## Syllabus

**ARTS 1301 Art Appreciation (Syllabus)**

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Renée N. Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Number and CRN:</strong></td>
<td>P08, 18531</td>
</tr>
<tr>
<td><strong>Office Location:</strong></td>
<td>Nathelyne Archie Kennedy Building, Room 207</td>
</tr>
<tr>
<td><strong>Office Phone:</strong></td>
<td>(936) 261-9814</td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td><a href="mailto:msmit@pvamu.edu">msmit@pvamu.edu</a> (preferred contact)</td>
</tr>
<tr>
<td><strong>Office Hours:</strong></td>
<td>MW 2:00pm - 5:00pm</td>
</tr>
</tbody>
</table>

Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must prepare for their appointment by having all applicable materials and information submitted to the instructor prior to the meeting.

*If you prefer to meet virtually, the meeting will be conducted via Zoom.*

**Mode of Instruction:** Face to Face

**Course Location:** Nathelyne Architecture Bldg 115

**Class Days & Times:** Tuesdays & Thursdays 2:00pm - 3:20pm

**Catalog Description:** An introductory course that emphasizes an understanding and appreciation for the visual arts (painting, drawing, sculpture, architecture, crafts etc.)

**Prerequisites:** None

**Co-requisites:** None


McGraw-Hill Connect: You are required to use McGraw Hill Connect Art to gain full access to the ebook, study questions, tests, & final exam. When you register with McGraw Hill Connect, it is best to use your PVAMU student email address.

*Contents in McGraw Hill Connect will be released weekly, no advanced releases.*

**Access to registration will be provided in the “Start Here” module in Canvas (eCourses).**

### Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify major works of Art</td>
<td></td>
</tr>
<tr>
<td>Identify Elements and Principles of Art and understand how they are used.</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>Explain materials, tools, and techniques used to create Art.</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>Demonstrate a general knowledge of Art history from the Ancient to the Post Modern.</td>
<td>Social Responsibility, Communication</td>
</tr>
<tr>
<td>Research an artist and his or her work to understand the artist’s impact on society.</td>
<td>Social Responsibility</td>
</tr>
<tr>
<td>Apply appropriate teamwork strategies to complete a group research project and present the research findings.</td>
<td>Teamwork, Communication</td>
</tr>
</tbody>
</table>
ARTS Core Curriculum Learning Objectives: Creative Arts

<table>
<thead>
<tr>
<th>T = Taught, R = Reinforced, I = Utilized/integrated</th>
<th>T</th>
<th>R</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Responsibility</td>
<td></td>
<td></td>
<td>✓</td>
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</tbody>
</table>

Major Course Requirements:

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance / Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Group Project / Quizzes / Tests</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Total:</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:

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

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed non-attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

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 considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in Canvas (eCourses).

Online Discussions

If you are required to participate in the “Discussion” Forum, reply with your comments and respond to at least one of your classmates. All comments must be posted by the deadlines to receive credit. You will not receive any credit if you copy comments from readily available resources word for word (ex: online text, lectures, textbook, etc.) 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.

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 using the discussion forum. The exact use of discussion will be determined by the instructor. Respect everyone’s opinions and be considerate to the diverse nature of people in the class.

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.
Submission of Assignments

All assignments will be posted in Canvas. You must have access to McGraw Hill Connect to complete online tasks. All work must be turned in before or on the due dates. Be mindful of all due dates. Do not beg for extra credit particularly at the end of the semester because none will be assigned. No assignment make ups will be allowed except, under documented emergencies.

It is your responsibility to make sure that you can access Canvas and McGraw Hill Connect. 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. Any issues with McGraw Hill Connect, call (800) 331-5094.

*Always provide an email copy of your McGraw Hill Connect or Canvas issue from a technician to the instructor as proof of technical issues with your account.

Formatting Documents

Microsoft Word is the standard word processing tool used at Prairie View A & M University. If you are 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, and PowerPoint (when required). 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_Art.doc. Any file not saved in the correct manner will not be graded.

Exams & Quizzes Policy

Exams & quizzes will be announced online via Canvas as scheduled. You must have a McGraw-Hill Connect Art account to take exams & quizzes. A timer will start once you begin. No make up exams & quizzes will be allowed, except under documented emergencies. There is no make up for the final exam.

*Always provide an email copy of your McGraw Hill Connect or Canvas issue from a technician to the instructor as proof of technical issues with your account.

Student Support and Success

John B. Coleman Library

Telephone: (936) 261-1500
Website: https://www.pvamu.edu/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.

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 they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

University Bookstore

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

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: https://www.pvamu.edu/student-success/writing-center; Grammarly Registration: https://www.grammarly.com/enterprise/signup
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 Alerts help 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 PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/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 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; Website: https://www.pvamu.edu/healthservices/student-counseling-services/

Office of Testing Services

Testing Services serves to create opportunities by offering a 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: www.pvamu.edu/testing

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, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/pvplace/). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: https://www.pvamu.edu/student-success/sass/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 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; Website: https://www.pvamu.edu/disabilityservices/

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

Veterans 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: https://www.pvamu.edu/sa/departments/veteranaffairs/
Office for Student Engagement

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

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: https://www.pvamu.edu/careerservices/

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.

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 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. 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 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 . More information can be found at www.pvamu.edu/titleix, 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.

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

Class 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.

*Attendance Reporting Period: August 22 - 31 (Show (SH) / No Show (NS)). Students who do not attend class during this period by August 31, will be marked as a no show (NS) in Panthertracks, have the course removed, and financial aid reduced or cancelled!

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 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 https://www.pvamu.edu/student-complaint/.

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

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

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

- 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. This includes writing in punctuation (ex: #!@%) and inappropriate acronyms. 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 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 will receive a response from the instructor within 48 hours, Monday to Friday during business hours. 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. Consider that your response is a permanent record and can be retrieved.

• **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. Test audio, video, and lighting to alleviate technology issues.

**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.

**McGraw Hill Connect:** If you have any issues with your McGraw Hill Connect account you can contact a technical support representative at caresupport@mheducation.com. For additional support call 1 (800) 331-5094 or visit www.mhhe.com/support. Always provide an email copy of your McGraw Hill Connect issue and or transcript from a McGraw Hill Connect technician to the instructor as proof of technical issues with your account.

**COVID-19 Campus Safety Measures**

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

• Self-reporting – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the PVAMU Self-Reporting Form. Proof of off-campus and self-administered home test results must be sent to covid-19@pvamu.edu. Proof for self-administered home test is a picture of the test with a photo ID in the same photo.

• Self-monitoring – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.

• Face Coverings – Face coverings (KN-95, surgical mask, etc.) are highly recommended in 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 challenging to maintain reliably.

• Physical Distancing – Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- Personal Illness and Quarantine – Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Communication with the student’s instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. 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 may qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

- Questions – For answers regarding COVID-19 policies and/or procedures, students should refer to www.pvamu.edu/coronavirus or email covid-19@pvamu.edu.

The syllabus 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. All referenced readings are taken from the required text.

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<tr>
<th>16 Week Calendar</th>
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<tbody>
<tr>
<td><strong>August 22 - August 28</strong></td>
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<td><strong>August 29 - September 4</strong></td>
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<tr>
<td><strong>September 5 - September 11</strong></td>
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<td><strong>September 12 - September 18</strong></td>
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<td><strong>September 19 - September 25</strong></td>
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<td><strong>September 26 - October 2</strong></td>
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<td><strong>October 3 - October 9</strong></td>
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<td><strong>October 10 - October 16</strong></td>
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<td><strong>October 17 - October 23</strong></td>
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<td><strong>October 24 - October 30</strong></td>
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<td><strong>October 31 - November 6</strong></td>
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<td><strong>November 7 - November 13</strong></td>
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<td><strong>November 14 - November 20</strong></td>
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<td><strong>November 28 - December 4</strong></td>
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