COMM 3304 Multimedia Audio Production and Design
Spring 2024

General Course Information

Information Item	Information
Instructor:	Professor Tony Clomax, MFA, MA
Section # and CRN:	Section P01; CRN: 244833
Office Location:	Hilliard Hall, Room 017A
Office Phone:	Office: 936-261-3718 Cell Phone: 646-406-0012 (Contact here first)
Email Address:	toclomax@pvamu.edu (will respond within 24 hours) Additional contact will be done via Canvas Discussions & GroupMe
Office Hours:	Monday 12pm - 2pm, Wednesday 12pm - 2pm, Tues 12pm - 2pm (Virtually Only) Immediate contact through our GroupMe setup
Mode of Instruction:	Face to Face
Course Location:	Hilliard Hall 125
Class Days & Times:	MW 3:30 pm-4:50 pm, Jan 16 - April 26, 2024
Catalog Description:	Digital Audio Production II (3-0) Credit 3 semester hours. This course teaches all aspects of recording production sound for dialogue, Foley recording, sound effects, and automated dialogue replacement (ADR), as well as post-production (e.g., sound design, sound editing, and sound mixing) using Final Cut Pro X and Audacity. In addition, students will create, record, edit and mix podcasts, voiceovers, and radio commercials—building a professional voiceover reel, sound mixing reel, and podcast show.
Prerequisites:	Undergraduate level COMM 1733 Minimum Grade of C or Undergraduate level COMM 1336 Minimum Grade of C
Co-requisites:	NONE
Required Text(s):	Tierno, Michael. *Location and Post-Production Sound For Low Budget Filmmakers.* 1st ed. New York: Routledge Press, 2020.
Recommended Text(s):	Giannetti, Louis, **Understanding Movies**, 14th Edition, Pearson Power, David, **Introduction to Podcast Technology**

General Course Information Table

Required Equipment:

Each student will need an external hard drive (1 or 2TB formatted for (ExFAT) Mac OS and PC) for editing on. An external hard drive is the only way to keeping your projects and video footage. Storage will be provide in the Cloud as well. Each student will be given an account with Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, Illustrator, InDesign) and Microsoft Suite. However, we will learn editing with Final Cut Pro X on the computers in Editing Lab and Audacity. Computers are wiped each day.

Syncplicity: The university provides a cloud based file storage system available to all students.

Student Learning Outcomes:
1. Apply communication concepts and theories.
2. Communicate ideas effectively and with sensitivity to a variety of audiences.
3. Demonstrate effective use of a variety of communication tools and styles.
4. Demonstrate communication proficiency appropriate for meeting personal and professional needs.
5. Demonstrate technical proficiency in audio software and hardware while creating communication artifacts.

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
1. Write clearly, precisely, and in a well-organized manner.	1, 2, 3, 4	Critical Thinking Communication Personal Responsibility
2. Demonstrate critical thinking, reading, and viewing skills on required Projects.	1, 2, 3, 4	Critical Thinking Communication Personal Responsibility
3. Research, develop, and present scripts, project budget, and marketing campaign for project.	1, 2, 3, 4	Critical Thinking Communication Personal Responsibility
4. Plan and execute all aspects of a multimedia production including locations and shooting schedules.	2, 3, 4	Critical Thinking Communication Personal Responsibility Teamwork
5. Plan and execute all aspects of post-production including editing and multimedia marketing.	1, 2, 3, 4	Critical Thinking Communication Personal Responsibility Social Responsibility
6. Evaluate various communication artifacts and their effects on audiences and society.	1, 2, 3, 4	Critical Thinking Communication Personal Responsibility Social Responsibility
7. Demonstrate how communication artifacts are constructed and how communication artifacts in turn construct meaning about national and global communities.	1, 2, 3, 4	Critical Thinking Communication Personal Responsibility Social Responsibility

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value (Points)	Total
1. Podcast Recording (3 Episodes)	150	15%
2. Voiceover (Narration, Announcement or Character)	100	10%
3. 3-Minute MMJ Report or Fictional Story	100	10%
4. Radio Commercial	100	10%
5. Interior/Exterior Production Sound Recording	100	10%
6. Post-Production Mixing in FCPX	100	10%
7. Sound Replacement & Design in FCPX	100	10%
8. Final Exam	150	15%
9. Attendance	100	10%
Total:	**1000**	**100%**

Course Grade Requirement Table

Grading Criteria and Conversion:
A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = 59% and below

Missed or late assignments:
Students are required to submit all assignments by the listed due dates. Each day an assignment is late, there will be a deduction of 5 points. If you have a medical situation, an official letter **MUST** be provided. Assignments will not be accepted if they are more than 7 days late. Asking to turn in late work at the end of the semester is NOT an option. Please stay on top of your assignments.

In the Film & TV Industry, your body of work and reputation is your way through the door as well as to stay working. Use this class to establish your work ethic, dependability, and a strong body of work.

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.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Podcast Recording (3 Episodes)	Students will pair up and create, record, and edit three 10-12—minute podcast episodes. All podcast will be recorded in the KPVU-TV Podcast and Voiceover Room with our equipment. Editing will be done with Audacity software, & each team will edit and upload the MP3 files individually on Canvas.
2. Voiceover (Narration Announcement or Character)	Students will read & record selected scripts in the Voiceover Room. Using Audacity, you will clean and mix the audio and export it to the proper broadcast settings.
3. 3-Minute MMJ Report or Fictional Story	Students will use the zoom field recorder kit and individually record interviews and edit an MMJ piece no longer than 3 minutes incorporating at least 3 elements of sound. An Alternative is creating a fictional story using 1 or more characters and incorporating a minimum of 3 elements of sound (dialogue, SFX & music). Edit using Audacity.
4. Radio Commercial	Students will write, record, edit and mix a 30 or 60-second commercial selling a product or service or promoting an event.
5. Interior/Exterior Production Sound Recording	Using Lavaliers and a boom mic, students will record dialogue and room tone to be edited and mixed it using Audacity.
6. Post-Production Mixing in FCPX	Students will setup an on-set recording using camera & sound and properly set up project, mix it in FCPX and export for YouTube, TikTok and high end Streaming.
7. Sound Replacement	Students will replace all the sound in a Film Trailer or 2-minute video clip with new sound, sound FX, foley, and ADR in FCPX.
8. Final Exam	**Final Exam** Includes questions based on readings, handouts, lectures, instructional videos, screenings, and industry vocabulary.
9. Attendance	This course will be run like a Production Company and you're employees. 10% of your grade is attendance. Please come on time, ready to contribute & giving your best.

Detailed Description of Major Assignments Table

Course Procedures or Additional Instructor Policies

Attendance: instruction will take place face to face unless notified otherwise.

Semester Calendar

Week	Description

Week One: **Jan. 15 - 19**	

	Wednesday - January 16
Topic	Welcome and Introduction to Course and Syllabus. Expectations. How Does Sound fit in modern filmmaking? How does a Sound crew works? Post-Sound crew functions? What's a Sound Mix? Sound Frequencies. Sound Files. Sound Gear.
Reading	Chapter 1 – The Modern Filmmaker Chapter 2 - Technical Concepts You Need to Understand
Assignments	**Select a scent from a feature film where sound plays a major role in establishing the tone and moving the story. Prepare to discuss it the sound design from your perspective on Monday, Jan. 22, in class.**

Week Two: **Jan. 22 - 26**	
	Monday - January 22
Topic	Recording Sound: Interior, Exterior. Mics, Cameras.
Readings	Chapter 3 - Location Sound Recording: The Basics
Assignments	
	Wednesday - January 24
Topic	Recording Sound in Different Scenarios.
Readings	Chapter 4 - Location Recording Microphone basics Chapter 5 - Configurations of location recording set-ups
Assignments	**In-Class. Using different mics: shotgun, lavaliere, cardioid, hyper-cardioid, record a short script for Voiceover Narration. We will compare the sound on Monday, January 29.**

Week Three: **Jan 29 - Feb 2**	**Feb 1 - Final Day to Drop/Withdraw from Course w/o Academic Record**
	Monday - January 29
Topic	Listen to our sound recordings and discuss the differences. Where is the best place to put the mics?
Readings	Chapter 7 - Preparing for the Shoot Chapter 8 - Booming and Mixing Techniques
Assignments	**Watch the Audacity Tutorial on Canvas before Wednesday, January 31**

	Wednesday - January 31
Topic	Audacity Workshop: Editing Sound Audacity is on Lab Computers, but also download it onto your personal computers.
Readings	Chapter 13 - Sound Editing and Mixing in Editing Applications E-Book: The Radio Commercial: The Mechanics E-Book: Types of Radio Copy
Assignments	**In-Class Edit of the previous Int./Ext. Sound Clips. Turn in export Sunday, February 4.** **Submit 2-Column Radio Commercial Script on Canvas by 11:59 pm Sun, Feb 4.**
Week Four: February 5 - 9	
	Monday - February 5
Topic	Schedule Radio Commercial Recordings. Podcasting: A guide to storytelling, branding, and effective communication. How to start and grow your successful podcast.
Readings	Chapter 15 - Basic Sound Design Project Structure
Assignments	**Bring in 2-column Radio Commercial Script on Wednesday, Feb. 7.**
	Wednesday - February 7
Topic	Record Radio Commercials with Prof. Clomax in Voiceover Room (Edit in Audacity on your own time, as well as Feb 12 & 14 Classes).
Readings	Handouts
Assignments	**Radio Commercial Due on Canvas Friday, Feb. 16, 11:59 pm as MP3 file.** **You can be solo or Pair up for your Podcast Series. Written Pitch idea / concept for Podcast Series are due Wed, Feb 14 on Canvas by 11:59 pm.**
Week Five: February 12 - 16	
	Monday - February 12
Topic	Edit Radio Commercial in Class
Readings	Handouts
Assignments	**You can be solo or Pair up and pitch idea / concept for Podcast Series. Ideas due Wed, Feb 14 on Canvas by 11:59 pm.**
	Wednesday - February 14
Topic	Edit Radio Commercial in Class
Readings	

Assignments	
Week Six: **February 19 - 23**	
	Monday - February 19
Topic	Podcasting: Structure, music, scripted, intro, outro, SFX, Sound Design, Mixing, Genres.
Readings	
Assignments	**Schedule your Podcast Recording. Podcast Ep 1 Due Thursday, March 1 by 11:59 pm on Canvas as a MP3 file.**
	Wednesday - February 21
Topic	Sound Effects (SFX) / Music
Readings	Chapter 18 - To Foley or not to Foley
Assignments	**Podcast Ep 1 Due Thursday, March 1, by 11:59 pm on Canvas as a MP3 file.**
Week Seven: **Feb 26 - Mar 2**	
	Monday - February 26
Topic	Masterclass on Editing & Sound Design in FCPX. Sound Editing Versus Sound Mixing. Using Compressor & Limiter.
Readings	Chapter 14 - Organizing your Picture cut for export to your DAW Chapter 17 - Automated Dialogue Replacement (ADR) - Replacing Bad Sound
Assignments	
	Wednesday - February 28
Topic	Masterclass on Sound Mixing & Exporting in FCPX. Using Channel EQ
Readings	Chapter 18 - To Foley or not to Foley
Assignments	**Record on-camera footage using Lav & boom. Mix in FCPX. Export and upload to Canvas by Thursday, March 7.**
Week Eight: **March 4 - 8**	**Midterms March 7 - 9**
	Monday - March 4
Topic	Foley
Readings	Chapter 9 - More Asset Gathering when location sound recording Chapter 10 - Location Sound Recording in Practice - Specimen film - Turn Back Night

Assignments	**Schedule your Podcast Recording. Podcast Ep 2 Due Thursday, March 15 by 11:59 pm on Canvas as a MP3 file.**
	Wednesday - March 6
Topic	Field Reporting. Storytelling using sound. Gathering Audio Assets on Location.
Readings	
Assignments	**Pitch your ideas for your 3-Minute MMJ Report or Fictional Story in class.**
Week Nine: March 11 - 15	Spring Break March 13-18 No Class
	Monday - March 11
Topic	NO CLASS
	Wednesday - March 13
Topic	NO CLASS
Week Ten: March 18 - 22	
	Monday - March 18
Topic	Masterclass with Nancy Cartwright on Developing Character Voices. 10 Steps to Becoming a successful Voice Actor. Training your Voice. Maximizing your equipment for Voiceovers.
Readings	
Assignments	**Schedule your Podcast Recording. Podcast Ep 3 Due Thursday, March 29 by 11:59 pm on Canvas as a MP3 file.**
	Wednesday - March 20
Topic	Preparing To Record Sound Strategically
Readings	Chapter 17 - Automated Dialogue Replacement (ADR) - Replacing Bad Sound
Assignments	**Submit 1-page script for Voiceover (Narration, Announcement or Character) Due on Canvas as MP3 by Sunday, March 24, 11:59 pm.**
Week Eleven: March 25 - Mar 29	
	Monday - March 25
Topic	ADR (Automated Dialogue Replacement)
Readings	
Assignments	

	Wednesday - March 27
Topic	Understanding: - Adjusting Gain- Keyframing Levels - Ambiance/Room Tone- Crossfades- Panning in Sound Mixing
Readings	
Assignments	
Week Twelve: April 1- 5	
	Monday - April 1
Topic	Record Voiceovers in Podcast Room with Prof. Clomax
Readings	
Assignments	
	Wednesday - April 3
Topic	Edit Voiceovers in Class
Readings	Chapter 20 - Music
Assignments	**Voiceovers due on Canvas by Sunday, 11:59 pm, April 7.**
Week Thirteen: April 8 - 12	
	Monday - April 8
Topic	Music
Readings	What is a Leitmotif? - 4 Ways of Telling a Story through Music
Assignments	**First Draft of Sound Replacement Assignment is due Sunday, April 14, 11:59 pm on Canvas as MP4.**
	Wednesday - April 10
Topic	Using Audio Plug-Ins in FCPX
Readings	
Assignments	
Week Fourteen: April 15 - 19	
	Monday - April 15
Topic	

Readings	
Assignments	**Final Sound Replacement Assignment Due April 21 by 11:59 pm on Canvas as MP4.**
	Wednesday - April 17
Topic	In-Class Editing of Final Projects.
Readings	
Assignments	
Week Fifteen: April 22 - 26	
	Monday - April 22
Topic	Guest Speaker: Post Production Manager
Readings	
Assignments	**3-Minute MMJ Report or Fictional Story due on Canvas by 11:59 pm, Tuesday, April 23.**
	Wednesday - April 24
Topic	Listening Party of MMJ Reports & Fictional Stories.
Readings	
Assignments	
Week Sixteen: April 30 - May 8	Finals Week
	Finals Week.

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. 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; 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, 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

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/

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) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](#). More information can be found at [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.

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

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.