



CRJS 1307 CRIME IN AMERICA P01 SPRING 2024

Information Item	Information
Instructor:	Vineeth Vijayan
Section # and CRN:	CRIJ 1307 P01
Office Location:	Don Clark Bldg., Room 316
Office Phone:	936-261-5244
Email Address:	vvijayan@pvamu.edu
Office Hours:	Monday, Wednesday, and Friday, 11:00 am - 12:00 pm or by appointment.
Mode of Instruction:	Face to Face
Course Location:	Don Clark Bldg. Room No: 257
Class Days & Times:	Monday, Wednesday and Friday 12:00 pm - 12:50 pm
Catalog Description:	CRJS 1307 – Crime In America - (3-0) Credit 3 semester hours. The course requires that students critically examine and analyze crime issues and trends in America. It includes presentations from active practitioners and researchers in the field of criminal justice on the current state of crime in America and an examination of offenders' rationale for crime. Students will express their ideas effectively through written, oral, or visual means. Comparison of empirical and quantitative data on typologies of crime, offenders, and victims in America. The course addresses cultural and subcultural influences on crime, civic responsibility, and the ability to engage effectively in regional, national, and global communities towards crime prevention.
Prerequisites:	None
Co-requisites:	None
Required Text(s):	Pollock, J. (2017). Crime and Criminal Justice In America, (3rd Ed.).
Recommended Text(s):	Publication Manual of the American Psychological Association Manual 7th edition Any Criminology or Criminal Justice Introductory textbooks

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Examine and analyze critically crime issues and trends in America	2	Critical Thinking
2	Examine how social, economic, and political forces have influenced the definition of and response to crime in America	2	Communication
3	Examine the typologies of crime, offenders, and victims in America.	1	Empirical and Quantitative Analysis
4	Formally present an assigned criminal justice topic in a formal setting. Complete one writing assignment that requires proficiency in communication.	1	Communication
5	Engage in activities that will solicit student input on cultural influence and civic responsibility and their impact on crime prevention in regional, national, and international communities.	1	Social Responsibility
6	Cite research correctly according to APA format, but in text and in bibliography	1	Personal Responsibility

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1. Class participation and attendance	10 points	10%
2. Discussion 1	05 points	05%
3. Reflection Assignment	10 points	10%
4. Discussion 2	05 points	05%
5. Discussion 3	05 points	05%
6. Exam 1	10 points	10%
7. Discussion 4	05 points	05%
8. Exam 2	10 points	10%
9. Group presentation	10 points	10%

10. Taskstream Assessment Assignment	20 points	20%
11. Exam 3	10 points	10%
Total:	100 points	100 %

Grading Criteria and Conversion:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 0%- 59%

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Class participation	<p>Students are expected to attend all classes and participate in class discussions and activities, along with maintaining classroom decorum. The class will begin and end on time. If the student arrives 15 minutes late to class and/or leaves 15 minutes early from class without prior notice to the instructor, will be marked absent for the day. For any given reason if the student will be tardy, the students have to let the instructor know about their tardiness. After 3 numbers of "tardiness," the student will have to present an excuse and the instructor will consult with the Dean of Students about whether or not to accept the accumulated tardiness. Students should appear in conservative clothing when appearing in the class. Class participation and attendance will be worth 10% of your final grade.</p>
Discussion	<p>There will be four discussions posted in canvas to be completed by students. Each discussion post will contain one essay-type question worth 05 points adding to a total of 20% towards the final grade. Each student must respond to the discussion post with minimum 200 words. To earn full point, the student should respond to at least one other post with minimum 150 words. Remember to respond in a professional manner.</p>
Exams	<p>There will be THREE exams. Each exam consists of 20 questions and is worth of 10 points each adding to a total 30% towards the final grade. Exams will be based on the materials discussed in the class including textbook and other materials used by the instructor throughout the semester. Each exam will comprise of restricted response items (multiple choice, true/false, and/or matching) and essay questions. It is advised not to miss any of the exams. Make-ups will be given only in instances of a documented emergency (i.e. death of someone close, hospitalization of oneself or one's child, or a spouse (near death), surprise work audit, etc.). Exams will be conducted in class, for this purpose students are strictly instructed not to utilize cell phones, air pods, apple watches, calculators, etc. during the exams. As soon as the exams begin, if the student is seen to be practicing any of the malpractices, it will be taken to the notice of the Dean of Students</p>

Reflection Assignment	<p>Each student will be required to complete a reflection assignment related to course content. The topic will be formulated by the student and approved by the instructor. A reflection paper should not be less than two pages in length (excluding the cover and reference pages), typed, double-spaced, in 12-point font, and in APA format per the 6th edition of the manual. The reflection assignment will make up 10% of your final grade.</p> <p>A detailed rubric will be provided and made available on e-courses. Directions from rubric must be followed in order to have an opportunity for full credit. The final (edited) copy must be uploaded on Turnitin. No hard copies will be accepted.</p>
Group presentation	<p>Students will be asked to form groups with five members and choose a topic with instructor's approval. The topics shall be based on the course material. Each group shall conduct power point presentation for 10 -15 minutes. Group presentation includes active participation of every member in the group. Single presentation should be made by the group and each participant have to present their respective portion. Professional Attire: (that is, conservative clothing and appear appropriate as attending an interview in the field of Criminal Justice) is required during the presentation. Group presentation adds to 10% towards the final grade.</p>

Taskstream Assessment	<p>As you may know, you are enrolled in a course that is used to assess student learning at the cohort or group level. That is, for assessment purposes, your professor is not grading <i>you</i> on this assignment. Instead, your professor is interested in your learning as an <i>entire class</i> (everyone, not individuals). For this year, we are assessing three outcomes with the assessment based on the following items: Assessment will be based on the following: Communication (paper organization, use of language); Critical Thinking (ability to state/take a position, use of textbook evidence in stating her/his problem-solving skills); Social Responsibility (discipline knowledge, analysis of the information, social engagement, attitude); Empirical and Quantitative (Interpretation and analysis of data). The purpose of this assignment is for you to read the assigned scholarly research article, examine the contents critically, and then write a two-page (roughly 500 words) essay over the contents with the below instructions.</p> <p>Assignment/Taskstream Instructions:</p> <ol style="list-style-type: none"> 1. Download and read the following article (uploaded to eCourses/Canvas): Turner, K.B., D. Giacomassi, and M. Vandiver. (2006). Ignoring the Past: Coverage of Slavery and Slave Patrols in Criminal Justice Texts. <i>Journal of Criminal Justice Education</i> 17(1): DOI: 10.1080/10511250500335627. 181-195. 2. At the top of a word document, write the title of the article, your name, your UIN, the title of the course, your instructor's name, and the section number for your course. Please do not skip lines between this information to save space and align it to the left.
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	<p>3. Start your writing with an introduction that contains a substantive summary of the article. Elaborate on the following items: What is/are the most important idea(s) the writer wants to communicate? Why is the author writing this article? You should address this by the end of your first paragraph. Locating and relating, without using a word-for-word quote, the most important ideas is an important part of communication and critical thinking.</p> <p>4. Think critically about the contents of the article and the implications for criminal and juvenile justice as well as society. Also, think about the strategies that would be effective for making your arguments. In this age of social media and instant publication, thinking carefully about what we say is a necessity. Here in the main part of your paper, after your introduction and before your conclusion, think and write about at least two important points the author addressed and the implications in separate paragraphs. Remember you should be using evidence from the text to show detail and support your arguments! Think about the following items, and you may also write about these items if you would like: What effect did the text have on <i>you</i> as the reader? Do the authors present different points of view than what you had previously thought about? Why is this material relevant to the study of criminal or juvenile justice? Briefly describe the method, analysis, and data source then think if the data collected and analyzed, does it support the statements made by the authors?</p> <p>5. Now, write a conclusion and wrap up your essay. Think about how we could emphasize the greatest points of importance from the reading to relevant groups (e.g., police or politicians)? What do they need to know? How would you communicate this differently to someone in your family (e.g., parents, siblings, spouse)? Are the conclusions supported by the data analyzed? If not supported by the data, how it that explained? What are some questions the author(s) did not ask that should have been asked?</p> <p>Taskstream assessment is due April 26, 2024.</p>
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Course Procedures or Additional Instructor Policies

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

Attendance:

Prairie View A&M University requires regular class attendance. Consequently, students are expected to attend all class sessions promptly and regularly. The instructor will take attendance at some point during each class session. 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 the first day of class. A student who misses any class session will be responsible for the subject

matter discussed during that particular session. Notes missed (from lectures, guest speakers, presentations, etc.) will need to be obtained from a fellow classmate. It will be extremely difficult for you to obtain an acceptable grade in this course if you consistently miss class.

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, well as the consequences for being late.

Exam Policy:

Exams should be taken as scheduled. Makeup examinations will be allowed with proper documentation stated in this syllabus. It is most ill-advised to miss any of the exams! If, however, a student misses an exam, one make-up exam will be allowed. The makeup exam will cover the same material but will be a modified version of the original exam. It is the student's responsibility to request a make-up exam. Make-up exams must be taken prior to a subsequent exam.

Use of AI

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.

Semester Calendar

This syllabus and class schedule are subject to change.

Week	Description
Week one: January 17 &19	The Criminal Justice System and Social Control
Topic description	Introduction to the course, review of syllabus,
Readings	Chapter – 1 - The Criminal Justice as Social Control
Assignments	No assignments
Week two: January 22, 24 &26	The Criminal Justice System and Social Control
Topic description	Crime in Society
Readings	Chapter – 1 and Chapter – 2
Assignments	No assignments
Week three: January 29, 31 & February 2	The Criminal Justice System and Social Control
Topic description	Crime in Society
Readings	Chapter 2
Assignments	Discussion 1 February 31
Week four: February 5,7 &9	The Criminal Justice System and Social Control
Topic description	Why has crime declined?
Readings	Chapter – 3
Assignments	Submit Topics for Reflection Assignment
Week five: February 12, 14,& 16	Law Enforcement as Social Control
Topic description	Police in America and Police Operations
Readings	Chapter – 4 and Chapter 5
Assignments	No Assignment
Week six: February 19, 21, & 23	Law Enforcement as Social Control
Topic description	Policing and Legal Process

Readings Chapter – 6
Assignments **EXAM 1 February 23**

**Week seven: February 26, 28
March 1** **The Law as Social Control**
Topic description Law and Society
Readings Chapter – 7
Assignments **Discussion 2- March 1**

Week eight: March 4, 6, & 8 **The Law as Social Control**
Topic description Criminal Prosecution
Readings Chapter – 8
Assignments

Week nine: March 11, 13, &15 **SPRING BREAK**

Week nine: March 18, 20, & 22 **The Law as Social Control**
Topic description Criminal Sentencing
Readings Chapter – 9
Assignments **Discussion 3 March 20**

Week ten: March 25, 27, & 29 **Corrections as Social Control**
Topic description Community Corrections and Correctional
Classifications
Readings Chapter 10

Assignments : March 29 **Submission of Reflection Assignment in
TURNITIN**

Week eleven: April 1, 3, & 5 **Corrections as Social Control**
Topic description Confinement: Jails and Prisons
Readings Chapter – 11

Assignments

EXAM 2- April 5TH

Week twelve: April 8, 10, & 12

Topic description

Readings

Assignments

Corrections as Social Control

Re-Entry and Recidivism

Chapter 12

Discussion 4 - March 10

Week thirteen: April 15, 17, & 19

Topic description

Readings

Assignments

Corrections as Social Control

Juvenile Justice and Corrections

Chapter 13

No Assignment

Week fourteen: April 22, 24, & 26

Group Presentation

April 26

**Last day to submit the Taskstream Assessment
Assignment**

Exam 3

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. [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; [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, 2nd 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, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: 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.

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:

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) 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. 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. 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 or phone: (936) 261-3550 or Office for Student Conduct via email: 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.

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.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.