



## JJUS 7363 Comparative Juvenile Justice Systems: Cross-Cultural Perspectives Spring 2024

<b>Instructor:</b>	Nabil Ouassini PhD
<b>Section # and CRN:</b>	P01 CRN 24546
<b>Office Location:</b>	Don Clark Building 326
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<b>Office Hours:</b>	Online: TR 12:30-2:00pm or by appointment.
<b>Mode of Instruction:</b>	Face to face.
<b>Course Location:</b>	Don Clark Room 349
<b>Class Days &amp; Times:</b>	Thursday 2-4:50pm.
<b>Catalog Description:</b>	The course presents a comparative perspective of juvenile justice systems in different countries, with special emphasis on legal traditions and processing of juveniles by police, courts, and correctional system.
<b>Prerequisites:</b>	Admission to doctoral program.
<b>Co-requisites:</b>	N/A
<b>Required Text(s):</b>	Arnall, E., & Fox, D. (Eds.). (2016). <i>Cultural perspectives on youth justice: connecting theory, policy and international practice</i> . Springer. Decker, S. H., & Marteache, N. (Eds.). (2017). <i>International handbook of juvenile justice</i> . Springer. Winterdyk, J. A. (Ed.). (2014). <i>Juvenile justice: International perspectives, models and trends</i> . CRC Press. Zimring, F. E., Langer, M., & Tanenhaus, D. S. (Eds.). (2017). <i>Juvenile justice in global perspective</i> (Vol. 1). NYU Press.

### Student Learning Outcomes:

**Upon successful completion of this course, students will be able to:**

1. Be able to define various concepts and their application to juvenile justice.
2. Be able to identify various stages of the juvenile justice system in different countries.
3. Be able to apply the knowledge learned in practice.
4. Practice professional standards of the discipline.
5. Write and produce a scholarly research paper.

### Major Course Requirements

This course will utilize attendance, readings, response papers, presentations, and a final paper to determine student grades and proficiency of the learning outcomes for the course.

**Method of Determining Final Course Grade**

<b>Course Grade Requirement</b>	<b>Value</b>	<b>Total</b>
<b>1.</b> Attendance	10	10%
<b>2.</b> Assignments	30	30%
<b>3.</b> Final Presentation	20	20%
<b>4.</b> Final Paper	40	40%
<b>Total:</b>	<b>100</b>	<b>100%</b>

**Grading Criteria and Conversion:**

- A = 100 – 90pts;
- B = 89 – 80pts;
- C = 79 – 70pts;
- D = 69 – 60pts;
- F = 59 pts or below

**Detailed Description of Major Assignments:**

<b>Assignment Title or Grade Requirement</b>	<b>Description</b>
<b>1.</b> Attendance/Participation	Attendance and participation in class will count daily.
<b>2.</b> Readings	Students are expected to read all required materials as assigned by the instructor before the start of class each session.
<b>3.</b> Assignments	Throughout the semester, students will be required to take notes and present on the readings assigned.
<b>4.</b> Final Presentation	Each student will present their final paper to the class in a twenty-minute oral presentation. Presentations should have some visual supplement. The instructor will provide more details on these presentations.
<b>5.</b> Final Paper	Each student must complete a 15 page on a juvenile justice system not covered in the readings. The paper will follow all rules for citation, APA format, and writing. We will work on the paper throughout the semester for potential publication.

## **Course Procedures or Additional Instructor Policies**

### **Taskstream**

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

### **Attendance Policy:**

Class attendance requirements will be followed in accordance with the Prairie View A&M University Attendance Policy Statement <http://www.pvamu.edu/registrar/general-registration-information/class-attendance-policy/>. Students are expected to attend each class session and participate in class discussions and other class activities. Attendance will be taken daily for university records. Sign-in sheets will be distributed during class, and you are required to sign your name acknowledging your presence. Signing in for someone else will be considered academic dishonesty and will be subject to penalty.

### **Absences on Religious Holy Days**

In accordance with Texas Education Code, Section 61.003, subdivision (7), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of that notice has been acknowledged by the instructor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20."

### **Make-Up Work/Exam Policy:**

The lowest regular exam grade will be dropped (this does not include the final exam). Consequently, there will be no make-up exams offered. If a regular exam is missed it will be the exam dropped. Furthermore, students may have one opportunity to make up missed work, but this one-time opportunity requires an acceptable documented excuse, and the work must be made up within a week of when it was originally due or the date on the accepted documented excuse. Please be advised that the course instructor will determine what an acceptable and documented excuse is.

### **Department Policy on Mobile Devices and Technology:**

It is imperative that instructors are afforded reasonable authority to manage the classroom learning environment. An important component of the classroom environment is control of topic and pedagogical method. Empirical data shows that student use of mobile devices and other forms of technology that are not

approved by the instructor for the educational endeavor of interest serve as distractors to student attention. When students attempt to divide their time between paying attention to the classroom topic and/or pedagogical method used by the instructor and the use of a mobile device, the student may miss important course content or details. Certain use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course.

The instructor of record may and is encouraged to further elaborate his or her own course specific mobile device policies in writing in the course syllabus. It is the policy of the Department of Justice Studies that during closed book examinations no mobile device or other form of technology be placed in the student's work area, visible to the student. Consequently, cell phone use during exams in this class is strictly prohibited. Having any electronic device on and visible during a closed book examination will lead to an assumption of cheating and an "F" for the test. However, if there is an urgent need to use a cell phone during any class period not scheduled for testing, you are advised to do so outside (and not inside) the class to limit distractions.

**Dr. Ouassini's Mobile Device, Laptop and Tablet Policy:**

Student use of electronic devices that perform the function of a telephone, sends a text message, or any other form of communication during class-time is prohibited (unless otherwise stated by the professor) and may result in removal from the classroom. All device sound alerts should be turned off, put in airplane mode, or put on silence (including the vibrate function). Leaving the classroom to accept a call may result in an absence. Arrangements for handling potential emergency situations may be granted at the professor's discretion before class starts. Failure to comply with the professor's policy could result in removal from the classroom.

Any use of a telephone or text messenger or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty.

**Department of Justice Studies Official Statement on Student Plagiarism and Submission of the Work of Others:**

It has come to the attention of the faculty of the Justice Studies Department that students are utilizing websites such as [www.essayshark.com](http://www.essayshark.com) to obtain written work to fulfill course requirements; some students in the program also submit plagiarized work. That is, some students use whole passages or ideas from sources without giving proper credit through citation. Please be advised that such conduct is a gross violation of academic standards and expectations of the faculty in the Department of Justice Studies and in the College of Juvenile Justice & Psychology. It is also a clear breach of university policy as it pertains to academic integrity. If it is discovered that a student has used such a website to submit work as his or her own, we will follow university guidelines and the student might be dismissed from the program. Official documentation will be submitted to initiate university proceedings against the student.

Another serious iteration of plagiarism is when submitted work by students contains little to no original ideas or thoughts of the student, but, instead, the submitted work is nothing more than retyped statements from other academic or Internet sources. Faculty have developed detailed course standards to prevent and detect such conduct. The faculty has been asked to enhance enforcement of plagiarism policies.

A final common issue that faculty noticed concerns the double submission of work. Be advised that academic work that is submitted for a grade in one course may not be submitted for a grade for another course. Each course a student completes toward fulfilling the degree's program requirements should be considered distinct with independent requirements and assignments. The faculty will monitor this and will not accept work for their course that was previously submitted for a different course.

The university subscribes to Turnitin, an internet based academic dishonesty detection service. Student work will be submitted using this tool.

Information on the university policy on academic dishonesty may be found in the catalog:  
<http://catalog.pvamu.edu/generalacademicinformation/undergraduate/#academicdishonestytext>

If you have questions or concerns, please feel free to contact our Department Head (936-261-5262 or 936-261-5234).

## Semester Calendar

**1/18/24**

**Week One:** Review of the syllabus; Introduction to the course and requirements. Juvenile Justice in Global Pers.

**1/25/24**

**Week Two:** Juvenile Justice Systems in North America

United States & Canada:

*Juvenile justice: International perspectives, models and trends.*

*Cultural perspectives on youth justice: connecting theory, policy and international practice.*

*International handbook of juvenile justice.*

**2/1/24**

**Week Three:** Juvenile Justice Systems in Latin America

Latin America: *Juvenile justice in global perspective*

Brazil: *Juvenile justice: International perspectives, models and trends*

Brazil & Mexico: *International handbook of juvenile justice*

El Salvador: [https://www.oecd.org/countries/elsalvador/Youth-Well-being-Policy-Review-of-El-](https://www.oecd.org/countries/elsalvador/Youth-Well-being-Policy-Review-of-El-Salvador-Assessment-and-Recommendations.pdf)

[Salvador-Assessment-and-Recommendations.pdf](https://www.oecd.org/countries/elsalvador/Youth-Well-being-Policy-Review-of-El-Salvador-Assessment-and-Recommendations.pdf)

**2/8/24**

**Week Four:** Juvenile Justice Systems in Asia

China & Japan: *Juvenile justice: International perspectives, models and trends.*

China, Hong Kong, & Japan: *Juvenile justice systems: International perspectives.*

China & Japan: *International handbook of juvenile justice.*

**2/15/24**

**Week Five:** Juvenile Justice Systems in Asia

South Korea & India: *Juvenile justice systems: International perspectives.*

Philippines & India: *Cultural perspectives on youth justice: connecting theory, policy and international practice.*

India: *International handbook of juvenile justice.*

South Korea vs Japan: *Juvenile justice in global perspective.*

**2/22/24**

**Week Six:** Juvenile Justice Systems in Africa

Namibia & South Africa: *Juvenile justice: International perspectives, models and trends.*

Namibia & South Africa: *Juvenile justice systems: International perspectives*

Ghana, Kenya, & Uganda: *International handbook of juvenile justice*

Gambia: Problems and Solutions

**2/29/24**

**Week Seven:** Juvenile Justice Systems in the Middle East

Muslim Majority States: *Juvenile justice in global perspective*

Iran: *Juvenile justice: International perspectives, models and trends.*

Palestine & Turkey: *International handbook of juvenile justice.*

Jordan: [http://www.nchr.org.jo/Admin\\_Site/Files/PDF/f548f5e8-a245-4abd-91ac-c9fe68aa1bf1.pdf](http://www.nchr.org.jo/Admin_Site/Files/PDF/f548f5e8-a245-4abd-91ac-c9fe68aa1bf1.pdf)

**3/7/24**

**Week Eight:** Juvenile Justice Systems in Europe

Austria, Netherlands, & Slovakia: *Juvenile justice: International perspectives, models and trends.*

Austria, Belgium, Germany, Hungary, Italy, Netherlands, & Russia: *Juvenile justice systems: International perspectives.*

Austria, Belgium, Denmark, Germany, Poland, & Slovenia: *International handbook of J.J.*

Croatia: *Cultural perspectives on youth justice.*

**Spring Break: 3/11 - 3/17.**

**3/21/24**

**Week Nine:** Juvenile Justice Systems in Europe

Scotland & England and Wales: *Juvenile justice: International perspectives, models and trends.*

Scotland & England and Wales: *Juvenile justice systems: International perspectives.*

England and Wales: *International handbook of juvenile justice.*

Scotland, & Ireland: *International handbook of juvenile justice.*

Spain, Sweden, & Switzerland: *International handbook of juvenile justice.*

England and Wales: *Cultural perspectives on youth justice: connecting theory, policy and international practice.*

**3/28/24**

**Week Ten:** Juvenile Justice Systems in Oceania

Australia: *Juvenile justice: International perspectives, models and trends.*

Australia: *Restorative Justice Conferencing: Not a Panacea for the Overrepresentation of Australia's Indigenous Youth in the Criminal Justice System.*

Australia: *Sentencing and treatment of juvenile sex offenders in Australia.*

<https://apo.org.au/sites/default/files/resource-files/2018-07/apo-nid181451.pdf>

New Zealand: *The Views of the Public on Youth Offenders and the New Zealand Criminal Justice System.*

Maori & Samoan: *Exploring Māori and Samoan youth justice.*

<http://cayr.info/wp-content/uploads/2018/10/Suaalii-Sauni-JAYSv2n5.pdf>

**4/4/24**

**Week Eleven:** International Issues: Street Children and Sex Tourism

State of the World's Street Children: <https://archive.crin.org/en/docs/street.pdf>

Sex Tourism: <http://eprints.bournemouth.ac.uk/30603/3/Final-Sex-Trafficking-Sex-Tourism-in-Globalised%20World-19.3.18.pdf>

<https://link.springer.com/article/10.1186/s12889-017-4270-3>

[http://www.scielo.org.za/scielo.php?script=sci\\_arttext&pid=S0037-80542017000300008](http://www.scielo.org.za/scielo.php?script=sci_arttext&pid=S0037-80542017000300008)

**4/11/24**

**Week Twelve:** International Issues: Juveniles in Conflict Zones and Child Soldiers

Child Soldiers: *Armed conflict and the increasing use of child soldiers.*

Children in Terrorist Orgs: *Children associated with terrorist groups in the context of the legal framework for child soldiers.*

Children in War Zones: *Mental health of children living in war zones.*

Children in War Zones: *Developmental and social-ecological perspectives on children, political violence, and armed conflict.*

**4/18/24**

**Week Thirteen:** Presentations

**4/25/24**

**Week Fourteen:** Final Papers

## **Student Support and Success**

### **John B. Coleman Library**

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

Phone: 936-261-1500; Website: [J. B. Coleman Library](#).

### **Academic Advising Services**

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor's location by academic major at the [Academic 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 is offered face-to-face in the [UTC, in virtual face-to-face sessions](#), and through [online sessions at PVPlace](#). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); Website: [University Tutoring Center](#).

### **The Writing Center**

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

### **Academic Early Alert**

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students designed to support student success by promptly identifying issues and allowing intervention. Academic Early Alert helps students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize they have a problem negatively affecting their academic performance or ability to continue school may self-refer to an Academic Early Alert. To do so, students will log in to PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: [Academic 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 helps students 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, 2<sup>nd</sup> floor; Phone: 936-261-3564; Website: [Student Counseling Services](#).

### **Office of Testing Services**

Testing Services create opportunities by offering exams that aid in the students' academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [Testing Services](#).

### **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 reasonable accommodation for their disabilities. If you believe you have a disability requiring 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 accommodation. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hardware and software, adapted furniture, proctoring of 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: [Disability Services](#).

### **Center for Instructional Innovation and Technology Services (CIITS)**

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

### **Veteran Affairs**

Veteran Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: [Veteran Affairs](#).

### **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: [Office for Student Engagement](#).

### **Career Services**

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



## University Rules and Procedures

### Academic Misconduct (See Student Planner)

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see *University Administrative Guidelines on Academic Integrity*). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, 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 or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

### 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. **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.
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.
5. **Fabrication of Information/Forgery:** Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

### Nonacademic Misconduct (See Student Planner)

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, or (2) the ability of students to benefit from the instructional program, or (3) the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Office for Student Conduct 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](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual

harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance, or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at the [Title IX Webpage](#) including confidential resources available on campus.

### **Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at this [webpage](#).

### **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 936-261-1744 or 1792.

### **Class Attendance Policy (See Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports 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 internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

### **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests 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 Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this [webpage](#).

### ***Technical Considerations***

#### **Minimum Recommended Hardware and Software:**

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

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

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

**Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving emails
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

***Netiquette (online etiquette)***

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions 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 session. Before class session begins, test audio, video and lighting to alleviate technology issues.

**Technical Support**

Students should go to the [Password Reset Tool](#) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email [ciits@pvamu.edu](mailto: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 take place in a seminar fashion. This will be accomplished by using the discussion board. The exact use of discussion will be determined by the instructor.

**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 using 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 [www.timelycare.com/pvamu](http://www.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.