Friday, or over the weekend will be replied to on the following working day. I am off during holiday(s) as well.