

**COMM 1336 - Video Production I
Fall 2023**

General Course Information

Information Item	Information
Instructor:	Professor Tony Clomax, MFA, MA
Section # and CRN:	Section P02; CRN: 10168
Office Location:	Hilliard Hall 017A (In the basement)
Office Phone:	Cell Phone: 646-406-0012 (use cell always) Office: 936-261-3718
Email Address:	toclomax@pvamu.edu (will respond within 24 hours) Additional contact will be done via Canvas Discussions & GroupMe
Office Hours:	Mondays 9:30am - 11am, Tuesdays 11am - 12:30pm, 1:30pm - 4pm, Wednesday 9:30am - 11am, Thursday 12pm - 2pm (Virtual Appointment Only) Immediate contact through our GroupMe setup
Mode of Instruction:	(Face to Face)
Course Location:	Hilliard Hall 125 Editing Lab. We will use Hilliard Hall 144 for Production
Class Days & Times:	Mondays & Wednesdays 2:00 pm - 3:20 pm
Catalog Description:	Video Production I (3-0) Credit 3 semester credit hours. An introduction to basic remote digital video production to include practical exercises illustrating key concepts of pre-production, production, and post-production.
Prerequisites:	Comm 1336, Comm 1713 or 1307
Co-requisites:	None
Required Text(s):	I'm providing Workbooks and Print outs, but you MUST have an External Hard Drive with 2 TB. Not a Thumb Drive. Examples on Canvas.
Recommended Text(s):	Film Studies: An Introduction (Film and Culture Series) Ed Sikov (Author) Sterling, D., <u>Entertainment Power Players</u>, 4th Edition, Bowie, MD: Key Quest, 2009 Dick, Bernard F. <u>Anatomy of Film</u> , 6th edition, Bedford/St. Martin's; 2009 Phillips, William H., <u>Film: An Introduction</u> 4th Edition, Bedford/St. Martin's, 2009 Stanley, Robert Henry, <u>Making Sense of Movies: Filmmaking in the Hollywood Style</u> , 1st edition, McGraw-Hill, 2002 Belton, John, <u>American Cinema/American Culture</u> , 4th edition, McGraw-Hill Humanities & Social Science; 2012 Boggs, Joseph M.; Petrie, Dennis, <u>The Art of Watching Films</u> McGraw-Hill Humanities & Social Science, 8th edition

General Course Information Table

Required Equipment:

Each student will need an **external hard drive (2TB formatted for both Mac OS and PC)** for editing on. A Solid State Drive (SSD) is the best option for its speed and dependability. An external hard drive is the only way to keeping your projects and video footage. Each student has access to an account with Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, Illustrator, InDesign) and Microsoft Suite. However, we will learn editing with Final Cut Pro X on the computers in Editing Lab. You can not save content on computer. Computers' downloads and desktops are deleted twice a week. **YOU MUST SAVE ON YOUR HARD DRIVE.**

Student Learning Outcomes:

1. Apply communication concepts and theories.
2. Communicate ideas effectively and with sensitivity to a variety of audiences.
3. Demonstrate effective use of a variety of communication tools and styles.
4. Demonstrate communication proficiency appropriate for meeting personal and professional needs.

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
Identify all the tasks required with each phase of video production.	1, 2, 3	
Analyze the emotional and psychological effects of story, visual composition, sound design, music and editing upon an audience.	1, 2, 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	
Assess the development of modern productions, as compared to earlier ones including both American and important international film movements.	2, 3	
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	
Demonstrate basic non-linear editing skills using Final Cut Pro X.	3, 4	

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value (Points)	Total
1) B Roll Collection (Cinematography)	50	5%
2) Lighting Exercise	50	5%
3) Recording Sound	100	10%
4) Project Organization in FCPX editing software	100	10%
6) Shoot and edit a 5-minute Interview of a Professor or Athletic Coach.	100	10%
7) Final Exam (Terms & Short Essay)	100	10%
8) Write 2-page scene	100	10%
9) 3-5 Minute Project (Narrative, Documentary, Experimental or Instructional)	200	20%
10) Quizzes	50	5%
11) Film Critique 1000 word Paper	100	10%
12) Attendance	50	5%
Total:	1000	100%

Course Grade Requirement Table

Grading Criteria and Conversion:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% and below

Attendance Policy:

Attendance plays a crucial role in your academic success. Please be aware that for every three unexcused absences, your class grade will be dropped by a full letter grade. I understand emergencies happen, so please ensure you provide an official written excuse for any absences. You have 1 Mental Health Day available to use but must be requested at least 1 hour before class and it can not be used during the day of an exam, quiz, presentation and final project due date.

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.

Time Management:

Punctuality is essential in this industry. Arriving ten minutes late to class will be considered tardy, whereas being between 11 to 15 minutes late will be marked as plain late. Anything over 15 minutes will be counted as an absence. Let's value our time together and strive to be present and engaged.

Timely Submissions:

Meeting deadlines is crucial in the film production world. Any work submitted after the due date will incur a 10% deduction for each day for up to three days. After three days, the assignment will not be accepted. Let's foster discipline and adhere to these submission guidelines.

Attendance: This is a face to face class.

Missed or late assignments:

Students are required to submit all assignments by the listed due dates. Each day an assignment is late, there will be a deduction of 10 points. If you have a medical situation, an official letter Must be provided. Assignments will not be accepted if they are more than 7 days late.

In the Film & TV Industry, your body of work and reputation is your way through the door as well as to stay working. Use this class to establish your work ethic, dependability, and a strong body of work.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1) B Roll Collection	Each student will use a cellphone camera to compile 10 specifically framed and uniquely composed 10-second shots in 1080p or 4K. Think cinematically. All 10 shots can tell one story. The subject can be animate or inanimate objects.
2) Recording Sound	Using a microphone, lavalier, sound recorder &/or cellphone, you will record 2 subjects having a conversation, along with a minimum of 5 separate sounds.
3) Lighting Exercise	Each student will use the 3-point lighting technique on a subject to recreate a one of the designated film stills and film the subject with one continuous shot for 30 secs.
4) Project Organization in FCPX editing software	Each student will be given video and sound clips of a scene to upload into a FCPX Library/Project that you will create from scratch.
6) 5-minute Interview of Professor or Athletic Coach.	You will select a professor or athletic coach and interview them with a nicely lit and composed 2-camera shoot. You'll shoot this in teams of 2. Gather B-roll as well and ask for at least 5-10 photos from them. Edit into a 2-3 minute video. You can add music, lower thirds, effects, etc.
7) Final (Terms & Short Essay)	25 Multiple choice and essay questions on material up to this point.
8) Write a 2-page scene	Develop 2 characters with physical and personality traits. Place the characters in one location and give each of them a want, need, lie and obstacle. Keep the dialogue simple, but original. You must use the free WriterDuet or Celtx software, NOT WORD Doc.
9) 3-5 Minute Video Project	Students will shoot and edit a 3 - 5 minute narrative, documentary, experimental or PSA, paying special attention to the lighting of the subjects, capturing quality audio, and editing the videos for screenings and distribution. Students will turn in a typed explanation of how they used and put their own perspective on shots, lighting, sound, and editing. Footage MUST be new footage obtained during this course, not old footage from outside class.
10. Participation & Quizzes	You are expected to participate when in class, as well as take short quizzes.
11) Film Critique - 1,000 word Paper	We will watch a film in class and you will write a 1,000 word film analysis paper discussing direction, character, plot, structure, cinematography, set design, music, sound, conflict, climax and conclusion.

Detailed Description of Major Assignments Table**Course Procedures or Additional Instructor Policies****Time Management:**

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Semester Calendar

Week **Description**

Week One:
Aug. 21 - 25

	Monday - August 21
Topic	“Introduction to the Course” Goals, Expectations, & Assessment of Students’ Screenwriting Skills.
Reading	Syllabus / Broken Angel short Script & Film
Assignments	Read Chapter 1: Mise-en-Scene: Within the Image for the next class Watch Mise-en-scene Video. Read James Cameron Workbook page 13-16
	Wednesday - August 23
Topic	LECTURE: “Mise-en-Scene: Within the Image”
Reading	Chapter 2: Mise-en-Scene: Camera Movement for the next class Read James Cameron Workbook page 17-19
Assignments	In-Class Study Guide: Analyzing the Shot by Writing about the Image
Week Two: Aug 28 - Sept 1	
	Monday - Aug 28
Topic	LECTURE: “Mise-en-Scene: Camera Movement” Camera Lenses and Movement. Composition and Aspect Ratio. Rules of Thirds.
Readings	Chapter 3: Mise-en-Scene: Cinematography for the next class Read James Cameron Workbook page 21-25
Assignments	In-Class Study Guide: Analyzing Camera Movement
	Wednesday - Aug 30
Topic	LECTURE: “Mise-en-Scene: Cinematography”
Readings	Chapter 4: Editing: From Shot to Shot for the next class
Assignments	In-Class Study Guide: Analyzing Cinematography Film 10 B-Roll Shots with cellphone horizontally that tells a connected narrative. Due Monday, Sept 4 on Canvas by 11:59pm. Upload each clip individually.

Week Three: Sept 3 - 9	
	Monday - Sept 4
Topic	(NO CLASS / SCHOOL CLOSED)
Readings	Chapter 5: Sound: Recording, Rerecording, Editing, and Mixing for the next class
	Wednesday - Sept 6
Topic	LECTURE: “Sound and Audio Techniques” Recording Sound, Sound Equipment and Techniques, Sound for Tone & Emotion, Dialogue Recording and Room Tone.
Readings	Read James Cameron Workbook pages 26-28
Assignments	In-Class Study Guide: Hearing Sound, Analyzing Sound Four teams will record 1-page of dialogue using a boom mic, boom pole, and field recorder or with a Lavalier mic. You'll also record room tone, foley sounds, and any on-set SFX. Each student upload Sound Clips on Canvas by Friday, Sept 8, by 11:59pm. Identify a professor or athletic coach and interview them before Sept 20.
	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Week Four: Sept 10 - 16	
	Monday - Sept 11
Topic	LECTURE: “Lighting and Cinematic Mood” Lighting for Emotional Impact: 3-point Lighting, Exposure & Color, Practical Light, Natural Light.
Readings	Videos
Assignments	Light a subject with 3-pt lighting and film a continuous 30-second shot In-Class. Footage due in class on Hard Drive on Sept 18.
	Wednesday - Sept 13
Topic	LECTURE: “Narrative - Interviewing Subjects”
Readings	Chapter 6: Narrative Structure: Story and Plot Scenes and Sequences Read James Cameron Workbook Page 28 - 34
Assignments	Study Guide: Analyzing Scene-to-Scene Editing

Week Five: Sept 17 - 23	
	Monday - Sept 18
Topic	LECTURE: “Introduction to Screenwriting and Formatting” Screenwriting Software: WriterDuet, Celtx, Studiobinder and Final Draft. Writing a Premise. Creating a Beat Sheet using the Save The Cat template. 3-Act Structure.
Readings	Chapter 7: Screenwriting: The Three Act Structure part 1 Read James Cameron Workbook Page 35 - 38
Assignments	Study Guide: Story Analysis and Segmentation
	Wednesday - Sept 20
Topic	LECTURE: “Dialogue, Exposition, and Writing Practice. How To Write Dialogue. Writing Exposition. Creating Story Conflict. Writing Subtext.
Readings	Chapter 7: Screenwriting: The Three Act Structure part 2
Assignments	Study Guide: Story Analysis and Segmentation Write a 2-page scene with 2 characters. 1st Draft Due on Canvas, Sept 24 by 11:59pm
Week Six: Sept 24 - Sept 30	
	Monday - Sept 25
Topic	EDITING PART I: “Editing Fundamentals and Project Setup” Non-Linear Editing Explained. External Hard Drive Organization. Setting up a Library & Project. Importing footage and synching sound. We will organized a project correctly in FCPX on your External Hard Drive using footage from the Camera, Lighting and Sound exercises. Editing: Workshop on Final Cut Pro X.
Readings	Handouts & Video Clips on Editing. Read James Cameron Workbook Page 44 - 49
Assignments	Organize your interview Files, Create FCPX project and organize a new LibraryProject. Create an assembly timeline.
	Wednesday - Sept 27
Topic	EDITING PART 2: “Editing Techniques and Sequencing” Navigating FCPX Interface. Basic Editing Techniques. Cutting Action. Sequencing.
Readings	Handouts & Video Clips on Editing.
Assignments	Show rough cut of Interview

Week Seven: Oct 1 - 7	
	Monday - Oct 2
Topic	EDITING PART 3: “Advanced Editing Techniques and Sound Design. Color Grading. Creating Titles and Lower Thirds. Sound Design and Mixing.
Readings	Handouts & Video Clips on Editing.
Assignments	Color correct, mix sound and make lower thirds.
	Wednesday - Oct 4
Topic	LECTURE: Master Class with Spike Lee on Narrative Filmmaking
Readings	Chapter 8: Director versus Filmmaker, Auteur Theory, What is a Producer? Read James Cameron Workbook Page 39 - 43
Assignments	2-page scene with 2 characters. 2nd Draft Due today. Export and upload final cut of Interview Video in class on Canvas by 11:59pm.
Week Eight: Oct 8 - 14	
	Monday - Oct 9
Topic	LECTURE: “Shotlist, Storyboard & Scheduling”
Readings	Read James Cameron Workbook Page 50 - 54
Assignments	Submit 1-page Final project proposal on Canvas Tuesday, Oct 10, 11:59pm. It can be a narrative, documentary, experimental or Public Service Announcement (PSA) Write a film analysis paper. Due on Canvas by Sunday, Oct 16 by 11:59p Submit Film Project Shooting Schedule in Class Oct 18.
	Wednesday - Oct 11
Topic	Midterm Exam
Readings	none
Assignments	Midterm Exam
Week Nine: Oct 16 - 20	
	Monday - Oct 16
Topic	No Class - Student and Faculty Non-Class Day

	Wednesday - Oct 18
Topic	LECTURE: “Master Class with Samuel L. Jackson on Acting”
Readings	Chapter 9: Performance as an Element of Mise-en-Scene
Assignments	Study Guide: Analyzing Acting 1-Page Film Proposal due.
Week Ten: Oct 23 - 27	Short Film / Short Documentary Production Week
	Monday - Oct 23
Topic	“In-Class Film Screening for Film Analysis Paper”
Readings	Video 18: How to Write A Film Analysis Paper
Assignments	Film Analysis paper due on Canvas Sunday, Nov. 10, by 11:59p Film Projects Oct 23 - Oct 29. Return Equipment Monday, Oct. 30
	Wednesday - Oct 25
Topic	LECTURE: “Master Class with Ken Burns on Documentary Filmmaking”
Readings	Videos & Handouts
Assignments	Bring all Final Project footage, music, and pictures on Hard Drive Monday, Oct. 30.
Week Eleven: Oct 29 - Nov 4	HOMECOMING WEEK
	Monday - Oct 30
Topic	LECTURE: “Master Class with Danny Elfman on Film Scoring”
Readings	Videos & Handouts
Assignments	
	Wednesday - Nov 1
Topic	“First Editing Round Part 1” One on One Editing Consultation (This Day is for up to 8 students who want specialized assistance in the Lab. All are welcome to use lab, but attendance will not be taken.
Readings	Videos & Handouts
Assignments	Show Assembly Organization

Week Twelve: Nov 6 - 10	
	Monday - Nov 6
Topic	“First Editing Round Part 2”
Readings	e-Book & Video Clips on Editing.
Assignments	
	Wednesday - Nov 8
Topic	“First Editing Round Part 3”
Readings	e-Book & Video Clips on Music and Sound Design.
Assignments	
Week Thirteen: Nov 13 - 17	
	Monday - Nov 13
Topic	“Second Editing Round Part 1”
Readings	Handouts & Video Clips on Sound Mixing.
Assignments	
	Wednesday - Nov 15
Topic	“Second Editing Round Part 2”
Readings	Handouts & Video Clips on Color Grading.
Assignments	1st Edit Due for Feedback.
Week Fourteen: Nov 20 - 24	
	Monday - Nov 20
Topic	“Third Editing Round Part 1”
Readings	Video Clips on Titles and Lower Thirds.
Assignments	

	Wednesday - Nov 22
Topic	“Third Editing Round Part 2”
Readings	Handouts & Video Clips on Editing.
Assignments	2nd Edit Due today. Final Film Projects due on Canvas by Sunday, Nov 28 by 11:59 pm
	Thursday - Nov 23
	Thanksgiving (School Closed Nov 23 - 25)
Week Fifteen: Nov 26 - Dec 1	
	Monday - Nov 27
Topic	“Final Edits”
Readings	
Assignments	Films are due via Canvas Tuesday, 11:59 pm .
	Wednesday - Nov 29
Topic	“Last Day of Class - Screen Final Films on the Big Screen in Room 144”
Readings	
Assignments	Final Film due Dec 1 on Canvas by 5 pm.
Week Sixteen: DEC 3 - Dec 6	FINALS WEEK
	Monday - Dec 4
Topic	
Readings	
Assignments	
	Wednesday - Dec 6
Topic	Final via Canvas

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

Academic Advising Services

Academic Advising Services offers students a variety of 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 get connected 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 www.pvamu.edu/advising. 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 (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/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: pv tutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

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>

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](#) 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; Website: www.pvamu.edu/testing

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](#)
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](#). or email: ciits@pvamu.edu.
<https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; 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; [Veteran Affairs Website](#) 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; [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.