



**PSYC 2301-23574-P02  
General Psychology Fall 2024**

<b>Instructor:</b>	Professor Stephen Morris
<b>Section # and CRN:</b>	23574-P02
<b>Office Location:</b>	Don K. Clark Building, Room 215
<b>Office Phone:</b>	936-261-5218
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<b>Office Hours:</b>	Monday, Wednesday and Friday (12:00pm-2:00pm) and by appointment/phone
<b>Mode of Instruction:</b>	Face to face/
<b>Course Location:</b>	WR Banks- 240
<b>Class Days &amp; Times:</b>	Tuesday and Thursday-9:30am-10:50am
<b>Catalog Description:</b>	This course presents a foundation for the understanding of basic psychological principles underlying human behavior and mental processes (3 credit hours).
<b>Prerequisites:</b>	None
<b>Co-requisites:</b>	None
<b>Required Texts:</b>	King, L. (2019). <i>Experience psychology (4th ed.)</i> . New York, NY: McGraw-Hill Education.
<b>Recommended Texts:</b>	None

Even before taking this course, you probably already know that psychology involves the study of human experience. But consider: Many disciplines address human experience, so what is it about psychology that gives it a distinctive voice on this topic? What do psychologists mean when they say psychology represents a scientific study of human experience? What methods do psychological scientists use to describe, explain, and predict phenomena? Psychologists might be united in their use of certain methods, but how do they differ according to interest in different aspects of human experience? In other words, what are the principle subfields within psychology? These questions will be answered through the following course objectives/outcomes:

### Course Outcomes

**At the end of this course, the student will:**

1. To provide a broad overview of the focus and methods of psychology
2. To survey a wide variety of theories and research of human cognition and behavior
3. To introduce many of psychology's major content areas
4. To foster the development of critical thinking skills (this will be achieved through emphasis on the scientific method).
5. To consider applications of psychology to our lives

**Student Learning Outcomes:**

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome # Alignment</b>	<b>Core Curriculum Outcome Alignment</b>
<b>1</b>	Students will be able to identify and articulate many of the basic tenets and principles of General Psychology.		Communication
<b>2</b>	In an informed and effective manner, students will be able to differentiate and discuss such key aspects of the human condition as learning, memory, emotion and intelligence.		Critical Thinking
<b>3</b>	Students will be able to demonstrate an understanding of descriptive, correlational and experimental research methodologies.		Empirical and Quantitative Skills
<b>4</b>	Students will be able to articulate knowledge of the leading models of altruistic behavior, and discuss various ways in which self and others stand to benefit from prosocial interaction.		Social Responsibility

**Course Requirements & Evaluation Methods**

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

**READINGS:** King (2019) will be our primary text. When I find articles in other publications or textbooks to be more up-to-date and insightful than our primary text on some issues, so throughout the semester I will post outside readings on eCourses. I will announce these readings in class and on eCourses ahead of time so that you are aware. You are expected to complete the required reading from the textbook and/or supplementary sources before you arrive in class. Each test may have questions taken from the readings on topics that may not have been covered during the lectures.

**LECTURES:** Each test will have questions taken from the lecture on topics that will not be covered in the readings. I will **NOT** post PowerPoint slides, so take notes while I'm teaching (this does not mean copy everything from my slides). You'll remember the material much better if you write notes in your own words. **NOTE: I do not give out my PowerPoint slides.** If you miss a class, you will need to contact another student in class for the notes. I will however be more than glad to meet with you to go over the slides/discuss the material you missed.

**ATTENDANCE:** Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class. If you miss a test, you can make it up during the make-up session (see below).

## Course Procedures

### GRADING

4 Exams (worth 15% per exam).....	<b>60% of final grade</b>
Course Assignments .....	<b>20% of final grade</b>
Research Participation/Paper .....	<b>20% of final grade</b>

Grade	Criterion
A	90% or above
B	80% to < 90%
C	70% to < 80%
D	60% to < 70%
F	Below 60%

\*Students can expect to receive feedback within one week of submission.

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.

### EXAMS:

There will be four, online exams throughout the semester, three during the semester and one during the scheduled final exam time. Exams will consist of multiple choice questions, and will cover material from the assigned readings and lecture class activities. In general, exams will include only new material covered since the previous exam. However, some older topics may come up again on later exams.

Exam 4 will be given during final exams week (See Course Schedule for date and time). Exam 4 will be the same type of test (50 multiple choice questions). It will **not** be cumulative. **You’ll receive an automatic zero on any test for which you did not take the exam (this zero will only be replaced in the gradebook if you make-up the test).**

*Exam Make-up Policy:* Make-up exams will not be given except for extreme emergencies. If you are absent on the days of an exam, you must have a valid excuse to be allowed to make-up the exam without penalty. Examples of valid excuses include documented illness, university-sanctioned travel, and religious observances. **Documentation of the excused absence is required PRIOR to being allowed to make up the exam.** I reserve the right to contact the source of your documentation for verification purposes. If possible, notify me in advance of your absence, but you must notify me within **48 hours** of your absence. Proper documentation must be provided and the make-up exam taken within **1 week** of your absence.

Students who miss an exam (other than the final) without a valid excuse or who do not provide proper documentation prior to taking the make-up exam within one week of the missed exam will be allowed to take the make-up exam **within one week of the originally scheduled test date with a 25% penalty**. In this situation, arrangements to take the make-up exam must be made prior to the class period following the missed exam.

- Make-up exams will cover the same material as scheduled exams but may differ in format.
- It is ultimately your responsibility to schedule the make-up exam, not the instructor’s.
- **Important Point:** Exams cannot be made up more than 1-week after the exam. If you miss that rescheduled make up period (unless due to another excused absence), you will be given a zero on your exam.

*Final Exam Policy:* You must attend and take the final exam during the time scheduled by the University.

### **DISCUSSION POST:**

For each chapter, there will be 1 to 2 questions posted in the Discussions in Canvas. For example, I may have you read an article from the textbook and respond to the questions (you will earn 1 point for responding to the questions). After you post your responses, you are required to reply to 2 other students' post (you will earn 0.5 point for replying to each student. As a result, you will have an opportunity to earn a maximum of 2 point per chapter.

### **RESEARCH PARTICIPATION/RESEARCH ALTERNATIVE:**

#### **Research Participation (Method A)**

As you will learn in this class, psychology is a science, which means it relies on research using the scientific method to gain new knowledge. Given how important research is to psychology, you are required to gain experience with and exposure to psychological research. You have two options for fulfilling this requirement: the research participation option or the research paper option. Both options are designed to help you:

- learn how and why research with humans is conducted
- learn how the results are used to help understand human behavior
- see the variety of problems that can be studied with scientific methods

You are required to participate in **6 research credits'** worth of psychology studies. Sign up for research credits online at the link available on eCourses or go to <http://pvamu.sona-systems.com/> . On eCourses, students also will find documents to assist them with navigating the online system and research requirement.

If a student is younger than 18 years old, they will not be allowed to participate if they are without parental consent and probably will need to complete the alternative assignment (see Method B).

**GET THESE 6 CREDITS FINISHED EARLY!** I cannot stress this enough. Do NOT wait until the last 1 or 2 weeks of a course because there may be too few experiments offering credits! Don't take the risk.

Some important notes about research participation:

1. It is essential that students sign up only for studies for which they are eligible. There are a variety of experiments from which to choose. Students should deliberately pick ones that sound interesting to them and that fit their schedules. It is not acceptable to miss a class due to participation in an experiment.
2. When students sign up for a study, they should be sure to take note of this important information:
  - a. The researcher's name and phone number or e-mail address;
  - b. The building, room number, date, and time of the experiment
3. Students will be given a receipt for participation (called a Credit Slip). This receipt should be kept safely! If there is any discrepancy regarding research participation between the student's records and the department's records, it is the student's responsibility to reconcile the matter with proof of study participation, i.e., the Credit Slip. Evidence of students' research participation should also be posted on SONA; however, students should contact the researcher who serves as the PI of the study if they did not receive credit after participating in the study for 48 hours.

#### **Research Alternative (Method B)**

To complete the research paper option, you will choose and read an article from *Psi Chi Journal of Psychological Research* that was published in 2015 or later. You will then write a 1-2 page paper that both (a) summarizes the article you read and that (b) explains how the topic of the article relates to something you are learning in class.

- You are expected to use APA style citations for all references.
- It takes the typical student about one hour to read the article and write the paper, so each paper earns 1 credit.
- You must follow all instructions for writing the papers carefully, or you will not receive full credit.
- **Warning:** Academic misconduct (e.g., copying part or all of a friend's paper or inappropriately quoting material from the article) will result in a reduction in your final course grade and will be reported to the Office of Student Conduct.

Students can read as many articles/write papers according to credits needed. (For example, if a student only wanted to write papers, s/he would need to submit 6 papers to fulfill the 6 credit requirement). Students can choose whichever articles seem most interesting to them. Papers can be submitted hard copy or e-mailed to me. If students e-mail their papers to me, please type "Research Requirement Paper" in the subject line.

NOTE: Students can do any combination of research participation/research alternative papers to meet the 6 credit requirement. For example, the requirement could be fulfilled by completing 5 hours of experiments (equivalent to 5 credits) and writing 1 paper (equivalent to 1 credit) for a total of 6 credits.

## **ADDITIONAL INFORMATION**

**Civility:** I expect students to act civilly at all times. This means respecting yourself, other students, and me. Uncivil behavior will not be tolerated. Examples of uncivil behavior include, but are not limited to, disrupting the class in any manner, using verbally aggressive languages when posting a comment, breaking student code of conduct rules, etc.

**Copyright Statement:** Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act.

### **General policy:**

1. Students must make every effort to view lecture videos and participate in class discussion.
2. Make-up examinations will be considered only in cases of medical or other very serious emergencies. Formal documentation of the emergency will be required. The following will not be considered for make-up examinations as a matter of course:
  - Mix-up on exam date
  - Child care problem
3. Disrespectful and/or disruptive behavior of any sort will not be tolerated during lecture.

### **Syllabus Change Policy:**

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice. Any changes will be announced in class and on Canvas.

## Course Schedule

Unless otherwise stated, all Chapters/Pages refer to *Fourth Edition* of our assigned text

Modules	Topic	Assignment/Activity	Due Date *Unless otherwise noted, all assignments are due at 11:59pm (CST)*
<b>Module 1:</b> Week 1	Course Introduction  The Science of Psychology (Chapter 1)	<ul style="list-style-type: none"> <li>• Read the syllabus</li> <li>• Complete the syllabus quiz</li> <li>• Read Chapter 1</li> <li>• View lecture video</li> <li>• Complete the Chapter 1 discussion board</li> </ul>	Weekly Assignment
<b>Module 2:</b> Week 2	Learning (Chapter 2)	<ul style="list-style-type: none"> <li>• Read Chapter Two</li> </ul>	Weekly Assignments
<b>Module 3:</b> Week 3	(Chapter 3)	<ul style="list-style-type: none"> <li>• Read Chapter 3</li> <li>• View lecture video</li> </ul>	Complete Weekly Assignments
<b>Module 3</b> Week 4	(Chapter 3)	--Complete Reading Chapter 3	Weekly Assignments
<b>Module 4:</b> Week 5	(Chapter 4)	<ul style="list-style-type: none"> <li>• Read Chapter 4</li> <li>• View lecture video</li> </ul>	Weekly Assignments
<b>Module 4:</b> Week 6	(Chapter 4)	<ul style="list-style-type: none"> <li>• Exam 1: 02/22/24</li> </ul>	Exam 1: 02/22/24
<b>Module 8:</b> Week 7	(Chapter 8)	<ul style="list-style-type: none"> <li>• Read Chapter 8</li> <li>• View lecture video</li> </ul>	Weekly Assignments
<b>Module 8:</b> Week 8	(Chapter 8)	Continue Reading Chapter 8	Weekly Assignments
<b>Module 9:</b> Week 9	(Chapter 9)	<ul style="list-style-type: none"> <li>• Read Chapter 9</li> </ul>	Weekly Assignments
<b>Module 9:</b> Week 9	(Chapter 9)	<ul style="list-style-type: none"> <li>• Read Chapter 9</li> </ul>	Weekly Assignments

<b>Modules</b>	<b>Topic</b>	<b>Assignment/Activity (Online)</b>	<b>Due Date</b> <b>*Unless otherwise noted, all assignments are due at 11:59pm (CST)*</b>
<b>Module 10:</b> Week 10	(Chapter 10)	<ul style="list-style-type: none"> <li>• Read Chapter 10</li> <li>• View lecture video</li> <li>• Exam 2: 03/21/24</li> </ul>	Weekly Assignment
<b>Module 10:</b> Week 10	<b>(Chapter 10)</b>	Continue Reading Chapter 10	Weekly Assignments
<b>Module 11:</b> Week 11	(Chapter 11)	<ul style="list-style-type: none"> <li>• Read Chapter 11</li> </ul>	Weekly Assignments
<b>Module 11:</b> Week 12	(Chapter 11)	<ul style="list-style-type: none"> <li>• Continue Reading Chapter 11</li> <li>• Exam 3: 04/11/24</li> <li>Final Paper Due: 04/29/24</li> </ul>	Weekly assignments Exam 3: 04/11/24
<b>Final Exam:</b>	<b>Exam 4 (Final Exam)</b>  <b>TBA</b>	<b>Exam 4 (Final Exam- TBA)</b>	<b>Exam 4</b> <b>TBA</b>

**All lecture and exam dates are approximately planned and subject to change.**



## 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](mailto: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, 2<sup>nd</sup> floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

### Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto: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](mailto: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, 2<sup>nd</sup> floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

## University Rules and Procedures

### Academic Misconduct

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

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

### Forms of Academic Dishonesty:

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

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

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

## Nonacademic Misconduct

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

## Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or [titleixteam@pvamu.edu](mailto: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](mailto: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](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto: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](mailto:ciits@pvamu.edu).

### Communication Expectations and Standards

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

### Discussion Requirement

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

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

### COVID-19 Campus Safety Measures

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

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