



ARTS 1301 P03 ART APPRECIATION  
SPRING 2024

Course Information

**Instructor:** Dr. Clarence Talley, Sr.  
**Section # and CRN:** P02 CRN 233781  
**Office Location:** Nathalyne Archie Kennedy Building, Room 202  
**Office Phone:** 936.261.9807  
**Email Address:** [ctalley@pvamu.edu](mailto:ctalley@pvamu.edu)  
**Office Hours:** **BY APPOINTMENT ONLY.** MWF: 2pm-5pm; TR 9:00am-12:00pm  
**Mode of Instruction:** Face to Face  
**Course Location:** Nathalyne Archie Kennedy Building, Room 115  
**Class Days & Times:** MWF 10am – 10:50a  
**Catalog Description:** Taken from Catalog.  
**Prerequisites:** None  
**Co-requisites:** None  
**Text Required**



Living with Art, 12<sup>th</sup> Edition, Michael Getlein, ISBN 9781264055746 McGraw-Hill **No Hardcopy Needed**  
**Connect Art Online is REQUIRED**

**It is imperative that you purchase access to Connect. Connect Art** gives you access to Quizzes/Tests, etc. The link:  
<https://connect.mheducation.com/class/c-talley-arts-1301---p03---spring-2024>

Again, **CONNECT is REQUIRED.**

**When you purchase Connect Art it has an E-Book. No hardcopy required**

Course Learning Objectives:

Course Outcomes/Learning Objectives	
<b>At the end of this course, the student will</b>	
	Identify and classify major works of art
<b>Critical Thinking Skills</b>	Identify Elements and Principles of Art and understand how they are used
<b>Critical Thinking Skills</b>	Explain materials, tools, and techniques used to create Art
<b>Social Responsibility, Communication Skills</b>	Demonstrate a general knowledge of Art History from the Ancient to the Post Modern
<b>Social Responsibility</b>	Research an artists and his/her work to understand the artist's impact on society

<b>Teamwork, Communication Skills</b>	Apply appropriate teamwork strategies to complete a group research project and present the research findings.
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## Major Course Requirements

### Method of Determining Final Course Grade

Course Requirements & Evaluation Methods		
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.		
<ul style="list-style-type: none"> <li>• <b>Exams</b> – written tests designed to measure knowledge of presented course material</li> <li>• <b>Homework</b> – assignments designed to supplement and reinforce course material</li> <li>• <b>Projects</b> – individual and group research assignments designed to measure ability to apply presented course material and communicate, visually and verbally, the purpose/message of the end result</li> <li>• <b>Class Participation</b> – daily attendance and participation in class discussions</li> </ul>		
Grading Matrix		
Instrument	Value (percentages)	Total Points
Test	35%	<b>35</b>
Quizzes / Assignment	65%	<b>65</b>
Projects	0%	
<b>Total:</b>	100%	<b>100</b>
<b>Grade and Attendance Determination:</b>	A = 90–100; B = 80–89; C = 70–79; D = 60–69; F = 0–59	

### Grading Criteria and Conversion: [Insert points or percentages]

A = Exceptionally fine work; superior in presentation, visual observation, comprehension, and participation

B = Above average work; superior in one or two areas

C = Average work; good, unexceptional participation

D = Below average work; noticeably weak with minimal participation

F = Clearly deficient in presentation, style and content with a lack of participation

## Don't take your class and Course work for Granted.

- 1. If you fail to attend class (without legitimate excuse), you will fail the class.**
- 2. Arts 1301 is a face-to-face course.**
- 3. Meeting with the instructor does not replace class attendance.**
- 4. Interaction with classmates is required. All concerns do not have to be brought to the instructor.**
- 5. Excused/Unexcused absentees do not eliminate accountability (classwork/attendance, etc.).**
- 6. Late work does not have to be accepted.**
- 7. Extra credit is not an option; therefore, complete initial assignments.**
- 8. Deadlines are deadlines; meet them.**

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

### **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 eCourses.

### **Instructor's Attendance Policy**

If you are absent, it is your responsibility to know what you have missed BEFORE you attend the next class session. Check eCourses and project sheets for all updates.

Your attendance and participation are expected and required. This is a studio class 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. Attendance during lectures, demonstrations, and studio time is critical to passing the course.

### **Absences**

More than 4 absences by a student during the semester will result in a reduction of student's final semester grade by one letter. **8 or more absences will result in course failure.**

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

### **Tardies**

A student is marked as tardy if he/she arrives after the roll has been called. Early departures from class will be marked as an absence. A student arriving more than thirty minutes after the start time of the class will be marked absent. 3 tardies will be equal to 1 absence. If you are tardy, it is your responsibility to let your instructor know you are present.

### **Submission of Assignments**

All assignments will be posted on eCourses. All work is to be turned in BEFORE or on the due date during class via Connect Art. Be mindful of all due dates. **You will not be reminded when work is due. NO LATE WORK WILL BE ACCEPTED.**

### **Personal Conduct**

Students who are absent for University Business must notify the professor BEFORE they leave. In addition, you must provide a copy of an official University Excuse letter. If for whatever reason, you are unable attend class, it is your responsibility to know what you have missed. Check Connect Art and eCourses for any assignment updates BEFORE you attend the next class period.

Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class. You are expected to adhere to the following specific guidelines:

1. During regular class periods all students are expected to dress appropriately in accordance with university regulations so that no disruptions in the learning experience will occur.
2. No food or drink is allowed in the classroom at any time.
3. Cellular telephones are to be turned off or put on silent ring tone during the class period. Texting is strictly prohibited during the class period. No “ear phone” units will be allowed. If your cell phone rings during the lecture or you are texting you are subject to losing points on the next assignment that is due. Cell phone use is only permitted at the direction of the professor.
4. Laptops must emit no noise. Make sure your laptop is warmed up and your battery charged before class starts. A laptop is allowed only for taking notes or accessing relevant course material during the class. Checking email, playing a game, messaging and other non-class related activities are not allowed at any time. Any person caught using laptops for non-class related activities will be subject to losing points on the next assignment that is due.
5. Harassment of your fellow students of any kind will not be tolerated.

No children, friends, family members or guests are allowed in the class without prior approval.

### **Conduct of Class and Care of the Facility**

Please note the following rules for the conduct of the class.

1. Class will begin at the appointed time.
2. Class is dismissed when so indicated by the instructor. Students are expected to be on time and stay throughout the entire class period. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in an absence for that day.
3. All class members are required to keep the classroom in a clean and orderly manner to facilitate the number of students using it each day.
4. Handouts and Courses Resources will be posted to eCourses. It is your responsibility to download and print the course resources.













### **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](mailto: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](mailto:studentconduct@pvamu.edu).
- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to [www.pvamu.edu/coronavirus](http://www.pvamu.edu/coronavirus) or email [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu).





### COURSE OUTLINE: EVENT AND LECTURE SCHEDULE















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 in class. All referenced readings are taken from the required text.















	Registration/Assembly Dates		Dates exam scores will be posted
	Key Dates		Holidays
	Graduation Applications		Guest lectures
	Dates for Exams		Project Team Workshop
	Proctored Exams		Class Sessions using ZOOM or teleconference technology
	Lecture Completed		Lecture Notes, Assignments, or Articles posted to CANVAS














### 16 WEEK CALENDAR

*Insert general topics and assignments. ⬇*

<b>Week One:</b> Topic <b>January 15-19, 2024</b>		
Chapter (s):	<b>CHAPTERS 1-3</b>	
Assignment (s):		
<b>University Events:</b> 	January 15, 2024 [Monday]	 MARTIN LUTHER KING DAY (University Closed)
	January 16, 2024 [Tuesday]	First Class Day Tuition & Fees Payment Due Date
	January 16, 2023 [Tuesday]	TUITION AND FEES PAYMENT DUE DATE @ 5:00 PM
	January 16-23, 2024 [Tuesday-Tuesday]	Late Registration/Late Registration Fee Begins (\$50.00)
	January 16-26, 2024 [Tuesday-Tuesday]	 ATTENDANCE REPORTING PERIOD (ND/SH). Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled!
<b>Week Two:</b> Topic <b>January 22-26, 2024</b>		
Chapter (s):	<b>CHAPTERS 1-3</b>	
Assignment (s):	<b>See Connect Quizzes 1-7 Open</b>	
<b>University Events:</b> 		
<b>Week Three:</b> Topic <b>January 29-February 2, 2024</b>		
Chapter (s):		
Assignment (s):		
	January 30, 2024 [Tuesday]	<b>Financial Aid Refunds Begin</b>

<b>University Events:</b> 	January 30, 2024 [Tuesday]	 CENSUS DATE (12 <sup>TH</sup> CLASS DAY)   FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.]
	February 1, 2024 [Thursday]	WITHDRAWAL FROM COURSES “WITH ACADEMIC RECORD” (W) BEGINS.
<b>Week Four: Topic</b> <b>February 5-9 2024</b>		
Chapter (s):	<b>Chapter 4-5 TEST 1 Open Feb. 6</b>	
Assignment (s):	<b>See Connect Quizzes 1-7 Closes</b>	
<b>University Events:</b> 	February 6, 2024 [Tuesday]	 DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM.
	<b>Week Five: Topic</b> <b>February 12-16, 2024</b>	
Chapter (s):	<b>Chapters 6-13</b>	
Assignment (s):	<b>See Connect Test 1 Closed on 17th</b>	
<b>University Events:</b>  	February 12, 2024 [Monday]	 CENSUS DATE (20 <sup>TH</sup> CLASS DAY)
	February 14, 2024 [Wednesday]	<b>PVAMU Architecture + Construction Science Career Fair 2024</b> 9:00 AM- 4:00 PM held in the Kennedy Building and the Fabrication Center
<b>Week Six: Topic</b> <b>February 19-23, 2024</b>		
Chapter (s):	<b>Chapter 6-13</b>	
Assignment (s):	<b>See Connect</b>	
<b>University Events:</b> 		
<b>Week Seven: Topic</b> <b>February 25-March 1, 2024</b>		
Chapter (s):	<b>Chapter 6-13</b>	
Assignment (s):	<b>See Connect</b>	
<b>University Events:</b> 		
<b>Week Eight: Topic</b> <b>March 4-8, 2024</b>		
Chapter (s):	<b>Quizzes 8-13 Closes on 10<sup>th</sup> Test 2 Open March 9th</b>	
Assignment (s):		
<b>University Events:</b> 	March 7 - 9, 2024 [Thursday-Saturday]	 Mid-Term Exams
	<b>Week Nine: Topic</b> <b>March 11 - 15, 2024</b>	
Chapter (s):	<b>SPRING BREAK!</b>	
Assignment (s):		
<b>University Events:</b> 	March 13, 2024 [Wednesday]	 MID-TERM EXAM GRADES DUE

	March 15, 2024 [Friday]	 Spring Break (University Closed) <b>SUBJECT TO APPROVAL BY THE TAMUS Board of Regents!</b>
<b>Week Ten:</b> Topic <b>March 18-22, 2024</b>	<b>History of Art</b>	
Chapter (s):	<b>Chapter 14-23</b>	
Assignment (s):		
University Events: 	March 20, 2024 [Wednesday]	<b>Founders Day/Honors Convocation</b>
<b>Week Eleven:</b> Topic <b>March 25-29, 2024</b>	<b>History of Art</b>	
Chapter (s):	<b>Quizzes 14-23 Open</b>	
Assignment (s):		
University Events: 	March 26, 2024 [Monday]	  <b>SPRING 2023 GRADUATION: FINAL DATE TO APPLY FOR GRADUATION! (Ceremony participation)</b>
	March 27, 2024 [Tuesday]	  <b>SPRING 2024 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in program.)</b>
	March 29, 2024 [Friday]	 <b>Good Friday (No classes; subject to approval by the TAMUS Board of Regents)</b>
<b>Week Twelve:</b> Topic <b>April 1-5, 2024</b>	<b>Quizzes 14-17</b>	
Chapter (s):	<b>Quizzes 14-17 Close</b>	
Assignment (s):		
University Events:  	April 2, 2024 [Tuesday]	 <b>Priority Registration Period for continuing students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]</b>
	April 6, 2024 [Saturday]	 <b>Registration Period for all students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]</b>
<b>Week Thirteen:</b> Topic <b>April 8-12, 2024</b>	<b>History of Art</b>	
Chapter (s):	<b>Quizzes 18-23</b>	
Assignment (s):		
University Events: 	April 12, 2024 [Friday]	 <b>SPRING 2024 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)</b>

<b>Week Fourteen:</b> Topic <b>April 15-19, 2024</b>	<b>History of Art</b>	
Chapter (s):	<b>14-22</b>	
Assignment (s):		
University Events: 		
<b>Week Fifteen</b> Topic <b>April 22-26, 2024</b>	<b>History of Art</b>	
Chapter (s):	<b>Chapter 23</b>	
Assignment (s):		
University Events: 	April 26, 2024 [Friday]	 <b>LAST DAY OF CLASS FOR SPRING SEMESTER 2023!</b>
	April 26, 2024 [Friday]	 FINAL DAY TO WITHDRAW FROM COURSES OR THE UNIVERSITY WITH ACADEMIC RECORD ("W") FOR SPRING 2024
<b>Week Sixteen</b>		
<b>April 29- May 3, 2024</b>	April 29, 2024 [Monday]	 <b>STUDY DAY (NO CLASSES IN SESSION)</b>
	April 30-May 8 2024 [Tuesday-Wednesday]	 FINAL EXAMINATION PERIOD <b>FINAL GRADE FOR THIS COURSE WILL BE AVERAGED</b> (based on semester coursework)
	May 9, 2024 [Thursday]	 <b>FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!</b>
	May 11, 2024 [Saturday]	 <b>COMMENCEMENT</b>
	May 14, 2024 [Tuesday]	 <b>FINAL GRADES DUE FOR ALL STUDENTS BY 11:59 PM!</b>

In order to assure that you have read over this entire document you are required to sign the Statement of Agreement on the final page of the syllabus and return it at the start of second-class period. This will be our contract that you have read over the entire syllabus and that you understand what is expected of you in this class.



## **Student Support and Success**

### **John B. Coleman Library**

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

### **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](http://www.pvamu.edu/advising). Phone: 936-261-5911

### **The University Tutoring Center**

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, 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](mailto:pvtutoring@pvamu.edu); Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

### **Writing Center**

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

### **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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

### **Office of Diagnostic Testing and Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; 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, 2<sup>nd</sup> floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

## **University Rules and Procedures**

### **Academic Misconduct**

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive

or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### **Forms of Academic Dishonesty:**

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

### **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](mailto: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](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), 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 conditions, 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.

### **Non-Discrimination Statement**

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you

experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

### **Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**

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

### **Student Academic Appeals Process**

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

### **Technical Considerations**

#### **Minimum Recommended Hardware and Software:**

- Intel PC or Laptop with Windows 10 or later version; Mac with OS 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 email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

#### **Netiquette (online etiquette)**

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

### **Video Conferencing Etiquette**

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

### **Technical Support**

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

### **Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

### **Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

### **COVID-19 Campus Safety Measures [NOTE: Delete this section when the COVID-19 pandemic is over]**

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-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.) are 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. 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](mailto:studentconduct@pvamu.edu).

