



PRAIRIE VIEW
A&M UNIVERSITY

SYLLABUS

COMM 1336
Introduction to Basic Digital Production
FALL 2023

Course Information	Description
Instructor:	Hakeem Harris
Section # and CRN:	P-01 CRN 10038
Office Location:	Hilliard Hall 004
Office Phone:	936-261-3729
Email Address:	hpharris@pvamu.edu
Office Hours:	TR 8 am – 9:20 am, 12:30 pm -1:50 pm and F 8 am - 11 am
Mode of Instruction:	Face to Face
Course Location:	Hilliard Hall 125
Class Days & Times:	TR 9:30 am – 10:50 am
Catalog Description:	This course is an introduction to basic remote digital video production. It relies on practical exercises illustrating key concepts of preproduction, production, and postproduction.
Prerequisites:	N/A
Co-requisites:	N/A
Required Text(s):	Understanding Movies Louis Giannetti(Author) https://www.pearson.com/store/p/understanding-movies/P100002446653/9780134002613?creative=489250547975&keyword=&matchtype=&network=g&de_tmwf6kMfY7R_FOebUo99lvKaZTv8I45BBAtCygMyCGM-ToAaAISDEALw_wcB Spike Lee Master Class Handbook and Ron Howard Master Class Handbook will be given to each student as a pdf on ecourses. https://www.kpvutv.org/symposium
Recommended Text(s):	Sterling, D., Entertainment Power Players , 4 th Edition, Bowie, MD: Key Quest, 2009 Dick, Bernard F. Anatomy of Film , 6th edition, Bedford/St. Martin's; 2009 Phillips, William H., Film: An Introduction 4th Edition, Bedford/St. Martin's, 2009 Stanley, Robert Henry, Ma 1st edition, McGraw-Hill, 2002 Belton, John, American Cinema/American Culture , 4th edition, McGraw-Hill Humanities & Social Science; 2012

Course Learning Objectives:

	Upon successful completion of this course, students will be able to: [NOTE: BEGIN each outcome with a VERB]:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment [Delete this column for graduate courses]
1	1. Identify all the tasks required with each phase of digital video production.	1, 2, 3	N/A
2	Analyze the emotional and psychological effects of story, visual composition, sound design, music and editing upon an audience.	1, 2, 3	N/A
3	Appreciate cinematic storytelling in both narrative and non-narrative forms and how aesthetic principles can be applied in theatrical narratives, broadcast television, shorts, music videos, advertising, video games and other related forms of digital media content.	2, 3	N/A
4	. Assess the development of modern productions, as compared to earlier ones including both American and important international film movements.	2, 3	N/A
5	Produce and edit an audio/visual sequence while acquiring specific skills in sound recording, lighting and camera as a foundation to create longer and more sophisticated productions	2, 3, 4	N/A
6	Demonstrate basic non-linear editing skills using Adobe Premiere or Final Cut Pro X	3, 4	N/A
7	[7. Interpret and apply common terms in cinematic language.	1, 2, 3 , 4	N/A

Major Course Requirements

Method of Determining Final Course Grade

Item	Course Grade Requirement [Name each major component]	Value	Total
1)	Still Shot Composition	100	10%
2)	Film Vocabulary	100	10%
3)	Crafting Light	100	10%
4)	Recording Sound & Sound Design	100	10%
5)	Writing a 5-7 page Dramatic or Comedic Short	100	10%
6)	Editing Fundamentals (Software)	100	10%
7)	Editing Fundamentals (Software)	100	10%
8)	Midterm Exam	100	10%
9)	Preproduction: Shotlist, Storyboard, Schedule	100	10%
10)	Final Film Project (5-7 minute narrative or documentary)	100	10%
Total:			

Grading Criteria and Conversion: [Insert points or percentages]

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% and below

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.

Detailed Description of Major Assignments: [Describe each assignment valued at 10% of grade or more]

Assignment Title or Grade Requirement	Description
Still Shot Composition Exercise	Each student will use a still camera, smartphone or tablet to compile 10 cinematically (horizontally) framed and uniquely composed shots which express different emotions, relationships, and points of view. All 10 shots can tell one story or 10 individual stories. Your stills should be new.
Film Vocabulary	Each student will learn 50 words that are needed to be knowledgeable in the film and tv industry.

Assignment Title or Grade Requirement	Description
Crafting Light	Practical lighting, natural light, stylized lighting, key light, fill light, exposure, color, tone, etc. Each student will learn how to craft light dramatically for narratives and interview style using 3-point lighting.
Recording Sound & Sound Design	Each student will learn how to set up and manipulate sound recording using their smartphone, sound mixer, lavalier mics, and boom mics as well as learn how sound is use to communicate in cinema.
Camera Movement & Composition Exercise	Students will learn camera movement techniques, rule of thirds framing, high angles, low angles, wide shot, medium show, close up, dolly, tracking shot, handheld versus stationary camera, 180-degree rule, reverse shot, eye line, etc. Students must show facility with the camera, an attention to detail, and creativity.
Writing a 5-7 page	Students will learn the basic 3-Act structure of screenwriting, character development, plot, story arcs, conflict, etc. and will create a 5-7 page short script to be produced and further developed in Screenwriting Course.
Editing Fundamentals (Software)	Students will learn the basics of editing software interface, as well as various storytelling techniques. Each student will successfully edit multiple scenes together to tell a story incorporating video, sound, music, text, etc
Midterm Exam	Midterm Exam Includes questions based on text, handouts, lectures, instructional videos, screenings, and demonstrations to date.
Preproduction: Shotlist, Storyboard, Schedule	Each student will breakdown their script for production by creating a shotlist, storyboards, shooting schedule, etc.
Final Film Project (5- 7 minute narrative or documentary)	Each student will either produce their own short film or work remotely with a classmate to produce a short film collaboratively.

Course Procedures or Additional Instructor Policies

Taskstream

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

Semester Calendar Week One: Aug 23-27	<i>Tuesday</i>
Topic	Introduction to the Course
Reading	Syllabus
Assignments	Received Vocabulary Sheet of Industry Terms (This will be your midterm, so learn it.)
	<i>Thursday</i>
Topic	From script to screen
Readings	Watch action short Broken Angels. Read Broken Angels Script and Beat Sheet
Assignments	Handouts via eCourses.
Week Two: Aug 30 – Sept 3	
	<i>Tuesday</i>
Topic	LECTURE: Mise-en-Scene: Within the Image
Readings	Chapter 1: Mise-en-Scene: Within the Image
Assignments	Study Guide: Analyzing the Shot by Writing about the Image
	<i>Thursday</i>
Topic	LECTURE: Mise-en-Scene: Camera Movement & Cinematography
Readings	Chapter 2: Mise-en-Scene: Camera Movement Chapter 3: Mise-en-Scene: Cinematography

Assignments	Study Guide: Analyzing Camera Movement Study Guide: Analyzing Cinematography Assignment: Take 10 Photos using a still camera, smartphone or tablet to compile 10 cinematically (horizontally) framed and uniquely composed shots which express different emotions, relationships, and points of view. All 10 shots can tell one story or 10 individual stories. Use Mise-en-Scene as a guide. Due on Wed. Sept 8 by 5pm on Canvas.
Week Three: Sept 6 -10	
	<i>Tuesday</i>
	Camera Movements
	<i>Thursday</i>
Topic	LECTURE: Lighting Discuss 10 Stills Assignment.
Readings	
Assignments	Assignment: Crafting Light Exercise due Sept 13 on Canvas: Film a subject (person) using 3-point lighting, practical lighting and natural light. Each image should convey a different emotion.
Week Four: Sept 13-17	
	<i>Tuesday</i>
Topic	LECTURE: Editing: From Shot to Shot
Readings	Chapter 4: Editing: From Shot to Shot
Assignments	Study Guide: Analyzing Shot-to-Shot Editing. Assignment: Camera Movement Project due Sept 16. Frame a subject using rule of thirds, do a hand held shot, stationary shot, tracking shot, sliding shot.

	Thursday
Topic	LECTURE: Sound
Readings	Chapter 5: Sound: Recording, Rerecording, Editing, and Mixing
Assignments	Study Guide: Hearing Sound, Analyzing Sound & Recording Sound Assignment: Using smartphone recording app, record at least 10 sources from the list on Canvas. Make sure the sound is clean & audible. Due on Sept 20.

Week Five: Sept 20-24	
	Tuesday
Topic	Lecture: Narrative - From Scene to Scene
Readings	Chapter 6: Narrative Structure: <i>Story and Plot Scenes and Sequences</i>
Assignments	Study Guide: Analyzing Scene-to-Scene Editing

	Thursday
Topic	From Screenplay to Film part 1
Readings	Chapter 7: Screenwriting: The Three Act Structure part 1 & 2
Assignments	Study Guide: Story Analysis and Segmentation Assignment: Pitch Idea of short film project. Due Sept 27 on Canvas.
Week Six: Sept 27 – Oct 1	
	Tuesday

Topic	From Screenplay to Film part 2
Readings	Video Lecture: How to Create Dramatic Characters & Character Arcs
Assignments	Study Guide: Story Analysis and Segmentation
	Thursday
Topic	Screenwriting Software (Celtx, Final Draft & More)
Readings	Instructional Videos on Software
Assignments	Assignment: 1st draft of script due Oct 7 on Canvas.
Week Seven: Oct 4- 8	
	Tuesday
Topic	Breaking Down Cinema: Analyzing Spike Lee Films
Readings	Master Class on Spike Lee
Assignments	Quiz on Master Class
	Thursday
Topic	Filmmakers & Producers
Readings	Chapter 8: Director versus Filmmaker, Auteur Theory, What is a Producer?
Assignments	Assignment: 2nd Draft of script due Oct 18 on Canvas. Study Guide: The Problem of Attribution. Screen signature scenes from Filmmakers.

Week Eight: Oct 11 -15	
	<i>Tuesday</i>
Topic	Editing: Making the Cut. Part 1 Workshop on Adobe Premiere
Readings	Handouts & Video Clips on Editing. Chapter 4: Editing: From Shot to Shot
Assignments	Study Guide: Analyzing Shot-to-Shot Editing.
	<i>Thursday</i>
Topic	Editing: Making the Cut. Part 2 Workshop on Adobe Premiere

Readings	Handouts & Video Clips on Editing.
Assignments	Midterm Exam on Vocabulary Sheet & Lectures
	Midterm
Week Nine: Oct 18-22	
	<i>Tuesday</i>
Topic	Editing: Making the Cut. Part 2 Workshop on Adobe Premiere
Readings	Handouts & Video Clips on Editing.
Assignments	
	<i>Thursday</i>
Topic	Editing: Making the Cut. Part 3 Workshop on Adobe Premiere.
Readings	Handouts & Video Clips on Editing.

Assignments	Assignment: Use supplied footage to edit 1-2 minute scene. Also add Music, Voice over & Sound Effects due Oct 26 on Canvas.
Week Ten: Oct 25-29	
	<i>Tuesday</i>
Topic	Genres
Readings	Chapter 10: What Is a Genre?
Assignments	Study Guide: Genre Analysis for the Introductory Student. Cinematic Study #1

	<i>Thursday</i>
Topic	Performance (Acting) Natalie Portman & Samuel Jackson Master Classes
Readings	Chapter 9: Performance as an Element of Mise-en-Scene
Assignments	StudyGuide: Analyzing Acting3rd Draft of Screenplay Due.
Week Eleven: Nov 1 -5 Apr 4	
	<i>Tuesday</i>
Topic	Film Theory and Criticism
Readings	Handouts.
Assignments	Assignment: Each student will breakdown their script for production by creating a shot-list, storyboards, shooting schedule, etc. due on Nov 9.
	<i>Thursday</i>

Topic	Music in Film
Readings	Handouts & Video Clips on Music, Film Scoring and Sound Design.
Assignments	Cinematic Study #2
Week Twelve: Nov 8-12	
	<i>Tuesday</i>

Topic	Shoot Film using Smartphone or your personal camera
Readings	
Assignments	
	<i>Thursday</i>
Topic	Shoot Film using Smartphone or your personal camera
Readings	
Assignments	
	Shoot during the entire week and weekend

Week Thirteen: Nov 15-19	
	<i>Tuesday</i>
Topic	Edit Final Films
Readings	Handouts & Video Clips on Editing.
Assignments	

	Thursday
Topic	Edit Final Films

Readings	
Assignments	
Week Fourteen: Nov 22-26	
	Tuesday
Topic	Critique Films for Editing Notes
Readings	Handouts & Video Clips on Color Grading.
Assignments	
	Thursday
	Thanksgiving Holiday All Classes move to remote learning after the Thanksgiving break
Week Fifteen: Nov 29 – Dec 3	
	Tuesday
Topic	Edit Final Films
Readings	
Assignments	
	Thursday
	December 1 Final Day to Apply for Degree Conferral only for Fall 2021 Graduation (No ceremony participation or name listed in the program) December 1 Final Day to Submit Application for Tuition Rebate for Fall Graduation Undergraduate. Candidates) 2021 December 1 Final Day to Withdraw from the University (from all courses) for the Fall 2021 16-week session December 1 Last Class Day Tuesday 11/30 Review for Final Exam

	Final Film Project due on Canvas.
Week Sixteen: Dec 3-9	Finals Week.
	December 2 – 8 Final Exams December 8 Final Grades Due for Graduation Candidates (12:00 p.m.) December 11 Commencement December 13 Final Grades due for all other students (11:59 p.m.)

Student Support and Success

John B. Coleman 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. [Library Website](#) Phone: 936-261-1500

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 with [in](#) 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

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](#)

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; [Writing Center Website](#), [Grammarly Registration](#)

[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](#)

Student Counseling Services

The Student Counseling Services 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; [Health & Counseling Center Website](#)

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**

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; [Disability Services Website](#)

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

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; [Veteran Affairs Website](#)

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; [Student Engagement Website](#)

[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](#) website for information regarding services provided. **Location:** Anderson Hall, 2nd floor; **Phone:** 936-261-3570; [Center for Careers & Professional Development Website](#)

University Rules and Procedures

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 ability 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 XI 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.

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

Prairie View A&M University requires regular class attendance. Attending all classes supports the 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 the [Internet](#). Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the 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.

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.

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 Online 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 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 discussion 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

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 the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to [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 at 936-261-3283 or email ciits@pvamu.edu.

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 occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word 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, copy and paste to the discussion board.

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