



# SYLLABUS

## COMM 1318 Interpersonal Communication Spring 2023

**Instructor:** Jeremy S. Coffman  
**Section # and CRN:** Section: P02 CRN: 25235  
**Office Location:** Hilliard Hall 209  
**Office Phone:** 936-261-3737  
**Email Address:** jscoffman@pvamu.edu  
**Office Hours:** TTH: 8:00AM – 9:30AM & 12:30PM – 2:00PM  
**Mode of Instruction:** Face to Face  
**Course Location:** Agriculture & Business Building 114  
**Class Days & Times:** TTH 11:00AM – 12:20PM  
**Catalog Description:** This course will examine personal and interpersonal factors affecting communication in everyday life. Emphasis will be placed upon ways in which interpersonal perception, physical environment, semantic choices, and nonverbal cues affect communication primarily in the context of work, family, and other personal experiences.  
**Prerequisites:** Unconditional Admission OR ENGL 0131  
**Co-requisites:** None  
**Required Texts:** McCornack, Steven. *Reflect & Relate : An Introduction to Interpersonal Communication*. Boston: Bedford/St. Martin's, 2018. Print. 5<sup>th</sup> Edition.

**Recommended Texts:** Hacker, Diana. *Pocket Style Manual 5e with 2009 MLA and 2010 APA Updates + Research and Documentation in the Electronic Age 5e*. Bedford/St Martins, 2010.

### Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Recognize, analyze, and interpret verbal and nonverbal messages	1, 2, 3, 4	Critical Thinking
2	Demonstrate appropriate emotions and feelings in a variety of communication situations	2, 3, 4	Communication Critical Thinking
3	Recognize the use of assertive behavior for appropriate settings	1, 2, 3, 4	Critical Thinking
4	Demonstrate how to appropriately handle conflict situations	1, 2, 3, 4	Critical Thinking Teamwork
5	Recognize the importance culture plays in interpersonal communication	1, 2, 3, 4	Communication Critical Thinking Social Responsibility
6	Explain concepts in communication theory	1, 3	Communication
7	Illustrate the perception process	1, 3	Communication
8	Demonstrate effective listening skills and speaking skills	1, 2, 3, 4	Communication
9	Define self-concept and its relationship to communication	1, 2, 3, 4	Critical Thinking Personal Responsibility
10	Recognize and participate in effective relationships	1, 2, 3, 4	Teamwork Personal Responsibility

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Collage Presentation	50	5%
Group Presentation	200	20%
Artifact Papers (3)	150	15%
Exam 1: Chapters 1-4	150	15%
Exam 2: Chapters 5-8	150	15%
Exam 3: Chapters 9-12	150	15%
Artifact Paper Presentation	100	10%
Participation	50	5%
<b>Total:</b>	<b>1,000</b>	<b>100%</b>

### Grading Criteria and Conversion:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 59% or below

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.

### Detailed Description of Major Assignments:

#### Assignment Title or Grade

#### Requirement

#### Description

Collage Assignment

Students will create a collage of themselves which can include examples of likes, dislikes, friends, enemies, family, etc. You can do this on a poster board, diorama, picture book, PowerPoint, or whatever creative outlet you desire. Don't bring in anything that is illegal or prohibited from the campus. If you have a question about a specific item, feel free to ask me after class. You will then present this collage in a small group in class. The dates for these will be posted at the end of the syllabus, but will coincide with the completion of our unit on Self. The only other requirement is that you **MUST** have an example of a downer or vulture, and an example of an upper. These will be explained in class.

Group Presentation

Students will do a presentation in small groups to the rest of the class. In these presentations, students will choose from one of the topics listed at the end of this section, and will then present a 10-15 minute creative presentation to the class about the topic they researched. I am not wanting/expecting a lecture. Instead, I want you to use a creative outlet to present your research to us. This can be done with a talk show format, skits, games, activities, etc. I will be grading this project on the delivery of the group as a whole, creativity, relevance and presentation of information. I will also grade on individual delivery and you will also rate your group members on how well they performed at meetings of the group. On the day of the presentation, students must turn in one Bibliography in APA style. This page must have 10 sources the group used to research the topic. Of the 10 sources, 5 of them must come from scholarly journals. This means you will need to use the library website or the library itself as a resource for the presentation. Students will submit the outline/script of the presentation as well. Topics for the presentation may be the following:

On-line Dating, Friends with Benefits, Long-Distance Relationships, Divorce, Violent Relationships, Stalking, or any other topic approved by the instructor.

Artifact Papers	You will write three 2-3 page artifact papers throughout the course. This is your chance to apply material learned in the course to your daily interactions. The paper will include three sections. The first section will analyze the situation that occurred. This is an artifact. This could be an interaction you had or one you witnessed. You will provide the details of what happened in the interaction (be as detailed as possible because your reader was not there to witness the interaction). The second section will be your chance to explain a concept we have discussed in class or from the text in your own words. There should be no discussion of the artifact, just an explanation of your understanding of a key concept from the course. The final section is where you will apply the concept you explained in the second section to the situation/artifact that you described in the first section. Think of the first section as “what happened” and the final section as “why it happened”.
Artifact Paper Presentation	At the end of the semester, students will be expected to pick a single artifact paper that they have turned in and present it to the class. You will give a 5 minute presentation on the selected entry. Further requirements and rubric(s) for this presentation will be discussed in class.
Exams	Exams will be administered throughout the semester and will cover the chapters designated in the syllabus. They will be given via Canvas and will contain a variety of question types such as multiple choice, true/false, short answer, and essays.
Participation	This is a communications course. This means that students should communicate openly. Students will be actively encouraged to participate in class discussions, and give their input on course material. This sort of active participation in class is key to any communications class, including this one. Participation will be gauged by your instructor. This assignment is worth 50 points. Students are graded on the quality as well as the quantity of their class participation. Attendance with a few brief comments all semester is average (C) participation. Above average and excellent participation (B or A) includes regular frequent questions, comments, and/or examples that demonstrate an understanding of course material, contribute to the class topic, or seek additional knowledge relevant to the class topic.

## Course Procedures or Additional Instructor Policies

**Attendance:** Attendance is an important part of this class. Students will be expected to attend class on all of the prescribed days in order to get the most out of this class. Students who fail to attend class will receive three (3) unexcused absences before penalties will go into effect. For every unexcused absence after the fifth students will lose one letter grade on their participation grade. This is not negotiable.

**Make-up and Late Work:** NO LATE ASSIGNMENTS, PERFORMANCES, SCRIPTS, DISCUSSIONS, OR EXAMS WILL BE ACCEPTED. **I do not accept late work unless you have a university-approved absence and provide university-approved documentation to me within one week (7 days) of your absence.** I will not accept late assignments, presentations, exams, or discussions under any circumstance. You are expected to come to each and every class on time and prepared. This is a dynamic participation based course. There is no way to recreate the atmosphere of an assignment, performance, or exam. For that reason I do not offer make-up assignments. Additionally, I will not be placed in the unfair position of evaluating the quality of your reason or excuse alongside the quality of your work. I function in a reality that is governed by the maxim “failure to plan on your part does not constitute an emergency on mine.” You have everything you need to plan your life accordingly. If you have planned your life accordingly, then in the face of a true emergency you should be able to turn your assignment in via classmate, email, or carrier pigeon by the start of class on the day it is due. Emergencies do happen. I expect you to contact me if an emergency prevents you from attending class or completing a presentation, assignment or exam. If you do not contact me and let me know what is going on I cannot help you. Finally, I will not accept late assignments, presentations or exams under any circumstance.

**Reading:** It is mandatory that you have the required textbook(s) for this course. I expect every student to own a copy of the required text(s) for this course no later than the end of the first week of instruction.

There will be days when you must bring your book to class with you. I expect every student to have read the assigned material from the text(s) *before* coming to class. You will be held responsible for the material in the textbook(s) as well as for information discussed in class on exams, assignments, and during presentations. Your final grade will reflect, in part, your commitment to reading and understanding the material.

**Discussions:** There will be many discussions held throughout the class. While class discussions can be lively, students are required to practice civility towards the professor and their classmates. If a student decides to speak in a disrespectful tone to one of his or her classmates or the professor, that student will be asked to leave and earn a zero (0) for participation.

**Writing and Research:** Unless otherwise noted, any written assignment must be typed, double-spaced, 12 point font, standard 1 inch margins, in APA format. There are many ways to access this information. The library has a copy on reserve also the internet has several links guiding you through APA format. Do not lose points needlessly because you don't know what the manual requires. You will be held accountable for the rules of citation, reference, title and page format, spelling and grammar whether you know them or not.

**Citation:** All sources used to complete assignments, exams, speeches, presentations or other work completed for this course should follow *APA Format* unless otherwise noted in writing by me. **ALL SOURCES MUST BE ACKNOWLEDGED!!!** The penalty for plagiarism is not only failing the course, but may result in expulsion from the university.

**Exam Policy:** Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). If you cannot document your emergency under the university guidelines, you will not be allowed to make-up the exam.

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

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

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

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

### **Taskstream**

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is **REQUIRED** to be submitted as 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.

## Semester Calendar\*

<b>Week One: Jan 15-19</b> <b>Topic Description**</b> Readings: Assignment (s):	<b>Welcome and Introduction to Course and Syllabus</b>  Chapter 1: Introducing Interpersonal Communication
<b>Week Two: Jan 22 – 26</b> <b>Topic Description</b> Readings: Assignment (s):	<b>Considering Self</b>  Chapter 2: Considering Self
<b>Week Three: Jan 29- Feb 2</b> <b>Topic Description</b> Readings: Assignment (s):	<b>Perceiving Others</b>  Chapter 3: Perceiving Others
<b>Week Four: Feb 5-9</b> <b>Topic Description</b> Readings: Assignment (s):	<b>Emotions</b>  Chapter 4: Experiencing and Expressing Emotions <b>Artifact Paper #1 Due Sunday, February 11<sup>th</sup></b> <b>Exam #1 &amp; Listening Actively</b>
<b>Week Five: Feb 12-16</b> <b>Topic Description</b> Readings: Assignment (s):	Chapter 7: Listening Actively <b>Exam #1 – Chapters 1-4 – Due Sunday, February 18<sup>th</sup></b> <b>Verbal Communication &amp; Collage Presentations</b>
<b>Week Six: Feb 19-23</b> <b>Topic Description</b> Readings: Assignment (s):	Chapter 8: Communicating Verbally <b>Collage Presentations Due Thursday, February 22<sup>nd</sup></b> <b>Nonverbal Communication</b>
<b>Week Seven: Feb 26- Mar 1</b> <b>Topic Description</b> Readings: Assignment (s):	Chapter 9: Communicating Nonverbally
<b>Week Eight: Mar 4-8</b> <b>Topic Description</b> Readings: Assignment (s):	<b>Conflict Management and Power</b>  Chapter 10: Managing Conflict and Power <b>Artifact Paper #2 Due Sunday, March 10<sup>th</sup></b> <b>SPRING BREAK – NO CLASSES</b>
<b>Week Nine: Mar 11-15</b> <b>Topic Description</b> Readings: Assignment (s):	<b>Exam #2 &amp; Family</b>  Chapter 12: Relationships with Family Members <b>Exam #2 – Chapters 5-8 – Due Sunday, March 24<sup>th</sup></b> <b>Romantic Partners</b>
<b>Week Eleven: Mar 25- 29</b> <b>Topic Description</b> Readings: Assignment (s):	Chapter 11: Romantic Partners <b>Friends</b>
<b>Week Twelve: Apr 1-5</b> <b>Topic Description</b> Readings: Assignment (s):	Chapter 13: Relationships with Friends <b>The Workplace</b>
<b>Week Thirteen: Apr 8- 12</b> <b>Topic Description</b> Readings: Assignment (s):	Chapter 14: Relationships in the Workplace <b>Artifact Paper #3 Due Sunday, April 14<sup>th</sup></b>

**Week Fourteen: Apr 15-19**      **Artifact Paper Presentations & Group Workshop**  
**Topic Description**  
Readings:  
Assignment (s):      **Presentations begin on Tuesday, April 16<sup>th</sup>**

**Week Fifteen: Apr 22-26**      **Exam #3 & Finalizing Group Presentations**  
**Topic Description**  
Readings:  
Assignment (s):      **Exam #3 – Chapters 9-12 – Due Sunday, April 28<sup>th</sup>**

**\*Please note that the above calendar is provisional. As instructor, I reserve the right to make changes, including the addition or deletion of materials.**

**\*\*Weekly topic titles are adopted from Readings/course texts.**

## Student Support and Success

### John B. Coleman Library

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

### Academic Advising Services

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

### The University Tutoring Center

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

### Writing Center

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

### Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

### Student Counseling Services

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

### Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); [Testing Website](#)

### Office of Diagnostic Testing and Disability Services

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

### Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

### Veteran Affairs

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

### Office for Student Engagement

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

### Center for Careers & Professional Development

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

### University Rules and Procedures



## Academic Misconduct

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

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### Forms of Academic Dishonesty:

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

## PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

## Nonacademic Misconduct

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

## Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](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, Dr. Zakiya Brown, at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [Title XI Website](#), including confidential resources available on campus.

## Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

## Non-Discrimination Statement

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

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

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

## Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

## Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the

*Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: [deanofstudents@pvamu.edu](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu) or phone: (936) 261-3524.

### Student Academic Appeals Process

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

### Technical Considerations

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

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi\*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

\* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

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

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

### *Netiquette* (online etiquette)

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

### Video Conferencing Etiquette

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

### Technical Support

Students should go to [Password Reset Tool](#) if they have password issues. The page will provide instructions for

resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email [ciits@pvamu.edu](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

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at [timelycare.com/pvamu](https://timelycare.com/pvamu).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.