



CRJS 2348 P01 Introduction to Emergency Management Spring 2024

General Course Information

Information Item	Information
Instructor:	Brian Cantrell
Section # and CRN:	CRIJ 2348 P01 CRN 23198
Office Location:	Don Clark Building, 3 rd Floor, # 335
Office Phone:	281.220.9160
Email Address:	brcantrell@pvamu.edu or b.cantrell@wallercounty.us
Office Hours:	Tuesday/Thursday 4:25 p.m. to 5:25 p.m.
Mode of Instruction:	In-Person
Course Location:	Don Clark Juvenile Justice Center Room# 236
Class Days & Times:	Tuesday and Thursday 2:00 p.m. to 3:20 p.m.
Catalog Description:	This course presents the theories, principles, and approaches to managing both natural and man-made emergencies. The philosophy of Comprehensive Emergency Management will be discussed with the four attendant steps which include mitigation, preparedness, response, and recovery. An analysis of past disasters will be presented along with their impacts on policy formation leading up to the current FEMA all-hazards approach. The role, duties, and importance of the Emergency Manager will be discussed. Finally, legal issues involving emergency management will be presented.
Prerequisites:	N/A
Co-requisites:	N/A
Required Text(s):	<i>Introduction to Emergency Management</i> , (2nd edition) by Brenda D. Philips, David Neal, and Gary Webb. Boca Raton, FL: CRC Press- Taylor & Francis Group.
Recommended Text(s):	FEMA Emergency Management Institute free online course materials at: http://www.training.fema.gov/EMIWeb/edu/completeCourses.asp

General Course Information Table

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Describe the history and value of emergency management	Describe the historical evolution of emergency management	Communication
2	Describe basic skills and training required for emergency management	Describe methods used to gather data to better understand how disasters	Critical Thinking; Communication; Social responsibility

		impact human society	
3	Describe the prescribed effective approaches to addressing various emergencies	Explain, with emphasis varying types of disaster planning	Communication; Critical thinking; Social responsibility
4	Describe emergency operations centers' organization and functions	Discuss the critical importance of emergency operation centers	Critical thinking; Social responsibility

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1. Examination I- Mid Term (Due: March 7th)	25	25%
2. Examination II-Final (Due: April 30th)	25	25%
3. Group Presentation(s) (Due: TBA)	20	20%
4. Critique Paper (Due: Feb. 29th)	20	20%
5. Attendance/Discussion Participation	10	10%
Total:	100	100%

Course Grade Requirement Table

Grading Criteria and Conversion:

- A = 90-100 pts
- B = 80-89 pts
- C = 70-79 pts
- D = 60-69 pts
- 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. Two Exams (Each worth 25 % of the final grade)	Each exam will have approximately 40 questions. Exams will be conducted online via Canvas. The questions may be but not limited to a mixture of multiple choice, true/false, short answer and short essay items. It is most ill-advised 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.). The first exam is scheduled on March 7th during class time on the specified weeks (see the course schedule below). These exams will open at the start of class time and will close at the end of class time. The final exam is scheduled for April 30th . Additional information on Exams is provided below.
2. Group Presentation	Students will work as a team to develop a comprehensive disaster presentation. To avoid overlap, your disaster scenario should be pre-approved by the instructor. The

(worth 20% of the final grade)	presentation should be a professional PowerPoint presentation, or similar slide-share, no less than 15 slides, with diagrams, tables, photographs and references as appropriate. This presentation should be a least 30 minutes in length. The instructor will be provide further information and group assignments on the first day of class.
3. Critique Paper (worth 20 % of your final grade)	The assignment will involve a demonstration of your ability to think critically about how the Federal Emergency Management Agency (FEMA) responds to natural disasters historically described in the media. The topic must be pre-approved by the instructor. The idea is that given your knowledge of Emergency Management, you assess the preparations before the disaster (if there were any) and then assess how well the response was to the natural disaster. Identify the lead agency (or other responsible parties) and comment on their performance. The paper should be no more than 500 words or 2 pages, typed, double-spaced and in APA format per the 6th edition of the APA style manual. Papers are due in Canvas, February 29th by midnight. Note: See additional information provided below under the Critique Paper Section.
4. Attendance/ Discussion Participation (worth 10% of your final grade, attendance 5%, Discussion Participation 5%)	<p>Students are to answer the discussion question for each chapter with an original comment, 2-3 content sentences in length, and a comment about another student's statement. "I agree" or "I don't agree" does not count as one of the content sentences. Your sentences must pertain to the content of the chapter. This category will be worth 5% of your final grade.</p> <p>Attendance: Class attendance will be kept. Each week you have work to complete and you are to be present at each zoom class session online, this will count as attendance. As you know, this is reported, students can be dropped from classes, and this will affect financial aid. Class Attendance will be worth 5% of your grade. Additional information specific to attendance provided below.</p>

Exams (Two exams each worth 25% each of the total grade; for a combined total of 50 % of the entire course grade; for dates see Weekly Semester Calendar below

All exams will be 40 questions. The questions include multiple-choice, true/ false, definition, short answer, and/or very short essay items. Suggestion: do not miss any of the exams! Make-ups will be given ONLY with a documented emergency (e.g., death of someone close, hospitalization of oneself or one's child, or a spouse (near death). In those cases, the exam will be all essay questions (long & short), a few fill in the blanks and definitions.

Exams will be online. Exams will be based on the text, supplemental readings and videos, lecture information, and any other materials provided.

Exams days are Exam I Mid-Term-March 9th starting at 5:00 p.m., ending at 7:00 p.m., Exam II-Final-May 4th. Exams will be completed through canvas and can be located in the Assignment section. BOTH EXAMS WILL BE TAKEN IN PERSON. PLEASE BRING A DEVICE TO TAKE THE EXAMINATION.

Read the section on Technical Considerations Minimum Recommended Hardware and Software section towards the end of this syllabus:

A NOTE ON EXAM DAYS:

- Exams will be taken in class.
- All technology (cell phones, earbuds, apple watches, calculators, etc.), hats, water bottles, drinks, and personal items, are to be put in a book bag or purse, away from you or your desk/table; once the test begins you cannot look for things inside it until you finish and turn in your exam;
- Nothing should be on your desk.

- In cases where the honor system is not observed, the situation will be brought up to the Dean of Students (in writing). I will ask the Dean to keep a copy of the letter in the files of all the students involved until they graduate (Note: employers do check school records!).
- Any other items will be announced on exam day.

NOTE: ONLY ONE EXAM CAN BE MADE-UP. See exam dates below, missed exam will be at the end of the semester, and it will be an all essay examination and needs documentation, see above.

Group Presentation (20% of your total grade) DUE: TBA

This group presentation is designed to improve students' communication skills (written and oral) and to enhance their knowledge of criminal justice issues. Students will work together in teams of (5) and present their project in class, this project is **Worth 20% of grade.**

- Students are required to prepare a 30-minute presentation that explores a natural disaster.
- Each student is responsible for the overall quality of the work.
- The student will choose a federally declared natural disaster. From that natural disaster, students will discuss preparedness, mitigation, response and recovery activities that occurred within this disaster.
- During the presentation, each presenter should reference one scholarly article he/she used in the research.
- The rubric for this assignment will be posted in CANVAS and is provided below. The PowerPoint presentation and audio file must be uploaded in CANVAS.
- **The following grading rubric will apply, Quality of Slides 25%, Professional Oral Presentation 25%, Length of Presentation 25%, and Spelling and Grammar 25%. This project accounts for 20% of your total grade.**

Critique Paper (20% of your total grade) DUE: February 29th

Critique Paper (**worth 20 % of course grade**) uploaded to Canvas. Students will demonstrate their ability to think critically about how FEMA responds to natural or man-made disaster. Choose natural/man-made disaster historically described in the media. The topic must be pre-approved by the instructor. The idea is that given your knowledge of Emergency Management, you assess the preparations before the attack (if there were any) and then assess how well the response was to the terrorist act. Identify the lead agency (or other responsible parties) and comment on their performance. The paper should be no more than 500 words or 2 pages, typed, double-spaced and in APA format per the 6th edition of the APA style manual.

Requirements are as follows: Title page/your name/course information (1 page long), Original content (pages 2-3, read below), Reference page (1 page, APA citation of the article. Details of each:

- Title Page: should include: References used, author name, year published, your name, class number/title, instructor name (page #1, but not numbered).

Your review: Original Content (Pages 2-3 are numbered) should include: this section is generally a summary of the terrorist attack, preparedness prior to the attack, response to the attack, recovery from the attack, and a conclusion paragraph.

Start by introducing the terrorist attack (list the name of the author(s), the chapters' titles, and the date published).

The remaining pages should be your commentary or review.

Below is a list of QUESTIONS that will guide you in writing your paper as well as the Rubric for this assignment.

Format:

Observe good APA format. Remember that a paragraph should contain between 8 to 12 complete sentences.

- APA style requires a title page, with the name of the paper, your name, and the name of the university in the middle of the page.
- You may use a maximum of 4 direct quotes from your reference(s). No quote may be longer than 4 typed lines. All quotes must be cited with the page number from the article in proper APA format. It is not required to use direct quotes in your report.
- A maximum of 20 points will be deducted for grammar and spelling errors.
- A maximum of 20 points will be deducted for APA errors.
- Be sure to ask others to help you proofread your paper for errors. Use Grammarly. Use the Writing Center.
- The Article Review is worth 20% of the final grade for the course.
- Upload your paper using the following two systems: Taskstream and Turnitin. Taskstream is an assessment tool used by PV to measure learning objectives. Turnitin is a tool used to document plagiarism, second submission of student work. More than 12% of plagiarism will not be allowed (up to 15 points deducted).
- All papers must be uploaded to these systems found on the home page of eCourses/Canvas. Therefore, do not email me your report. Do not submit a hard copy of your report. Submit the report at the link provided on the home page.

Attendance Class/Participation (10% of your total grade)

- Class will begin on time.
- Class attendance will be kept. Each week you have work to complete and you are to be present at each in-person class session. As you know, this is reported, students can be dropped from classes, and this will affect financial aid.
- Students MUST participate in the discussion questions in Canvas. The instructor will post a question salient with the classroom lectures. To obtain full credit, student will reply to the instructor's post, the reply to another student's post. Student MUST have one reply to the instructor and one reply to any student to obtain full credit. These discussions occur each week, so it's important the student is engaging weekly within the post threads.
- If, for some reason, you will be absent, call/send an email to the instructor to let them know (see university statement below under section: COVID-19 Campus Safety Measures). YOU are responsible for materials covered in any classes that you miss. Sending an email notification does not guarantee an excused absence. Please refer to the Undergraduate Catalog section on excused and unexcused absences
- Absences (not doing weekly work, falling behind in readings, not doing what you need to do to pass this class) are hereby discouraged. Don't let anything or anyone get in the way of your success! This includes giving excuses!

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.

Course Procedures or Additional Instructor Policies

Submission of Assignments:

Written assignments should be typed, double-spaced and in APA format per the 6th edition of the manual. assignments are due as indicated. They may be required to also be submitted electronically into an electronic program – to be announced. Late penalty = 3% points off of the final grade.

Department Policy on Mobile Devices and Technology

It is imperative that instructors be afforded reasonable authority to manage the classroom learning environment. An important component of management of the classroom environment is control of topic and pedagogical method. Empirical data shows that student use of mobile devices and other forms of technology that are not approved by the instructor for the educational endeavor of interest serve as distracters to student attention. When students attempt to divide their time between paying attention to the 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.

Weekly Topics

Week One:

Jan. 16-18

Readings:

Chapter 1: History of Emergency Management
Discussion Forum #1
Original Post due Wednesday
Two reply posts due Saturday

Week Two:

Jan. 23-25

Readings:

Chapter 2: Working in Emergency Management
Discussion Forum #2
Original Post due Wednesday
Two reply posts due Saturday

Week Three:

Jan. 30, Feb. 1

Readings:

Chapter 3: Key Concepts, Definitions, and Perspectives
Discussion Forum #3
Original Post due Wednesday
Two reply posts due Saturday

Week Four:

Feb. 06-08

Review of Chapter 3: Key Concepts, Definitions and Perspectives
No Discussion Forum

Readings:

Week Five:

Feb. 13-15

Chapter 4; Research Methods and Practice of Emergency Management
Discussion Forum #4
Original Post due Wednesday
Two reply post due Saturday

Week Six:

Feb. 20-22

Readings:

Review Chapter 4: Research Methods and Practice of Emergency Management
No Discussion Forum

Week Seven:

Feb. 27-29

Critique Papers due 02/29

Chapter 5: Preparedness
Chapter 6: Planning
Discussion Forum #5
Original Post due Wednesday
Two reply posts due Saturday

***** Mid-Term (Chapters 1-7)** March 7th**

Week Eight: Mar. 5-7
Chapter 7: Response
Discussion Forum #6
Original Post due Wednesday
Two reply posts due Saturday
Mid-Term March 7th

Week Nine: Mar. 12-14
****Spring Break-No Class****

Readings:

Week Ten: Mar. 19-21

Readings:

Chapter 8: Recovery
Discussion Forum #7
Original Post due Wednesday
Two reply posts due Saturday

Chapter 9: Mitigation

Week Eleven: Mar. 26-28

Readings:

Chapter 10: Public and Private Sectors
Discussion Forum #8
Original Post due Wednesday
Two reply post due Saturday

Week Twelve: April 2-4

Readings: Chapter 11: International and Humanitarian Disaster Relief
Discussion Forum #9
Original Post due Wednesday
Two reply post due Saturday

**Week
Thirteen:** Apr: 9-11

Readings: Chapter 12: The Next Generation of Emergency Managers
Discussion Forum #10
Original Post due Wednesday
Two reply post due Saturday

**Week
Fourteen:** Apr: 16-18

Classroom Presentations, Test Review, Final Examination
No Discussion Forum

**Week
Fifteen:** Apr: 23-25

Classroom Presentations, Review for Final Examination

Final Examination April 30th

Additional Important PVAMU Dates

Jan 16
Tuesday
First Class Day

Jan 16
Tuesday
Tuition & Fees Payment Due Date @ 5:00 p.m.

Jan 16 - Jan 23
Tuesday through
Tuesday
Late Registration/Late Registration Fee Begins (\$50.00)

Jan 16 - Jan 24
Tuesday through
Wednesday
Attendance Reporting Period. 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 pm)
May 11 Saturday	Commencement
May 14 Tuesday	Final Grades due for all other students (11:59 p.m.)

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: Anderson Hall, 2nd floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

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

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

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

Nonacademic Misconduct

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

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) 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.