



ENGL 2311 Technical Writing (B-Global) Spring 2024

Instructor:	Christanna “Christa” Eshleman, MA
Section # & CRN:	P08 24714
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Office Hours:	Face-to-Face: Tuesdays/Thursdays @ 11 to 12 and 2 to 3 Virtual office hours: Wednesdays @ 10 to 12 by appointment (Zoom codes on eCourses)
Mode of Instruction:	Face-to-face
Course Location:	JJ #137
Class Days & Times:	T/Th @ 9:30 to 10:50 am
Catalog Description:	<p>Application of principles of composition and rhetoric to genres of scientific and technical writing, including proposals, formal reports, presentations, business and scientific correspondence, manuals, technical articles, and reports. Students will undertake a full-scale project through proposal and research with formal oral and written presentations of a documented technical project from the student's major field of study.</p> <p>This course is designated as part of the B-Global Initiative. Readings, activities, and writings will help students identify their own cultural rules and biases and foster a growing global understanding. They will begin to connect local actions to global contexts and demonstrate a comparative understanding of different cultural beliefs and practices. They will address ethical, social, and environmental challenges in global systems by using interdisciplinary perspectives, knowledge, and skills.</p>
Prerequisites:	Unconditional admission to PVAMU or satisfactory completion of ENGL 1301. NOTE: You must pass this course with a <u>C or better</u> in order to advance to ENGL 2311.
Required Texts:	<i>P.V. Panthers' Technical and Business Writing</i> , an open educational resource (OER) textbook, compiled by PV professors M. Kaur, C. Eshleman, K. Evan, and J. Patterson. This is a free, e-textbook that will be linked on our eCourses page.

Student Learning Outcomes:		
	Upon successful completion of this course, students will be able to:	Core Curriculum Outcome Alignment
1	Create a variety of effective and properly formatted technical documents appropriate for real-world situations in the business and civic spheres (e.g., internal memos, visual presentations, professional letters and reports).	Communication
2	Demonstrate proficiency in English grammar and usage and in making language choices appropriate for a specified audience.	Communication
3	Use appropriate modes of research to enhance technical documents.	Critical Thinking
4	Cite source materials accurately using APA-style in-text and bibliographical citations.	Communication
5	Create informational graphics and multimedia presentations that present quantitative and other types of information in clear, accurate, and responsible ways.	Personal Responsibility
6	Demonstrate an awareness of the ethical and legal constraints that apply to various forms of technical communication.	Personal Responsibility
7	Exhibit enhanced communication skills and effective teamwork through collaborative group presentations and other group activities.	Teamwork

Major Course Requirements		

GRADING MATRIX		
Instrument	Value	
Attendance and Participation: Physical and mental presence, as well as class participation. Details below.	10%	
Short Assignments (not major grades): Discussions/Quizzes/Practice Assignments/ Draft Checks/Self & Peer Evaluations/Grammarly reports, etc.	10%	
Employment Packet (major grades): Professional Email Resume Business Letter	10%	
Recommendation Report (R.R.) Packet (major grades): Professional Memo Source Check Recommendation Report Rough Draft Recommendation Report Final Draft	25%	

Group Proposal (G.P.) Packet (major grades): Group Contract Annotated Bibliography Graphics Creation/Analysis Assignment Group Proposal Progress Report Pre-Group Proposal Assignment Group Proposal Final Draft	30%	
Group Presentation Packet (major grades): Pre-Group Presentation Assignment Group Video Presentation	15%	
Total:	100%	

GRADE DETERMINATION:

- A = 90 to 100% D = 60 to 69%
- B = 80 to 89% F = 0 to 59%
- C = 70 to 79%

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 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, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Extra Credit Policy: No extra credit opportunities will be available to individual students that aren’t given to the whole class. For this reason, individual requests for extra credit will be denied. Keep up with your work from the beginning of the semester, do your best quality work, and ask for help early if you are confused. I am happy to help proactive students!

Course Procedures

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced a grade of “F.” Absences are accumulated beginning with the first day of class. Excused absences are those formally excused by the university using the proper institutional process (see info at the end of this syllabus).

Students will be scored for attendance on a daily basis according to the rubric provided below, and that score will be incorporated into the attendance portion of the course grade (see above).

- (P) Present 1 pts
- (E) Excused 1 pts Excused absences require documentation from an approved university entity. Outside documentation must be processed through the Office of Student Affairs.
- Absence

(T)	Tardy	0.75 pts	This includes missing more than 5 minutes of class during any part of the session.
(L)	Late	0.5 pts	This includes missing more than 10 minutes of class during any part of the session.
(A)	Absent	0 pt	This includes missing more than 25 minutes of class during any part of the session.

Participation:

Your participation grade will be a subjective grade. There is no rubric I can give you to grade you point-by-point on participation as it is my daily basic impression of you and your involvement in class. So, this grade will be my general perception of how I feel you participate within the classroom. I look for the following behavior traits when assessing your participation grade: positive attitude, fair and kind treatment of peers and instructor, contribution to class discussions, strong work-ethic, good basic manners (cell phones, talking, sleeping, tardiness, etc.), and willingness to contribute to group work. In general class discussions, consider your input as competitive. Those who contribute regularly and appropriately receive the most points, those who contribute every once in a while receive half credit, and those who never speak up receive no credit at all.

More About Attendance:

- Because my class is discussion-oriented with daily in-class reading and writing, your mental and physical presence are required. As an adult, you are responsible for your actions and choices. Your success in this class depends on your willingness to attend class and interact dynamically.
- I will provide a sign-in sheet at the beginning of each class session. It is your responsibility to sign the sheet each day, as that proves your presence. If you do not sign it, you will be counted absent, even if you were actually present that day.
- On the sign in sheet, only sign in yourself. Do NOT under any circumstances sign in another person. Doing so will result in YOU getting counted absent.
- If you arrive late to class, it is your responsibility to inform me of your presence in order for you to receive credit for that day's attendance. Approaching me several days later insisting that you were present at a previous class meeting will not suffice. You must inform me of your presence on the actual day of your tardiness.
- Three instances of arriving to class 10 minutes late or leaving early without prior notice will result in one absence. You are late if you arrive any later than the posted class start time, regardless of whether or not instruction has started for that day.
- Even though this is a face-to-face course, I will use eCourses as a pseudo online bulletin board where I'll post notes, handouts, assignment prompts, submission dropboxes, announcements, and re-caps of each class session.
- You are responsible for getting the material covered when you are not in class; being absent does not excuse you from not knowing the material covered that day. Check eCourses to see what you missed before emailing me as I will post a daily re-cap after each class, plus links to assignments, notes, etc. that were presented in class that day.
- If an assignment was given or changed on a day you were absent, you are responsible for knowing that (check eCourses!).
- I do count the student absent if ejected from class for disruptive behavior. Each day missed thereafter until we resolve the issue also, of course, counts as an absence. It is

the student's responsibility to catch me and arrange a time to talk about the ejection from class. Anyone ejected a second time will be dropped from the course.

- Lastly, remember that 10% of your grade is attendance/participation. If you aren't in class, you can't participate.
- If class needs to move to Zoom due to bad weather or instructor illness, students are expected to treat the Zoom classroom the same as a physical classroom with prompt attendance and participation with cameras/microphones on.

Submission of *Select* Assignments to Turnitin.com and Plagiarism:

All of your work for this course must be original. Work generated by others or AI is not original. When you use AI for writing tasks such as the ones required by this course, you are telling your future employers that a computer can do this work better than you can (not true!), so therefore they should not hire you. Also—future teachers—how will you answer your students' questions if you don't know yourself? Do not let the robots be smarter than you!!! You are paying big money to get smarter while at college. The only way to get smarter is to practice.

Some assignments will be submitted through Turnitin.com by the deadline posted within the system. Be advised that Turnitin.com checks all submissions for plagiarism against web sources, periodical archives, and other student submissions. Assignments run through "Spinbot" or other such synonym machines are also considered plagiarized and are very easy to detect.

Also, Turnitin can now detect AI generated writing and sends instructors an AI report that students cannot see. Work marked as AI generated will not be accepted.

Looking at resume templates for formatting examples is fine, but taking all the words from that example is not fine. That's still plagiarism. Bottom line: Your writing should be your own, not written by another human or artificial intelligence. Access to Turnitin.com is free through: http://www.turnitin.com/en_us/home and eCourses.

*****NOTE:** Also: You are not allowed to submit writing that you or anyone else has submitted for *any other course* or any other previous attempt at this course.***

More About Assignments:

- Again: All of your work for this course must be original. You are not allowed to submit papers that you or anyone else has submitted for *any other course* or any other previous or concurrent section of Composition or Technical Writing. Every time you attempt a course, you must start over fresh with work that hasn't already received feedback. Don't cheat yourself the chance to practice and really grow as a writer/thinker.
- There is no such thing as late work in college without an excused absence. Daily work/quizzes will NOT be accepted late unless you have documentation of an excused absence. Only major grades will be accepted late, but with the 5% off penalty explained above.
- Do not assume your assignment was successfully uploaded to eCourses until you've double-checked the submission box after submitting to see it there. It is your responsibility to make sure uploading is successful and that you uploaded the correct file.
- If a student has been notified that an assignment has been submitted incorrectly, they should fix this problem ASAP. If excessive time passes, late points will be deducted. If a student submits incorrectly more than once, late points will be deducted.

- Assignments uploaded even one minute late will be considered late. The deadline is firm. That means you shouldn't wait until the very last minute to upload because you never know if your computer/wifi may freeze, etc.
- If, in the rare event, that Turnitin.com/eCourses goes down, it is okay to email me your work, but it must be emailed before the due date deadline. Please also email me a screen shot of the error message on your computer. This screenshot should show the whole screen and make visible the date/time stamp on the bottom of your screen.
- I am the only one who can delete work from Turnitin.com once it has been submitted. Take care when uploading and make sure that you have selected the correct file. If you discover after the deadline that you submitted the incorrect document, I can delete it and allow you to upload again, but I will have to take off late points for every day that passed since the deadline to compensate for the extra days you had to continue to work on that assignment.
- Broken computers, low ink, etc. are not sufficient reasons for late work. If your computer breaks, come up to school and use a computer lab. If your wifi goes out, go to a Starbucks or Panera and use theirs. Students are encouraged not to procrastinate so as to avoid last minute computer emergencies.
- I leave feedback on *all* your assignments and very detailed feedback on your major grades, especially. Please make sure to find and read that feedback. This is the best way to learn! I am happy to talk to you about the reasoning for a particular grade, but please read the feedback before contacting me.
- I make every effort to return graded work to you as quickly as possible. Please note that most semesters I have 100+ students, and it takes 15-20 minutes to grade ONE essay, so it can take up to two weeks for me to reply to everyone's assignments. I try my best to make sure you have major assignment grades well before the next major assignment is due.
- Once paper topics have been approved, the topics cannot be changed without permission from the instructor.
- There is a group project in this course. Groups have the right to vote a member out of the group if that student doesn't pull their weight. Exiled group members will receive an individual assignment for ½ credit.

Submission of *Select* Assignments to Turnitin.com and Plagiarism:

All of your work for this course must be original. Work generated by others or AI is not original. When you use AI for writing tasks such as the ones required by this course, you are telling your future employers that a computer can do this work better than you can (not true!), so therefore they should not hire you. Also—future teachers—how will you answer your students' questions if you don't know yourself? Do not let the robots be smarter than you!!! You are paying big money to get smarter while at college. The only way to get smarter is to practice.

Some assignments will be submitted through Turnitin.com by the deadline posted within the system. Be advised that Turnitin.com checks all submissions for plagiarism against web sources, periodical archives, and other student submissions. Assignments run through "Spinbot" or other such synonym machines are also considered plagiarized and are very easy to detect. ***Also, Turnitin can now detect AI generated writing and sends instructors an AI report that students cannot see. Work marked as AI generated will not be accepted.***

Looking at resume templates for formatting examples is fine, but taking all the words from that example is not fine. That's still plagiarism. Bottom line: Your writing should be your own, not written by another human or artificial intelligence. Access to Turnitin.com is free through: http://www.turnitin.com/en_us/home and eCourses.

NOTE: Also: You are not allowed to submit writing that you or anyone else has submitted for *any other course* or any other previous attempt at this course.

Academic Misconduct:

Academic misconduct, and plagiarism in particular, will not be tolerated. Assignments that include plagiarized material (intentionally or unintentionally) will receive a grade of F with the corresponding number grade to be determined by the instructor. Severe or repeated cases of intentional plagiarism will result in a grade of F in the course and a letter of reprimand in your permanent record.

Cell phone policy:

Please put cell phones away before entering the classroom. Practice good manners. It is rude to text while the instructor is trying to help you. If you leave the room to answer a cell phone call, you are absent. If I have to call attention to anyone more than once on this issue, I will bar him/her from returning to class until he/she has met with me outside class to determine a solution to the problem. If, for some reason, there is an emergency situation going on for which you need to have your cell on vibrate, please notify me *before* class, and I will grant you special permission for that class day.

Laptop policy:

Laptops are welcome in class as long as their use is not distracting to the other learners and are being used for legitimate activity pertaining to this course. No chat, social media email, games, music etc. while class is in session. Same rules of ejection apply as stated above. The use of laptops or any other electronic device will be prohibited on examination days and during quizzes.

Contacting the Instructor:

I am happy to assist you via email when you have questions. While eCourses is available 24 hours a day, keep in mind that your instructor will not be available 24 hours a day. I will check my email and my messages in eCourses regularly, but there may be times when I am unavailable because I am in a physical class or in meetings. Please note that because I have a family and because I am old and need sleep, I generally am not online late at night. Also, please note that I don't check my email often during weekends, and I don't work on holidays. Please plan ahead, especially as most of your deadlines are over weekends. Ask your questions during the week.

I try to respond to all emails within 24 hours of receiving them. If you do not get an email response from me, that means I likely did not receive your email. Make sure you sent your email to the right address and that all parts of my address were typed in correctly. (My email address is complicated, and mistyping is a common reason why I don't receive emails. Please pay attention to details.) Email = cheshleman@pvamu.edu

Email with instructors is a formal means of communication. As with all writing, you must be aware of your audience and your purpose for communicating. Be mindful of tone, and proofread. When you contact me, please note the following:

- In your messages, please indicate your full name, course number, and section. (I teach many classes.)
- Include a descriptive subject in the Subject line. DO NOT send an email without a subject!
- Address your message to me: "Dear [or Hello or Hi] Ms. Eshleman." Please don't start with "Hey."
- Be sure your question cannot be answered by reviewing Canvas (course calendar, policies, syllabus).
- Note that if you leave me a note in the comments section of an assignment, it will take me longer to see it, so if you have a question, email me rather than leaving the question in comments.
- If you have a question about a grade you received, please read the feedback I left for you on your work before you email me. I leave a lot of feedback, and 95% of your questions will be answered there.

Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. Assignments should be submitted in Word format for compatibility reasons within our course software. If you don't have Word on your computer, [download the free PV office suite](#) or sign up for a free Google drive/Google docs account where you can use Word there at no cost to you. Also note that Pages documents will never be accepted as my computer cannot read that file type. **Specific formats are crucial in technical writing**; be sure to follow guidelines for every assignment. All assignments must adhere to APA formatting style. APA formatting guidelines can be found many places online, including at Purdue University's Online Writing Lab (OWL): https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Assignment Re-Do Policy:

Students will be allowed to re-do a failed assignment twice during the semester to improve their grade to a maximum of 70. This can be applied to daily or major assignments, but **must be re-submitted within seven days of receiving the failing grade**. It is the students' responsibility to notify the instructor when they wish to apply this policy to a specific assignment. The policy cannot be applied to the final module assignments (for grading time reasons). It cannot be applied to quiz grades nor late assignments that earned a zero. Only graded assignments are eligible for this policy. Finally, plagiarized assignments cannot be re-done. The grade penalty must stand as a consequence.

Emergency Communication:

I will utilize the Remind app to notify you via text of course changes due to emergency or updates. A smart phone works best, but if you don't have one, you can still participate via email using the Remind.com website. The Class ID and Class Enrollment Password will be provided to you on eCourses at the top of our page.

Semester Calendar

WEEK 1 (JAN. 15-19): COURSE INTRODUCTION AND PROFESSIONAL CORRESPONDENCE	
<p>T 1/16</p> <p>What you need to do before class: N/A</p> <p>What we'll do in class together:</p> <ul style="list-style-type: none"> • Class introductions • Enroll in Remind 	<p>R 1/18</p> <p>Before Class:</p> <ul style="list-style-type: none"> • Review syllabus • Read <i>OER Textbook</i> Chp. 1: "Introduction to Technical Communication" • Read <i>OER Textbook</i> Chp. 2: "Understanding the Rhetorical Situation" • Read <i>OER Textbook</i> Chp. 5.2 "Writing Emails" <p>In Class:</p> <ul style="list-style-type: none"> • Syllabus & reading quiz • Rhetorical situation discussion • Workshop professional email (due Sunday at 11:59 pm)
WEEK 2 (JAN. 22-26): ETHICS & RESUMES	
<p>T 1/23</p> <p>Before Class:</p> <ul style="list-style-type: none"> • Read <i>OER Textbook</i> Chp. 3: "Ethics in Tech Writing" <p>In Class:</p> <ul style="list-style-type: none"> • Possible reading quiz • "Code of Ethics" contract 	<p>R 1/25</p> <p>Before Class:</p> <ul style="list-style-type: none"> • Read <i>OER Textbook</i> Chp. 5.1: "Writing Resumes" • Read <i>OER Textbook</i> Chp. 6.5: "Inquiry Letters" <p>In Class:</p> <ul style="list-style-type: none"> • Possible reading quiz • Workshop resume (due Sunday at 11:59 pm)
WEEK 3 (JAN. 29-FEB. 2): CROSS-CULTURAL COMMUNICATION AND BUSINESS LETTERS	
<p>T 1/30</p> <p>Before Class:</p> <ul style="list-style-type: none"> • Read <i>OER Textbook</i> Chp. 9: "Communicating Across Cultures" <p>In Class:</p> <ul style="list-style-type: none"> • Possible reading quiz • Cultural communication discussion 	<p>R 2/1</p> <p>Before Class:</p> <ul style="list-style-type: none"> • Read <i>OER Textbook</i> Chp. 6.1 & 6.2: "Business Letters" <p>In Class:</p> <ul style="list-style-type: none"> • Possible reading quiz • Workshop business letter (due Sunday at 11:59 pm)

WEEK 4 (FEB. 5-9): GRAMMAR AND MEMOS**T 2/6****Before Class:**

- Read *OER Textbook* Chp. 4: “Grammar”

In Class:

- Possible reading quiz
- Grammar review activity

R 2/8**Before Class:**

- Read *OER Textbook* Chp. 5.3: “Memorandums”

In Class:

- Possible reading quiz
- Workshop professional memo (due Sunday at 11:59 pm)

WEEK 5 (FEB. 12-16): INTRODUCTION TO RECOMMENDATION REPORTS**T 2/13****Before Class:**

- Read *OER Textbook* Chp. 7: “Conducting Research”
- Skim *OER Textbook* Chp. 10.2: “Recommendation Reports”

In Class:

- Possible reading quiz
- Intro to Rec Reports
- Review sample rec report
- Evaluating websites
- Begin researching sources
- Task List (due Wed at 11:59 pm)

R 2/15**Before Class:**

- Read *OER Textbook* Chp. 10.2: “Recommendation Reports”

In Class:

- Possible reading quiz
- How to research lecture & demo
- Scholarly vs. popular sources
- Research sources and workshop recommendation report
- Source check for rec report (due Sunday at 11:59 pm)

WEEK 6 (FEB. 19-23): RECOMMENDATION REPORTS, CONT.**T 2/20****Before Class:**

- Review *OER Textbook* Chp. 10.2: “Recommendation Reports”
- Work on rec report draft

In Class:

- Possible reading quiz
- Intro to APA lecture
- Source integration lecture
- Workshop rec report

R 2/22**Before Class:**

- Read *OER Textbook* Chp. 8: “Avoiding Plagiarism and Citing Sources Properly”
- Review *OER Textbook* Chp. 10.2: “Recommendation Reports”
- Work on rec report draft

In Class:

- Rec report check-in
- Review sample rec report with focus on Introduction & Methods sections
- Workshop rec report
- Introduction & Methods for Rec Report (due Sunday at 11:59 pm)

WEEK 7 (FEB. 26-MARCH 1): RECOMMENDATION REPORTS, FURTHER CONT.

T 2/27

Before Class:

- Review *OER Textbook* Chp. 8: “Avoiding Plagiarism and Citing Sources Properly”
- Review *OER Textbook* Chp. 10.2: “Recommendation Reports”
- Work on rec report draft

In Class:

- Rec report check-in
- Attribution lecture
- Review sample rec report with focus on Results, Conclusions, and Recs sections
- Workshop rec report

R 2/29

Before Class:

- Review *OER Textbook* Chp. 8: “Avoiding Plagiarism and Citing Sources Properly”
- Review *OER Textbook* Chp. 10.2: “Recommendation Reports”
- Work on rec report draft

In Class:

- Possible reading quiz
- APA for Electronic Sources
- Workshop Results, Conclusions, and Recs sections (due Sunday at 11:59 pm)

WEEK 8 (MARCH 4-8): RECOMMENDATION REPORTS, CONT.

T 3/5

Before Class:

- Review *OER Textbook* Chp. 8: “Avoiding Plagiarism and Citing Sources Properly”
- Review *OER Textbook* Chp. 10.2: “Recommendation Reports”
- Work on rec report draft

In Class:

- Intro to Grammarly
- Review sample rec report with focus on Title page, Table of Contents, Abstract & References
- Workshop rec report

R 3/7

Before Class:

- Finish Rec Report Rough draft—all sections (due before class today)

In Class:

- Rec report self-evaluation (due at the end of class today)
- Workshop rec report
- Grammarly report (due Sunday at 11:59 pm)
- **Final draft: Individual recommendation report (due Sunday at 11:59 pm)**

MARCH 11-15

SPRING BREAK

WEEK 9 (MARCH 18-22) INTRODUCTION TO GROUP PROPOSALS

T 3/19

Before Class:

- Read *OER Textbook* Chp. 12: “Writing Proposals”
- Read “Working in Groups Effectively” (on eCourses)

In Class:

- Possible reading quiz
- Intro to Group Proposal
- Review sample proposal
- Start pre-group proposal assignment

R 3/21

Before Class:

- Review *OER Textbook* Chp. 12: “Writing Proposals”

In Class:

- Workshop pre-group proposal assignment and group contract (due Sunday at 11:59 pm)

WEEK 10 (MARCH 25-29): ANNOTATED BIBLIOGRAPHY AND GROUP PROPOSALS

T 3/26

Before Class:

- Review *OER Textbook* Chp. 7: “Conducting Research”
- Review *OER Textbook* Chp. 8: “Avoiding Plagiarism and Citing Sources Properly”
- Review *OER Textbook* Chp. 12: “Writing Proposals”
- Review sample proposal

In Class:

- Possible reading quiz
- Introduction to annotated bibliographies
- Workshop group proposal/find sources

R 3/28

Before Class:

- Review *OER Textbook* Chp. 7: “Conducting Research”
- Review *OER Textbook* Chp. 8: “Avoiding Plagiarism and Citing Sources Properly”
- Review *OER Textbook* Chp. 12: “Writing Proposals”
- Work on draft of annotated bib

In Class:

- Workshop annotated bibliography (due Monday at 11:59 pm) (Spring Holiday)

WEEK 11 (APRIL 1-5): GRAPHICS AND GROUP PROPOSALS**T 4/2****Before Class:**

- Read *OER Textbook* Chp. 11: “Creating and Integrating Graphics”

In Class:

- Possible reading quiz
- Intro to graphics assignment
- Workshop graphics assignment

R 4/4**Before Class:**

- Review *OER Textbook* Chp. 11: “Creating and Integrating Graphics”
- Review *OER Textbook* Chp. 12: “Writing Proposals”
- Work on draft of graphic

In Class:

- Workshop graphics creation assignment (due Sunday at 11:59 pm)
- Workshop Task List (due Sunday at 11:59 pm)

WEEK 12 (APRIL 8-12): PROGRESS REPORTS IN GROUP PROPOSALS**T 4/9****Before Class:**

- Read *OER Textbook* Chp. 10.1: “Progress Reports”
- Work on draft of proposal

In Class:

- Possible reading quiz
- Intro to progress report assignment
- Review sample progress report
- Workshop proposal and progress report

R 4/11**Before Class:**

- Review *OER Textbook* Chp. 10.1: “Progress Reports”
- Work on draft of proposal & progress report

In Class:

- Workshop progress report (due Sunday at 11:59 pm)

WEEK 13 (APRIL 15-19): INTRO TO PRESENTATIONS AND DRAFTING GROUP PROPOSALS**T 4/16****Before Class:**

- Review *OER Textbook* Chp. 12: “Writing Proposals”
- Work on draft of proposal

In Class:

- Intro to group presentation assignment
- Workshop group proposal

R 4/18**Before Class:**

- Review *OER Textbook* Chp. 12: “Writing Proposals”
- Work on draft of proposal

In Class:

- Self and peer evaluation of proposal (due Sunday at 11:59 pm)
- **Final draft: Group proposal** (due Sunday at 11:59 pm)

WEEK 14 (APRIL 22-26): INTRO TO GROUP PRESENTATION

T 4/23

Before Class:

- Read *OER Textbook* Chp. 13: “Oral and Visual Presentations”

In Class:

- Possible reading quiz
- Visual rhetorical lecture
- Workshop group presentations
- Workshop pre-group presentation (due Wednesday at 11:59 pm)

R 4/25

LAST DAY OF CLASS

Before Class:

- Review *OER Textbook* Chp. 13: “Oral and Visual Presentations”

In Class:

- Receive end-of-semester instructions
- Workshop group presentation

WEEKS 15/16 (APRIL 29-MAY 8): GROUP PRESENTATION PREP AND COURSE CONCLUSION

FINAL DUE DATES:

- **Final draft: Group presentation (due Sunday 5/5 at 11:59 pm)**
- Self and peer evaluation of presentation (due Sunday 5/5 at 11:59 pm)
- Course reflection (due Wednesday 5/8 at 11:59 pm)
- Optional extra credit (due Wednesday 5/8 at 11:59 pm)



End-of-Term Schedule: Friday (4/26) is the last day of classes. The final exam period extends from Tuesday (4/30) to the following Wednesday (5/8).

Final Exam: There will not be a final exam in this course. Your presentation will be in lieu of a final exam.

Final Grades: grades for graduating seniors will be posted in PantherTracks by 5/9 (graduation is Saturday, 5/11). Final grades for all other students will be posted in PantherTracks by Tuesday, 5/14.

Academic Calendar

Jan. 16	First Class Day
Jan. 16	Tuition & Fees Payment Due Date
Jan. 16	Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
Jan. 16-23	Late Registration Fee Begins (\$50.00)
Jan. 16-24	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	Financial Aid Refunds Begin
Jan. 31	12th Class Day (Census Date)
Jan. 31	Final Day to Drop/Withdraw from Course(s) without Academic Record (Financial Record Will Still Exist)
Feb. 1	Withdrawal from Courses with Academic Record ("w") Begins
Feb. 6	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Feb. 12	20 th Class Day
March 7-9	Mid-Semester Examination Period
March 11-16	Spring Break
March 13	Mid-Semester Grades Due
March 20	Founders Day/Honors Convocation
March 26	Final Date to Apply for Spring 2024 Graduation (ceremony participation)
March 27	Application for Graduation-Degree Conferral only for Spring 2024 Graduation begins (no ceremony participation or name listed in the program)
March 29	Spring holiday. No classes. (Good Friday).
April 2	Priority Registration for continuing students for Fall 2024 semester (including mini-mester and summer)
April 6	Registration for other continuing students (by classification order) for Fall 2024 semester (including mini-mester and summer)
April 12	Final Day to Apply for Degree Conferral only for Spring 2024 Graduation (No ceremony participation or name listed in the program)
April 26	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2024
April 26	Final Day to Withdraw from Course(s) with Academic Record ("W")
April 26	Last Class Day for 16-week session
April 29	Study day. No classes.
April 30-May 8	Final Exams
May 9	Final Grades Due for Graduation Candidates (12:00 p.m.)
May 11	Commencement
May 14	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. Website: <https://www.pvamu.edu/library/>; 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: pv tutoring@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; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

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](#)

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

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; 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 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

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/>

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.

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 <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

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.