COMM 2339 Screenwriting
Spring 2024

General Course Information

Information Item	Information
Instructor:	Professor Tony Clomax, MFA, MA
Section # and CRN:	Section P01; CRN: 24832
Office Location:	Hilliard Hall, Room 017A
Office Phone:	Office: 936-261-3718 Cell Phone: 646-406-0012 (Contact here first)
Email Address:	toclomax@pvamu.edu (will respond within 24 hours) Additional contact will be done via Canvas Discussions & GroupMe
Office Hours:	Monday 12pm - 2pm, Wednesday 12pm - 2pm, Tues 12pm - 2pm Immediate contact through our GroupMe setup
Mode of Instruction:	Face to Face
Course Location:	Hilliard Hall, Room 125
Class Days & Times:	Mondays & Wednesdays 2:00 pm - 3:20 pm, January 17 - April 26, 2024
Catalog Description:	Screenwriting (3-0) Credit 3 semester credit hours. This course teaches the fundamentals for developing and writing film and television screenplays while studying story structure, character development, plot, tone, arc, and climax. In addition, students will create pitches, synopses, treatments, a premise, a logline, a short film screenplay, and a writers' room TV pilot while mastering screenwriting software.
Prerequisites:	ENGL 1302 or ENGL 2311 or ENGL 1133 or ENGL 1143
Co-requisites:	NONE
Required Text(s):	**The Anatomy of Story: 22 Steps to Becoming a Master Storyteller by** John Truby. (You must purchase. Without it, you will struggle). **Creating Character Arcs**. by KM Weiland. (Online Link will be sent to you) **Screenwriting Software**: Final Draft, Celtx, (free) WriterDuet (free), Studiobinder (free) or Fade-In. **(This software is Mandatory)**
Recommended Text(s):	**The Executive Chair: A Writer's Guide to TV Series Development** by Kelly Edwards **Save the Cat** by Blake Snyder. **Save The Cat Strikes Back,** by Blake Snyder. **How to Write a Screenplay in 10 Weeks: A Fast & Easy Toolbox for Writers** by Marilyn Horowitz. **What's the Story? The Director Meets Their Screenplay** by Peter Markham.

Required Equipment:

I require all scripts to be done in screenwriting format. Using screenwriting software assures this. You must either purchase Celtx, Final Draft, WriterDuet, Fade-In or any other software. Check out this link. https://www.adamenfroy.com/best-screenwriting-software WriterDuet allows 3 screenplays for free, so consider that if you don't want to pay. Studiobinder is free as well. I use Final Draft.

You should also have a couple of writing pads and a dozen pens to start the process to transfer to the software.

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

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
1. Understand how to write in a screenplay format with and without Screenwriting software (Final Draft, Celtx).	1, 2, 3, 4	N/A
2. Gain basic understanding of the craft of screenwriting, conceive a workable idea, and complete a short script, feature or television pilot.	2, 3, 4	N/A
3. Be more educated and informed on how to create a compelling narrative in a variety of different forms.	1, 2, 3, 4	N/A
4. Understand how to develop characters, treatments, and log lines for film & television screenplays.	1, 2, 3, 4	N/A
5. Understand how to work collectively in a writers room, pitch ideas and meet deadlines.	1, 2, 3, 4	N/A
6. Learn the expansive terminology needed to navigate the film & tv profession.	1, 2, 3, 4	N/A
7. Have a final script ready for production.	1, 2, 3, 4	N/A

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value (Points)	Total
1. Script Coverage of Produced Feature 2023-2024	100	10%
2. Log Line for Short Script	50	5%
3. Character Breakdown for Short Script	50	5%
4. Treatment for Short Script	100	10%
5. Final 8-15-page Short Script or 8 - 15 page web series pilot or 26 - 28 page 1/2 TV pilot	150	15%
6. 1,500 Word Analysis of a TV Pilot of listed Series	100	10%
7. Writers Room Pilot Script	150	15%
8. Final Exam	100	10%
9. Attendance	100	10%
10. Quizzes / In-Class assignments	100	10%
Total:	**1000**	**100%**

Course Grade Requirement Table

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

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

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

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Script Coverage of Produced Featured	Students will do Script Coverage from a selection of 2023-2024 screenplays. Coverage consists of a number of elements. The first is a 1-2-page synopsis of the script's story highlighting the main characters and events of the tale. The second is a subjective review of the piece (1 to 2 pages) which assesses the effectiveness of the screenplay's various components—including its concept, story structure, story development, characters, dialogue, and writing style—and points out its strong points and problem areas. The evaluation ends with a recommendation from the analyst as to what he/she feels the production entity should do with the script.
2. Log Line for Short Script	Students will prepare loglines to the class for critique to ensure mastery; your logline answers the question: What is your story about? You must state the main concept of the story in one concise sentence. The chosen logline will be for the script you write.
3. Character Breakdown for Short Script	Character development is the process of creating a believable fictional character by giving them depth. You can think of internal character development as a circle: one that starts and ends with your character's fundamental wants and needs. A breakdown is needed for all main and supporting characters.
4. Treatment for Short Script	A film treatment is a piece of prose, typically the step between scene cards and the first draft of a screenplay for a motion picture, television series, or podcast. It is generally 2-5 pages for a short. Your treatment includes your logline, synopsis & expanded Beat sheet. Students will submit a 2-5-page treatment for their potential script.
5. Final 8-15-page Short Script	Students will complete a script for a short film no more than 15 pages, a minimum 8 pages. Deadlines will be set for 1st, 2nd, 3rd and final drafts. Each student will give constructive feedback and coverage to their classmates' scripts.
6. 1,500 Word Analysis of a TV Pilot of listed Series	Select one of the TV pilots from the list and write an analysis paper about the characters, structure, plot, theme, genre, using the vocabulary list and videos.
7. Writers Room Pilot Script	Each writers room will write a 12-15 page web series pilot or a 24-30 page half hour comedy, Suspense/Horror or drama. At least 3 drafts will be submitted.
8. Final Exam	**Final Exam** Includes questions based on readings, handouts, lectures, instructional videos, screenings, and industry vocabulary.
9. Attendance	This course will be run like a Production Company. Face to Face Attendance is mandatory. There will be 3-4 Writers Rooms and you are employees: Head Writers, Staff Writers & Story Editors. Attendance is mandatory. 10% of your grade is attendance.
10. Participation / Assignments	Your completion of these assignments, as well as your participation in discussions is 10% of your grade.

Detailed Description of Major Assignments Table

Course Procedures or Additional Instructor Policies

Classroom Etiquette

Be considerate by refraining from whispering or carrying on conversations with other class members when lectures, performances, presentations, viewings, or discussions are in progress.

Turn off notifications and PUT AWAY phones, earbuds, and headphones when in class unless you are instructed to use them. If you have specific and significant reasons to be contacted during class, please talk to me to arrange to excuse yourself from class at the appropriate time.

Respect people's names and gender pronouns.

Respect people's race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, socioeconomic status, or other group status.

Do not take credit for work you did not do; give credit where credit is due. (See the sections of this syllabus on citations and Academic Dishonesty for more information.)

Use a respectful tone.

Screenplays & Papers

All screenplays, script coverages and analysis papers must be turned in on their due dates.

Late work may only be accepted the next class day after the assigned due date if there were arrangements made (see policy below). Carefully review the calendar to see the days papers, scripts, and assignments are due.

1.) Devices - Phones, watches, laptops, and tablets must be silenced entirely. **2.) Entering the Class** - The door will be closed if you are late. You will need to listen at the door, and if you hear someone talking, DO NOT enter the room. Entering the room during a presentation is disrespectful and distracting. Instead, wait until you hear applause. Then, quietly enter the classroom and take the first available seat.

3.) Listening - Listen carefully, give the presenter(s) your attention by looking at them, and be a good audience member. **4.) Preparedness** - Performing requires practice and preparation. **5.) Honest**y – Plagiarism will not be tolerated. Failing the class and other disciplinary actions will be taken regardless of when the plagiarism occurs/occurred. I want you to be successful, and I want to help you be successful. If you have any doubts or confusion, ask me for clarification before you turn in or present the work

Make sure to put your name, the date, and the course listing on top of any paper you turn in.

Late work: Late assignments (other than quizzes/participation/engagements) will be accepted with a deduction of one letter grade per day after the due date. After one week, your assignment will receive a zero. Penalty-free extensions are offered only for documented university-approved excused absences. Contact the Office of Student Conduct studentconduct@pvamu.edu, and email them your documentation. Assignments will not be accepted via email.

Attendance: You must attend each class session and be prepared to participate meaningfully. You will lose a letter grade on your overall grade for every class missed beyond your 3rd for the course. This means you get three absences, and on the 4th, you will lose an overall letter grade; on the 5th, two letter grades, and so on. You will be considered absent if you are 20 minutes or more late for class. You cannot make up the quizzes and participation grades when you miss them. If you have a job or other responsibilities besides being a university student, communicate to your supervisor that you cannot work/fulfill those duties during class time. Your phone should be in do not disturb mode, off, or airplane mode during class.

Citation: All sources used to complete assignments should be cited following the APA Style Guide. All sources must be acknowledged! The penalty for plagiarism is failing the class and may result in expulsion from the university. Use this link to help you cite in APA format. If you have questions or need clarification, please let me know and/or contact the writing center.

Email: Use your PVAMU email address. For the subject, include the class and section (COMM 2339-P01). I teach multiple classes and my class rosters are not always accessible to me. Please be professional in your correspondence (i.e., a salutation, body, closing, and your name, at minimum). Please address me by my proper name and title, Prof. Clomax. Use your pvamu.edu email account exclusively. Emails will be responded to within 48 hours or by the next business day (e.g., an email sent on a Friday afternoon will be replied to by Monday evening). Use complete sentences, check your grammar, and correct your emails' spelling.

Video: Any and all subject matter (recordings, slides, and discussions) is reserved for the students enrolled in the course and should not be distributed in any way at any time. If you are meeting with the professor, be sure that all of the features of your face are visible, your camera is on, you are not driving, and you are dressed appropriately.

Grade Concerns: After receiving your grade, you must wait 24 hours before discussing the grade. After the 24-hour reflection period has passed, you may submit your concerns in writing. I will respond in writing to your concern(s) within 48 hours of receiving them unless the email is sent over the weekend or holiday break. If you continue to have questions after you have received and read my written response(s) to your concern(s), we will find a suitable time to meet and discuss your concern(s).

Semester Calendar

Week	Description

Week One:
Jan. 15 - 19

	Wednesday - January 17
Topic	**Welcome and Introduction to Course and Syllabus. Expectations. Script Coverage.**
Reading	Read Chapters 1 & 2 in Creating Character Arcs for Monday, Jan 22. Select and start Reading 1 of the 2023-2024 Feature scripts in our cue.
Assignments	**Received Vocabulary Sheet of Industry Terms (This will be on your final exam, so learn it.)** **Select a 2023-2024 Feature script in our cue and do Script Coverage of it. It's due Friday, Feb 2nd 11:59 pm on Canvas as a PDF ONLY.** **All assignments must be Typed and done in the proper Template format.** **Complete Handout: Creating Your Characters on p7-13 in How To Write a Screenplay in 10 Weeks. It's due in class Monday, January 23.**

Week Two: **Jan. 22 - 26**	
	Monday - January 22
Topic	**Creating Characters. Archetypes, Wants & Needs. Character backgrounds.**
Readings	Read Chapters 3 & 4 in Creating Character Arcs for Wednesday, Jan 24.
Assignments	**Complete Handout: Three-Dimensional Character Breakdown on p70-85 in How To Write a Screenplay in 10-Weeks. It's due in class Wednesday, January 24.**
	Wednesday - January 24
Topic	**Antagonist (Villains), Protagonist (Heroes), Creating Character Arcs, Creating Dramatic Characters.**
Readings	In-Class: Video 2: How To Create Dramatic Characters Video 3: How To Create Character Arcs Read Chapter 4: Character in The Anatomy of Story for Monday, January 29.
Assignments	**Come to class on Monday, January 29, with at least 3 possible Heroes for your script and be ready to explain "The Why" of your potential story.**

Week Three: Jan 29 - Feb 2	January 31 - Final Day to Drop/Withdraw from Course w/o Academic Record
	Monday - January 29
Topic	**Character Web: Hero, Opponent, Ally, Fake Ally Opponent,**
Readings	In-Class: Video 4: Character VS. Plot Read: Chapter 1: Story Space, Story Time Chapter 3: 7 Key Steps of Story Structure in "The Anatomy of Story" for Jan 31 class.
Assignments	
	Wednesday - January 31
Topic	**Story Space, Story Time. The Seven Key Steps of Story Structure. Genres.** **Dan Harmon's Story Circle.**
Readings	In-Class: Video 5: Dan Harmon's 8 Proven Steps to Better Story Telling. Read: Chapter 2: Premise in "The Anatomy of Story" for Monday, Feb. 5. Chapters 5 - 6 in Creating Character Arcs for Monday, Feb. 5
Assignments	**Pitch your idea of your short script, a Protagonist and their Want & Need and "The Why" of your potential story on Monday, Feb. 5.** **Complete Handouts: Three-Dimensional Character Breakdown on p70-85 in How To Write a Screenplay in 10-Weeks & Who Am I?** **They're due in class Monday, Feb 5 for grading and discussion.**

Week Four: February 5 - 9	
	Monday - February 5
Topic	**Premise. Central Conflict. The Purpose of Conflict. Implementing Conflict in your Story.** **Loglines. (See Studiobinder Template). Synopsis.**
Readings	In-Class: Video 6: The Purpose of Conflict. Video 7: How to create Story Conflict. Video 8: The Moral Premise. Video 9: How To Write a Synopsis for a Film. Read: Chapter 5: Moral Argument in The Anatomy of Story for Wed, Feb. 7. Chapters 7 - 9 in Creating Character Arcs for Wed. Feb. 7. Chapters 10 - 11 in Creating Character Arcs for Wed. Feb. 7.
Assignments	**Create your Logline for your script. This will guide you throughout the writing process. Due Tues. Feb 6, 11:59pm via Canvas as a PDF ONLY.** **Select Writers Room Members: Drama, Comedy, Horror/Suspense,**
	Wednesday - February 7
Topic	**Screenplay Formatting Masterclass pt. 1: using Final Draft, Celtx, Studiobinder, Writerduet** **Writing Dialogue & Exposition.**
Readings	In-Class: Video 10: How to write dialogue Video:11: Writing Exposition in Your Screenplay Handout: Script Format Guide p180-200 How To Write A Script in 10-Weeks. Read: Chapter 6: Story World p145 - 184 "The Anatomy of Story" for Wednesday, Feb. 14.
Assignments	**Complete the Beat Sheet Template with your Story Idea and Characters. Due Sunday, Feb. 11, 11:59 pm via Canvas as PDF ONLY.**

Week Five: February 12 - 16	
	Monday - February 12
Topic	In-Class Film Screening
Readings	
Assignments	
	Wednesday - February 14
Topic	Meet with your Writers Room and Brand Storm on your idea for a TV Series.
Readings	Read: Chapter 8: Plot in "The Anatomy of Story" for Monday, Feb. 19. Chapters 12 - 13 in Creating Character Arcs for Monday, Feb. 19.
Assignments	**Plot out all the scenes of your story in 2-3 sentences each due Sunday, February 19, 11:59pm in PDF ONLY.**
Week Six: February 19 - 23	
	Monday - February 19
Topic	**What is Theme? Finding The Theme in your Story.** **3 Act Structure using Blake Snyder's Save The Cat 12-Beat Sheet.** **Plot. Building a Meaningful Plot Twist.**
Readings	In-Class: Video 12: 3-Act Structure using Beat Sheet (Parasite film example)
Assignments	**The 2-3 pages Treatment (using your loglne, synopsis, Beat Sheet & Scenes to guide you) is due Friday, Feb. 23, 11:59pm via Canvas as PDF.**
	Wednesday - February 21
Topic	**Screenplay Formatting Masterclass Part 2.** **Formatting Techniques to Elevate your Screenplay.** **Writing Subtext.**
Readings	In-Class: Video 13: The Unwritten Rules of Script Formatting Video 14: Writing Subtext Read: Chapter 9: Scene Weave in "The Anatomy of Story" for Monday, February 26.
Assignments	**1st Draft of Short Screenplay is due March 9, 11:59pm on Canvas in PDF ONLY.**

Week Seven: Feb 26 - Mar 2	
	Monday - February 26
Topic	**The Art of Opening a Scene. Scene Construction and Symphonic Dialogue.** **"Watchmen" "Baby Driver" "Touch of Evil" "Drive" "The Matrix" "There Will Be Blood" "Saving Private Ryan"**
Readings	In-Class: Video 13: Opening a Scene: Godfather - Script to Screen Video 14: Writing a Great Movie Opening Read: Chapters 14 - 15 in Creating Character Arcs for Wednesday, Feb 28.
Assignments	
	Wednesday - February 28
Topic	**Plot Types. 22-Step Story Structure.** **Common Mistakes Writers Make and How To Solve Them**
Readings	Read Chapter 10: Scene Construction and Symphonic Dialogue in The Anatomy of Story for Monday, March 4.
Assignments	
Week Eight: March 4 - 8	Mid-Terms March 7-9
	Monday - March 4
Topic	Writers Room Breakout Session: Selection Process - Drama, Comedy & Suspense/Horror
Readings	
Assignments	**Students will break into 3 Writers Rooms with a Showrunner (Headwriter).**
	Wednesday - March 6
Topic	The Writers Room pt. 1 Masterclass: Shonda Rhimes
Readings	**Complete Masterclass Handout.**
Assignments	

Week Nine: March 11 - 15	Spring Break March 13-18 No Class
	Monday - March 11
Topic	NO CLASS
Readings	Catch up or Get ahead in your reading.
Assignments	**Stay on top of your writing.**
	Wednesday - March 13
Topic	NO CLASS
Readings	Catch up or Get ahead in your reading.
Assignments	**Stay on top of your writing.**
Week Ten: March 18 - 22	
	Monday - March 18
Topic	**How To Write a TV Character & Develop the Arc.** **Writing a TV Pilot that Sells**
Readings	In-Class: Video 15: Film VS. TV Writing
Assignments	**2nd Draft of Screenplay due March 20, 11:59pm via Canvas as PDF ONLY.** **Present in front of class your Television Show / Web Series Pitches on Wednesday, March 20.**
	Wednesday - March 20
Topic	Outlining Season One of a Television Series (Writers Wall)
Readings	
Assignments	**Television Show Pitches due Today. Each room will pitch their series idea.** **1,500 Word Analysis Paper of a TV Pilot due Sunday, April 7, 11:59 pm on Canvas.**

Week Eleven: **March 25 - Mar 29**	
	Monday - March 25
Topic	**Sitcom Analysis** **Watch "The Righteous Gemstones" Pilot** **Breakdown structure, characters, plot..** **In-class Quiz**
Readings	
Assignments	**Final Draft of Short Screenplay due March 31, 11:59 pm via Canvas.**
	Wednesday - March 27
Topic	**Drama Series Analysis** **Snowfall versus The Mayor of Kingstown** **Breakdown structure, characters, plot..** **In-class Quiz**
Readings	Read: Chapters 15 - 17 in "Creating Character Arcs" for Wednesday, April 5.
Assignments	**Writer's Room Logline / Premise due April 1.**
Week Twelve: **April 1- 5**	
	Monday - April 1
Topic	**Horror/Suspense Series Analysis** **American Horror Story versus Love Craft Country** **Breakdown structure, characters, plot..** **In-class Quiz**
Readings	Read: Chapters 18 - 20 in "Creating Character Arcs" for Monday, April 10.
Assignments	**TV Pilot 1-page synopsis & character breakdown due Tuesday, April 9, 11:59 pm via Canvas.**
	Wednesday - April 3
Topic	Set-Ups and Payoffs. Motifs. Chekhov's Gun.
Readings	In-Class: Video 16: Set-Ups and Payoffs Read Chapters 21 - 23 in "Creating Character Arcs" for Wednesday, April 10
Assignments	

Week Thirteen: **April 8 - 12**	April 15 Good Friday (No Classes)
	Monday - April 8
Topic	Bad Dialogue Versus Good Dialogue.
Readings	In-Class: Video 17: Bad Dialogue Vs. Good Dialogue Video 18: 27 Dialogue Mistakes
Assignments	
	Wednesday - April 10
Topic	Writers Room Breakout Session
Readings	Read: Chapters 24 - 27 in Creating Character Arcs for Monday, April 15.
Assignments	**1st Draft of Pilot Script due Sunday, April 14 11:59 pm via Canvas as PDF ONLY.**
Week Fourteen: **April 15 - 19**	
	Monday - April 15
Topic	Writers Room Breakout Session: Peer Editing
Readings	
Assignments	
	Wednesday - April 17
Topic	Workshop A scene from each pilot with Actors.
Readings	
Assignments	**2nd Draft of Pilot Script due Sunday, April 21, 11:59 pm via Canvas as PDF ONLY.**
Week Fifteen: **April 22 - 26**	
	Monday - April 22
Topic	Table Read of Pilot Scripts. Cast with professional actors
Readings	
Assignments	

	Wednesday - April 24
Topic	Table Read of Pilot Scripts. Cast with professional actors
Readings	
Assignments	**Final Draft of Pilot Script Due Friday, April 26, 7 pm via Canvas as PDF ONLY.**
Week Sixteen: April 30 - May 8	Finals Week
	Finals Week.

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: https://www.pvamu.edu/library/; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and

attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/pvplace/). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: https://www.pvamu.edu/student-success/sass/university-tutoring-center/

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

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/early-alert/

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/

Office of Testing Services
Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams.

Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: https://www.pvamu.edu/disabilityservices/

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit:
https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: https://www.pvamu.edu/studentengagement/

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: https://www.pvamu.edu/careerservices/

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

1.Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2.Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3.Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4.Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5.Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.
Sexual Misconduct
Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

Pregnancy, Pregnancy-related, and Parenting Accommodations
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

Non-Discrimination Statement
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you

privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum **Recommended Hardware and Software:**
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader

- Windows or Mac OS
- Video conferencing software

Netiquette **(online etiquette)**

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

•**Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

•**Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

•**Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

•**Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.