



SYLLABUS

**POSC American Government¹
Spring 2024**

Course Information This course in American Government satisfies a core curriculum requirement.

Instructor: Dr. T.S.M. Morton
Section # and CRN: Y01-24077
Office Location: WOOL 313
Office Phone: 936-261-3200
Email Address: tsmorton@pvamu.edu
Office Hours: TR 1:00 pm – 3:00 pm by appointment. Schedule [here](#). Students must submit an agenda with their meeting request.

Mode of Instruction: Hybrid
Course Location: Agri and Business Bldg 115
Class Days & Times: R 9:30 am – 10:50 am

Catalog Description: Surveys the origin and development of the U.S. Constitution; the structure and powers of the national government, including the legislative, executive, and judicial branches; federalism; areas of political participation; the national election process; public policy civil liberties and civil rights.

Prerequisites: None
Co-requisites: None
Required Text(s): Krutz, Glenn. 2021. *American Government*, 3e. Houston, TX: OpenStax. This open educational resource (OER) text is [available for free ONLINE](#).
Recommended Text(s): None

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Explain the origin and development of constitutional democracy in the U.S.	SLO #1	Critical Thinking
2	Demonstrate knowledge of the federal system.	SLO #1	Critical Thinking
3	Describe separation of powers and checks and balances in both theory and practice in the United States.	SLO #1	Critical Thinking
4	Differentiate the structure and powers of the legislative, executive, and judicial branches of the federal government	SLO #3	Critical Thinking
5	Assess the role of public opinion, interest groups, and political parties in the political system.	SLO #3	Critical Thinking
6	Analyze the election process in the United States.	SLO #3	Critical Thinking

¹ This syllabus is subject to further change or revision, as needed, to best realize the educational goals of the course. Necessary revisions will be announced in class or on course materials with fair prior notice.
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7	Identify the rights and responsibilities of citizens of the United States.	SLO #3	Social Responsibility
8	Write a research paper on a divisive constitutional Issue for the United States.	SLO #2	Communication
9	Write an essay exam on the debates and divisions surrounding a key policy issue in the United States.	SLO #2	Communication
10	Properly document a research paper with a reference list and in-text citations.	SLO #2	Personal Responsibility

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement		Value
1.	Exams (drop the lowest score of exams 1-4)	35%
2.	Research Paper	15%
3.	Chapter Quizzes	15%
4.	Newsletter	15%
5.	Syllabus Quiz	5%
6.	Research Paper Quiz	5%
7.	Self-reflection survey	5%
8.	Annotated bibliography	5%
Total:		100

Grading Criteria and Conversion:

A = 100 -- 89.5
 B = 89.4 -- 79.5
 C = 79.4. -- 69.5
 D = 69.4 -- 59.5
 F = 59.4 --below

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

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Exams (35% of final course grade)	<p>Each of the four exams (must be taken as scheduled. No makeup examinations will be allowed except in documented emergencies (see Student Handbook). The lowest score between exams 1-4 will be dropped. Exams are NOT cumulative. Exams will contain 50 multiple-choice questions.</p> <p>All four exams will be online. Conventional browsers, such as Safari, Firefox, and Chrome, work fine for navigating other aspects of this course but may not work for exams. Smartphones, Google Chrome books, and Android tablets may not be supported. Use extreme caution as there are no "do-overs" because of technical issues.</p> <p>Exams last for 75 minutes.</p>

	<p>Students are expected to plan ahead, i.e., ensure they have working access to Canvas and Wi-Fi AT LEAST 48 HOURS BEFORE EXAM DATES, in case of technical glitches. Reports of technical glitches after the exam's due date will not be accepted as excuses. See Canvas for full instructions and requirements.</p>
<p>2. Research Paper (15% of final course grade)</p>	<p>In the landmark case, Shelby County V. Holder (2013), the US Supreme Court struck down major provisions of the 1965 Voting Rights Act relating to the procedure of "pre-clearance."</p> <p>Since the ruling, states like Texas, Georgia, and North Carolina can now make changes to their voting laws, such as photo ID requirements, that do not need to be pre-approved by the federal government.</p> <p>Supporters of this ruling say the pre-clearance rules are no longer needed, and besides, states need new laws to protect against voter fraud. Opponents say these laws are just a new form of voter suppression tactics that hit the poor and racial minorities hardest.</p> <p>Based on this, your paper must meet the following strict content, format, and submission requirements:</p> <p>CONTENT REQUIREMENTS:</p> <ol style="list-style-type: none"> 1) Describe the provisions (parts) of the Voting Rights Act that discuss the issue of "pre-clearance." 2) Compare and contrast the views of those who think the federal government should have the power of "pre-clearance" and those who do not. <ol style="list-style-type: none"> i) Include three points of comparison. 3) Using evidence from any election in 2014 or later, argue whether or not you believe the federal government should have the power of "pre-clearance" relating to election laws. <ol style="list-style-type: none"> i) Include two reasons and examples to make your point. ii) Include a third example from a country with a significant African Diaspora population. Explain how this country's laws ensure their elections are free and fair. 4) List two things you could do to engage in the political process to pursue your position in (3) above. 5) Cite at least three (3) reliable, quality references within the body of the paper using the Chicago Manual of Style's parenthetical citation style. <ol style="list-style-type: none"> i) One of the citations MUST come from the class textbook ii) -10 points if this is not done. iii) You must have at least three parenthetical source citations in the body of the paper that exactly match the sources formatted correctly in the Works Cited Page at the end of the paper (-10 points if they do not match). <p>A paper with no parenthetical source citations in its body will receive a grade of 0.</p> <p>A paper with no Works Cited Page at the end will receive a grade of 0.</p> <p>FORMAT REQUIREMENTS:</p> <ol style="list-style-type: none"> 1) Typed, Times New Roman, 2-3 pages (not counting Works Cited Page), 12-point font, double-spaced (-20 if the paper is less than two full pages). 2) Formats accepted: Word and PDF only. 3) Your name, my name, POSC 2305, and the date. 4) A title is required, but a separate title page is not necessary.

	<ol style="list-style-type: none"> 5) An introduction with a thesis/statement of purpose in the first paragraph: "This paper will..." (-10 if this is not done) 6) A logically organized and sequenced body followed by a clearly stated conclusion. 7) Use of the Chicago Manual of Style's parenthetical citation format. Students must be cautious and pay attention to details when they examine and cite internet sources. 8) Footnotes or endnotes are prohibited (-10 if this is done). 9) Using encyclopedias, like Wikipedia, Ballotpedia, history.com, kids.law.com, etc., is prohibited (-10 points). 10) Use of word mixers like Spinbot is prohibited and will result in a grade of 0; no second chances will be allowed. Also, see the statements below regarding academic integrity, plagiarism, and generative artificial intelligence, such as ChatGPT. 11) You may not engage in unauthorized collaboration or use ChatGPT or other AI composition software. Using these tools without my permission puts your academic integrity at risk and will result in a 0 for the assignment. No exceptions. 12) Mosaic Plagiarism (patchworking) is prohibited and will result in a grade of 0; no second chances will be allowed. <p>SUBMISSION REQUIREMENTS</p> <ol style="list-style-type: none"> 1) Your paper must be submitted in Canvas. 2) Log into Canvas and click on the assignment that says, "Assignment: Research Paper," then click on the submission tab and follow the prompts to upload your paper. 3) Late submissions will not be accepted under any circumstances, so plan accordingly. 4) Students must make sure their papers are uploaded correctly. If I cannot open your assignment or the submission is blank, you will receive a zero for the assignment. 5) A paper placed in my office, in my mailbox, sent through Canvas messages, or sent through Google Docs will not be accepted for grading. A paper emailed after the due date will not be accepted for grading. 6) If you experience issues, you must email your professor with the research paper attached before the due date, along with proof of the Turn It In error message. If you do not attach the research paper to the email or notify me before the due date, you will not be eligible to receive credit for the assignment. The research paper is the only assignment eligible to be emailed with proof of issues with the Turn It In assignment link before the due date. 7) Papers are graded according to the following four criteria: 1) content, 2) organization, 3) quality of writing, and 4) quality of research sources and reference citation formats. <p>See Canvas for full instructions and requirements.</p>
3. Chapter Quizzes (15% of final course grade)	<p>Students must read the assigned chapters weekly and then be prepared to complete online activities such as multiple-choice quizzes and/or post in the discussion forum in Canvas. Quizzes last for 35 minutes.</p> <p>See Canvas for full instructions and requirements.</p>
4. Newsletter (15% of final course grade)	<p>Students will create a newsletter that brings awareness to global political, economic, and social issues.</p> <p>Content Requirements</p>

	<ol style="list-style-type: none"> Analyze an international political or economic event from 2023-present. In 800-900 words, explain the event's economic, political, and social effects on the United States and the international community—for example, the war in Ukraine, the Israeli-Palestine conflict, etc. The newsletter must include three relevant pictures and one form of multimedia. The media may be in the form of links, graphics, and video clips. The newsletter must include a title, your name, and the date. The newsletter must include a separate works cited page that lists the sources from which information was used. <p>Format Requirements</p> <ol style="list-style-type: none"> The <i>Chicago Manual of Style's</i> author-date format must be used. Students must be cautious and pay attention to details when they examine and cite internet sources. Sources should be scholarly and from legitimate newspapers, journals, podcasts, etc. Be sure to avoid extremist websites, forum boards, and newspapers. <p>Submission Requirements</p> <ol style="list-style-type: none"> Assignments must be submitted in Canvas. Late submissions will not be accepted under any circumstances, so plan accordingly. Assignments placed in my office, in my mailbox, sent through Canvas messages, sent through Google Docs, or emailed will not be accepted for grading. <p>Newsletters will be graded based on the rubric located in Canvas.</p>
5. Annotated bibliography (5% of final course grade)	<ul style="list-style-type: none"> Students must submit their annotated bibliography using the <i>Chicago Manual of Style's</i> parenthetical citation style. The bibliography must include a minimum of 3 sources. Each entry must be 150-250 words. One source must come from the textbook <i>American Government</i> Using encyclopedias, like Wikipedia, Ballotpedia, history.com, kids.law.com, etc. is prohibited. Formats accepted: Word and PDF only—no Google Docs, Pages, etc. Students must make sure their assignment is uploaded correctly. If I cannot open your assignment or the submission is blank, you will receive a zero for the assignment. An example is in Canvas. <p>See Canvas for full instructions and requirements.</p>
6. Syllabus Quiz (5% of final course grade)	Students will complete and submit the syllabus quiz.
Research Paper Quiz (5% of final course grade)	Students will complete and submit the research paper quiz.
7. Self-reflection Survey (5% of final course grade)	Students will complete and submit the self-reflection to Canvas.

Course Procedures or Additional Instructor Policies

Political Science Program Policy on Plagiarism and Academic Dishonesty: Plagiarism is a serious academic crime, and the Political Science Program has a strict, rigorous enforcement policy for students who commit plagiarism. In general, plagiarism is using another person's words, statistics, and/or ideas as if they were your own.

Plagiarism, which is formally defined in the University Rules and Procedures section of this syllabus, can come in

many forms, such as directly quoting a source without quotation marks, directly quoting a source without giving a reference citation, paraphrasing a source without providing a reference citation, mosaic plagiarism (patchworking), self-plagiarism, accidental plagiarism, and so forth. It is incumbent on students to seek help from the instructor or other University resources to avoid even the appearance of plagiarism in their work. If in doubt, CITE THE SOURCE!

Any student caught committing ANY type of plagiarism or any other form of academic dishonesty, even if you do so carelessly or unintentionally in a Political Science course, will receive one OR MORE of the following punishments, depending on the severity of the offense and in accordance with the Student Code of Conduct:

1. Grade Penalty (an F for the assignment, an F in the course, or an F for both the assignment AND the course) and reported to their Academic College/School (Department Head and Dean) or the [Academic Integrity Review Board \(AIRB\)](#). This process ensures a student's due process rights and creates consistency and accountability for any additional misconduct by the student.
2. Letter of Reprimand
3. Probation
4. Suspension
5. Dismissal from the Academic Program
6. Expulsion from the university

Students must consult the University's Code of Conduct for other forms of academic dishonesty and punishments.

The use of Generative Artificial Intelligence (GAI) is prohibited in this course. See above for consequences.

AI: Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. **You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software.** Using these tools without my permission puts your academic integrity at risk and will result in a 0 for the assignment. No exceptions.

Citation Style: The Political Science Program requires the use of the Author-Date citation format from the Chicago Manual of Style. Use this link from the [Chicago Manual of Style](#) to see examples of Works Cited Page entries and parenthetical style citations in the body of the paper; remember, footnotes and endnotes are prohibited and will result in a point deduction. I also recommend taking advantage of the University's [library resources](#).

Late Work and Extra Credit Policy: Based on my training and years of experience, my philosophy is that offering extra credit and accepting late work undermine the integrity of higher education. It creates an unfair advantage for some students and diminishes the value of coursework grades. Thus, I do not offer extra credit to compensate for poor performance or accept late work.

This course provides students multiple opportunities to do well, including numerous attempts on exams and quizzes, low-stakes assignments, and feedback on rough drafts. I encourage students to explore these options, attend all class sessions, and complete all work on time to the best of their ability.

In this course, students earn high grades based on mastery of the subject matter and not on what they want or need for their overall GPA. Therefore, I do not entertain grade groveling or allow "do-overs and re-dos."

General Communication Policy: I am happy to discuss your grades and experiences in this course. Please plan to have these discussions during my office hours since many issues are better addressed in person. Zoom will also be offered as an alternative in certain circumstances, such as asynchronous courses in the summer or winter sessions. Office hour appointments must be scheduled using [Calendly](#).

Email Protocol: Good communication practices can help me meet your needs as an instructor and address

questions, issues, and concerns more effectively and efficiently. Before emailing, please verify that the information you seek is not readily available elsewhere (i.e., the syllabus, Canvas, another classmate, university websites, and the hyperlinks provided).

The best practice is to email me directly at tsmorton@pvamu.edu. Canvas offers the ability to contact me through their system, but the way these conversations are handled inhibits clear communication. Canvas emails do not group together into a dialogue of back-and-forth communications. Therefore, Canvas emails should only be used when you cannot access your university email account.

Electronic communication of class and university business raises privacy and security concerns. Therefore, the email must come from your university account (@pvamu.edu). Emails sent from Gmail, Yahoo, iCloud, etc., will not receive a response.

When emailing me, please include the class and section number in the subject line. In the body of your email, clearly state your question or your purpose in writing. Please refrain from using slang, as it can inhibit communication significantly. At the end of your email, sign your first and last name. (You should set up an email signature if you have not yet done so!) Please schedule an office meeting if your email implies a very long answer.

Due to the high volume of emails received, please allow 1-3 business days for a response (not including weekends). Emails sent after 5:00 pm will receive a response in 1-3 business days (not including weekends) during business hours. For example, an email sent at 7:30 pm on Friday will not receive a response until Monday at the earliest.

You may send me a second email if I have not responded to your email in three business days (not including weekends).

Technology Policy: Most course materials are posted on [Canvas](#). You are expected to use this website as a resource for the class. The University also maintains an email account for you. I will send you notices, so I expect you to check your Prairie View A&M email account and Canvas announcements at least once daily.

If you have problems accessing your account, call (936) 261-2525 or submit a [CIITS Support Request](#). I cannot resolve technical issues. Not having access to your Panther Email, Canvas, or the Lockdown Browser for any reason is not a legitimate excuse for missing important information, due dates, or turning assignments in and will result in a zero.

Failure to read messages and announcements is also not a legitimate excuse for missing important information, due dates, or turning assignments in.

Respondus Lockdown Browser: This course may require using the [Respondus Lockdown Browser](#) for specific assignments. The LockDown Browser may be installed on any Windows or Mac computer. Conventional browsers, such as Safari, Firefox, and Chrome, work fine for navigating other aspects of this course but may not work for exams, quizzes, or submitting assignments.

For those who use Google Chromebooks, there is a browser extension you must install. An app is available in the Apple app store for those who use an iPad as their primary device. However, some smartphones, Google Chrome books, and Android tablets may not be supported. Use extreme caution as there are no "do-overs" because of technical issues.

It is your responsibility to plan for access to a device compatible with Respondus and to have it installed, updated, and tested before the assignment due date.

Makeup Policy: You will only be allowed to make up an exam or assignment if you have a valid excuse and provide written documentation from a university official or coach explaining why you need to make up an assignment. Students must follow [PVAMU's Absence Verification/Temporary Illness Process to submit an excuse.](#)

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Examples of valid reasons include documented illness and school or business trips. Without proper documentation and failure to follow [PVAMU's Absence Verification/Temporary Illness Process](#), there will be no makeup assignments.

If granted a makeup, you have a period of three (3) class days to schedule your makeup assignment or exam. After that point, the grade becomes a zero. Remember that written documentation from a university official or coach is required to explain why you need to make up an assignment.

Student-athletes must notify me BEFORE attending an event to represent the school and MUST be proactive in completing their assignments. Makeup exams may be an essay/short answer test or a modified version of the original exam.

Office Hour Policy: To ensure confidentiality, all office hour appointments must be scheduled using Calendly. Appointments require a detailed agenda to be submitted 12 hours in advance. Failure to do so will result in the cancellation of the appointment and a 7-business-day hold before another appointment can be scheduled. Failure to attend an office hour appointment without notification 12 hours in advance will result in a 7-business-day hold before another appointment can be scheduled.

Attendance Policy: For this class, students are allowed three unexcused absences BEFORE the mid-term, after which the mid-term course grade will be reduced by a full letter. Students are then allowed three additional unexcused absences AFTER the mid-term, after which **the final course grade will be reduced by a full letter**. Students can monitor their attendance records through the Attendance link in Canvas.

Late/Tardy Policy: Attending class on time is essential. The course will start at the scheduled time and end at the scheduled time unless otherwise specified. If you come to class more than 9 minutes late (in the 10th minute or later), you will be asked to leave and be counted absent.

Dress Code: Students are expected to conduct themselves professionally. Therefore, students must be conscientious in dress, speech, attire, conduct, and affiliations. During regular class periods, all students are expected to dress appropriately per university regulations so that no disruptions in the learning experience will occur.

Grade Disputes: If you believe the grade posted does not reflect your performance, you may appeal the grade in writing, explaining why you earned a higher grade. A form is provided in Canvas. This must be done within three business days after the grade is posted in Canvas. After three business days, the grade becomes final. Please be aware that your grade may increase, decrease, or remain the same upon regrading.

Video Conferencing Etiquette: When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy and clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately (i.e., no bonnets, bandanas, offensive t-shirts, hats, etc.) and avoid using high-traffic or noisy areas. Stay muted when not speaking, and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues. Failure to abide by policies may result in the removal of the student from the meeting and marked absent.

Electronic Devices: Students wishing to use laptops or tablet computers for note-taking are welcome to do so. If you choose to take electronic notes, please refrain from using these devices for other purposes during class, as it is distracting for everyone involved. Mobile phones of any type must remain silent and be put away during class. Do not text, tweet, or otherwise communicate with your electronic devices during class meetings. All such devices are prohibited during exams. Headphones are prohibited.

Audio/Video Recording: No audio or video recording of classes is authorized unless specified by PVAMU Disability Resources as a reasonable and appropriate academic accommodation under the Americans with Disabilities Act (ADA). Students will be asked to leave the classroom and marked absent.

Texas Senate Bill 17: The recent law that outlaws diversity, equity, and inclusion programs at public colleges and universities in Texas, does not in any way affect content, instruction or discussion in a course at public colleges and universities in Texas. Expectations and academic freedom for teaching and class discussion have not been altered post-SB 17, and students should not feel the need to censor their speech pertaining to topics including race and racism, structural inequality, LGBTQ+ issues, or diversity, equity, and inclusion.

Semester Calendar

Unless noted otherwise, all assignments must be submitted by 11:00 pm on their respective due dates. Students are expected to plan accordingly. All assignments are open and available in Canvas. Students have three business days after an assignment is graded to discuss the grade, after which it becomes final and can no longer be disputed. This syllabus is subject to further change or revision, as needed, to best realize the educational goals of the course. Necessary revisions will be announced in class and posted in Canvas with fair prior notice.

Week One: 1/16 – 1/19	Welcome and American Government and Civic Engagement
Topic Description	
Readings:	Syllabus and Ch.1
Assignment(s):	
Week Two: 1/22 – 1/26	Finish American Government and Civic Engagement
Topic Description	The Constitution and Its Origins
Readings:	Ch. 1 and 2
Assignment s):	Ch. 1 and 2 quizzes must be submitted by Friday, January 26, by 11:00 pm.
Week Three: 1/29 – 2/2	American Federalism
Topic Description	
Readings:	Ch. 3
Assignment(s):	Ch. 3 quiz and Syllabus quiz must be submitted by Friday, February 2, by 11:00 pm.
Week Four: 2/5 – 2/9	U.S. Congress and Exam 1
Topic Description	
Readings:	Ch. 1-3, 11
Assignment(s):	Exam 1 (1-3, 11) must be submitted by Friday, February 9, by 11:00 pm.
Week Five: 2/12 – 2/16	The Presidency
Topic Description	
Readings:	Ch. 12
Assignment(s):	Ch. 12 quiz must be submitted by Friday, February 16, by 11:00 pm.
Week Six: 2/19 – 2/23	The Federal Courts
Topic Description	
Readings:	Ch. 13
Assignment(s):	Ch. 13 quiz must be submitted by Friday, February 23, by 11:00 pm.
Week Seven: 2/26 – 3/1	The Bureaucracy
Topic Description	
Readings:	Ch. 15
Assignment(s):	Ch. 15 quiz and annotated bibliography must be submitted by Friday, March 1, by 11:00 pm.
Week Eight: 3/4 – 3/8	Review/Mid-terms
Topic Description	
Readings:	Ch. 12-13, 15

Assignment(s):	Exam 2 (12-13, 15) and Research Paper quiz must be submitted by Friday, March 8, by 11:00 pm.
Week Nine: 3/11 – 3/15	Spring Break
Topic Description	
Readings:	
Assignment(s):	
Week Ten: 3/18 – 3/22	Civil Liberties
Topic Description	
Readings:	Ch. 4
Assignment(s):	Research paper must be submitted by Friday, March 22, by 11:00 pm.
Week Eleven: 3/25 – 3/29	Civil Rights
Topic Description	
Readings:	Ch. 5
Assignment(s):	Ch. 4 and 5 quizzes must be submitted by Friday, March 29, by 11:00 pm.
Week Twelve: 4/1 – 4/5	Politics of Public Opinion and Voting and Elections
Topic Description	
Readings:	Ch. 6
Assignment(s):	Ch. 6 and 7 quizzes must be submitted by Friday, April 5, by 11:00 pm.
Week Thirteen: 4/8 – 4/12	Political Parties and Exam 3
Topic Description	
Readings:	Ch. 4-7; Ch.9
Assignment(s):	Exam 3 (Ch. 4-7) must be submitted by Friday, April 12, by 11:00 pm.
Week Fourteen: 4/15 – 4/19	Interest Groups and Lobbying
Topic Description	
Readings:	Ch. 10
Assignment(s):	Ch. 9 quiz must be submitted by Friday, April 19, by 11:00 pm.
Week Fifteen: 4/22 – 4/26	Domestic and Foreign Policy
Topic Description	
Readings:	Ch. 16 and 17
Assignment(s):	Ch. 10 quiz must be submitted by Friday, April 26 The newsletter must be submitted by Friday, April 26, by 11:00 pm.
Weeks Sixteen & Seventeen: 4/29 – 5/11	Course wrap-up/Finals
Topic Description	
Readings:	Ch. 9-10, 16-17
Assignment(s):	Exam 4 (Ch. 9-10 and 16-17) and the Self-reflection survey are due May 7 by 11:00 pm.

Student Support and Success

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

Academic Advising Services offers students various 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 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 at [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 Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: [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 unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared

with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: [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 makeup 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; Website: [Testing Website](#)

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: [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. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: [CIITS Student Website](#); Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

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

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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 (see student planner)

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 inability 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 IX 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

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

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)

Computer Labs

Information Technology Services currently supports five state-of-the-art technology and collaboration facilities on three Prairie View A&M university campuses. The Student Computer Center Labs are designed to support the academic and research goals of the entire campus community.

Students are invited to conduct research or review online material in one of five computer labs that together hold almost 500 high-speed computers. These labs represent the largest student computer resource on campus. Access the digital library, write a paper, check email, or just surf the Web. Several work and study spaces designed for comfort, flexibility, and easy collaboration are also available. Work alone or with your study group.

Printing done on PVAMU's networked Student Computing Center (SCC) Lab printers is tracked and logged electronically. If a student uses up his or her 800 free Printing Units before the end of the semester, they cannot print until additional Printing Units are purchased. See Printing Quota FAQ's for more information

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 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 at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor. 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.

Students are strongly suggested to 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 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.