



PRAIRIE VIEW
A&M UNIVERSITY

COURSE SYLLABUS

Course Title: INTRODUCTION TO VISUAL ARTS /// ART APPRECIATION

Course Prefix: ARTS **Course No.:** 1301 Z04

Art washes away from the soul the dust of everyday life.

Pablo Picasso

School of Architecture

Department: Architecture
☐ Construction Science
☐ Art
☐ Digital Media Art
☐ Community Development

Course Location: Nathelyne Archie Kennedy Building, Room ONLINE

ONLINE NON- SYNCHRONOUS

Catalog Description: An introductory course that emphasizes an understanding and appreciation for the visual arts (painting, drawing, sculpture, architecture, crafts etc.).3-3

Prerequisites:

Co-requisites:

Mode of Instruction: ☐ On-line ☐ Hybrid

Instructor: Ann Johnson, MFA
Associate Professor of the Practice

Office Location: School of Architecture, Room 206

Office Telephone: (936) 261-9835

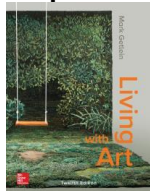
Email Address: ayjohnson@pvamu.edu

U.S. Postal Service Address: Prairie View A&M University
P.O. Box 519
Mail Stop 2100
Prairie View, TX 77446

Office Hours: MONDAY-WEDNESDAY 10-11AM, TUESDAY-THURSDAY 3PM, FRIDAY- VIRTUAL AND BY APPOINTMENT
Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must be prepared for their appointment by bringing all applicable materials and information to the meeting.

Virtual Office Hours: FRIDAY'S VIA ZOOM

Required Text: Living with Art 12e (ebook) with access to McGraw-Hill Connect online companion website



PURCHASE OPTIONS

<https://www.mheducation.com/highered/product/living-art-getlein/M9781259916755.html#buying-options>

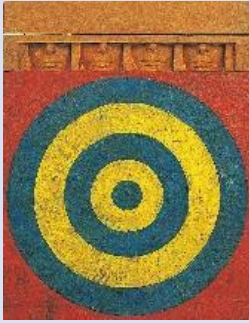
McGRAW HILL CONNECT

https://connect.mheducation.com/class/a-johnson-art20appreciation_fall202023

Optional Text: N/A

Recommended Text/Readings: N/A

Learning Resources



PVAMU Library:

Telephone: (936) 261-1500;

web: <http://www.tamu.edu/pvamu/library/>

Use the Reference Desk at the library where the staff is eager to guide your research. They can orient you to hard copies and on-line resources.

University Bookstore:

Telephone: (936) 261-1990

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

The Writing Center

Telephone: (936) 261-3700

The Writing Center's goal is to provide a friendly, stress-free environment for students from all over campus to meet with a consultant and talk about writing of all types. They provide a responsive audience and advice from experienced writers in sessions generally lasting thirty to forty-five minutes. Sessions of this length offer time to work individually with students on any aspect of the writing process: from brain storming and drafting, to revising and proofreading. They will explore ways to improve a student's overall writing skills. They do NOT proofread or edit for students, but instead teach proofreading and editing techniques. Their goal is to: make a better writer for the long term.

Student Academic Success Center

Telephone: (936) 261-1040

Student Academic Success Center identifies academic and social roadblocks that interfere with persistence and timely graduation of PVAMU students. SASC informs campus-wide policies by staying current with retention literature and best practices. Further, SASC develops programs and services that are specifically aimed at continuing the academic success of the first year. We strive to provide PVAMU students with "**Navigation to Graduation.**"

The Tutoring Center

John B. Coleman Library in Room 209

Telephone: (936) 261-1561

Hours: Monday through Thursday 12 pm to 9 pm and Friday from 8 am to 5 pm.

Email: AETutoring@pvamu.edu

Open to **all** undergraduate students enrolled for credit in targeted PVAMU courses. offers help for:

- Microeconomics, Macroeconomics
- Management Information Systems
- History, Government
- Statistics, Basics – Calculus II
- Psychology, Sociology
- English (Basics – Freshman Comp II), Speech
- Spanish I&II
- Biology (Pre-Med, Pre-Nursing)
- Chemistry (Bio & Nursing Majors)
- Physics
- Materials & Science

Course Goals and Overview:



ARTS 1301: Introduction to the Visual Arts. (3-0) Credit 3 semester hours. An introductory course emphasizing the understanding and appreciation of the visual arts: painting, sculpture and architecture. Open to all students.

GOALS: Students will appreciate the process, innovation, and creativity of art.

Course Outcomes/Learning Objectives

At the end of this course, the students will:

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

Course Requirements & Evaluation Methods

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

- **Assignments/Papers/Exercises:** Written assignments designed to supplement and reinforce course material
- **Exams:** Written tests designed to measure knowledge of presented course material
- **Projects:** Assignments designed to measure ability to apply presented course material
- **Class Attendance/Participation:** Daily attendance and participation in class discussions


Grading Matrix

Instrument	Value (points or percentages)	Total
Homework/Papers	20%	20
Quizzes	30	30
Exams	50%	50
Total:		100
Grade Determination:	A = 90-100 points B = 80–89 points C = 70–79 points D = 60–69 points; F = 59 points or below	

Course Procedures

University Attendance Policy:	Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or assignment of a grade of "F." Absences are accumulated beginning with the first day of class.
Instructor's Attendance and Participation Policy	As a student in a professional practice course at Prairie View A&M University you are expected to attend each class. Attendance is required and will be factored into your grade. <i>Participation and absences are accumulated beginning with the first day of class on August 21, 2023. After 3 unexcused absences, 10% will be deducted from</i>

	<p><i>your entire grade each absence thereafter. If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university approved excuse in one of the following classifications:</i></p> <ol style="list-style-type: none"> 1. Participation in an activity appearing on the University authorized activity list. 2. Death or major illness in a student's immediate family. 3. Illness of a dependent family member. 4. Participation in legal proceedings that requires a student's presence. 5. Religious holy day. 6. Confinement because of illness. 7. Required participation in military duties. <p><u>If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record. These documents will be accepted for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. This includes student-athletes who are to provide university forms for reporting absences to participate in approved competitions. Emails will not be accepted to clear these absences. After that, the involvement grade stands.</u></p>
<p>COVID-19</p> <p>Campus</p> <p>Safety</p> <p>Measures</p>	<p>To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2022 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):</p> <ul style="list-style-type: none"> • Self-monitoring - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
<p>BE SAFE</p> <p>AND STAY</p> <p>WELL!!!</p>	<p>Remaining Vigilant</p> <p>If you test positive for COVID-19 or come in contact with an individual who has tested positive, please self-report following the instructions below. A COVID-19 Hotline associate will call you for any needed follow-up information. If you have questions, call 936-261-9000.</p> <ul style="list-style-type: none"> • Isolate if you are sick, and quarantine if you might be sick. • Do not attend class, work or university-sponsored activities. • Complete a Self-Reporting Form. • Notify your professors and/or supervisors of your absence. <p>Continue isolation/quarantine until Health Services clears you to return to campus</p> <ul style="list-style-type: none"> • Self-monitoring - Students should follow CDC recommendations for self-monitoring. • Personal Illness and Quarantine - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face

	course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu .
	FIND COVID UPDATES HERE  https://www.pvamu.edu/coronavirus/
University Calendar:	

Aug 21

First Class Day

Monday

Aug 21

Tuition & Fees Payment Due Date @ 5:00 p.m.

Monday

Aug 21 - Aug 29

Late Registration/Late Registration Fee Begins (\$50.00)

Monday through Tuesday

Aug 21 - Aug 30

Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled

Monday through
Wednesday

Sep 01

Financial Aid Refunds Begin

Friday

Sep 04

Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline

Monday	
Sep 04 Monday	Labor Day Holiday (University Closed) *Subject to approval by The Texas A&M University System Board of Regents and may change.
Sep 06 Wednesday	12th Class Day (Census Date)
Sep 06 Wednesday	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Sep 07 Thursday	Withdrawal from Courses with Academic Record (“W”) Begins
Sep 12 Tuesday	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Sep 18 Monday	20th Class Day
Oct 12 - Oct 14 Thursday through Saturday	Mid-Semester Examination Period
Oct 16 Monday	Student and Faculty Non-Class Day
Oct 18	Mid-Semester Grades Due

Wednesday

Oct 26

Final Date to Apply for Fall 2023 Graduation (ceremony participation)

Thursday

Oct 27

Application for Graduation-Degree Conferral only for Fall 2023 Graduation Begins (no ceremony participation or name listed in the program)

Friday

Nov 06

Priority Registration for continuing students for Spring 2024 semester including December/January Mini-Mester (Special Populations)

Monday

Nov 07

Priority Registration for continuing students for Spring 2024 semester including December/January Mini-Mester (Doctoral, Masters, Post-Baccalaureate, Seniors)

Tuesday

Nov 08

Priority Registration for continuing students for Spring 2024 semester including December/January Mini-Mester (Juniors)

Wednesday

Nov 09

Priority Registration for continuing students for Spring 2024 semester including December/January Mini-Mester (Sophomores)

Thursday

Nov 10

Priority Registration for continuing students for Spring 2024 semester including December/January Mini-Mester (Freshmen)

Friday

Nov 11

Registration for all students begins for the Spring 2024 semester including December/January Mini-Mester

Saturday

Nov 23 - Nov 25













Thanksgiving Holiday (University Closed)










Thursday through Saturday	
Nov 27 Monday	Final Day to Withdraw from a Course or the University (“W”) for the Fall 2023 16- week session
Nov 29 Wednesday	Last Class Day for Fall 2023 16-week session
Nov 30 Thursday	Study Day (No Classes in Session)
Dec 01 Friday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Fall 2023
Dec 01 Friday	Final Day to Apply for Degree Conferral only for Fall 2023 Graduation (No ceremony participation or name listed in the program)
Dec 01 - Dec 07 Friday through Thursday	Final Exams
Dec 07 Thursday	Final Grades Due for Graduation Candidates (12:00 p.m.)
Dec 09 Saturday	Commencement
Dec 12 Tuesday	Final Grades due for all other students (11:59 p.m.)






Dec 25 - Jan 01, 2024




Winter Break (University Closed)









Monday through Monday

COURSE OUTLINE: EVENT AND LECTURE SCHEDULE			
This schedule 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 in class. All referenced readings are taken from the required text.			
	Registration/Assembly Dates		Dates exam scores will be posted
	Key Dates		Holidays
	Graduation Applications		Guest lectures
	Dates for Exams		Project Team Workshop
	Proctored Exams		Class Sessions using ZOOM or teleconference technology
15 WEEK CALENDAR			
Week One: Topic August 21, 2023		INTRODUCTION TO COURSE	
Chapter (s):			
Assignment (s):		READ CHAPTER ONE	
		TUITION AND FEES PAYMENT DUE DATE	
		LATE REGISTRATION BEGINS AUGUST 21 ST ; ENDS AUGUST 24 TH (FEE: \$50.00)	
University Events: 			
Week Two: Topic		WHAT IS ART?	
Chapter (s):		1-3	
Assignment (s):		SEE MCGRAW HILL CONNECT	
University Events: 			
Week Three: Topic		THE VOCABULARY OF ART	
Chapter (s):		4	
Assignment (s):		SEE MCGRAW HILL CONNECT	

University Events:	September 4, 2021 [Monday]	 LABOR DAY (University Closed)
Week Four: Topic	PRINCIPLES OF DESIGN	
Chapter (s):	5	
Assignment (s):	SEE MCGRAW HILL CONNECT	
University Events: 		
Week Five: Topic	2D-3D MEDIA AND DESIGN	
Chapter (s):	6-9	
Assignment (s):	SEE MCGRAW HILL CONNECT	
University Events: 		
Week Six: Topic	FILM	
Chapter (s):		
Assignment (s):	FILM QUESTIONS	
University Events: 		
Week Seven: Topic	2D AND 3D MEDIA AND DESIGN	
Chapter (s):	10-12	
Assignment (s):	SEE MCGRAW HILL CONNECT	
University Events: 	October [Thursday-Saturday]	 Mid-Term Exams
Week Eight: Topic	MIDTERM	
Chapter (s):		
Assignment (s):	MIDTERM EXAM	
University Events: 		 MID-TERM EXAMS
Week Nine: Topic	ARCHITECTURE	
Chapter (s):	13	

Assignment (s):	SEE MCGRAW HILL CONNECT	
University Events: 		
Week Ten: Topic	HISTORY OF ART	
Chapter (s):	14	
Assignment (s):	SEE MCGRAW HILL CONNECT	
University Events: 		
Week Eleven: Topic	HISTORY OF ART	
Chapter (s):	FILM	
Assignment (s):	FILM QUESTIONS	
University Events: 		
Week Twelve: Topic	HISTORY OF ART	
Chapter (s):	15-16	
Assignment (s):	SEE MCGRAW HILL CONNECT	
University Events: 		
Week Thirteen: Topic	HISTORY OF ART	
Chapter (s):	17-18	
Assignment (s):	SEE MCGRAW HILL CONNECT	
University Events: 		
Week Fourteen: Topic	HISTORY OF ART	
Chapter (s):	18-22	
Assignment (s):	SEE MCGRAW HILL CONNECT	

University Events: 	J	THANKSGIVING (UNIVERSITY CLOSED) 
University Events: 		Instructors are to begin restoring studios and lecture rooms to original condition prior to giving Final Exams or conducting final project reviews/presentations. Instructors are collect items for assessment and accreditation.
Week Fifteen Topic	SLIDE EXAM	
Chapter (s):		
Assignment (s):	GROUP PROJECT	

University Events: 		
Week Sixteen		
		 FINAL EXAMINATION PERIOD
		FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!
		 COMMENCEMENT
		FINAL GRADES DUE FOR ALL STUDENTS BY 11:59 PM!
		WINTER BREAK (UNIVERSITY CLOSED)

In order to assure that you have read over this entire document you are required to sign the Statement of Agreement on the final page of the syllabus and return it at the start of second class period. This will be our contract that you have read over the entire syllabus and that you understand what is expected of you in this class.

THIS SYLLABUS MAY CHANG AT ANYTIME

Disability Statement (See Student Handbook):	Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator. Students should also inform the instructor of their need for accommodations immediately at the outset of the course so that a solution designed to being successful in class can be produced.
Academic Misconduct (See Student Planner):	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 Planner, especially the section on academic misconduct (see <i>University Administrative Guidelines on Academic Integrity</i>). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, 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 or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.
Forms Of Academic Dishonesty:	<ol style="list-style-type: none"> 1. <u>Cheating:</u> 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. <u>Plagiarism:</u> 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. <u>Multiple Submission:</u> 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. 4. <u>Conspiracy:</u> Agreeing with one or more persons to commit an act of academic/scholastic dishonesty. 5. <u>Fabrication of Information/Forgery:</u> Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.
Nonacademic Misconduct (See Student Planner):	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	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 at 936-261-2144 or titleixteam@pvamu.edu . More information can be found at the Title IX Webpage including confidential resources available on campus.
Pregnancy, Pregnancy-related, and Parenting Accommodations	Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at this webpage .
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 936-261-1744 or 1792.
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 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 this webpage
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. Phone: 936-261-1500; Website: J. B. Coleman Library .
Academic Advising Services	Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor's location by academic major at the Academic Advising Website , Phone: 936-261-5911.
The University Tutoring Center	The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and

	enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support is offered face-to-face in the UTC, in virtual face-to-face sessions , and through online sessions at PVPlace . Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu ; Website: University Tutoring Center .
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 Alert helps 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 PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: Academic 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 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: Hobart Taylor, 2 nd floor; Phone: 936-261-3564; Website: Student Counseling Services .
Office of Testing Services	Testing Services serves to create opportunities by offering suite of exams that aid in the students' academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3 rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu ; Website: Testing Services .
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 hardware and software, adapted furniture, proctoring of 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: Disability Services .
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 college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage ; Phone: 936-261-3283.
Veteran Affairs	Veteran Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: Veteran Affairs .
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: Office for Student Engagement .
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: Anderson Hall, 2 nd floor; Phone: 936-261-3570; Website: Career Services .
Technical Considerations for Online and Web-Assist Courses:	
Minimum Hardware and Software Requirements	<p>Minimum Recommended Hardware and Software:</p> <ul style="list-style-type: none"> • Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra* • 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 or Firefox <p>*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.</p> <p>Note: Be sure to enable Java & pop-ups in the Web browser preferences</p> <p>Participants should have a basic proficiency of the following computer skills:</p> <ul style="list-style-type: none"> • Sending and receiving emails • A working knowledge of the Internet • Microsoft Word (or a program convertible to Word) • Acrobat PDF Reader • Windows or Mac OS • Video conferencing software
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.
Video Conferencing Etiquette	<p>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. Before class session begins, test audio, video and lighting to alleviate technology issues.</p> <p>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. When referring to information from books, websites or articles, please use APA standards to reference sources.</p>

	<p>During the first week of class each student will be required to acknowledge by replying to a Posting stating that you have reviewed and understand the following Online Netiquette Policy for the course.</p> <ol style="list-style-type: none"> 1. Discussion/Zoom / Webcam Behavior When in a Zoom meeting or utilizing your webcam, be sure to act and dress as professionally as you can. You should look the same as you would if we were meeting face-to-face in the instructor's office or in class. You should be sitting up in a chair and not laying down. Consider how you might look if you were going to be interviewed for a job via Zoom. If you feel as though your behavior or appearance would reflect negatively on you during that situation you are advised against it. You should also try to keep your physical environment where you are working on the class to be as quiet as possible. If there is a television or loud music playing in the background try to limit it, as it can inhibit your ability to be easily heard and understood. <ul style="list-style-type: none"> <input type="checkbox"/> Be properly dressed- hair bonnets, caps, pajamas, etc., will not be acceptable when attending class and participating in the discussions.. <input type="checkbox"/> Be punctual <input type="checkbox"/> Be kind to each other <input type="checkbox"/> Please mute microphones when lecture is in session <input type="checkbox"/> Have fun! 2. When posting discussions or e-mailing one another, please be respectful of what you write. 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 for this course. All activities in the classroom will follow standards set in the Student Handbook 3. When creating/posting images do NOT use graphics that have sexual, political or religious implications. If you are unsure if you are unsure if a certain graphic is appropriate, email your instructor privately. 4. Address your peer or instructor with their names for each post or email 5. Do not use ALL CAPS for postings or unnecessary exclamation marks, and not use text messaging-style for official assignment postings & email to the instructor. Caps where appropriate, example proper nouns and at the beginning of each sentence. 6. When posting critiques, try to be positive with your remarks, at the same time well-seasoned with ideas and comments how your peers can improve their work. 7. This course requires that you give support and feedback to your classmate's works. If you see that someone does not have any comments made, please review your classmate's works by posting feedback. 8. Aim at getting your discussion assignments & projects in early. (The instructor permits revisions for better grades, most important personal enrichment and improvement if assignment is posted before the due date.) Late assignments or discussions can slow the class down and will not benefit you as the learner. 9. Include references with your answers when it is cited from. Do not violate copyright laws. 10. Respect examples of Students Works posted online. They are posted as a guide.
Technical Support:	<p>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, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email ciits@pvamu.edu.</p>
Submission of Assignments-On Line Courses:	<p>Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.</p> <p>ASSIGNMENTS are due at the start of the class session. No late work will be accepted without proper documentation.</p> <p>All DISCUSSION FORUMS have two due dates. The first one is the deadline to post your substantive post (without losing credit), and the second one is to finish up with your responses. This is designed to allow ample time after everyone has answered the question for class discussion. Be sure to check the due dates on the assignment and schedule documents for each module.</p>

	<p>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. If you have questions about this, don't hesitate to post in the class FAQ forum.</p>
Grade and Evaluation	<p>Grades for assignments, submissions and exams will be posted within five (5) business days from the due date. You will be notified if those circumstances change. Responses will usually provide a grade and written feedback as well.</p> <p>Emails will be responded via email within 24 hours Monday-Friday before 5:00 PM. There will not be a response to emails asking about the class discussion (check your weekly schedule).</p> <p>Please send all correspondences to the instructor's Canvas' portal. Do not send any course materials, assignments, questions or any email(s) to the instructor's PV's webmail Outlook account. This method will allow the instructor to track you and all correspondences to better serve your needs in a timely manner.</p>
Discussion Requirement-On Line Courses:	<p>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.</p> <p>This will be accomplished using the discussion forum. The exact use of the discussion board will be determined by the instructor.</p> <p>Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.</p> <p>When 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 conversation or assignment.</p> <p>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; and 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.</p>