



SYLLABUS

ENGL 3304 Professional Writing for Electronic Media *Spring 2024*

Instructor:	Christanna “Christa” Eshleman, MA, Lecturer II
Section & CRN #:	Z01 24269
Office Location:	Hilliard #215
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Email Address:	cheshleman@pvamu.edu
Office Hours:	Face-to-Face: Tuesdays/Thursdays @ 11 to 12 & 2 to 3 Virtual office hours: 10 to 12 by appointment (Zoom codes on eCourses)
Mode of Instruction:	Online, asynchronous
Course Location:	Online, eCourses
Days & Times:	N/a
Catalog Description:	Application of principles of effective professional writing to the planning, production, and evaluation of electronic media, emphasizing writing that employs new forms of electronic communication such as electronic mail, web pages, and other dynamic interactive modes.
Prerequisites:	ENGL 1302/1133 or ENGL 2311/1143
Co-requisites:	None
Required Texts:	<i>Writing for the Web: Creating Compelling Web Content Using Words, Pictures, and Sound</i> by Lynda Felder, 1 st edition. ISBN-13: 978-0321794437 All other assignments and readings are online and linked through eCourses.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Perform critical evaluations of a variety of electronic media	3	Critical Thinking
2	Construct clear, career-related Web 2.0 materials including presentations, forms, microblogs, blogs, and portfolios	1	Communication
3	Tailor writing to specific audiences and purposes	1	Communication
4	Connect classroom knowledge to career praxis, particularly in teaching	6	Social Responsibility
5	Create a professional, ethical online identity		Personal Responsibility
6	Write with coherence and logical organization	5	Communication
7	Write in clean, standard English	5	Communication

Major Course Requirements

Method of Determining Final Course Grade:

Instrument	Value
Exercises: Quizzes, forums, practice work & participation	15%
SEO unit	5%
X (formerly Twitter) unit	10%
Google unit	15%
Instagram unit	10%
Blog unit	20%
LinkedIn unit	10%
YouTube/TikTok unit	15%
Total:	100%

Grading Criteria & Conversions:

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

Holistic Grade Conversions:

A+ = 98-100, A = 95, A- = 92
 B+ = 88, B = 85, B- = 82
 C+ = 78, C = 75, C- = 72
 D+ = 68, D = 65, D- = 62
 F+ = 58, F = 55, F- = 52 – 0

Completion Grades = Check+ = 100, Check = 75, Check-- = 50

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.

Detailed Description of Major Assignments:

Assignment Title	Description
1) Exercises	Exercises designed to reinforce writing in clean, standard English and understanding of web considerations. This category also includes discussion forums and participation.
2) SEO	Critical thinking analysis of how SEO works
3) X/Twitter	Account with your real name and posts related to your future career, plus short critical analyses of the professionalism of other social media accounts
4) Google	Professional and career-related sites, forms, and presentations
5) Instagram	Posts related to career goals, aimed at clients or students
6) Blog	Well-written, 150-200 word posts including labeled-for-reuse images and links
7) LinkedIn	Polished LinkedIn account with creative and professional profile statement
8) YouTube/TikTok	Scripted, professional video content

Note: There will not be a midterm or final exam in this course.

Course Procedures & Instructor Policies

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

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. 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 templates for formatting examples is fine, but taking the words from that example is not fine. This includes written resumes and LinkedIn resumes. 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. Turnitin.com instructions will be explained on eCourses prior to our first assignment submission.

*****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.***

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!

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, and it cannot be applied to late/missing 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. 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 the top of our eCourses page.

Academic Misconduct:

All work in this course must be original. Academic misconduct and plagiarism 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.

Attendance:

When I am asked to report attendance for this class, I will look at the last time you logged on to eCourses and submitted an assignment. There is no set number of times you must log on to this course, but obviously weekly attendance is needed to accomplish the weekly/bi-weekly deadline tasks. In the event of illness, death, or other emergency, an excused absence will be granted with proper documentation. See the section below titled "Absence Verification Process" for more info about how to obtain an official excused absence from the university.

More About Assignments:

- Only major grades will be accepted late (without an excused absence granted by the university). Late work will accrue a penalty of 5% off for every *calendar* day it is late, up to five days beyond the deadline.
- All other work, such as practice exercises and discussion forums, will not be accepted late without documentation of an excused absence, granted by the university. See the university policy section below titled “Absence Verification Process” for more info about how to obtain an official excused absence.
- Assignments uploaded even one minute late will be considered late. The deadline is firm. That means you shouldn’t wait until the last minute to upload because you never know if your computer may freeze, etc.
- If, in the rare event, that eCourses/Internet goes down, it is okay to email me your work, but it must be emailed before the due date deadline. Also, please take a screen shot of the error message you receive for proof of the problem and send that with the email. The screen shot needs to visibly show the date/time that would appear on your computer screen.
- My computer can’t read types such as Pages or Notes. Do not submit PDFs either (unless specifically instructed to do so). Submit only Word documents. If you don’t have Word on your computer, sign up for a free Google docs account. Failure to submit appropriate documents will result in a late assignment.
- Unless otherwise noted, all work must be typed. Photos/scans of handwritten work will not be accepted.
- To minimize uploading accidents, double check that you uploaded the correct file after every upload.
- 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.
- Broken computers, no Wifi, etc. are not sufficient reasons for late work. If your computer breaks, use a computer at a nearby public library. If your Wifi goes down, go to a nearby Starbucks or Panera. Be industrious and find solutions to the problems that life throws at all of us. Students are encouraged not to procrastinate so as to avoid last minute computer emergencies.
- Plagiarism is not tolerated and will result in a zero for assignments largely copied or, in the case of partial plagiarism, a reduction of points based on the percentage that was copied.
- You are encouraged to keep your work throughout the semester. Also, save copies of work on your computer that you have submitted and which has not yet been graded as a back-up just in case.
- I encourage you to work ahead when you have extra time. After the first few weeks of the semester, I’ll start posting future work so you can do that if you want.
- The key to doing well in this course is: 1) do all the assignments with quality, 2) do them on time, and 3) proofread. Because this is a 3000-level writing course, grammar counts on every assignment you do.
- Most assignments have detailed rubrics that explain how you earn points. Look at those rubrics BEFORE you submit your work and think of them as a checklist to help you complete all components of an assignment. I have also recorded video lectures that show examples of assignments. Examine them before you start.

Grades:

Grades are maintained in the eCourses gradebook and updated as regularly as possible.

Time Management:

Students who do well in online courses are students who are self-disciplined. It is easy to procrastinate and get behind in these types of courses. The best plan is to set aside time each day to work a little on the coursework. If you were taking this class face-to-face, you'd spend three hours in the classroom each week, plus a few hours outside of class on homework. As a general rule of thumb, you should set aside that much time (four to five hours) each week to keep up with your work.

Contacting the Instructor:

I am happy to assist you via email when you have questions. While an online class 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.

Semester Calendar

WEEK 1 (JAN. 15-19): COURSE INTRODUCTION	
READ: <ul style="list-style-type: none"> ▪ Syllabus & Introductory Video (eCourses) ▪ “Why Grammar Matters” ▪ “The Digital You Matters” ▪ Posted articles about developing a professional online persona and demonstrating netiquette in e-writing such as emails 	WHAT TO DO (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Syllabus quiz ▪ Intro discussion board ▪ Enroll in Remind ▪ Create professional profile picture ▪ Professional email of introduction to your professor
WEEK 2 (JAN. 22-26): PROFESSIONAL GRAMMAR	
READ: <ul style="list-style-type: none"> ▪ Grammar refresher articles ▪ Chp. 8 “Writing with Style and Good Grammar” from <i>Writing for the Web</i> by Lynda Felder 	WHAT TO DO (by Sunday at 11:59pm): <ul style="list-style-type: none"> • Reading quizzes • Grammar exercises • Grammar discussion forum
WEEK 3 (JAN. 29-FEB. 2): GRAMMAR CONT., WEB CONSIDERATIONS & PROFESSIONALISM	
READ: <ul style="list-style-type: none"> ▪ Chp. 2 “Best Practices for Writing for the Web” from <i>Writing for the Web</i> by Lynda Felder ▪ Chp. 7 “Writing Succinctly” from <i>Writing for the Web</i> by Lynda Felder ▪ Confusing and misused words 	WHAT TO DO (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Reading quizzes ▪ Grammar and editing exercises
WEEK 4 (FEB. 5-9): ETHICALLY CURATING WORDS & IMAGES FOR THE WEB & LINKEDIN	
READ: <ul style="list-style-type: none"> ▪ Chp. 3 “Working with Images” from <i>Writing for the Web</i> by Lynda Felder ▪ Posted articles regarding plagiarism, copyright, fair use, and attribution ▪ Posted articles about writing for LinkedIn 	WHAT TO DO: (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Reading quizzes ▪ Working with images exercise ▪ LinkedIn account creation and written profile

WEEK 5 (FEB. 12-16): BLOG UNIT	
READ: <ul style="list-style-type: none"> ▪ Blog assignment requirements ▪ Chp. 1 “All You Really Need to Know” from <i>Writing for the Web</i> by Lynda Felder ▪ Chp. 6 “Writing Nonlinear, Interactive Stories” from <i>Writing for the Web</i> by Lynda Felder ▪ Chp. 12 “Writing Blogs” from <i>Writing for the Web</i> by Lynda Felder ▪ Posted articles about headline writing, bio writing, and understanding audience 	WHAT TO DO (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Reading quizzes ▪ Audience profile ▪ Professional bio ▪ Headline writing exercise
WEEK 6 (FEB. 19-23): BLOG UNIT	
READ: <ul style="list-style-type: none"> ▪ Blogs for critique (posted and selected) ▪ Posted articles about blog writing 	WHAT TO DO (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Reading quiz ▪ Blog critique
WEEK 7 (FEB. 26-MARCH 1): BLOG UNIT	
READ: <ul style="list-style-type: none"> ▪ Blog assignment requirements ▪ Posted blog examples & related how-to articles 	WHAT TO DO (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Submit original blog
WEEK 8 (MARCH 4-8): WRITING FOR INSTAGRAM	
READ: <ul style="list-style-type: none"> ▪ Instagram assignment requirements ▪ Posted Instagram examples & related articles 	WHAT TO DO: (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Reading quiz ▪ Instagram assignment ▪ Instagram account critique ▪ Note: no midterm exam
MARCH 11-15 SPRING BREAK	
WEEK 9 (MARCH 18-22) SEO UNIT	
READ: <ul style="list-style-type: none"> ▪ SEO assignment requirements ▪ Posted articles about SEO 	WHAT TO DO: (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Submit SEO assignment

WEEK 10 (MARCH 25-29) GOOGLE UNIT		SPRING HOLIDAY
READ: <ul style="list-style-type: none"> ▪ Google site assignment requirements ▪ Chp. 11 "Writing Instructions" from <i>Writing for the Web</i> by Lynda Felder ▪ Posted Google site examples & related how-to articles 	WHAT TO DO (by Monday at 11:59pm): <ul style="list-style-type: none"> ▪ Begin Google project ▪ Reading quizzes 	
WEEK 11 (APRIL 1-5): GOOGLE UNIT		
READ: <ul style="list-style-type: none"> ▪ Google site assignment requirements ▪ Posted Google site examples & related how-to articles 	WHAT TO DO: (by Sunday at 11:59pm): <ul style="list-style-type: none"> • Submit a Google site 	
WEEK 12 (APRIL 8-12): X/TWITTER UNIT		
READ: <ul style="list-style-type: none"> ▪ Twitter assignment requirements ▪ Posted Twitter examples & related articles 	WHAT TO DO by (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Reading quizzes ▪ Twitter account critique ▪ Submit professional Twitter account project 	
WEEK 13 (APRIL 15-19): YOUTUBE/TIKTOK UNIT		
READ: <ul style="list-style-type: none"> ▪ Video script assignment requirements ▪ Posted script examples & related articles 	WHAT TO DO (by Sunday at 11:59pm): <ul style="list-style-type: none"> • Begin video script assignment 	
WEEK 14 (APRIL 22-26): YOUTUBE/TIKTOK UNIT		
READ: <ul style="list-style-type: none"> ▪ Video script assignment requirements ▪ Posted script examples & related articles 	WHAT TO DO (by Sunday at 11:59pm): <ul style="list-style-type: none"> ▪ Work on video script assignment 	

WEEK 15/16 (APRIL 29-MAY 8): YOUTUBE/TIKTOK UNIT & COURSE CONCLUSION	
READ: <ul style="list-style-type: none"> ▪ Video script assignment requirements ▪ Posted script examples & related articles 	WHAT TO DO: (by Tuesday 4/30 at 11:59pm): <ul style="list-style-type: none"> ▪ Submit video assignment ▪ Course Reflection
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.	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.

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: pvtutoring@pvamu.edu; [University Tutoring Website](#)

Writing Center

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

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.)