



**CRIJ 1306: Courts Systems and Practice  
Spring 2024**

**Course Information**

**Description**

**Instructor:** Dr. Mathew M Vairamon Esq.  
**Section # and CRN:** P01, 23202  
**Office Location:** Don Clark 355  
**Office Phone:** 936-261-5274  
**Email Address:** mvmathew@pvamu.edu  
**Office Hours:** W: 10:00 AM – 1 PM ; TR: 12:20 PM – 1:20 PM  
**Mode of Instruction:** Face to face  
**Course Location:** Juvenile Justice & Psych Bldg. Room No. 137  
**Class Days & Times:** TR: 11 AM – 12:20 PM  
**Catalog Description:** **CRIJ 1306 - Court Systems and Practice: 3 Semester Hours**  
 The legal procedures for arrest, complaint, presentment before the magistrate, grand jury consideration, indictment or waiver, arraignment, and the admissibility of evidence on these issues; pretrial matters, post-verdict motions, sentencing, and appeal.

**Prerequisites:** **Prerequisites:** CRJS 1133 – Principles of Criminal Justice

**Co-requisites:** None

**Required Text(s):** Criminal Courts: Structure, Process and Issues, 4<sup>th</sup> Edition, by Richard D. Hartley, Gary A. Rabe and Dean J. Champion; ISBN 978-0-13-377974-5

**Recommended Text(s):** Law Dictionary

**Course Learning Objectives:**

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Student Learning Outcome # Alignment</b>	<b>Core Curriculum Objective Alignment</b>
<b>1</b>	Understand the history and development of American court system	1, 2, 3	Communication
<b>2</b>	Learn the basic steps in the Criminal trial process	1, 2, 3	Communication
<b>3</b>	Understand the structure of both the federal and state court system	1, 2, 3, 4, 5	Critical Thinking
<b>4</b>	Learn the leading cases involving the development of courts in our society	1, 2, 3, 4, 5	Critical Thinking
<b>5</b>	Familiar with legal terminology as it relates to the trial process	4, 5	Team Work
<b>6</b>	Cite research correctly according to APA format in the paper	5, 6	Personal Responsibility

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement		Value	Total
1)	Exam 1	25	25%
2)	Exam 11	25	25%
3)	Final Exam	25	25%
4)	Quizzes	10	10%
5)	Assignment	5	5%
6)	Paper	10	10%
<b>Total:</b>		<b>100 Points</b>	<b>100%</b>

### Grading Criteria and Conversion:

A = 100 – 90 pts.

B = 89 – 80 pts.

C = 79 -70 pts

D = 69 – 60 pts

F = 59 pts 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, including the final exam, and performed below the grade level of a D, a grade of FN (failed-nonattendance) 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.Exam 1	Take exam one, and it is 25% of the total grade
2.Exam 11- Midterm Exam	Take exam two and it is 25% of the total grade
3.Exam 111	Take final exam and it is 25% of the total grade
4. Quizzes	Take two quizzes and it is 10% of the total grade
5.Assignment	Write an assignment and it is 5% of the total grade
6. Paper	Write a research paper and it is 10% of the total grade

## Course Procedures or Additional Instructor Policies

### Late Work

Completion of assigned requirements on time is a critical element of the collegiate experience. Just as in the real world of employment, due dates are assigned in advance, with ample time for each student to seek additional help should need arise. Quizzes and exams cannot be made up--unless for excused absences (death of close relative, hospitalization of self/close relative, COVID, etc.).

### Department Policy on Mobile Devices and Technology

It is imperative instructors be afforded reasonable authority to manage the classroom learning environment. An important component of management of classroom environment is control of topic and pedagogical method. Empirical data shows student use of mobile devices and other forms of technology that are not approved by the instructor for educational endeavor of interest serve as distractors to student attention. When students attempt to divide their time between paying attention to classroom topic and/or pedagogical method used by the instructor and the use of a mobile device, the student may miss important course content or details. Certain use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course.

The instructor of record may and is encouraged to further elaborate his or her own course-specific mobile device policies in writing in the course syllabus. It is the policy of the Department of Justice Studies that during closed book

examinations no mobile device or other form of technology be placed in the student's work area, visible to the student. Consequently, cell phone use during exams in this class is strictly prohibited. Having any electronic device on and visible during a closed book examination will lead to an assumption of cheating and an "F" for the test. However, if there is an urgent need to use a cell phone during any class period not scheduled for testing, you are advised to do so outside (and not inside) the class to limit distractions.

### **Instructor Policy on Cell Phones and Other Electronic Devices**

Please put your phone away, have it on silent/do not disturb, and take out your earbuds/AirPods/whatever else when you enter the classroom. If you have your device(s) out, I will politely ask you to put it away. Refusal or repeated disruptions to the class will warrant enacting of the course disruption policy. Laptops are for notes only. Additionally, there should be no recording of class and/or lecture; this is for the privacy of instructor and students.

### **Food and Drinks**

No food or drinks are allowed in class per building policy.

### **Formatting Documents:**

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich -Text, or plain text format.

**Submission of Assignments:** Please pay special attention to the submission instruction given for your term paper as stated above, as well as the consequences for being late.

### **Usage of ChatGPT**

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software. Using these tools without my permission puts your academic integrity at risk.

### **Course Disruptions**

All students are expected to conform their behavior to that which is appropriate for the classroom. Disagreements with any colleague must be handled respectfully. Disruptive students will be privately asked (the first time) to cease disruptive activity. If this fail, the student will be asked to leave the classroom. Any additional disruptive behavior or any aggressive or violent behavior is unacceptable and will be reported to the University.

### **Attendance**

Prairie View A&M University requires regular class attendance. Students are expected to attend all class sessions promptly and regularly. The instructor will take attendance during each class. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or an assignment of a grade of "F". Absences are accumulated beginning with first day of class. A student who misses any class session will be responsible for subject matter discussed during that particular session. Notes missed (lectures, guest speakers, presentations, etc.) will need to be obtained from classmates. It will be extremely difficult for you to obtain an acceptable grade in this course if you consistently miss class.

### **Computer, Internet, And Word Processing Software Access**

Each of you will need to have regular Internet access to participate in this course. You do not need extensive experience with computers or the Internet, but you do need to have a basic familiarity with web browsing, personal computers, and internet. Each person will need to have access to word processing software. I will ask you submit your documents in one of the following formats: Microsoft Word (Windows or Macintosh versions use the same file format), ".doc." or ".docx" formats. If I cannot open your paper, I will not grade it and issue you a zero. This policy extends to include "corrupted" or garbled text files in which pages are filled with nonsense characters – Microsoft Word rarely corrupts files, and this can be mitigated by regularly saving your document and creating backups.

### **Email Communication**

You must check your PV email and ECourses/Canvas for announcements at least daily. Please allow 24 to 48 working hours (2 days) to respond to email, although messages received on university holidays or weekends may be delayed until following business day. Unless you have modified the settings, ECourses/Canvas only sends messages to email address listed in the ECourses/Canvas system, and if you do not check your PV email, you will

miss important information. Please make sure to check your PV email regularly or set it to forward messages to your preferred email account. Failure to check email is not acceptable excuse for missing work or deadlines. Assignments sent to my email address will not be accepted. Please use your PV assigned email address when emailing me or use ECourses/Canvas messaging system. See previous for instructor religious observances.

**Extra Credit**

There are no extra credit opportunities for this course. The grade earned is the grade received. Any opportunities arising during the course of the semester will be offered to each student. No individual extra credit is ever provided.

Make up examinations Quizzes and exams cannot be made up--unless for excused absences (death of close relative, hospitalization of self/close relative, COVID, etc.).

**Quiz and Exam Policy:**

Quizzes and exams are to be taken as scheduled. Makeups are allowed with proper documentation. See previous.

**Incompletes are rarely given.** Please see the university handbook for the university policy on the assignment of "Incomplete" grades. NOTE: Students who have a failing average in a course cannot receive an incomplete grade.

**Academic Misconduct:** (e.g. plagiarism, cheating) [see Student Handbook] will not be tolerated!!! Anyone caught engaging in any such activities will receive a grade of "F" for the course.

**Class Preparation** – Each student must purchase the textbook and be prepared to discuss the reading assignment in advance of each class meeting.

**Course Evaluation** - Students are expected to have read the relevant course materials before coming to class. Students' final grades will be based on averages of exams, quizzes, paper, discussion, assignments and attendance.

**Absences and Tardies** – Each student must attend class meetings regularly. Excessive absences and tardies will affect the student's final grade.

**Detailed Description of Major Assignments:**

Assignment Title or Grade Requirement	Description
1 Assignment	<p>Students must write an assignment on the case brief of <b>Marbury v. Madison</b>. You need to critically describe this case with facts, legal and constitutional issues, decision of U.S Supreme courts and other courts in this assignment. Also, you need to write the significance of this case.</p> <p><b>Total points for this assignment is 5 and it is 5% of the total grade. Due date of this assignment is Feb. 15 by 11:59 PM in Canvas.</b></p> <p><b>Assignment must be uploaded in Turnitin in CANVAS. Your assignment will be checked for plagiarism.</b></p>
2. Examination	<p>There will be three exams. Each <b>exam is worth 25%; the first exam, second exam is the mid-term, third exam is the final exam.</b> In most instances, examinations consist of a mixture of multiple choice, true/false and short essays. The instructor, however, reserves the right to ask only one type of question (for instance, an exam that has only multiple-choice questions). You will be told about the exact format before each test. It is most ill advised</p>

	<p>to miss any of the exams! Make-ups will be given <b>ONLY</b> in instances of a documented emergency. <b>THERE WILL BE ONLY “ONE” MAKE-UP EXAM. NO MAKE-UP OF MISSED EXAMS WITHOUT DOCUMENTATION OF A TRUE EMERGENCY OR CRISIS</b> (e.g. death of someone close, hospitalization of oneself or one’s child, or a spouse, surprise work audit, etc.). Expect such tests to be more challenging than regularly scheduled exams. If you have a religious holiday, or you will be away on university business, please contact me at the beginning of the semester (or as soon as you are aware of the conflict) to make arrangements. Make-up examinations may be in essay format and administered at the instructor’s discretion, with fairness to the class being a consideration. <b>PLEASE DO NOT MAKE UP AN EXCUSE.</b> These policies will be enforced fairly and uniformly! Exams may be curved pending a question analysis, and bonus points may be earned toward final grades. These points are solely at the instructor’s discretion. Grades are <b>FINAL</b> once posted. Instructor will post exam scores in the CANVAS grade book within 24 hours. It is your responsibility to check your grade from Canvas. Of course, ask if you have questions.</p> <p>Questions for exam one, midterm and final exam will be mixture of true or false, multiple choice or and short essays. Exam will be comprehensive tests designed to measure students’ knowledge of course materials. All exams will be based on the required text, lectures and supplemental information provided.</p> <p><b>Exam Policy</b> Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook. <b>Only essay questions will be given in makeup exams.</b></p> <p><b>Date and time of Exam 1 and Exam 11 are mentioned in the Semester calendar. Final Exam date will be announced by the University. If you miss the exam, you will get only essay questions. You need to take exams during the class time. You will get only one hour to finish the exam 1 and exam 11.</b></p>
3. Quiz	<p>Quiz is designed to check the knowledge of the students in criminal justice issues. <b>Worth 10% of grade. There will be two quiz and each carry 5 points.</b></p> <p>Date of the quizzes are given in the semester calendar part of the syllabus. You must take quiz during the class time. There will be no makeup for the missing quiz. The quiz will be from lectures and power points. You will get only 30 minutes to take the quiz.</p> <p><b>Once you miss the quiz without emergency reason, you will lose the quiz. You will not get the same quiz if you take the missing quiz on emergency situation. There is no review for the quiz, but you will get some tips for the quiz. You will get multiple choice, true or false or fill in the blanks questions in your quiz. Each quiz carries maximum 4 points</b></p>
4. Paper	<p>Each student will be required to complete a paper related to course content. The topic for the paper is given below in the syllabus. This is a three page paper, excluding cover page and reference page, and it should include an introductory</p>

paragraph, body, conclusion, and reference page. Papers should be typed, double-spaced, Times New Roman, 12 font, and in APA format per the 7<sup>th</sup> edition of the manual. The paper will make up **10% of your final grade**. Penalty for late submission of term paper is a **One- point** deduction per day off the paper score. **After three days, late papers will not be accepted.** All papers must be uploaded in **Turnitin** in CANVAS before or on the due date. Students should utilize the Writing Center and the library.

### **The Writing Center**

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

If you pick any other topic for your paper, you will earn '0' for paper. You need to give minimum 3 scholarly journal references and must cite 2 cases relevant to your topic from the book with detailed information. Don't use any internet sources but you need to use journal articles or text book as sources. If you use only internet sources without in text citation and journal articles and cases, you will not earn A or B in your paper. You need to pick one of the following topic for your paper.

Points will be deducted for serious errors and no references, no minimum pages in your paper and if there is no two relevant cases to your topic.

The topic for the paper is given below in the syllabus. You need to cite the findings or facts in the articles or decision of the relevant court cases to support your writings in your paper. Everyone has to write the same topic mentioned below by covering each areas of the topic given below.

**Describe the American court system with its history, dual court system and three main court work groups and the discretionary power of Judges and Prosecutors.**

If you don't cover the each areas of the above topic in your paper, points will be deducted.

**Paper is due on April 18 by 11:59 in canvas. No paper will be accepted after the last day of the class. Paper must be uploaded in Turnitin in CANVAS. Your paper will be checked for plagiarism.**

**The Prairie View A&M University Academic Calendar subject to change as state, system, and local guidelines evolve in relation to COVID. Any updates will be posted to <https://www.pvamu.edu/coronavirus>. Last Updated 02/16/2023**

- Jan 15 Monday Dr, Martin Luther King, Jr. Day Holiday (University Closed) Subject to approval by the Texas A & M University System Board of Regents and may change.
- Jan 16 Tuesday Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
- Jan 16 Tuesday First Class Day
- Jan 16 Tuesday Tuition & Fees Payment Due Date
- Jan 16 – Jan 23 Tuesday through Tuesday Late Registration Fee Begins (\$50.00)
- Jan 16 – Jan 24 Tuesday through Wednesday Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled
- Jan 30 Tuesday Financial Aid Refunds Begin
- Jan 31 Wednesday 12<sup>th</sup> Class Day (Census Date)
- Jan 31 Wednesday Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
- Feb 01 Thursday Withdrawal from Courses with Academic Record (“W”) Begins
- Feb 06 Tuesday Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
- Feb 12 Monday 20<sup>th</sup> Class Day
- Mar 07 – Mar 09 Thursday through Saturday Mid-Semester Examination Period
- Mar 11 – Mar 16 Monday through Saturday Spring Break (Student Break)
- Mar 13 Wednesday Mid-Semester Grades Due
- Mar 15 Friday Spring Break (University Closed) Subject to approval by The Texas A&M University System Board of Regents and may change
- Mar 20 Wednesday Founders Day/Honors Convocation
- Mar 26 Tuesday Final Date to Apply for Spring 2024 Graduation (ceremony participation)
- Mar 27 Wednesday Application for Graduation-Degree Conferral only for Spring 2024 Graduation Begins (no ceremony participation or name listed in the program)
- Mar 29 Friday Good Friday (No Classes) Subject to approval by The Texas A&M University System Board of Regents and may change
- Apr 02 Tuesday Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Doctoral, Masters, Post-Bacclaureate Seniors)
- Apr 06 Saturday Registration for all students for Summer/May Summer 2024, Mini-Mester 2024 and Fall 2024 Begins
- Apr 12 Friday Final Day to Apply for Degree Conferral only for Spring 2024 Graduation (No ceremony participation or name listed in the program)
- Apr 26 Friday Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2024
- Apr 26 Friday Final Day to Withdraw from a Course or the University (“W”) for the Spring 2024 16-week Session
- Apr 26 Friday Last Class Day
- Apr 29 Monday Study Day (No Classes in Session)
- Apr 30 – May 08 Tuesday through Wednesday Final Exams
- May 09 Thursday Final Grades Due for Graduation Candidates (12:00 p.m.)
- May 11 Saturday Commencement
- May 14 Tuesday Final Grades due for all other students (11:59 p.m.)

## Semester Calendar

Week	Description
<b>Week One: Jan. 16 &amp; 18, 2024</b> <b>Topic Description</b> Readings: Chapter 1	Chapter 1: Law: The Legal Battle Field Review of Syllabus, Introduction of the course
<b>Week Two: Jan. 23 &amp; 25</b> <b>Topic Description</b> Readings: Chapter 2	Chapter 2: The Structure of American Courts
<b>Week Three: Jan. 30 &amp; Feb. 1</b> <b>Topic Description</b> Readings: Chapter 3	Chapter 3: The Prosecution
<b>Week Four: Feb. 6 &amp; 8</b> <b>Topic Description</b> Readings: Chapter 4	Chapter 4: The Defense
<b>Week Five: Feb. 13 &amp; 15</b> <b>Topic Description</b> Readings: 5	Chapter 5: Judges <b>Assignment Marbury v Madison due on Feb. 15</b>
<b>Week Six: Feb. 20 &amp; 22</b> <b>Topic Description</b> Readings: Chapter 6	Chapter 6: Juries <b>Exam 1 on Feb. 22 during class time</b>
<b>Week Seven: Feb. 27 &amp; 29</b> <b>Topic Description</b> Readings: Chapter 7	<b>Chapter 7: Pretrial Procedures and Trial Process</b> <b>Quiz # 1 during class time on Feb. 29</b>
<b>Week Eight: Mar. 5 &amp; 7</b> <b>Topic Description</b> Readings: Chapter 8	Chapter 8: Pretrial Procedures: Plea Bargaining
<b>Week Nine Mar. 12 &amp; 14</b> Topic Description	<b>Spring Break (Student Break)</b>
<b>Week Ten: Mar. 19 &amp; 21</b> Topic Description	<b>Chapter 9: Sentencing Goals and Structures</b>



Readings: Chapter 9

**Week Eleven: Mar. 26  
& 28**

Readings: Chapter 10

**Chapter 10:** Judicial Sentencing Options,  
Sentencing Disparities, and Appeals

**Exam 11 on Mar. 28 during class time**

**Week Twelve: Apr. 2 & 4** Chapter 11: The Juvenile Justice System, Juvenile  
Topic Description Rights and Case Processing

Readings: Chapter 11

**Week Thirteen: Apr. 9 & 11** Chapter 12: Juvenile Courts Adjudication and  
Topic Description Disposition

Readings: Chapter 12

**Week Fourteen: Apr. 16 & 18** Chapter 13: Diversion, Alternative Dispute  
Topic Description Resolution and Specialty Courts

Readings: Chapter 13

**Paper is due on Apr. 18 by 11.59 PM in Canvas**

**Week Fifteen: Apr. 23 & 25:** Chapter 14: Courts, Media and the Litigation  
Topic Description Explosion

Readings: Chapter 14

**Quiz # 2 during the class time on Apr. 25  
Study Day (No classes in session)**

**Apr. 29, Monday**

**Week Sixteen: Apr. 30 to:  
May 8**

**Final Exams  
Friday, April 26: Last Class Day**

Apr. 30 to May 8 - **Final Exam Period**

**Final Examination TBA**

## **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: [pv tutoring@pvamu.edu](mailto:pv tutoring@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**

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).