

**POSC 2305 AMERICAN GOVERNMENT- B-GLOBAL
FALL 2021 (updated August 23)**

General Course Information

Information Item	Information
Instructor:	Mr. Stephen Huss, M.A.
Section # and CRN:	Section P08, CRN 17558 (B-GLOBAL designation)
Office Location:	Woolfolk 204 I
Office Phone:	936-261-2559
Email Address:	sahuss@pvamu.edu (Do not message me via Canvas/eCourses, use this email to contact me) In your email communication, please notify me of your NAME, Course, and Course Section, so that I can quickly respond.
Office Hours:	Virtual (access via email) MW 9:00am-11:00am; TR 12:30pm-1:50pm or by appointment
Mode of Instruction:	Lecture
Course Location:	P08, W.R. Banks 240
Class Days & Times:	P08, TR 2:00 pm – 3:20 pm
Catalog Description:	Surveys the origin and development of the U.S. Constitution; the structure and powers of the national government including the legislative, executive, and judicial branches; federalism; areas of political participation; the national election process; public policy civil liberties and civil rights
Prerequisites:	None.
Co-requisites:	None.
Required Text(s):	Krutz, Glenn and Sylvie Waskiewicz. 2021. <i>American Government</i> , 3 rd ed. Houston, TX: OpenStax. This text is available for free ONLINE at this link: https://openstax.org/details/books/american-government-3e Additional assigned readings posted to Canvas/eCourses.
Recommended Text(s):	None.

Course Objective: This course contributes to the Global Awareness and Social Responsibility goals of the [B-GLOBAL](#) Program.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Explain the origin and development of constitutional democracy in the U.S. and compare that development to other countries in the world.	SLO #5	Critical Thinking
2	Demonstrate knowledge of the federal system.	SLO #3	Critical Thinking
3	Describe separation of powers and checks and balances in both theory and practice in the United States.	SLO #1	Critical Thinking
4	Differentiate the structure and powers of the legislative, executive, and judicial branches of the federal government	SLO #3	Critical Thinking
5	Assess the role of public opinion, interest groups, and political parties in the political system.	SLO #3	Critical Thinking
6	Analyze the election process in the United States.	SLO #3	Critical Thinking
7	Identify the rights and responsibilities of citizens of the United States.	SLO #5	Social Responsibility
8	Write a research paper on a divisive constitutional Issue for the United	SLO #2	Communication

	States.		
9	Write an essay exam on social movements from a global perspective and comparative political relevance for the United States.	SLO #2	Communication
10	Properly document a research paper with a reference list and in-text citations.	SLO #2	Personal Responsibility

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value (in points)	Total (value of grade)
1) Exam One	100 pts	12.5%
2) Exam Two	100 pts	12.5%
3) Exam Three	100 pts	12.5%
4) Exam Four	100 pts	12.5%
5) Chapter online quizzes- Canvas/eCourses	100 pts	12.5%
6) Chapter discussion forum posts/replies	100 pts	12.5%
7) Essay exam assignment (B-GLOBAL)	100 pts	12.5%
8) Short paper- assignment	<u>100 pts</u>	<u>12.5%</u>
Total	800 pts	100%

Grading Criteria and Conversion:

A = 716-800 pts

B = 636-715 pts

C = 556-635 pts

D = 476-555 pts

F = 475 or less

Detailed Description of Major Assignments

NOTE: each and every week, there are at least two, but often more, assignments due, ALWAYS ON SUNDAYS. Assignments must be submitted by their due date. Consult the semester calendar below for reading schedule, and quizzes/discussion forum/assignments/exams due dates.

Assignment Title	Description
Exams (Altogether = 50% of final course grade)	<p>There will be four (4) exams in the course, each worth 12.5% of the final grade. Exams must be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). Students who cannot take an exam must do everything possible to notify the instructor before the scheduled examination. Students have until 5:00pm on the date of the exam to call or email the instructor to apply for a makeup exam. Failure to do so will result in the makeup exam being denied. Exams are NOT cumulative. Exams will contain 50 multiple choice and true/false questions. Exams are closed book, closed note.</p> <p>Make-up exams will be handled on a case-by-case basis for excused absences or documented emergencies and must be done within 3 days of the original exam unless circumstances require otherwise (see Student Handbook). Make-up exams may be a modified version of the original exam. Failure to take an exam will result in a failing grade in the course.</p> <p>Consult the schedule below for exam dates.</p>
Chapter online quizzes (12.5% of final course grade)	<p>You will have chapter quiz questions available online. These are accessed in Canvas/eCourses and are due each Sunday.</p>

Chapter forum posts/replies (12.5% of final course grade)

You will have weekly posts and replies to chapter discussion forums located in Canvas/eCourses. For each chapter, you will submit a post as a response to my prompt, and then reply to another student's post. **These discussion forums are accessed in Canvas/eCourses and post/reply are due each Sunday.**

Essay Exam assignment-B-GLOBAL (12.5% of final course grade)

Students must research a social movement in another country/region from a global perspective and analyze the events/figures involved for comparative political relevance to the United States. **The detailed prompt with social movements to select and questions to answer is available on Canvas/eCourses.** You will answer these essay-style questions on an essay-style exam. Essays must include at least three (3) parenthetical source citations and a works cited section at the end of the essay, documenting your sources used to research the social movement selected. One of the citations **MUST** come from the class textbook (-10 points if this is not done). Using encyclopedias, like Wikipedia, history.com, is prohibited (-10 points). **An essay with no parenthetical source citations and/or works cited section will receive a mark of 0. No second chances. This grade will NOT be dropped under any circumstances.**

Your completed essay exam is submitted via the TurnItIn assignment link in Canvas/eCourses on Sunday, October 10.

Short Paper assignment (12.5% of final course grade)

In the landmark case, *Shelby County V. Holder* (2013) , the US Supreme Court struck down major provisions of the 1965 Voting Rights Act relating to the procedure of "pre-clearance. " Since the ruling, states like Texas, Georgia and North Carolina, can now make changes to their voting laws, such as photo ID requirements, that do not need to be pre-approved by the federal government. Supporters of this ruling say the pre-clearance rules are no longer needed and besides, states need new laws to protect against voter fraud. Opponents say that these laws are just a new form of voter suppression tactics that hit the poor and racial minorities hardest. Based on this, your paper must meet the following content, format and submission requirements:

CONTENT REQUIREMENTS:

1. Describe the provisions (parts) of the Voting Rights Act that discuss the issue of "pre-clearance".
2. Compare and contrast the views of those who think the federal government should have the power of "pre-clearance" and those who do not. Include at least three points of comparison.
3. Using evidence from any election in 2014 or later, argue whether or not you believe the federal government should have the power of "pre-clearance" relating to election laws. Include at least three reasons and/or examples to make your point.
4. Describe how voting rights work in another country and include at least two characteristics that contrast with voting rights in the United States.
5. List at least two things you could do in order to engage in the political process in pursuit of your position in (3) above.
6. Cite at least three (3) reliable, quality references within the body of the paper using the *Chicago Manual of Style's* parenthetical citation style. One of the citations **MUST** come from the class textbook (-10 points if this is not done). You must have at least three parenthetical source citations in the body of the paper that exactly match the sources properly formatted in the Works Cited Page at the end of the paper.

A paper with no parenthetical source citations in its body will receive a grade of 0; no second chances.

A paper with no Works Cited Page at the end will receive a grade of 0; no second chances.

FORMAT REQUIREMENTS:

1. Typed, 2-3 pages (not counting Works Cited Page), 12-point font, double-spaced.
2. Your name, my name, POSC 1113, and the date.
3. A title is required, but a separate title page is not necessary.
4. An introduction with a thesis/statement of purpose in the first paragraph: "This paper will..." A logically organized and sequenced body followed by a clearly stated conclusion.
5. Use of the *Chicago Manual of Style's* parenthetical citation format. Students must be very careful and pay attention to details when they examine and cite internet sources. **A paper with no parenthetical source citations and/or no Works Cited Page at the end will receive a grade of 0; no second chances will be allowed.**
6. Use of footnotes or endnotes is prohibited.
7. Using encyclopedias, like Wikipedia, Ballotpedia, history.com, kids.law.com, etc. is prohibited (-10 points).
8. **Use of word mixers like Spinbot is prohibited and will result in a grade of 0; no second chances will be allowed.**

SUBMISSION REQUIREMENTS

1. Your paper must be submitted via the Turn It In link found in Canvas/eCourses. You do NOT need a code; log into Canvas/eCourses and click on the link that says, "Assignment #2: Research Paper," then click on the submission tab and follow the prompts to upload your paper.
2. Your paper must ALSO be submitted via the Taskstream link found in Canvas/eCourses.
3. Papers will be graded only after they are submitted to both Turn It In and Taskstream.
4. Late submissions will not be accepted under any circumstances, so plan accordingly.
5. A paper placed in my office, in my mailbox or emailed will not be accepted for grading.

Papers are graded according to the following four criteria: 1) content; 2) organization; 3) quality of writing; and 4) quality of research sources and reference citation formats.

Your completed paper is submitted via the TurnItIn assignment and Taskstream links in Canvas/eCourses on Sunday, November 21.

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 Canvas/eCourses.

Political Science Program Policy on Plagiarism: Plagiarism is a serious academic crime and the Political Science Program has a strict, rigorous enforcement policy for students who commit plagiarism. In general, plagiarism is using another person's words, statistics, and/or ideas as if they were your own. Plagiarism, which is formally defined in the University Rules and Procedures section of this syllabus, can come in many forms, such as directly quoting a source without quotation marks, directly quoting a source without giving a reference citation, paraphrasing a source without giving a reference citation and so forth. It is incumbent on students to seek help from the instructor or other University resources to avoid even the appearance of plagiarism in their work. If in doubt, CITE THE SOURCE! Any student caught committing ANY type of plagiarism in a Political Science course will receive one OR MORE of the following punishments, depending on the severity of the offense and in accordance with the Student Code of Conduct:

1. Grade Penalty (an F for the assignment and/or an F for the course);
2. Letter of Reprimand

3. Probation
4. Suspension
5. Dismissal from Academic Program
6. Expulsion from the university.

Students must consult the University's Code of Conduct for other forms of academic dishonesty and the punishments

All students must sign a plagiarism/academic honesty contract (found/submitted on Canvas/eCourses) and complete a plagiarism/academic honesty quiz on Canvas/eCourses within the first 2 weeks of the semester. Any students who do not complete these requirements will not be able to complete the exams or assignment submissions via Canvas/eCourses.

Students found to have plagiarized an assignment will receive a 0 for the assignment (and fail the course). Extensive plagiarism and/or collusion with other students will be submitted to the university for review and I will ask that the student(s) involved be suspended or expelled. Please note my plagiarism guidelines on Canvas/eCourses.

Electronic Communication Policy: Notes and other course materials may be posted on Canvas/eCourses, which is available at <http://ecourses.pvamu.edu>. You are expected to use this website as a resource for the class. The University also maintains an email account for you. I may send you notices so **I expect you to check your Prairie View A&M email account at least once a day.** If you have problems accessing your account, call (936) 261-2525. Not having access to your Panther Email is not an excuse for missing important information.

I rarely check Canvas/eCourses messages, so my PV email – sahuss@pvamu.edu – is by far the best way to communicate with me. In your email communication, please notify me of your NAME, Course, and Course Section, so that I can quickly respond.

Make-up Policy: You will only be allowed to make up an exam or assignment if you have a valid excuse. Valid excuses include *documented* illness, school or business trips, or family crises. Without proper documentation, there will be no makeup assignments. **If granted a make-up, you have a period of three (3) class days to schedule your make-up assignment or exam. After that point, the grade becomes a zero.** Please provide written documentation for why you need to make up an assignment from a university official, doctor, police officer, or coach. Student athletes must notify me **BEFORE** they attend an event to represent the school and **MUST** be proactive in getting their assignments completed. Make up exams may be an essay/short answer test or a modified version of the original exam. Any assigned extra credit cannot be made up.

Late/Tardy Policy: Attending class on time is important. Class will start at the scheduled time and will end at the scheduled time. If you come to class more than 9 minutes late (in the 10th minute or later), you will be asked to leave class and you will be counted absent. The only exceptions that will be allowed are when the student has documentation for an **excused** absence.

Grade Groveling Policy: Students concerned about their grades should endeavor to attend all class sessions and complete all work to the best of their ability. Students **earn** high grades, based on demonstrating mastery of the subject matter and not based on what they want or need for their overall GPA. Therefore, no grade groveling will be entertained and no "do-overs" allowed.

Semester Calendar (Updated August 23)

Week	Description
Week One: 8/23 – 8/29 Chapter (s): Assignment (s):	Course introduction; American Government and Civic Engagement Course syllabus; Canvas/eCourses page; Chapter 1 Print/download syllabus; Complete course contract and plagiarism quiz- Due Sun. 9/5 Questions, Post/Reply for Chapter 1 Due Sun. 9/5
Week Two: 8/30 – 9/5 Chapter (s):	The Constitution and Its Origins Chapter 2

Assignment (s):	Questions, Post/Reply for Chapter 2 Due Sun. 9/5 Course contract, plagiarism quiz Due Sun. 9/5
Week Three: 9/6 – 9/12	American Federalism
Chapter (s):	Chapter 3
Assignment (s):	Questions, Post/Reply for Chapter 3 Due Sun. 9/12
Week Four: 9/13 – 9/19	Review and Exam 1
Chapter (s):	Chapters 1, 2, 3 Review
Assignment (s):	Exam 1 on eCourses Friday 9/17 - Sunday 9/19
Week Five: 9/20 – 9/26	Congress
Chapter (s):	Chapter 11
Assignment (s):	Questions, Post/Reply for Chapter 11 Due Sun. 9/26
Week Six: 9/27 – 10/3	The Presidency, The Bureaucracy
Chapter (s):	Chapter 12, 15
Assignment (s):	Questions, Post/Reply for Chapter 12, 15 Due Sun. 10/3
Week Seven: 10/4 – 10/10	Domestic Policy
Chapter (s):	Chapter 16
Assignment (s):	Questions, Post/Reply for Chapter 16 Due Sun. 10/10 Assignment- Essay Exam (B-GLOBAL) Due Sun. 10/10
Week Eight: 10/11 – 10/17	Review and Exam 2
Chapter (s):	Foreign Policy Chapters 11, 12, 15, 16 Review
Assignment (s):	Chapter 17 Exam 2 on eCourses for Friday, 10/15 – Sunday, 10/17 Questions, Post/Reply for Chapter 17 Due Sun. 10/17
Week Nine: 10/18 – 10/24	The Courts
Chapter (s):	Chapter 13
Assignment (s):	Questions, Post/Reply for Chapter 13 Due Sun. 10/24
Week Ten: 10/25 – 10/31	Civil Liberties
Chapter (s):	Chapter 4
Assignment (s):	Questions, Post/Reply for Chapter 4 Due Sun. 10/31
Week Eleven: 11/1 – 11/7	Review and Exam 3
Chapter (s):	Chapters 17, 13, 4 Review
Assignment (s):	Exam 3 on eCourses for Friday, 11/5 – Sunday, 11/7
Week Twelve: 11/8 – 11/14	Civil Rights
Chapter (s):	Chapter 5
Assignment (s):	Questions, Post/Reply for Chapter 5 Due Sun. 11/14
Week Thirteen: 11/15 – 11/21	Voting and Elections
Chapter (s):	Chapter 7
Assignment (s):	Questions, Post/Reply for Chapter 7 Due Sun. 11/21 Assignment- Short Paper Due Sun. 11/21 (Canvas/eCourses- TurnItIn and Taskstream)
Week Fourteen: 11/22 – 11/28	Political Parties
	Chapter 9
	Questions, Post/Reply for Chapter 9 Due Sun. 11/28
	THANKSGIVING HOLIDAY (NO CLASS)

Week Fifteen: 11/29 – 12/5

Chapter (s):

Assignment (s):

Review and Exam 4

Chapters 5, 7, 9 Review

Exam 4 on eCourses for Friday, 12/3 – Sunday, 12/5**Student Support and Success****John B. Coleman Library**

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

Academic Advising Services

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

The University Tutoring Center

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

The 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](#).

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](#).

University Rules and Procedures

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 Planner)

The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, or (2) the ability of students to benefit from the instructional program, or (3) 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 Office for Student Conduct under nonacademic procedures.

Sexual Misconduct

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

Pregnancy, Pregnancy-related, and Parenting Accommodations

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

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in its programs and activities.

The University is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies, and can be reached at Harrington Science Building, Suite 109 or by phone 936-261-1744 or 1792.

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

Netiquette (online etiquette)

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

message might be taken seriously or sound offensive.

Video Conferencing Etiquette

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.

Technical Support

Students should go to the [Password Reset Tool](#) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email ciits@pvamu.edu.

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 take place in a seminar fashion. This will be accomplished by the use of the discussion board. 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 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

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.
- **Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

In your email communication, please notify me of your **NAME, Course, and Course Section**, so that I can quickly respond. Do not send me messages through Canvas/eCourses! **The most effective way to communicate with me is through my PVAMU email account: sahuss@pvamu.edu**