

**MUSC 3261– Applied Voice
SPRING 2024**

Instructor:	Dr. Jolie Rocke
Section # and CRN:	P01 – 24038
Office Location:	Hobart Taylor 1G160
Office Phone:	936-261-3329
Email Address:	jarocke@pvamu.edu
Office Hours:	T 4-5pm, W 10-11am, 1-2pm, R 4-5pm and by appointment
Mode of Instruction:	Face to Face
Course Location:	Hobart Taylor 1G160
Class Days & Times:	Lesson TBD, <i>Voice Studio Thursdays 6-7pm in choir room</i>
Catalog Description:	A student, who has declared voice as a major area of study, receives individual instruction of a one-hour lesson per week and a one-hour weekly studio class. In addition, weekly attendance at seminar is required with 2 or more performances.
Prerequisites:	Successful completion of an audition and acceptance into the university.
Co-requisites:	N/A

Required Text(s): *The Structures of Breathing and Movement* by Barbara Conable
The Voice Book by Kate DeVore and Starr Cookman
Performing in the Zone by Jon Gorrie (*semester 2, 3, 4 and 5*)

You are required to download (www.imslp.org) or purchase sheet music/related materials for this course by the next scheduled lesson. Exceptions will only be given in the case of back orders or out of print materials. Provide your teacher with a legible copy of each selection that includes a translation, IPA and program notes. You will submit two reading commentaries (no longer than one-page in length) based on the assigned reading as part of your grade for this course.

Recommended Text(s): *The Diagnosis & Correction of Vocal Faults* by James C. McKinney

**Please note that the instructor reserves the right to revise the syllabus and semester calendar with one-week notice.*

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Demonstrate proper stage etiquette through seminar performances.	[NASM 1b]	[Core Curriculum 1]
2	Demonstrate vocal development through application of the basics of singing (breathing, posture, phonation).	[NASM 1c]	[Core Curriculum 1]
3	Demonstrate the ability to translate and research repertoire.	[NASM 1a]	[Core Curriculum 1]
4	Demonstrate the ability to pronounce Italian with 80% accuracy.	[NASM 1d]	[Core Curriculum 1]
5	Define all terms and symbols that appear in the repertoire.	[NASM 1d]	[Core Curriculum 1]
6	Demonstrate the ability to sing legato phrases.	[NASM 1d]	[Core Curriculum 1]

Major Course Requirements

Method of Determining Final Course Grade

Item	Course Grade Requirement	Value	Total
1)	Readings & Recital Commentary	100 points each	5%
2)	Research, IPA, Translation & Listening or Recital Program, Notes & Translations	100 points each	15%
3)	Repertoire Monologue & Memorization	100 points eachd	15%
4)	Sheet Music Preparation & Submission	2@ 100 points	5%
5)	Lesson Attendance & Participation	15@ 100 points	20%
6)	Studio Class & Seminar-Attendance & Performances	100 points each	20%
8)	Final Exam/ Jury / Recital	1@ 100 points	20%
Total:	100 points		100%

Grading Criteria and Conversion:

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

It is the responsibility of each student to ensure their own registration management. 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. Failing grades can negatively affect financial awards, such as student loans and scholarships.

Detailed Description of Major Assignments:

Assignment Title & Grade Requirement	Description
Reading/Recital Commentaries 5%	Students enrolled in Applied Voice must attend live recitals and performances. You will also read assigned books and/or articles about vocal technique. You will be required to respond to two assigned reading passages and provide feedback on three live voice recitals you attended during the semester. Rubrics will be provided.
Research, IPA, Translation, & Listening Or Recital Program, Notes, and Translations 15%	<p>Historical research, theoretical analysis, IPA transcription, translation/English paraphrase, interpretation, and memorization must be completed regularly as assigned. This study is critical to a well thought out performance. Include the date of publication, period of performance, background of selection – setting within a larger work or the occasion or event that a song/work was written, the life circumstances of the composer, etc. Study recordings of your repertoire. Be prepared to discuss your impressions of the recordings during your lesson. You should keep a list of the artists, recording title and date you listened to each recording. Things you should listen for include – diction, rhythmic and pitch accuracy, tempo, dynamics, vocal line, interpretation, clarity of tone, collaboration with instrumental accompaniment, etc. Rubrics will be provided.</p> <p>For students performing a junior, senior, or elective recital: Submit recital program in performance order with title, work, composer (b-d); program notes for each song; and translations of foreign language songs no later than four weeks prior to the scheduled recital. The hearing will take place two or more weeks prior to the scheduled recital.</p>
Repertoire Memorization 15%	<p>Repertoire of four to 8 selections will be assigned within the first month of the semester. There will be periodic memory tests including monologuing the text and performing the complete song. You are expected to have half of the required number of songs fully prepared for performance by mid-term. All songs must be fully prepared for performance for the final exam and jury. It is recommended that you set a goal to commit one song to memory every two weeks to have your songs completely performance ready. Memorization is only one part of performing a song with integrity.</p> <p>For students performing a junior, senior, or elective recital: Students will not be approved to perform a recital hearing unless all recital repertoire is completely memorized and performance ready.</p>
Sheet Music Preparation & Submission	It is your responsibility to compile a binder or digital file of your sheet music for the semester. Each student is required to provide a single copy

Assignment Title & Grade Requirement	Description
5%	of your music electronically or in a 1” binder for the voice instructor and the accompanist. Provide a legible copy or *.pdf of your music at least 4 weeks prior to your performance, jury, or recital. Discuss with the pianist their required format for the music (airdrop, *.pdf, one or two-sided paper, hole punched, taped, etc.) All music must be obtained following legal copyright laws. Check www.imslp.org for music in the public domain. Please purchase music and have it available within one week of the original assignment date. Exceptions will only be given in the case of back orders or out of print materials.
Lesson Attendance & Participation 20%	Students are expected to actively engage in lessons by bringing all necessary materials to each class. Be prepared and willing to participate in discussion, practice, and performance in a safe space. Maintain a positive attitude open to consideration and application of constructive critique. Review information posted on Canvas on a weekly basis and respond as necessary. Should you email me with questions or concerns relative to this course, expect a response within 24 hours. Please be thoughtful and intentional in your communication and be aware that inappropriate and disdainful body language or dialogue may negatively affect your grade potentially resulting in removal from class or the course. Our focus is on learning, providing mutual support, and enjoying the art of singing. Students will receive a grade for each lesson based on attendance, preparation of assigned repertoire, effort, and ability to apply technique, diction, and performance skills.
Seminar & Vocal Studio Class 20%	All music students are required to attend Seminar on Tuesdays & Thursdays at 2:00 pm. During Seminar, Vocal Performance majors must sing at least three times per semester. Non-Majors must sing at least one time per semester. All students enrolled in Applied Voice are required to attend a one-hour Vocal Studio Class in the choir room on Thursdays from 6-7pm . All students will perform and receive constructive feedback from the voice faculty. Successful performance of repertoire requires sufficient accomplishment of complete memorization, accurate diction, proper intonation, rhythmic accuracy, pitch accuracy, appropriate posture, correct phrasing, musicality, and expressiveness with respectful and confident stage presence.
Final Exam: Jury or Recital 20%	Depending upon the Applied Voice course and semester of study, the final exam will be in the form of a jury or a recital. Both the jury and recital hearings are performances adjudicated by faculty members to evaluate progress during your semesters of collegiate study. Repertoire assigned must be memorized and performance ready. A Jury Schedule Sign-up sheet will be posted on the Voice Board 2 weeks prior to Finals week. Proper attire for the jury is a business dress or suit (men should wear a necktie).

Assignment Title & Grade Requirement	Description
	<p>Recitals are planned and scheduled no later than the second week of the semester, based on the repertoire developed over several semesters. The recital hearing will be scheduled no later than 2 weeks prior to the recital. Recital attire is formal concert gown or suit /tuxedo with necktie.</p>

Course Procedures or Additional Instructor Policies

Classroom Etiquette: Appropriate dress, mutual respect, focus, and cooperation are required at each class meeting, whether virtual or in-person. Please eliminate unnecessary distractions (phones, noise, inappropriate/overly revealing clothing, etc.) from the learning environment.

PRACTICE EVERYDAY!!!! – Do not stress or strain your voice by singing for more than 1-2 hours per day. Besides singing you need to practice enunciating your words clearly, reviewing the theoretical aspects, translation, and interpretation of your song literature, etc. **Keep a practice journal, and self-assessments. Complete your warm-up routine daily as well as 15 minutes prior to your weekly lesson.**

Assignment Policy: Complete assignments on their scheduled due date. Instructions and rubrics are outlined in the *Studio Assignment Guide* and the *Vocal Resources File*. This course relies on sequential learning therefore, it is not possible to make-up what has not been consistently applied. Please utilize self-discipline to your study in this course as you will be graded based on the work you present at the time it is due. There will be one opportunity for work to be re-evaluated for an improved grade prior to the last day of classes. An unavoidable legal, medical and/or Prairie View A&M University related excuse may be waived by a letter from an authorized official.

Attendance Policy: Timely appearance at classes and rehearsals are required and necessary for full participation and growth. It is essential to developing the professional etiquette that is needed for success as a professional artist. The only legitimate excuses are those written by a university official, or licensed Medical Doctor.

Each student is allowed 15 lessons per academic semester. If illness or emergency prevents a student from attending a lesson, he/she should inform his/her instructor (see above phone numbers and E-mail addresses) as soon as possible prior to the assigned lesson time. An absence may be rescheduled at the discretion and/or availability of the instructor. If a lesson is missed without appropriate notification and justification by the student, the instructor is under no obligation to make up said lesson. If the instructor finds it necessary to cancel a lesson, he/she will arrange for a make-up lesson at a mutually agreed upon time.

Each absence will receive a Weekly Lesson grade of zero (0). Tardiness receives a grade deduction of 75%. Lateness receives a grade deduction of 50%. A student with more than two unexcused absences will be advised to withdraw from the course. Poor attendance does not obligate the instructor to drop the offending student from the course for the semester.

Exam Policy: Exams include a written exam (Final/Midterm), jury, recital, or performance. Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).

Semester Calendar

Week One: Introduction/review of the basics of singing. (Alignment, breathing, phonation, and stage etiquette,). Repertory and required reading assigned. IPA charts and other handouts. **The semester calendar schedule of selections will be adjusted when more than 4 songs are assigned.*

Assignment (s): Complete warm-up routine for 30 minutes daily. Read the syllabus, assignment guide and vocal resources handout. Begin completing Step #1 for Song #1.

Week Two: Review the basics of singing (tone quality, musicality, and breath management). Song #1 -discuss, review, and apply technique.(dr&a)

Assignment (s): Complete warm-up routine for 25 minutes daily.
Song #1- Submit Step #1. Memorize song #1 text.

Week Three: **Song 1 monologue test.** Continue to apply technique to songs. Song #2 -dr&a.

Assignment (s): Complete warm-up routine for 20 minutes daily. Sheet Music submission due.

Week Four: **Song 1 memory test.**

Assignment (s): Complete warm-up routine for 15 minutes daily. **Song #2- Submit Step #1.**
Recital Commentary #3 Due

Week Five: **Song 2 monologue.** Song #3-dr&a.

Assignment (s): Complete warm-up routine for 15 minutes daily. Studio performance.

Week Six: **Song 2 memory test.**

Assignment (s): Warm-up daily.
Song #3- Submit Step #1 & Reading #1 commentary.

Week Seven: **Song 3 monologue.**

Assignment (s): Warm-up daily. Song #4-dr&a. Studio performance.

Week Eight: **Song 3 memory test. Song #4- Submit Step #1**

Assignment (s): Warm-up daily. **Submit Recital Commentary #2**

Week Nine: **Song 4 monologue.** Song #5-dr&a.

Assignment (s): Warm-up daily. Studio performance.

Week Ten **Song 4 memory test.**

Assignment (s): Warm-up daily. **Song #5- Submit Step #1.**

Week Eleven: **Song 5 monologue.** Song #d-dr&a.

Assignment (s): Warm-up daily. **2 due.** Studio performance.
Schedule jury rehearsals with accompanist.

Week Twelve *Song 5 memory test.*

Assignment (s): Warm-up daily. **Song #6- Submit Step #1 & Reading Commentary #2**

Week Thirteen: *Song 6 monologue. Pre-jury review with at least four songs memorized.*

Assignment (s): Warm-up daily. Studio performance.

Week Fourteen: *Song 6 memory test.*

Assignment (s): Warm-up daily. **Pre-Jury rehearsal with accompanist.**

Week Fifteen: *Pre-Jury Review with all songs memorized.*

Assignment (s): **Pre-Jury rehearsal with accompanist.** Studio performance.
Recital Commentary #3 Due

.....

SEMESTER CALENDAR ASSIGNMENT DUE SCHEDULE

WK	DATE	Music	DR&A	Step 1	Monolog.	Memory	Reading Comm	Recital Comm	Studio Perf	Seminar Perf
1	JAN 14-20									
2	JAN 20-27		Song #1	Song #1						
3	JAN 28-FEB 3		Song #2		Song #1					
4	FEB 4-10	due		Song #2		Song #1		#1		
5	FEB 11-17		Song #3		Song #2				Song #1	
6	FEB 18-24			Song #3		Song #2	#1			Song #1
7	FEB 25-MAR 2		Song #4		Song #3				Song #2	Song #1/2
8	MAR 3-9			Song #4		Song #3		#2		Song #1/2
9	MAR 10-16	SPRING BREAK								
10	MAR 17-23		Song #5		Song #4				Song #3	Song #2/3
11	MAR 24-30			Song #5		Song #4				Song #2/3/4
12	MAR 31-APR 6		Song #6		Song #5				Song #4	Song #3/4
13	APR 7-13			Song #6		Song #5	#2			Song #3/4
14	APR 14-20				Song #6				Song #5	Song #3/4/5
15	APR 21-27					Song #6				Song #4/5/6
16	APR 28-MAY 4							#3	Song #6	Song #5/6

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.