

COMM 1342: Voice & Diction (AFAM designation) Fall 2023

Course Information:	Description COMM 1342: Black Voices Matter in an Anti-Black World
Instructor:	Dr. Elizabeth Y. Whittington
Section # and CRN:	P01 CRN 12102
Office Location:	Hilliard 112
Office Phone:	N/A
Email Address:	eywhittington@pvamu.edu
Office Hours:	Tuesdays & Thursdays 8-9:30a & 11a-12:30p; Wednesdays 10a-1p (via Zoom)-Link: https://pvpanther.zoom.us/j/95535977468?pwd=cm56MHVJQ3dDN3NNcWx3YnlGRkx2dz09
Mode of Instruction:	Face to Face
Course Location:	WR Banks 240
Class Days & Times:	TR 9:30a-10:50a
Catalog Description:	An analysis of the scientific aspects of oral communication: anatomy and physiology of the mechanisms of respiration, phonation, resonance, and articulation. Includes coverage of the International Phonetic Alphabet and an analysis of vowels and consonants and standards of pronunciation.
Prerequisites:	COMM 1311 or COMM 1003
Co-requisites:	N/A
Required Text(s):	Black Food Matters: Racial Justice in the Wake of Food Justice Eds: Hanna Garth & Ashante M. Reese ISBN: 9781517908140 Amazon \$28 (comes in Audiobook) (BFM) Healing Justice Lineages: Dreaming at the crossroads of liberation, collective care, and safety ISBN: 9781623177140 Amazon \$19.95 (also has an Audiobook) (HJL)

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Be able to identify terms related to speech production, including voice, diction, speech, inflection articulation and production	1	Critical Thinking
2	Stimulate an awareness of the dramastistic potential of all narratives	1, 3	Communication Critical Thinking
3	Increase critical thinking skills through analysis and critique of oral and written texts and performance.	2, 3	Critical Thinking Communication
4	Develop performance skills relating to representation of individuals' narratives.	2, 3, 4	Critical Thinking Communication Social Responsibility

5	Activate a flexible, effective, and expressive voice in the performance of narrative.	2	Communication
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Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement		Value	Total
1)	Class Participation & Activities	150	20%
2)	Reading Reaction Papers	150	20%
3)	Performing Poetry for Social Change	50	10%
4)	Midterm Performance	100	10%
5)	Final Performance & Paper	200	10%
			30%
Total:		650	100%

Grading Criteria and Conversion:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = below 60%

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, including the final exam, 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, including the final exam, 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:

Assignment Title or Grade Requirement	Description
Reading Reactions	<p>Starting week 3, write a one-page reaction to the week’s readings. Reactions need to be connected to the voices in the text and convey an engagement with the major themes you see in class and the reading. Include in each paper 1) A brief, no more than a paragraph a summary of what you have read, think about major ideas and concepts from the reading; 2) One main idea that you found most important; 3) Why you think this idea is important to the study food justice when examining how Black voices in America have been silenced and/or dismissed. (10 points each)</p> <p>Reactions are due Monday by 11:50p CST. Submit these on Canvas.</p> <p>You can choose one week to not turn a paper. However, you are still expected to participate in in class discussions.</p> <p>15 points a week for 120 points total.</p>
Performing Poetry for Social Change	<p>This is a poem that you will write and present (2-4 minutes each). In 2008, Parini stated, “[Poetry] makes the invisible world visible. It transforms our politics by enhancing our ability to make comparisons and draw distinctions.” In this assignment, you will develop a poem about a historical/cultural event that has affected the African-American community using poetic transcription. This is a way to connect your audience with your perspective through an economy of language. You must provide a copy of your poem with the assignment.</p> <p>Due: September 14th via Zoom</p>

	Total: 50 points
Midterm Presentation	Choose a chapter that we have read from the BFM book. Based on that theme find someone to interview about the topic covered in the chapter from their perspective of having gone through something similar. Record the presentation. Then transcribe part of the interview that you will perform as that person. More details will be available via Canvas. Due date is October 15th at 11:59pm via Canvas. 100 points
Participation (Class Activities)	All students are expected to attend each class. If you miss class, it is your responsibility to secure any class notes from your classmates. When you miss class, we miss your participation, but there will be additional activities to ensure you can miss up to 2 classes. Participation is based on you coming to class and completing in class activities. There are no exceptions to this. 150 points
Final Presentation & Paper	See Canvas in October Total 200 points

Course Procedures or Additional Instructor Policies

Submission of Assignments: Make sure that you are attentive to the due date and time for assignments. **You will not be allowed to submit late work or take quizzes or exams on days that you are late for class.** If you are absent due to a school-sponsored organization or team activity, your assignment MUST be turned in BEFORE you leave. Late assignments, presentations, exams, quizzes, or discussions will not be accepted unless you submit documentation that you were in the hospital or emergency room. If you are late, you will be marked absent and will get a (0) zero for participation. Assignments and tests submitted after 11:59pm will not be graded. **Emailed assignments will not be graded unless eCourses is down.** See more details below.

Make-up and Late Work: NO LATE ASSIGNMENTS, PERFORMANCES, SCRIPTS, DISCUSSIONS, OR EXAMS WILL BE ACCEPTED. **I do not accept late WORK unless you have a university-approved absence and provide university-approved documentation to me within one week (7 days) of your absence.** I will not accept late assignments, presentations, exams, or discussions under any circumstance. You are expected to come to each and every class on time and prepared. I will accept major assignments up to 7 days late for 5% off for each day up to 7 days and then you will receive a 0. I will not accept the assignment after these 7 days no matter what.

Participation: Your participation grade will be based on coming to class, class activities, and your engagement in the class. **You will receive a zero for any participation activity you miss (even if for an excused absence).** **Participation is at least 15% of your grade,** so it is extremely important for you to come to class and actively participate. The final participation grade is the accumulation of all graded participation exercises.

To earn an A, you should not have more than 2 absences. To earn a B, you should not have more than 4 absences. To earn a C, you should not have 6 or more absences.

Attendance Policy: TTH 3 Unexcused absences = 1 letter grade overall deduction and 3 tardies = 1 Unexcused absence

Office Hours

I will hold office hours in my office via Zoom and in person. Please see details above.

Student Responsibility: You are responsible for being fully knowledgeable of the contents of this syllabus, your individual graded assignments, and your course grade. If you have problems with your PVAMU e-mail, eCourses, etc., it is your responsibility to contact IT immediately to document and/or to fix the problem, and to find a computer lab, public library, etc., to submit any assignments by or before the deadline via eCourses. Late work will not be accepted or graded. You are responsible for any material covered in class meetings, via on-line resources such as eCourses, and/or assigned as homework.

Classroom Etiquette: To make each class session productive, it is important that we follow classroom protocols.

- To ensure everyone can hear the class discussion and assignment instructions, refrain from whispering or carrying on conversations with other class members when lectures, presentations, or discussions are in progress.
- To have the best learning experience, turn **off** notifications and **PUT AWAY** phones, earbuds, and headphones when in class unless you are instructed to use them.

Grade Concerns: I am happy to discuss your work and performance with you. Keep in mind that I will protect your privacy in discussing your work. This means not discussing your grade in the presence of other students, faculty or staff before, during or after class sessions and or office hours. If others are present at the time that you attempt to engage in a conversation about your grades I will ask them to leave or instruct you to wait until such time as your privacy can be maintained.

In general, I require a 24-hour reflection period before discussing grading concerns. After the reflection period has passed, you may submit your concerns in writing. Make sure that in your email you include:

- 1.) Your name, the title of the course, and meeting time
- 2.) The name of the assignment
- 3.) A clear discussion of your issues or concerns
- 4.) Your suggestion(s) for resolving the issue(s)

I will respond in writing to your concern(s) within 48 hours of receiving them unless the email is sent over the weekend or holiday break. If you continue to have questions after you have received and read my written response(s) to your concern(s), we will find a suitable time to meet and discuss your concern(s). USE ONLY your pvamu.edu email accounts to discuss grade concerns. I will not respond to emails sent via a non PVAMU email account as there is no way to secure your receipt of my response or the authenticity of the user.

POLICIES AND COURSE PROCEDURES

Class is conducted face-to-face. A percentage of the final grade is based on your participation. The remainder of your grade is determined based on your performance on exams and written papers. Feel free to use eCourses to email me.

It is very important that you check your PV e-mail account. As such, any message you send from a non-PVAMU email account will be replied to at your official PV e-mail account or through e Courses. E-mails will be responded to within 48 hours, or by the next business day (e.g. an e-mail sent on a Friday afternoon will be replied to by Monday evening).

In your emails to me, please identify yourself by name, class, and section in the subject. Please use correct grammar and spelling since the instructor/student relationship is formal communication. **Address me by my name, Dr. Whittington.**

Citation: All sources used to complete assignments on the discussion board should follow the APA Style Guide unless otherwise noted in writing by your professor. All sources must be acknowledged! The penalty for plagiarism is failing the class and may result in expulsion from the university. Use this link to help you cite in APA format.

Exam Policy

Exams close at their due date and time. Be sure to pace yourself so that you have ample time to finish each exam. Exams close at 11:59pm without exception. Do not wait until the last minute, or you may not finish. No makeup examinations will be allowed under any circumstances.

Submission of Assignments: ALL ASSIGNMENTS ARE DUE ON TIME. Make sure that you are attentive to the due date and time for assignments. If you are absent due to a school-sponsored organization or team activity, your assignment **MUST** be turned in **BEFORE** you leave. Late assignments, presentations will not be accepted after the due date for 5% off each day up until 7 days later (this includes the weekend). After the seven days, your assignment will become a 0 and we will not be talking about the assignment again.

These are NOT EXCUSES for turning in late assignments as excused:

- No Internet for whatever reason including you didn't pay the bill, the Internet is out in your dorm, home, etc. Only natural disasters affecting the whole area will be counted as an excuse.

- You are in the car driving, at work, a doctor's appointment (non-emergency), other classes are taking more priority, etc. This class is about managing your time and turning in assignments in when they are due. You will have several days to turn in assignments. I suggest NOT waiting until the last minute.

Classroom Zoom Etiquette: To make each class session productive, it is important that we follow classroom protocols.

- Be considerate by refraining from whispering or carrying on conversations with other class members when lectures, presentations, viewings, or discussions are in progress. Please mute your microphone unless you are speaking.
- It is not appropriate to ask me specific questions about your grade during class time. This is what office hours are for.
- Get dressed before coming to class as you will need to have your video on during class sessions.
- Be present during the Zoom calls as this counts as part of your participation.
- Limit distractions by turning off notifications, closing or minimizing running apps, and/or windows.
- Avoid multi-tasking, no emailing, surfing the internet, driving, working, responding to text messages, or working on assignments for other classes.
- Be prepared. Make sure your laptop, phone, or tablet is fully charged. Have the necessary textbook and any other supplies you may need.
- Be on time. Join the meeting 5 minutes before it begins.
- Do your best to learn. Focus on the lesson, listen, think, ask, and answer questions. Use the chat feature to ask questions. Be respectful. Listen to the professor or whomever is speaking. Raise your hand to talk. Stay until the end of the meeting unless you have notified the instructor beforehand.

Student Responsibility: You are responsible for being fully knowledgeable of the contents of this syllabus, your individual graded assignments, and your course grade. If you have problems with your PVAMU e-mail, eCourses, etc., it is your responsibility to contact IT immediately to document and/or to fix the problem, and to find a computer lab, public library, etc., to submit any assignments by or before the deadline via eCourses. Late work will not be accepted or graded. You are responsible for any material covered in class meetings, via on-line resources such as eCourses, and/or assigned as homework.

Office Hours

I will hold office hours in my office via Zoom. If you need to meet with me Face-to-Face, I will need you to wear a mask and meet me outside to have the meeting. My daughter is immunocompromised and cannot be vaccinated therefore I need to be extra precautions with who I meet during these times. Thank you for your understanding.

The Use of AI generated material

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software. Using these tools without my permission puts your academic integrity at risk. You will receive a 0 for the assignment and if caught again you will fail the class and be reported for Academic Dishonesty.

Tentative Semester Calendar (students will be notified of any changes)

Week 1	T 8.22 & R 8.24 (class assignment via Canvas)
Topic	Intro to the Class
Reading	Syllabus
Assignments	Buy the books
Week 2	T 8.29 (class assignment via Canvas) & R 8.31
Topic	Introduction to the Readings and Assignments
Readings	
Assignments	Post in Discussion
Week 3	T 9.5 (Class via Zoom) & R 9.7 (Class via Zoom)
Topic	Food Justice & Food Security
Readings	Introduction, Chapters 1 & 2 (BFM)
Assignments	Reading Reaction #1 due Tuesday, 9/5 at 8a CST on Canvas (Not due Monday because of holiday)
Week 4	T 9.12 (Class via Zoom) & 9.14 (Class Via Zoom)
Topic	Black Panther Party & Food Justice Movement
Readings	Chapters. 3 & 4 (BFM)
Assignments	Reading Reaction #2 due Monday, 9/11 at 11:59p CST on Canvas; Poem due on 9/14 at 11:59p CST via Canvas
Week 5	T 9.19 & R 9.21
Topic	Good Food in a Racist System Soul Food Gentrification
Readings	Chapters 5 & 6 (BFM)
Assignments	Reading Reaction #3 due Monday, 9/18 at 11:59p CST on Canvas
Week 6	T 9.26 & R 9.28
Topic	Barbeque as Resistance Sisters of the Soil
Readings	Chapters 7 & 8 (BFM)
Assignments	Reading Reaction #4 due Monday, 9/25 at 11:59p CST on Canvas
Week 7	T 10.3 & R 10.5
Topic	Black Farmers & The Mango Gang Problematizing the Problem
Readings	Chapters 9, 10, & Afterword (BFM)
Assignments	Reading Reaction #5 due Monday, 10/2 at 11:59p CST on Canvas
Week 8	T 10.10 & R 10.12 (Midterm on Canvas/No in person class)
Topic	Past: Reckoning with Roots and Lineage
Readings	Chapters Introduction, Roadmap, pgs 15-54 (HJL)
Assignments	Reading Reaction #6 due Monday, 10/9 at 11:59p CST on Canvas Midterm Presentation due 10/15 at 11:59p CST
Week 9	T 10.17 & R 10.19
Topic	Past: Reckoning with Roots and Lineage
Readings	HJL pgs 55-100
Assignments	Reading Reaction #7 due on 10/16 at 11:59p CST
Week 10	T 10.24 & R 10.26
Topic	Origins of Healing
Readings	HJL pgs 101-133
Assignments	Reading Reaction #8 due on 10/23 at 11:59p CST

Week 11	T 10.31 & R 11.2
Topic	Alchemy: Theory + Praxis
Readings	HJL pgs 135-183
Assignments	Reading Reaction #9 due 10/30 at 11:59p CST on Canvas
Week 12	T 11.7 & R 11.9
Topic	Political + Spiritual Imperatives for the Future
Readings	HJL pgs 185-229
Assignments	Reading Reaction #10 due on 11/6 at 11:59p CST on Canvas
Week 13	T 11.14 & R 11.16 (No class/ Activity on Canvas)
Topic	Political + Spiritual Imperatives for the Future
Readings	HJL pgs 230-278
Assignments	Reading Reaction #11 due 11.13 at 11:59p CST on Canvas
Week 14	T 11.21 (No Class- Work on Final Project) & R 11.23- Thanksgiving Day- NO CLASS
Topic	Final Presentation Work Day
Readings	
Assignments	
Week 15	T 11.28 (LAST DAY OF CLASS) & R 11.30 (Study Day- NO CLASS)
Topic	Final Presentation & Paper due
Readings	
Assignments	Final Presentation due Last Day of Class 11.28
Week 16	Dec 1-7
Topic	Finals Week (Final will be 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

Academic Advising Services

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

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.