



**CRIJ 2323: Criminal Procedure
Spring 2024**

<p>Course Information</p> <p>Instructor:</p> <p>Section # and CRN:</p> <p>Office Location:</p> <p>Office Phone:</p> <p>Email Address:</p> <p>Office Hours:</p> <p>Mode of Instruction:</p> <p>Course Location:</p> <p>Class Days & Times:</p> <p>Catalog Description:</p> <p>Prerequisites:</p> <p>Co-requisites:</p> <p>Required Text(s):</p> <p>Recommended Text(s):</p>	<p>Description</p> <p>Dr. Mathew M Vairamon, Esq.</p> <p>P01, 23226</p> <p>Don Clark 355</p> <p>936-261-5274</p> <p>mvmathew@pvamu.edu</p> <p>W: 10:00 AM – 1 PM ; TR: 12:20 PM – 1:20 PM</p> <p>Face to face</p> <p>Juvenile Justice & Psych Bldg. Room No. 236</p> <p>TR: 9:30 am to 10:50 am</p> <p>CRJS 2643 Criminal Procedure: 3 semester hours.</p> <p>An examination of the Fourth, Fifth and Sixth Amendments regarding search and seizure, warrant requirements, the right to counsel, confessions, and the admissibility of evidence.</p> <p>None</p> <p>None</p> <p><i>Procedures in the Justice System, 11th edition.</i> By Roberson. Pearson. ISBN-13: 9780133591170</p> <p>Any text used for Courts Systems.</p>
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Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Describe the origin and purpose of criminal procedure and how it interrelates with other areas of the law such as Constitutional Law and Criminal Law.	3, 4, 5, 7	Critical thinking
2	Describe the basic rules of arrest and search warrants	3, 4, 5, 7	Critical thinking
3	Illustrate the rules of admissibility of evidence, including confessions and admissions.	3, 4, 5, 6	Critical thinking
4	Describe the basic proceedings of a criminal trial.	1, 2, 6	Communication
5	Discuss post-conviction proceedings of a criminal trial.	1, 2, 6	Communication
6	6. Cite research correctly according to APA format, both in the text and in the bibliography.	2, 6	

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement		Value	Total
1)	Assignment from Lexicographic skills	5 points	5%
2)	Case Briefs	8 points	8%
3)	Examination I	25 points	25%
4)	Examination II	25 points	25%
5)	Examination III	25 points	25%
6)	Paper	7 points	7%
7)	Quiz	5 points	5%
Total:		100 points	100%

Grading Criteria and Conversion:

A = 100 – 90pts;

B = 89 – 80pts;

C = 79 – 70pts;

D = 69 – 60pts;

F = 59 pts or below

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, 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. Assignment	Assignment from Lexicographic Skills and it is 5% of the total grade
2. Case Briefs	Write two case briefs and it is 8% of your total grade
3. Exam 1	Take exam 1 and it is 25% of your total grade
4. Exam 11	Take exam 11 and it is 25% of your total grade
5. Exam 111	Take exam 111 and it is 25% of your total grade
6. Paper	Write a research paper and it is 7% of your total grade
7. Quiz	Take one quiz and it is 5% of your 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	Worth 5% of final grade. Pick any 10 terms from Lexicographic Skills given in this syllabus and define each terms in a paragraph. You need to write minimum four to five sentence. Define each terms with some illustrations.
2. Case Briefs	Worth 8% of the final grade. Pick any two cases given from this syllabus in the Case Law section. You need to write minimum one and half pages for each case and critically examine each case with its facts, legal issue, decision of the courts and its significance.
3. Examinations	There will be three such as exams 1, exams 11 and final exam. Each examinations are worth 25% of the final grade. You need to take the exams during the class time. You get only one hour for exam 1 and exam 11. Each examination will have approximately 35 items, true /false, multiple choice, matching and short essay questions. 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 to miss any of the exams! Make-ups will be given ONLY in instances of a documented emergency. THERE WILL BE ONLY “ONE” MAKE-UP EXAM. NO MAKE-UP OF MISSED EXAMS WITHOUT DOCUMENTATION OF A TRUE EMERGENCY OR CRISIS (e.g. death of someone close, hospitalization of oneself or one’s child, or a

	<p>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. PLEASE DO NOT MAKE UP AN EXCUSE. 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 FINAL 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 three exams 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 and supplemental information provided.</p> <p>Exam Policy Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).</p> <p>You need to take the three exams during the class time. The date of each exams 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 will get only one hour to finish exam 1 and exam 11.</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. You need to pick a topic from the syllabus only. This paper should include a cover page, introductory paragraph, body, conclusion, and reference page. This paper should be four pages, not including cover page or reference page. Papers should be typed, double-spaced, Times New Roman, 12 font, and in APA format per the 7th edition of the manual. The paper will make up 7% of your final grade. Penalty for late submission of term paper is a five-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. The Writing Center</p> <p>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.</p> <p>Students should utilize the Writing Center and the library.</p> <p>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 a topic from your text book. Total points for the paper is 7 and it is 7% of the total grade. Points will be deducted for serious errors and no references, minimum pages in your paper and if there is no two relevant cases to your topic.</p>

	Date for the submission of the paper is mentioned in the semester calendar. No paper will be accepted after the last day of the class. Paper must be uploaded via Turnitin on CANVAS. Your paper will be checked for plagiarism.
5.Quiz	One Quiz worth 5% of the final grade. You have only one quiz and there is no review for this quiz. You get only True or False or multiple questions for this quiz. If you miss this quiz, you will not get another quiz without proper documentation. Date of the quiz is given in the semester calendar of the syllabus. There will be no makeup for the missing quiz. You will get 30 minutes to complete the quiz.

LEXICOGRAPHIC SKILLS

Part I

Atonement
Code of Hammurabi
Jurisdiction
Venue
Compurgation
Summons
Exclusionary Rule
Plain View
Booking
Reasonable Suspicion

Arrest
Due Process
Trial by Ordeal
Outlawry
Subpoena
Abandonment
Open Fields
Probable Cause
Immunity
Stop & Frisk

Part II

Initial Appearance
Bail
Demur
Grand Jury
Nolo Contendere
Preliminary Hearing
Transactional Immunity
Change of Venue
Continuance
Gag Order

Complaint
Arraignment
Exoneration
Indictment
Bench Trial
Discovery
Competency
Speedy Trial
Statute of Limitations
Bench Warrant

Part III

Severance
Pre-Trial Conference
Alibi
Hearsay
Judicial Notice
Impeachment
Bailiff
Privilege
Voi Dire

Discovery
Brady Material
Daubert Test
Evidence
Rape Shield Law
Adversary System
Contempt
Venire
Sequestration

Part IV

Deposition
Direct Examination
Subpoena duces tecum
Physical Evidence
Hung Jury
Mistrial
Rehabilitation
Suspended Sentence
Indefinite Sentence
Incapacitation

Cross Examination
Reasonable Doubt
Syndromes
Allen Charge
Manifest Necessity
Deterrence
Retribution
Probation
Banishment
PSI

Case Law

Part I

Harmelin v. Michigan
Atkins v. Virginia
Davis v. State
Illinois v. Gates
Tennessee v. Garner

Part II

U.S. v. Salerno
County of Riverside v. McLaughlin
North Carolina v. Alford
People v. Johnson
Dogget V. U.S.

Illinois v. Perkins
Miranda v. Arizona

J.E.B. v. Ex Rel. T.B.
Boykin v. Alabama
Faretta v. California
Halbert v. Michigan

Part III

Brady v. Maryland
U.S. v. Bechimol
Stickler v. Green
Batson v. Kentucky

Part IV

Rock v. Arkansas
Williams v. Florida
U.S. v. Scott
U.S. v. Grayson
Roper v. Simmons

Academic Calendar

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 12th 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 20th 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
Week One: Jan. 16 & 18 Topic Description Readings:	Course overview; an Introduction to the Justice System Historical development of law and procedure. Chapter 1
Week Two: Jan. 23 & 25 Topic Description Readings:	Chapter 2: Search and Seizure; Fourth Amendment Chapter 2
Week Three: Jan. 30 & Feb. 1 Topic Description Readings:	Chapter 3: Arrest and Custody Chapter 3
Week Four: Feb. 6 & 8 Topic Description Readings:	Chapter 4: Law Enforcement and the Citizen on the Street Chapter 4
Week Five: Feb. 13 & 15 Topic Description Readings:	Chapter 5: Privilege against Compulsory Self-Incrimination Fifth Amendment Chapter 5
Week Six: Feb. 20 & 22 Topic Description Readings:	Chapter 6: Initial Appearance and Arraignment Chapter 6 Take Examination I Thursday Feb. 22 at class time. Exam starts at 9:30 am and ends at 10:30 am Study Chapters 1 through 5 and get one hour for exam

Week Seven: Feb.27 & 29

Topic Description

Readings: Trial, Assistance of Counsel
Chapter 7

Week Eight: Mar. 5 & 7

Topic Description

Readings: Pretrial Motions, Hearings, and Plea Negotiations
Chapter 8

Week Nine: Mar. 12 & 14

Topic Description

Readings: **Spring Break (Student Break)**

Week Ten: Mar. 19 & 21

Topic Description

Readings: Chapter 9: Courtroom Evidence
Chapter 9
Assignment Lexicographic Skills Due on Mar. 21 in Canvas

Week Eleven: Mar. 26 & 28

Topic Description

Readings: Chapter 10: Court Room Evidence
Examination II Thursday, Mar. 28 at class time
Exam starts at 9:30 am and ends at 10:30 am
Study Chapters 6 through 10 and get one hour for exam

Week Twelve: Apr. 2 & 4

Topic Description

Readings: Chapter 11: Trial Procedure
Chapter 11

Week Thirteen: Apr. 9 & 11

Topic Description

Readings: Chapter 12: Deliberation of the Jury and the Verdict
Paper due on April 11 in canvas by 11:59 PM
Chapter 12

Week Fourteen: Apr. 16 & 18

Topic Description

Readings: Chapter 13: Sentencing and Appeals
Quiz on April 18 during class time
Chapter 13

Week Fifteen: Apr. 23 & 25

Topic Description

Readings: Chapter 14: Collateral Proceedings and Writs
Two Case Briefs together Due on April 23 in Canvas
Chapter 14
Assignment (s): Study for Examination III; complete the Student Opinion Survey in eCourses.

April 26 – Last Day of the Class

Week Sixteen: Apr. 30

to May 8

Final Exams

EXAMINATION III TBA.

Study Chapter 11 through 14 for final exam

Readings:

See prior readings.

Assignment (s):

Study for Examination III.

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: 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, 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.