POSC 2341 Scope and Methods in Political Science
Spring 2024

Course Information	This course introduces students to the various methods and approaches used in the field of Political Science. (Required of all majors and minors).
Instructor:	Dr. Kyu-Young Lee
Section # and CRN:	Section P01; CRN 25087
Office Location:	G R Woolfolk Social & Political Science Building 204
Office Phone:	936-261-2566
Email Address:	kylee@pvamu.edu
Student Hours:	MW 2:00-4:00 pm (in person) & T 2:00-4:00pm (Zoom)
Mode of Instruction:	F2F
Course Location:	W R Banks Bldg #209
Class Days & Times:	M/W 4:30-5:50pm
Catalog Description:	This class will discuss many of the techniques used in systematic study of political issues. The goal of the course is to provide students with a broader understanding of social science methodology and assist them in becoming informed and critical consumers of political information.
Prerequisites:	N/A
Co-requisites:	N/A
Required Text(s):	All required reading materials will be available on Canvas.
Recommended Text(s):	N/A

Course Learning Objectives*: The course curriculum is designed to support POSC Program SLO #2 – "Students can write a properly researched, documented and formatted research paper or oral presentation on topics pertinent to political science."

	Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
1	Identify appropriate topics for political research.	SLO #2	Critical Thinking
2	Identify appropriate literature and data for academic, political, and social research.	SLO #2	Critical Thinking
3	Differentiate between the different methods of social scientific research.	SLO #2	Critical Thinking
4	Design a research project involving basic qualitative or quantitative data-gathering techniques.	SLO #2	Critical Thinking
5	5. Communicate the design of systematic research clearly and professionally throughan oral presentation.	SLO #2	Communication
6	Articulate and apply ethical principles related to social research in their ownstudies.	SLO #2	Social Responsibility
7	Demonstrate understanding of appropriate citation methods for political / social research.	SLO #2	Personal responsibility

Major Course Requirements

Method of Determining Final Course Grade
Course Grade Requirement

Course Grade Requirement	Value (in points)	Total (value of grade)
1. Research paper components	750	75%
2. Presentation + Review	80	8%
3. Concepts & Methods Quiz	120	12%
4. Academic Integrity Certificate	25	2.5%
5. Class Contract & Syllabus Quiz	25	2.5%
6. Extra Credit Assignments	Up to 30	Up to 3%
Total:	**1000**	**100%**

Grading Criteria and Conversion:
A = 900 – 1000 points
B = 800 – 899 points
C = 700 – 799 points
D = 600 – 699 points
F = 0 – 599 points

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

Detailed Description of Major Assignments
(Consult the Calendar below for all due dates!)

Assignment Title or Grade Requirement	Description
1. Research Paper Components (750 points)	Students are required to complete five assignments in the process of developing a quality research paper (minimum 2200 words) over a topic in class: 1) writing a research question (50 points), 2) mapping ten articles (100 points), 3) writing annotated bibliography & literature review (250 points), 4) designing a theoretical framework & methods (150 points), and 5) completing a final draft of a research paper (200 points). Please read my detailed instructions and rubric on these assignments on our Canvas website and check your assignment due dates.
2. Presentation + Review (80 points)	Students will present their work in front of their peers and evaluate other's work based on the rubric that I provide. This practice will emulate a panel session in a professional conference setting. Please read my detailed instructions and rubric on these assignments on our Canvas website. Presentation & peer review schedule will be posted in the first week of April.
3. Concepts & Methods Quiz (120 points)	Students will take a quiz on important concepts and methods (weekly readings) related to Political Science research. The quiz will contain multiple-choice, short-answer, and essay questions. It will be held online and require use of the Lockdown Browser (consult your instructor). The following campus facilities offer access to it: JB Coleman Library (rooms 210 and 210B and the Student Success Center on the third floor), MSC (1st floor main lab), Farrell Hall (1st floor main lab), Delco (room 301), Hobart Taylor (room 1A109), and E.E. O'Banion ("New") Science (room 123).

4. Academic Integrity certificate (25 points)	Students are required to complete BOTH the "Academic Integrity Library Online Course" AND the "Academic Integrity Module.". Please register for one-time class (1 hour) by clicking on this link: https://www.pvamu.edu/library/venue/online-presentation/. The "Academic Integrity Module" is already posted on Canvas: https://launch.comevo.com/pvamu/2731/-/pub/Welcome
5. Class Contract & Syllabus Quiz (25 points)	Students are required to sign the class contract and complete the syllabus quiz in order to be part of this class. In the first week, please go over all the information provided in the syllabus and the class contract to perform well in this course. If students do not accept the terms and conditions listed in the class contract, they are advised to change to a different class. The class contract is valid through the end of the semester.
6. Extra Credit Assignments (up to 30 points)	There will be several extra credit assignments throughout the semester. Up to 30 points will be added to your final grade.

Course Procedures or Additional Instructor Policies

Attendance Policy: This course will be held in person (face-to-face). It is your responsibility to attend every class meeting. Extra credit (1 point) will be given per attendance. Note that if you are late to class (more than 5 minutes), you will not collect extra credit even if you make it to class.

Late/Tardy Policy: **1**) Assignments: No extensions will be allowed (with the exception of extraordinary cases in which prior instructor's consent is required before the deadline for the assignment). Students who do not submit their work on time will be penalized 10% of the maximum points for each day they do not submit their work. Work that is submitted **four** days or more after the deadline will receive a grade of **zero** for the assignment. The due dates of assignments are clearly marked in the course schedule and it is **your responsibility** to know when assignments are due. 2) I do **not** accept late extra credit assignments.

Make-up Policy: You will only be allowed to make up an exam or assignment if you have a valid excuse. Valid excuses include documented illness, school or business trips, or family crises. Without proper documentation, there will be no makeup assignments. To verify your absence (or make-up excuses), please follow the University's official instructions below. Student athletes must notify me BEFORE they attend an event to represent the school and MUST be proactive in getting their assignments completed. Any extra credit assignments cannot be made up.

Absence/Excuse 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.

Electronic Communication Policy: 1) I will be available in person (MW) and via Zoom (T) during my office hours or by appointments. 2) You can also contact me via email. Please use **ONLY** your pvamu.edu email account. For security purposes, I will not respond to emails sent to me from addresses that do not come from your official PVAMU email address. The University maintains an email account for you. If you have problems accessing your

account, call (936) 261-2525. Not having access to your Panther Email is not an excuse for missing important information.

When you send me an email or a message via Canvas, you should follow this **template**:

- In the subject line, please include your course number (POSC 2341 or Scope and Methods).
- After writing greetings, address me by my proper title (Dr. Lee or Professor Lee).
- In the body, be specific about your question and/or issue.
- Conclude your email or message with proper closing and your first and last name.
- **Refrain from sending me text-like messages.**

Example (use your PV email account):

Subject Line: Question about XXX (POSC 2341)

Good afternoon Dr. Lee,

XXX (be specific about your question and/or issue)

Sincerely,
Jane Smith

3) All course materials will be posted on Canvas, which is available at http://ecourses.pvamu.edu. You are expected to use this website as a resource for the class; in particular, the weekly "to-do list" page of every module should be the starting point. I expect you to check the weekly "to-do list" page (under the Modules tab) **every Monday afternoon**, since I will post it every Monday morning, except for the first week. In terms of important announcements, I post them under the Announcements tab on Canvas but I also send them via email/message. So, I expect you to check your PVAMU email account at least once a day.

4) It usually takes for me to respond to your emails approximately one-two business days. Please be aware that I do not check emails on weekends; if you send me an email Friday afternoon, you are expected to wait until Monday. Feedback and grades on your assignments will be all available through Canvas. You can expect to receive my feedback and grades (except for extra credit assignments) within 12 business days from deadlines.

<mark>Political Science Program Policy on Plagiarism</mark>: 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, taking another student's work, directly quoting a source without giving a reference citation, paraphrasing a source without giving a reference citation 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 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 or for the course) in addition to cancellation of any extra credit points
   2. Letter of Reprimand
   3. Probation
   4. Suspension
   5. Dismissal from Academic Program
   6. Expulsion from the university.
Students must consult the University's Code of Conduct for other forms of academic dishonesty and punishments.

Grade Groveling Policy: Students concerned about their grades should endeavor to attend all class sessions and complete all work to the best of their ability. Students **earn** high grades, based on demonstrating mastery of the subject matter and not based on what they want or need for their overall GPA. Therefore, no grade groveling will be entertained and no "do-overs" allowed.

16 Week Semester Calendar, Spring 2024
*Note: This syllabus is subject to change based on the needs of the class.

Week One: 1/16 – 1/19
Topic Description   Course introduction
 Readings: Syllabus, class contract, class policies, Canvas website
Assignment(s):   Syllabus Quiz & Class Contract (1/19 Fri)

Week Two: 1/22 – 1/26
Topic Description   Scope of Political Science & Thinking Like a Researcher
 Readings: PA Ch.10 & KKV pp.7-19
Assignment(s):   Find your research interest & work on Research Question assignment

Week Three: 1/29 – 2/2
Topic Description   Research Questions & Setting up a Citation Database
 Readings: PA Ch.10 & KKV pp.7-19 (cont'd), library session (TBA)
Assignment(s):   Research Question assignment (1/30 Tue)
                          Take academic integrity course

Week Four: 2/5 – 2/9
Topic Description   Using Library Databases & Engaging Sources
 Readings: Different journals, excerpts of articles
Assignment(s):   Academic Integrity (2/9 Fri)
                          Find ten relevant peer-reviewed articles

Week Five: 2/12 – 2/16
Topic Description   Engaging Sources (cont'd)
 Readings: Abstracts of different articles
Assignment(s):   Mapping ten articles (2/16 Fri)

Week Six: 2/19 – 2/23
Topic Description   Concepts & Variables
 Readings: SSR Ch.2, PA pp.1-13 & 34-35, my own AB template
Assignment(s):   Work on annotated bibliography

Week Seven: 2/26 – 3/1
Topic Description   Annotated Bibliography
 Readings: Baglione Ch.4, my own AB template
Assignment(s):   Work on annotated bibliography

Week Eight: 3/4 – 3/8
Topic Description   Literature Review
 Readings: Ch.2 of *Why Nations Fail*
Assignment(s):   Annotated Bibliography & Literature Review (3/8 Fri)

Week Nine: 3/11 – 3/15

Topic Description	Spring Break
Readings:	
Assignment(s):	

Week Ten: 3/18 – 3/22

Topic Description	Theory Building
Readings:	PA pp.72-85, KKV pp.19-23
Assignment(s):	Work on theoretical framework

Week Eleven: 3/25 – 3/29

Topic Description	Theory Building (cont'd) & Research Design
Readings:	KKV pp.99-114, PA pp.105-114 & 123-126
Assignment(s):	Work on theoretical framework & research design
	*One-on-one consultation (during office hours)

Week Twelve: 4/1 – 4/5

Topic Description	Different Methods (Quantitative, Qualitative)
Readings:	Different articles, study guide
Assignment(s):	Work on research design, prepare for the quiz
	*One-on-one consultation (during office hours)

Week Thirteen: 4/8 – 4/12

Topic Description	Quiz (4/8 - no class) & Presentation I (4/10)
Readings:	presentation rubric, peer's draft
Assignment(s):	Concepts & Methods Quiz (4/8 Mon, available on Canvas, between 7am-11:59pm)
	Theoretical Framework & Research Design (4/12 Fri)

Week Fourteen: 4/15 – 4/19

Topic Description	Presentation II
Readings:	presentation rubric, peer's draft
Assignment(s):	Peer review (4/19 Fri, those who reviewed peer's presentation between 4/10-17)
	Work on final draft
	*One-on-one consultation (during office hours)

Week Fifteen: 4/22 – 4/26

Topic Description	Presentation III
Readings:	presentation rubric, peer's draft
Assignment(s):	Peer review (4/26 Fri, those who reviewed peer's presentation between 4/22-24)
	Work on final draft
	*One-on-one consultation (during office hours)

Weeks Sixteen & Seventeen: 4/29 – 5/11

Topic Description	Final Exam period: 4/30-5/8
Readings:	N/A
Assignment(s)	Final draft (5/1 Wed)

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. 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. <u>Cheating</u>: 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. <u>Plagiarism</u>: 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. <u>Collusion</u>: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. <u>Conspiracy</u>: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. <u>Multiple Submission</u>: 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.

PV'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. PVAMU 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 based on 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 using the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

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

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

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