### ARTS 1113 Design I (Syllabus)

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Renée N. Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section # and CRN:</td>
<td>Section Y02 CRN 16467</td>
</tr>
<tr>
<td>Office Location:</td>
<td>Nathelyne Archie Kennedy Building, Room 207</td>
</tr>
<tr>
<td>Office Phone:</td>
<td>(936) 261-9814</td>
</tr>
<tr>
<td>Email Address:</td>
<td>ms <a href="mailto:smith@pvamu.edu">smith@pvamu.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>TBA</td>
</tr>
<tr>
<td>Mode of Instruction:</td>
<td>Hybrid/Blended</td>
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<tr>
<td>Course Location:</td>
<td>Nathelyne Archie Kennedy Building, Room 305</td>
</tr>
<tr>
<td>Class Days &amp; Times:</td>
<td>Tuesdays &amp; Thursdays, 10:10am - 1:00pm</td>
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<tr>
<td>Catalog Description:</td>
<td>Study of the elements and concepts of two-dimensional design.</td>
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<tr>
<td>Prerequisites:</td>
<td>None</td>
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<td>Co-requisites:</td>
<td>None</td>
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**Required Textbook:**


*For your convenience, a PDF format of this required textbook has been uploaded to Canvas.*

### Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- Understand the basic principles of 2-D design: point/line/plane, balance, scale, figure/ground
- Understand the creative process and apply it to problem solving
- Research and explore ideas and concepts and how they communicate
- Become proficient with basic design media, tools, and techniques
- Develop a basis for evaluating the work of others by understanding vocabulary of design
- Produce a portfolio of 2-D works focusing on the methods and techniques listed above

### Major Course Requirements

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

- **Assignments/Papers/Exercises:** Written assignments are designed to supplement and reinforce course materials. This includes your Design Notebook/Journal. These assignments are embedded in each project.
- **Projects:** Assignments designed to measure ability to apply presented course material. Each project will be graded on the following criteria: Project Requirements, Sketch Process/Creativity, Message/Center of Interest, Execution/Technique, and Deadlines.
- **Participation:** Participation in class discussions and critiques. This grade will be embedded into the project grades.
- **Attendance:** See attendance policy for complete calculations.
- **Expectations:** You are expected to:
  - Have your required materials
  - Be ready for critique at all times
  - Read and reflect on the required research/readings
  - Do your sketching at home when required
  - Read and re-read your project briefs
  - Be open to criticism and have a good attitude
  - Turn in work on time
  - Do more than what is asked of you
Method of Determining Final Course Grade

<table>
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<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
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<tbody>
<tr>
<td>Projects/ Exercises/Learning Journal</td>
<td>40%</td>
</tr>
<tr>
<td>Critiques/Discussions/ Brainwriting Session</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance/Class Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>10%</td>
</tr>
<tr>
<td>Total:</td>
<td>100%</td>
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Grading Criteria, Conversion, and Rubric:

A = 90–100, B = 80–89, C = 70–79, D = 60–69, F = 0-59

A = Project Requirements: Project fully meets or exceeds requirements, fully demonstrates concepts/ techniques covered. Creativity: Exceptional creativity. Attention to detail is obvious. Process/Concept Development: Creative Process is strong and significant progress was shown during every critique. Design has a clear message and communicates well. Execution/Technique/Craftsmanship: Exceptional quality. No evidence of error. Deadline: Project submitted on time; wise use of time allotted.

B = Project Requirements: Project mostly meets requirements and demonstrates concepts/ techniques. Creativity: Very good. Presentation, mostly original artwork, creative, and pleasing to view. More attention to details. Process/Concept Development: Creative Process is good and progress was shown during every critique. Design has made an attempt at having a message but distractions in composition or errors in technical. Execution/Technique/Craftsmanship: Very good quality. No more than 1-2 minor errors in technique, or composition. Deadline: Project submitted on time; good use of time allotted.

C = Project Requirements: Shows evidence of some requirements, techniques/concepts. Creativity: Good creativity. Average appearance, some lack in aesthetics or creativity. Design has many different eye-catching elements that confuse the message. Process/Concept Development: Creative Process needs work and progress was not shown during every critique. Design is difficult to understand in terms of message. Center of interest is hard to find. Execution/Technique/Craftsmanship: Good quality. 2 or more errors in technique/ composition Deadline: Project submitted; no good use of time allotted.

D = Project Requirements: Project shows minimal evidence of requirements, concepts and/or techniques covered. Creativity: Fair. Plain, does not meet minimum requirements – not particularly creative or lacks originality. Design appears to have little thought to subject placement. Process/Concept Development: Creative Process needs work and progress was not shown during every critique. Casual observers will find little excitement in image. Execution/Technique/Craftsmanship: Fair quality. Fair composition and other errors. Deadline: Project submitted; no good use of time allotted.

F = Project Requirements: Project shows no evidence of requirements, concepts not demonstrated, or no project submitted. Creativity: Poor. Low appeal, unoriginal, use of canned images or artwork. Not creative. Process/Concept Development: Creative Process needs work and progress was not shown during every critique. No clear message. Execution/Technique/Craftsmanship: Poor quality. No composition techniques, or poorly composed. Deadline: Project submitted after deadline. No legitimate excuse.

Communication Expectations and Standards:

During the week (M-F) I will check “CONVERSATIONS” in Canvas Inbox, Groupme app., and monitor the discussion boards/Student Lounge several times a day. If you have a concern and send me a message, you can expect a response within 48 hours during the business dates.

Hybrid/Blend Class Criteria/Grading/Late Assignment Policy

This course is organized into Modules. Each Module includes objectives/Overview to the topic, a lecture video/summary, discussion, assignment/project, quiz, collaborations, etc.

Course modules contents will be opened weekly, open access on Mondays at 12:00am and will close on the following Sundays at 11:59pm.

Students are expected to submit their assignments by the assigned due dates. It is the student’s responsibility to read and adhere to all due dates listed. The purpose of this policy is to help students with time management and ensure optimum academic success in the course.

All assignments are due by 11:59pm on the due dates indicated. Technical issues are not valid excuses for late work.

Note* If you do not complete Module 1 by the first Friday (11:59 PM) after this class begins, you will be dropped from class for non-attendance (NS, no show).

Absences

If you fail to submit a weekly assignment when due, you will be marked absent for that week.

Any assignment posted or turned in after the indicated due dates will be subject to the following:

1 - 24 hours late loses 25% off the total earned grade.
24 - 48 hours additional 25% off (50% off the total earned grade)
48-72 hours additional 25% off (75% off the total earned grade)
Course Materials

These are items that you will use throughout your tenure here. Please purchase and maintain these items for use in studio courses. The faculty will not loan out or purchase materials for you. It is imperative for you to be prepared for study with these materials.

Visit your local craft and hobby stores. Many of these places will offer coupons that will greatly reduce your costs. Check local newspapers as well as store websites for coupons. Supplies will be found in the art and hobby sections of the stores.

A preset list is available on DickBlick.com: [https://www.dickblick.com/lists/blicku/HP2FSUL7T5CWX/items/](https://www.dickblick.com/lists/blicku/HP2FSUL7T5CWX/items/)

<table>
<thead>
<tr>
<th>Sketch paper</th>
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<tbody>
<tr>
<td>Tracing Paper</td>
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<tr>
<td>Pencils</td>
</tr>
<tr>
<td>Ruler with foam or corked backing (helps ruler from sliding around)</td>
</tr>
<tr>
<td>Black Sharpies, Markers, or Drafting (Technical) Pens (*I have two posted on the Blick list, but you only need one set)</td>
</tr>
<tr>
<td>#1 X-acto Knife, and extra #11 blade</td>
</tr>
<tr>
<td>Scissors</td>
</tr>
<tr>
<td>Spray adhesive/Glue Sticks</td>
</tr>
<tr>
<td>Magazines and newspapers</td>
</tr>
<tr>
<td>Self-healing cutting matte</td>
</tr>
<tr>
<td>11&quot;x14&quot; White Bristol paper (important to get this heavy paper to hold different media, including paint, glue, ink, paper, etc.)</td>
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Technology Needed

- Camera or Cell phone with camera
- USB or external hard drive to save all projects, research, writing, etc.
- Access to Adobe Suites (Cloud) – specifically Adobe Spark/Illustrator/Photoshop
- Continued access to a computer
- Internet access

Access to Adobe Suites (Cloud) for Students

You will need access to the Adobe programs throughout your courses. There are student discounts.

Link to Adobe Creative Cloud

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 by your department, but for general information, you can visit Taskstream via the link in eCourses (Canvas).

Instructor’s Attendance Policy

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Absences are accumulated beginning with the first day of class during regular semesters and summer terms.

This is a Hybrid/Blended course. Your participation and attendance are graded on your online presence as well as in person: Turning in weekly assignments, discussions, digital learning journals, quizzes, etc. Check eCourses (Canvas), GroupMe, and emails several times a week for all postings, projects, grades, updates, etc.

This class is designed to be an interactive and collaborative environment that encourages students to create works as well as discuss design. If you are absent or do not participate, then you are not an asset to the learning environment and you cannot successfully progress in the coursework.

Submission of Assignments
All assignments will be posted on Canvas. All work is to be turned in before or on the due dates during class. Be mindful of all due dates. Do not beg for extra credit particularly at the end of the semester because none will be assigned.

It is your responsibility to make sure that you can log onto eCourses (Canvas). No exceptions will be made for those who do not attend to this matter. If you are having trouble with Canvas, call IT, at 936-261-2525 or call the Canvas support hotline at +1 (844) 394-2781 and get it resolved quickly.

**Discussion Requirement**

You are required to participate in discussion forums and reply with your comments and respond to your classmates. All comments must be posted by the deadlines to receive credit. Last minute posts that do not provide time for other students to respond will not be counted as “substantial” replies. This is the same as shouting as a response as you walk out of a room. Your substantive replies should be posted in time for others to respond. The final due date of the discussion is for finishing up the discussion.

Hybrid courses require a mix of online and face-to-face meetings. Often, conversations about the readings, lectures, materials, and other aspects of the course can take place in an online fashion. This will be accomplished by the use of discussions on eCourses (Canvas). The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their computer, a removable drive, cloud storage, email, etc. before posting to the discussion forum. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized using the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

**Formatting Documents**

You will be required to upload files to Canvas. Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either Rich-Text or plain text format. The only file formats that will be accepted are: Microsoft Word (.doc or .docx), Text files (.txt or .rtf), PDFs, PowerPoint (when required) and .jpg/.png files. **Any file not submitted in those formats with the correct file name will not be graded.**

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

**Quiz / Exam Policy**

Quizzes & exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). **There is no make-up for the final.**

**Video Conferencing Etiquette**

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

**Netiquette (online etiquette):**

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

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

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

- **Be polite**
  Just because students are interacting online doesn’t mean they should forget their manners. Address your peer or instructor with their names for each post or email asking for helping politely, and thanking their peers when they get it, can help to create a strong community among students that helps them learn. Do not use ALL CAPS. It is considered yelling and inappropriate. Do not use unnecessary exclamation marks and text messaging-style for official assignment postings & email to the instructor. Caps where appropriate, example proper nouns and at the beginning of each sentence. Do not use graphics that have sexual, political or religious implications. Inappropriate language will not be tolerated, and the instructor has the right to determine what is inappropriate. Disrespectful students are subject to discipline or dismissal from the online learning platform of this course. If you are unsure if you are unsure if a certain graphic is appropriate, email your instructor privately.
• Be substantive
Do not start your response with trivial statements like ‘I loved your post’ or ‘I really enjoyed your post’ or ‘Great post’. Instead respond in a way that recognizes what the classmate has stated specifically. Then, continue the response by adding to the original post or presenting a different perspective. The response should continue the discussion, not simply compliment the original post. Ask questions: small questions, technical questions, large/unanswerable questions, and questions you aren’t sure how to answer.

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

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

• Organization and Grammar
It is strongly suggested that students type their discussion postings in a word processing application and save it to your computer or a removable drive before posting to the discussion board. This is important for two reasons:
1) If for some reason your discussion responses are lost in your online course, you will have another copy
2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions.

• Communication Expectations and Standards
Always treat your professor with respect and address professor’s proper title: Prof.! The best way to contact me is through my Prairie View A&M University email. All emails will be sent to your student email given through Prairie View A&M University. Please do not send emails through your personal email accounts. The university’s email system does not always recognize personal emails and can get lost or never delivered. Emails or discussion postings will receive a response from the instructor within 48 hours during regular business dates (Mondays - Fridays). Urgent emails should be marked as such. Check regularly for responses. Please make sure that you include your name, use clear language, dates and times you are enrolled in the class, check your spelling, grammar, punctuation, etc. If you prefer to communicate in person, you are welcome to stop by my office during office hours. Appointments are highly recommended!

Student Support and Success

John B. Coleman Library
Telephone: (936) 261-1500
Website: http://www.tamu.edu/pvamu/library/
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University’s mission of teaching, research, and service and to support the University’s core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library.

Academic Advising Services
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor’s location by academic major at the Academic Advising Website , Phone: 936-261-5911.

University Bookstore
Telephone: (936) 261-1990
Website: https://www.bkstr.com/Home/10001-10734-1?demoKey=d

COMPASS
The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library.
Writing Center
The Writing Center provides well-trained peer tutors that 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. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

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

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: Student Counseling Services.

Office of Testing Services
Testing Services serves to create opportunities by offering suite of exams that aid in the students' academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: Testing Services.

Student Academic Success Center
Telephone: (936) 261-1040
Student Academic Success Center identifies academic and social roadblocks that interfere with persistence and timely graduation of PVAMU students. SASC informs campus-wide policies by staying current with retention literature and best practices. Further, SASC develops programs and services that are specifically aimed at continuing the academic success of the first year. We strive to provide PVAMU students with “Navigation to Graduation”.

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

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

Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage; Phone: 936-261-3283.

Veteran Affairs
Veteran Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: Veteran Affairs.

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: Office for Student Engagement.

Career Services

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

Academic Misconduct (See Student Planner)

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

Forms of academic dishonesty:

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. **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.

4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.

5. **Fabrication of Information/Forgery**: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook)

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

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at this webpage.

Non-Discrimination Statement

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

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University’s attendance policy in each course syllabus.

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari or Firefox

*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.

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

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

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

Technical Support

Password: Students should go to the Password Reset Tool if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses (Canvas), call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email ciits@pvamu.edu.
Canvas: If you have any questions about Canvas, go to Live Chat with Canvas Support (Students) or call the Canvas support hotline at +1.844.394.2781.

Recommended Browsers

Canvas: If you have any questions about Canvas, go to Live Chat with Canvas Support or call the Canvas support hotline at +1.844.394.2781.

We have learned that Canvas works better with Google Chrome and Firefox than with Internet Explorer. If Internet Explorer is currently your only browser, you may want to install Chrome or Firefox. For more details, see Which Browsers Does Canvas Support?

How to Download the Free Adobe Reader

Some of the files in this course are PDF files and require Adobe Reader. If you don't have Adobe Reader on your computer, use this link to download the free Adobe Reader: http://get.adobe.com/reader/.

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

- **Classroom Ingress/Egress** - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- **Face-to-face Class** - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

COVID-19 Guidelines for Student Conduct Adjudication - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.

- 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
- 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
- Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional information on Conduct Probation and Suspension.

This schedule is subject to change as the semester proceeds in order to cover the most important material in the time allotted. Any revisions will be duly noted and announced.