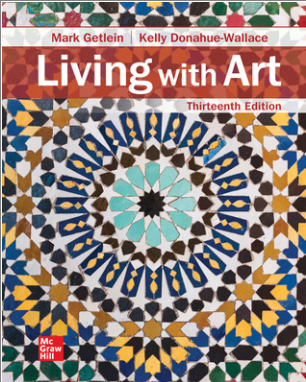


Syllabus

ARTS 1301 Art Appreciation

Instructor:	Renée N. Smith
Section Number and CRN:	Z01, 11415
Office Location:	Nathelyne Archie Kennedy Building, Room 207
Office Phone:	(936) 261-9814
Email Address:	rsmith@pvamu.edu (preferred contact)
Office Hours:	<p>Mondays & Wednesdays, 2:00pm - 3:30pm</p> <p>Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must prepare for their appointment by having all applicable materials and information submitted to the instructor before the meeting.</p> <p>*If you prefer to meet virtually, the meeting will be via Zoom.</p>
Mode of Instruction:	Online Asynchronous
Course Location:	Canvas (eCourses)
Catalog Description:	An introductory course that emphasizes an understanding and appreciation for the visual arts (painting, drawing, sculpture, architecture, crafts etc.)
Prerequisites:	None
Co-requisites:	None
	<p>Required Textbook:</p> <p><i>Living with Art</i>, 13th Edition, Mark Getlein & Kelly Donahue-Wallace; Publisher: McGrawHill.</p> <p>McGraw-Hill Connect: You are required to use McGraw Hill Connect Art to gain full access to the ebook, assignments, quizzes, tests, & final exam. When you register with McGraw Hill Connect, it is best to use your PVAMU student email address.</p> <p>*Contents in McGraw Hill Connect will be released weekly, no advanced releases.</p> <p>**Access to registration will be provided in the "Start Here" module in Canvas (eCourses).</p>

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Core Curriculum Outcome Alignment
Identify major works of Art.	Critical Thinking
Identify Elements and Principles of Art and understand how they are used.	Critical Thinking
Explain materials, tools, and techniques used to create Art.	Critical Thinking
Demonstrate a general knowledge of Art history from the Ancient to the Post Modern.	Social Responsibility, Communication, Personal Responsibility
Research an artist and his or her work to understand the artist's impact on society.	Social Responsibility, Personal Responsibility
Apply appropriate teamwork strategies to complete a group research project and present the research findings.	Teamwork, Communication, Personal Responsibility

ARTS Core Curriculum Learning Objectives: Language, Philosophy, & Culture

T = Taught, R = Reinforced, I = Utilized/integrated	T	R	I
Communication Skills	✓		
Critical Thinking	✓		
Personal Responsibility	✓		
Social Responsibility	✓		

Major Course Requirements:

Method of Determining Final Course Grade

Course Grade Requirement	Value
Quizzes	10%
Discussions	20%
Assignments	30%
Group Project / Tests	40%
Total:	100%

Grading Criteria and Conversion:

A = 90–100

B = 80–89

C = 70–79

D = 60–69

F = 0–59

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed non-attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Course Procedures or Additional Instructor Policies**Discussions**

If you are required to participate in the “Discussion” Forum, reply with your comments and respond to at least one of your classmates. All comments must be posted by the deadlines to receive credit. You will not receive any credit if you copy comments from readily available resources word for word (ex: online text, lectures, textbook, etc.) Last-minute posts that do not provide time for other students to respond will not be counted as “substantial” replies. This is the same as shouting as a response as you walk out of a room. Your substantive replies should be posted in time for others to respond. The final due date of the discussion is for finishing up the discussion.

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 using the discussion forum. The exact use of discussion will be determined by the instructor. Respect everyone's opinions and be considerate to the diverse nature of people in the class.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their computer, a removable drive, cloud storage, email, etc. before posting to the discussion forum. 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 using 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 should be copied and pasted to the discussion board.

Submission of Assignments, Tests, Quizzes, & Discussions

Do not wait until the last minute to start reading the assigned chapters and complete your weekly assigned tasks. Sending requests for assistance at the last minute will not guarantee a quick response.

All weekly tasks will be posted in Canvas (eCourses). You must have access to Canvas (eCourses) and McGraw Hill Connect to complete your weekly

tasks. All work must be turned in before or on the due dates. Be mindful of all due dates. Do not beg for extra credit, particularly at the end of the semester, because none will be assigned. There is no makeup for the final exam.

Extensions/makeups will only be granted with proof of officially documented emergencies. You must provide documentation within the week the assigned tasks are due. It is your responsibility to make sure that you can access Canvas and McGraw Hill Connect. **Extensions will not be granted due to procrastination, forgetfulness, not following directions, or not purchasing access to McGraw Hill Connect.**

If you are having trouble with Canvas, contact CIITS at 936-261-3283 or send an email to ciits@pvamu.edu or submit a trouble ticket to **CIITS Troubleshooting**. Any issues with McGraw Hill Connect, call (800) 331-5094 (request an email confirmation with your case number if you make a phone call).

***Always provide an email copy of your McGraw Hill Connect or Canvas issue from an official technician with a documented timestamp to the instructor as proof of technical issues with your account.**

If you are not able to complete your weekly tasks and attend class due to situations beyond your control, you must provide the appropriate documentation for Absence Verification/Temporary Illness via Online Reporting Forms . Once verified, an absence verification document will be provided to share with faculty members.

Makeup Work for Legitimate Absences

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

Absence Verification Process

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

Grade Grubbing

'Grade grubbing' is a term that has come about due to students bothering, harassing, or pestering their instructors over grades when the fault for performance lies with the student. This sort of behavior has no place in this institution of higher learning. Forcing instructors to compromise their ethics with threatening requests or any requests to inflate grades is an unfair responsibility placed on the instructor and a poor reflection on the student. This behavior is rude, offensive and wastes the instructor's time.

Examples:

- "Rounding up my grade will help my GPA."
- "I need a passing grade to keep my scholarship."
- "I need a passing grade to get off of academic probation/suspension."
- "Can you give me a few points to get a higher grade?"
- "I understand that you don't accept late work, but I did the assignment or my part of the group project, can you please make an exception?"
- "I know you don't offer extra credit, but can I write an essay to bring up my grade?"
- "I misunderstood the instructions. Can I still turn in my assignment late?"
- "I was wondering if there is anything I can do to bring up my grade, I am so close to an A."
- "I need a passing grade to graduate/get into medical school."
- "My grade should be rounded up because I worked hard, came to every class, and never missed assignments."
- "If I don't get a passing grade I will be in trouble."

Wearing down the instructor by arguing, begging, and pleading to possess academic expectations without taking personal responsibility is harassment, disrespectful, and inappropriate and will be reported to the Office of Student Conduct.

Formatting Documents

Microsoft Word is the standard word processing tool used at Prairie View A & M University. If you are using other word processors, be sure to use the

"save as" tool and save the document in either Rich-Text or plain text format. The only file formats that will be accepted are: Microsoft Word (.doc or .docx), Text files (.txt or .rtf), PDFs, and PowerPoint (when required). Any file not submitted in those formats with the correct file name will not be graded.

All file names must include your last name, underscore, first initial, underscore and title of the assignment. For example, for the first assignment: Smith_R_Art.doc. Any file not saved in the correct manner will not be graded.

Student Support and Success

John B. Coleman Library

Telephone: (936) 261-1500

Website: <https://www.pvamu.edu/library/>

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

Academic Advising Services

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

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; Panther Navigate Website

University Bookstore

Telephone: (936) 261-1990

Website: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

Writing Center

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

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

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 assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

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

The University Tutoring Center

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

University Rules and Procedures

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

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; Website: <https://www.pvamu.edu/studentengagement/>

Center for Careers & Professional Development

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

Academic Misconduct

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

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

Forms of Academic Dishonesty:

1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the University's Administrative Guidelines on Academic Integrity and its underlying academic values.

Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the 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. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

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

Protections and Accommodations for Pregnant and Parenting Students

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

Non-Discrimination Statement

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

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

Class 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.

***Attendance Reporting Period: August 21 - 30 (Show (SH) / No Show (NS)). Students who do not log into Canvas (eCourses) during this period by August 30, will be marked as a no show (NS) in Panthertracks, have the course removed, and financial aid reduced or cancelled!**

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at <https://www.pvamu.edu/student-complaint/>.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory

- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

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

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

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and the message might be taken seriously or sound offensive.

• **Respond to prompts first**

Your first response should be to the instructor's prompt that usually requests the examination of ideas and resources, and the development of connections to the course. Then, comment politely and supportively to the responses of others in the discussion. Seek to make connections between your responses and the responses of others.

• **Don't procrastinate**

Aim at getting your discussion assignments and projects in early. Late assignments or discussions can slow the class down and will not benefit you as the learner.

• **Be polite**

Just because students are interacting online doesn't mean they should forget their manners. Address your peer or instructor with their names for each post or email asking for helping politely, and thanking their peers when they get it, can help to create a strong community among students that helps them learn. Do not use ALL CAPS. It is considered yelling and inappropriate. Do not use unnecessary exclamation marks and text messaging-style for official assignment postings & email to the instructor. This includes writing in punctuation (ex: #!@%) and inappropriate acronyms. Caps where appropriate, example proper nouns and at the beginning of each sentence. Do not use graphics that have sexual, political or religious implications. Inappropriate language will not be tolerated, and the instructor has the right to determine what is inappropriate. Disrespectful students are subject to discipline or dismissal from the online learning platform of this course. If you are unsure if you are unsure if a certain graphic is appropriate, email your instructor privately.

• **Be substantive**

Do not start your response with trivial statements like 'I loved your post' or 'I really enjoyed your post' or 'Great post'. Instead respond in a way that recognizes what the classmate has stated specifically. Then, continue the response by adding to the original post or presenting a different perspective. The response should continue the discussion, not simply compliment the original post. Ask questions: small questions, technical questions, large/unanswerable questions, and questions you aren't sure how to answer.

• **Provide proof**

Whenever students respond to a post, or make an original one, they should back up their statements with evidence—including quotes or statistics—from the class readings or any additional research they have done on the post's topic. This can be done by providing a citation for books or journal articles, as well as posting links to where readers can find the information being referenced in the post. When citing a source, students should remember to include the work's name, author, and page number where the information can be found.

- **Disagree respectfully**

If you disagree with someone, agree with part of their point first, and respectfully outline specific points on which you offer specific evidence that shows your point. Be descriptive, not vague; be specific rather than global. Avoid the use of adjectives in describing another's work, although an occasional compliment is useful.

- **Organization and Grammar**

It is strongly suggested that students type their discussion postings in a word processing application and save it to your computer 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.

- **Communication Expectations and Standards**

Always treat your professor with respect and address professor's proper title: Prof.! The best way to contact me is through my Prairie View A&M University email. All emails will be sent to your student email given through Prairie View A&M University. Please do not send emails through your personal email accounts. The university's email system does not always recognize personal emails and can get lost or never delivered. Emails will receive a response from the instructor within 48 hours, Monday to Friday during business hours. Urgent emails should be marked as such. Check regularly for responses. Please make sure that you include your name, use clear language, dates and times you are enrolled in the class, check your spelling, grammar, punctuation, etc. Consider that your response is a permanent record and can be retrieved.

Video Conferencing Etiquette

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

Technical Support:

Password: Students should go to the Password Reset Tool if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist.

For other technical questions regarding eCourses (Canvas), call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email ciits@pvamu.edu.

McGraw Hill Connect: If you have any issues with your McGraw Hill Connect account you can contact a technical support representative at caresupport@mheducation.com. For additional support call 1 (800) 331-5094 or visit www.mhhe.com/support. Always provide an email copy of your McGraw Hill Connect issue and or transcript from a McGraw Hill Connect technician to the instructor as proof of technical issues with your account.

COVID-19 Campus Safety Measures

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

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

- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.

The syllabus is subject to change as the semester proceeds in order to cover the most important material in the time allotted. Any revisions will be duly noted and announced. All referenced readings are taken from the required text.

16 Week Calendar

August 21 - August 27	Introduction to the Course
August 28 - September 3	Chapters 1 & 2
September 4 - September 10	Chapters 3, 4, & 5
September 11 - September 17	Test: Chapters 1 - 5
September 18 - September 24	Chapters 6 & 7
September 25 - October 1	Chapters 8, 9, & 10
October 2 - October 8	Chapters 11, 12, & 13
October 9 - October 15	Midterm: Chapters 6 - 10 & Group Project (Introduction)
October 16 - October 22	Chapters 14, 15, & 16
October 23 - October 29	Chapters 17 & 18
October 30 - November 5	Test: Chapters 11 - 13
November 6 - November 12	Chapters 19, 20, & 21
November 13 - November 19	Chapters 22 & 23
November 20 - November 26	Group Project Submission
November 27 - December 3	Final Exam: Chapters 21, 22, & 23