



SYLLABUS

JJUS 7395-P01 Advanced Research Methods II Spring 2024

Instructor: Ling Wu, Ph.D.
Section # and CRN: P01 - 25264
Office Location: Don Clark Bldg. Rm 325
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Email Address: liwu@pvamu.edu
Office Hours: Tuesday 8:00 am – 9:30 am
Thursday 8:00 am – 12:30 pm

Mode of Instruction: Face to Face
Course Location: Don Clark Bldg. Rm 332
Class Days & Times: 01/16-04/26 T 9:30 am-12:20 pm

1. Course Information

1.1. Catalog Description: Examines research design problems in juvenile justice at an advanced level; use of sophisticated classical research designs and data-gathering techniques; analysis of problems related to sampling theory and procedures; application of mathematical models to problems in research design and analysis; use of techniques permitting causal inference.

1.2. Prerequisites: Admission to the doctoral program as well as JJUS 7394 and JJUS 7396.

1.3. Required Text:

DeVellis, R. F. (2012) Scale development: Theory and applications (3rd Ed.). Thousand Oaks, CA: Sage Publications. ISBN 10: 1412980445.

Shadish, W. R., Cook, T. D., & Campbell, D. T. (2002). Experimental and quasiexperimental designs for generalized causal inference. Belmont, CA: Wadsworth. ISBN 10: 0395615569.

Singleton, R. A., & Straits, B. C. (2010). Approaches to social research (5th Ed.). New York, NY: Oxford University Press. ISBN 10: 0195372980.

2. Course Learning Objectives

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Understand the fundamental concepts of social science research methods, including sampling, research designs, reliability and validity as well measurement.	3	NA
2	Utilize real world and applied tasks to better understand various aspects of research methods	3	NA
3	Evaluate prior studies for their methodological rigor to gain insight into strengths and weaknesses.	3	NA

3. Major Course Requirements

3.1. Method of Determining Final Course Grade:

Item	Course Grade Requirement	Value (%)	Total (Pts)
1)	Class Participation	10%	10
2)	Essey Questions	25%	25
3)	Research Proposal	35%	35
3)	Research Project Manuscript	30%	30
Total:		100%	100

3.2. Grades and Grading System:

Grade	Meaning	Percentage Range	Grade Value
A	Excellent	90-100	4
B	Good	80-89	3
C	Satisfactory	70-79	2
D	Passing	60-69	1
F	Failing	0-59	0
FN	Failing (Non-attendance)	0-59	0

- Your final course grade will NOT be rounded up to the next grade letter level. For example, your official grade letter will be B if your final points earned fall anywhere between 89 and 90.
- Until all assessments for this course are submitted, please be aware that the "total" column in the Canvas Gradebook-whether indicating points, percentage, or grade letter-may not accurately reflect your final grade (e.g., points and grade letter discrepancies). Refrain from deciding against submitting particular assignments or planning to only partially complete an assignment based solely on the interim gradebook's total points, percentage, or grade letter, as these are subject to finalization.

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

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

3.3. Detailed Description of Major Assignments:

Class Participation
<ul style="list-style-type: none"> Your class participation, constituting 10 points (10% of your final grade), is determined by actively engaging in various in-class activities and discussion throughout the semester. Class participation is crucial to the learning environment, especially for research methods since the information can be extremely confusing and require clarification. Your participation grade depends on weekly preparedness, asking meaningful questions related to the subject, and responding to class queries. There are no chances for late submissions or makeups for any class participation activities.
Essay Questions
<ul style="list-style-type: none"> There are a total of five essay questions, each carrying 5 points and contributing to a total of 25 points. The Research Methods questions form part of the Comprehensive Examinations. Throughout the semester, I'll simulate the Comprehensive Exam experience by presenting essay questions for you to address in writing. This aims to prepare you for the question types and testing conditions you'll encounter in the actual Comprehensive Exam. Students are prohibited from submitting previous work for this class.
Research Proposal
<ul style="list-style-type: none"> Students will participate in research activities that allow them to apply the concepts they are learning. This will involve creating a research project on a specific topic, which is divided into three parts: Research Proposal 1, Research Proposal 2, and Research Proposal 3. Research Proposals 2 and 3 entail expanding on the research question proposed in Research Proposal 1. Detailed instructions, rubrics, and writing templates will be provided on Canvas. Research Proposal 1 (worth 13 points or 13% of the final grade) consists of five modules of writing: title, social significance & research purpose, research question & hypothesis, literature review, and ethics. Research Proposal 2 (11 points or 11% of the final grade) consists of two modules of writing: conceptualization & operationalization and sampling. Research Proposal 3 (11 points or 11% of the final grade) consists of seven modules of writing: causality, unit of analysis, research design, limitations, secondary data, implications, and future studies. Students are prohibited from submitting previous work for this class.
Research Project Manuscript
<ul style="list-style-type: none"> The Research Project Manuscript holds a value of 30 points.

- Throughout the semester, students will engage in a genuine research project. The objective is twofold: 1) understanding the process of a real research project, and 2) creating a publishable manuscript based on the analysis of quantitative data. To fulfill this task, students must draft sections including an abstract, literature review, methods, data, and results. Additionally, they should plan to prepare an Institutional Review Board (IRB) document for approval if necessary.
- Students are prohibited from submitting previous work for this class.

4. Instructor Policies

4.1. Excused Absences:

Prairie View A&M University (PVAMU) requires regular class attendance in face-to-face class. Throughout the semester, students are expected to be physically present for the entirety of the instructional time. Attendance will be taken daily and recorded for university records.

PVAMU has policies and procedures for university-approved excuses and designated offices to handle the absence verification process. As the instructor, **I will NOT accept or respond to an individual student's email attempting to justify absences, missed or delayed classroom participations, quizzes, exams, or writing assignments, with or without supporting documentation.** If a student has a valid excuse with appropriate documentation, they should follow the university absence verification process by emailing relevant documentation to studentconduct@pvamu.edu (Student Conduct Office, Address: Anderson Hall RM 308; Phone number: 936-261-3524). Upon verification, an official confirmation email will be provided to share with instructors. **I will ONLY accept official verification emails sent by authorized offices,** such as the Student Conduct Office, Dean of Students, Athletics Department, Office of University Compliance and Title IX, Veterans Services Office, Office of Disability Services, etc. These emails must be received within a reasonable timeframe, acknowledging that the Student Conduct Office may take over a week to process your requests. Without official verification emails, all absences or missed assignments will be considered unexcused, and no accommodation will be provided. Students are ultimately responsible for all instructional content and assignments.

Absences on Religious Holy Days

In accordance with Texas Education Code, Section 51.925, subchapter (Z), 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 the 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."

4.2. Excessive Absenteeism:

- Student attendance will be tracked from the first day of class and will include all class sessions, including dates of exams.
- The accumulation of 6 unexcused absences constitutes excessive absenteeism.

- Excessive absenteeism 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.
- If you have registered for the class late and missed one or two classes in the first week, it is your responsibility to promptly notify the instructor and provide supporting documentation.

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.

4.3. Communication Expectations and Standards:

To communicate with me, the preferred method is using Canvas email. If you choose to email me outside of Canvas, please use your university email address. In the email subject, include your course and section number (JJUS 7395), as well as the relevant assignment and a brief explanation of your inquiry. Students will typically receive an email response from the instructor within **48 hours, Monday to Friday during business hours (8 a.m. - 5 p.m.)**. You can email the instructor at any time but do note that emails outside of business hours will not be seen or answered until the next business day. You can typically expect grades and feedback within one week of the assignment deadline, unless otherwise communicated by the instructor. Any communication concerning your final grade or late submission for students with supporting documents from any university office should be completed by 11:59 pm on 05/09 (Thursday). Emails received after this time may not be seen within the 48-hour response window and will not impact the university grading system.

The instructor won't respond to emails from students justifying absences or missed assignments, requesting opportunities to make up for missed assignments, or inquiring about course instructional content during an absence. However, if the instructor receives an accommodation support letter from the relevant university office, the student will be automatically granted accommodation for any missed assignment.

Check your emails and Canvas announcements regularly, as I will send announcements periodically throughout the semester with important information.

* Note that all online communication should maintain a high level of professionalism. Any emails sent to the instructor may be treated as university records, and the instructor may choose to forward students' emails to the department chair, dean, and university administrators.

4.4. Make-Up Work/Exam Policy:

All assignments must be submitted by the deadline date. **NO MAKE-UP OPTIONS ARE PROVIDED.**

4.5. Submission of Assignments:

Although this is a face-to-face course, participation activities, quizzes, exams, and writing assignments may occur on Canvas. Therefore, it is crucial to have access to the Canvas and Canvas Student app. Students must complete all work independently and adhere closely to the guidelines provided for each assignment to achieve success in the course. All assignments must be submitted via Canvas by the deadlines, unless otherwise communicated by the instructor.

- If a student contacts the instructor claiming that an assignment was submitted via the Canvas portal but is not recorded in the system, resulting in a zero-point score, the student's email will promptly be redirected to the manager of the Center for Instructional Innovation and Technology Services (CIITS) at PVAMU. The purpose is to authenticate the submission activity. The CIITS holds the capability to scrutinize all access and action logs for the student across any timeframe on Canvas.
- Writing assignments must be submitted through Canvas, limited to file uploads in .doc, .docx, or .pdf formats.
- Canvas blocking the submission is NOT considered a valid excuse for failing to submit an assignment, as alternatives such as emailing the assignment as an attachment to the instructor are available. Failure to submit via Canvas or email will result in zero points for the assignment. If any issues arise during the Canvas submission process, students should promptly email the instructor the assignment as an attachment, accompanied by an explanation and a screenshot of the failed submission for evidence.
- Submitting a corrupted file (unopenable or inaccessible) for an assignment through Canvas or email will result in an automatic zero. Deliberately submitting a corrupted file, whether to gain extra time on an assignment or for other purposes, constitutes academic dishonesty. Please thoroughly verify that your submission is a fully functional file. You may see an exclamation point “!” next to the submission (refer to the example below) if the file is corrupt. This indicator alerts you to any issues with the file.
- The university subscribes to **Turnitin**, an internet based academic dishonesty detection service. Student writing assignments will be submitted using this tool.
- It is essential to submit an assignment to the correct assignment portal. Submitting an assignment to the wrong portal (for example, submitting assignment Y to the assignment portal for assignment X) will result in overwriting the previously submitted and graded assignment X. Furthermore, the grade points for assignment Y will be zero if it is not submitted through the correct portal.

Penalty for noncompliance with file restriction (0.5 points)

To ensure a successful submission, students must adhere to the submission type requirements, including the restricted file types allowed for upload. The submission of Research Proposals 1 and 2 is restricted to file uploads in .doc, .docx, or .pdf format via Canvas. Failure to comply with these requirements will result in the rejection of the submission by the Canvas system. If a student fails to comply with the submission file restriction on Canvas and submits their assignment via email instead, they will be penalized with a 0.5-point deduction, regardless of whether the submission is early, on-time, or late.

Early submissions are encouraged and will earn students an extra point for each submission made a day before the deadline. However, if a student fails to submit their assignment via Canvas due to non-compliance with submission type restrictions, they will only receive 0.5 extra points for emailing their assignment as an attachment to the instructor.

4.6. Accessibility Letter issued by the Office of Disability Services (ODS)

The instructor might receive an accessibility letter from the Office of Disability Services (ODS) confirming approved accommodation categories based on a student's identified disability. However, it's the student's responsibility to inform the instructor about having an accessibility letter from ODS and specify the accommodation needs within the categories listed in the accessibility letter (e.g., Extended Time to Complete online, quizzes and in class tests; Extended Class Assignment time). Please refrain from mentioning disability-related information when emailing the instructor, as it is protected under FERPA and considered confidential. Also, when requesting accommodation for specific assignments, make sure to mention that this need is based on the accessibility letter (if applicable). This is mainly for record-keeping purposes, as all accommodation provided to any student via Canvas must be justified and may be subject to scrutiny by the university.

4.7. Emergency Plans

It is highly recommended that each student develops a contingency plan in case of emergency circumstances such as a computer crash, natural disaster, or medical emergency. Here are some suggested measures to consider:

- Save your work and maintain easily accessible backups. It is advisable to save copies of your work to a flash drive or use cloud storage platforms like Dropbox, Google Drive, or Microsoft OneDrive. By having backup copies, you can minimize potential losses in the event of a computer crash.
- Ensure access to a secondary computing source. Plan and identify alternative computers or devices that you can use to complete your assignments in case your primary computing source becomes unavailable. This could involve utilizing campus computer labs, visiting your local library, or relying on a trusted individual to help.
- Establish access to a secondary internet source. It is important to have a plan for accessing the internet to complete and submit your coursework if your primary source becomes inaccessible. Consider options such as utilizing computers in campus labs using your credentials, visiting libraries or coffee shops with internet access, exploring guest access at public schools, or relying on the assistance of someone you trust.

By implementing these measures, you can be better prepared to handle unforeseen circumstances and ensure the continuity of your coursework. Please be aware that a lack of preparedness or encountering technical difficulties with your computer or internet will not be considered acceptable reasons for non-submission or late submission.

4.8. Etiquette and Netiquette (online etiquette):

Students are required to attend all classes and sign in attendance sheets. Active participation is expected during class, which includes engaging in participation activities, asking and answering questions, and completing in-class assessments. Disruptive behavior, leaving class early without permission, chatting with other students, or using electronic devices in a way that indicates inattention can result in reduced attendance/participation points. Respectful behavior towards the instructor and fellow students is mandatory, and disrespectful behavior will not be tolerated. Failure to comply with the instructor's policy may result in expulsion from the class.

Students must participate in all directed discussions and virtual classroom chats and must be respectful and courteous to others in online environments. Avoid using inappropriate language, ALL CAPS, texting abbreviations, and excessive emoticons. Be mindful when using humor or sarcasm in written communications as tone can be difficult to convey. When using Zoom or other video conferencing tools, students should ensure that their background is appropriate and free of clutter or offensive materials. Appropriate dress is required, and students should avoid using high-traffic or noisy areas. Before the class begins, test audio, video, and lighting to prevent technology issues.

4.9. Electronic Device:

The use of electronic devices for communication during class-time is not allowed (unless instructed otherwise by the instructor), and students may be asked to leave the classroom if they violate this rule. Students should turn off any sound alerts on their devices, put them in airplane mode, or set them on silent mode. Taking a call during class may result in an absence, except in cases of emergency arrangements made with the instructor prior to the start of class. Failure to comply with this policy may lead to removal from the classroom.

During a test period, the use of telephones, text messengers, or any device that performs these functions is strictly prohibited. Students must either store such devices securely or keep them out of sight during a test. The visible presence of any such device during a test will result in a grade of zero for that test. Any use of these devices during a test will be considered as cheating and may lead to a charge of academic dishonesty.

PVAMU Spring 2024 – Full Term Calendar

Semester Calendar

** Please note that this schedule is tentative and may change if we need to spend additional time on certain topics or if there are unforeseen circumstances.*

Week One: 01/16 (T)

Topic Description **Course Overview**

Readings:

Assignment(s):

Week Two: 01/23 (T)

Topic Description **Utilization of Theory in Research**

Readings: Singleton & Straights Ch.1, 2, & 4

Assignment(s):

Week Three: 01/30 (T)

Topic Description **Research Questions & Introduction to Measurement**

Readings: Singleton & Straights Ch. 17 & 5

Assignment(s): **Research Proposal 1** due 11:59pm, 01/28 (Sun.)

Week Four: 02/06 (T)

Topic Description **Measurement**

Readings: DeVellis Ch. 1-5

Assignment(s):

Week Five: 02/13 (T)

Topic Description **Measurement**

Readings: DeVellis Ch. 6 & 8

Assignment(s): **Essay Question 1** due 11:59pm, 02/18 (Sun.)

Week Six: 02/20 (T)

Topic Description **Sampling**

Readings: Singleton & Straits Ch. 6

Assignment(s): **Research Proposal 2** due 11:59pm, 02/25 (Sun.)

Week Seven: 02/27 (T)

Topic Description **Causation & Validity**

Readings: Shadish et al. Ch. 1-3; Singleton & Straights Ch.7

Assignment(s): **Essy Question 2** due 11:59pm, 03/03 (Sun.)

Week Eight: 03/05 (T)

Topic Description **Surveys**

Readings: Singleton & Straits Chapter 9

Assignment(s): **Essy Question 3** due 11:59pm, 03/10 (Sun.)

Week Nine: 03/11 (T)

Topic Description **Spring Break (No class)**

Readings: N/A

Assignment(s): N/A

Week Ten: 03/19 (T)

Topic Description **Experimental Designs**

Readings: Shadish et al. Ch. 8-11

Assignment(s):

Week Eleven: 03/26 (T)

Topic Description **Quasi-Experimental Designs**

Readings: Shadish et al. Ch. 4-6

Assignment(s): **Essy Question 4** due 11:59pm, 03/31 (Sun.)

Week Twelve: 04/02 (T)

Topic Description **Qualitative Methods**

Readings: Singleton & Straits Ch. 11

Assignment(s): **Essy Question 5** due 11:59pm, 04/07 (Sun.)

Week Thirteen: 04/09 (T)

Topic Description **Secondary Data Analysis**

Readings:

Assignment(s): **Research Proposal 3** due 11:59pm, 04/14 (Sun.)

Week Fourteen: 04/16 (T)

***Note: No FTF class on 04/16 due to the instructor's business trip.**

Topic Description **Research Project**

Readings:

Assignment(s):

Week Fifteen: 04/23 (T)

Topic Description **Research Project**

Readings:

Assignment(s): **Research Project Manuscript** due 11:59pm, 05/10 (Fri.)

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; [University Tutoring Website](#)

Writing Center

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

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they

have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

Student Counseling Services

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

Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; [Testing Website](#)

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

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

Office for Student Engagement

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

Center for Careers & Professional Development

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

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

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

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

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

Nonacademic Misconduct

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

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at [Title XI Website](#), including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

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

Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops

running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

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

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

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

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

Communication Expectations and Standards

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

Discussion Requirement

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

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course,

you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.