PRAIRIE VIEW A&M UNIVERSITY

SYLLABUS

General Psychology: 2301
P06 9:30 – 10:50 (Harrington): room 212
P03 11:00 – 12:20 (Harrington) room 212

Spring 2024

Course Information

Instructor: Dr. Sawyerr

Section # and CRN

Office Location: JJ 251

Office Phone: N/A

**Email Address:
chsawyerr@pvamu.edu**

Office Hours: By appt

Mode of Instruction: Face to Face

Course Location: Varies

Class Days & Times: T/TH

Catalog Description: ***PSYC 2301 General Psychology: 3 semester hours.***
Introduction to fundamental psychological concepts derived from the application of scientific methods to the study of behavior.

Required Textbooks: For this course, you will be required to purchase 2 books. Two of books you will be able to access via your amazon account. If you create an Amazon student account, you will be able to access three of the four books through Kindle. The last book you will need can be accessed via a website which will be provided for you. You do not need to purchase a Psychology textbook for the course. The book will be provided for you via a PDF through OpenStax. You will have access to all these materials and links via Canvas.

Course Learning Objectives:

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs. The specific requirements are listed below:
Upon successful completion of this course, students will:
1) Identify various research methods and their characteristics used in the scientific study of psychology.
2) Describe the historical influences and early schools of thought that shaped the field of psychology.
3) Describe some of the prominent perspectives and approaches used in the study of psychology.
4) Use terminology unique to the study of psychology.
5) Describe accepted approaches and standards in psychological assessment and evaluation.
6) Identify factors in physiological and psychological processes involved in human behavior.

Required Textbooks for the class: (all links for all assignments will be published the assignments tab)

Title	Edition	Author	Publisher	ISBN
1.Psychology 2E (free)	2ed	Dr. Rose M. Spelman	XanEdu	OpenStax

Reference Text: For correct citation format consult the **APA Handbook 7th Ed** in the library or online indicating the proper citation format for all works cited sources. **All papers must have a separate references page attached, with all sources listed in alphabetical order in the correct APA format**

Psychological Association (APA) citation format.

All papers must be in the required APA 7th edition format
Papers submitted in MLA format will receive an automatic 10-point deduction.

If you need assistance with APA: Please visit Purdue Owl link is below

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

For instructors who wish to PROHIBIT the usage of ChatGPT 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.

GroupMe and other group messaging platforms (like Whatsapp) are meant to be used for simple class discussions. If a student wishes to create a GroupMe or utilize another messaging platform concerning this class, they are required to post the link publicly (via the Discussion tab) so that all students and the TA have the opportunity to join. If I learn that a class GroupMe or other group messaging platforms were created without my knowledge, I will assume it was made with the intent to share answers.

Major Course Requirements

Email Etiquette:
You are expected to write as you would a professional correspondence. This includes composing emails that are grammatically correct with good sentence structure. If you email me as if we are on a social networking site, <mark>you will not receive a response until you correct the errors.</mark> This is an academic environment and I expect only the best. Furthermore, out of respect, please refer to me as: professor, Dr.C or Dr. Sawyerr). If an email is sent referring to me by my first name, you will not receive a response. Email communication should be courteous and respectful in manner and tone. If your emails to me do not conform to the guidelines stated, I will ask you to revise your correspondence before I provide an answer. Do not send emails that are curt or demanding! Lastly, do not expect an immediate response via email (normally, a response will be sent within two business days. If your email question is sent at the last minute, it may not be possible to send you a response before an assignment is due or a test is given.
I do not respond to emails on the weekends.

FYI:
If you have an emergency, problem, or any other situation that may have an impact on your successful completion of the course, please notify me in a timely manner! If you need help, do not wait until it is too late to be helped!

An emergency on your part is not an EMERGENCY on MINE.
Keep in mind, if you tell me BEFORE hand, it is a REASON. If you tell me after, it is an EXCUSE!

Expectations:
It is your responsibility to obtain a username and password, to enter the online classroom on the first day, to read the directions on the homepage, and to successfully navigate through the course this includes but not limited to:
a. reading the syllabus
b. reading and keeping up with the changes on the course homepage
c. reading and responding to instructor emails
d. keeping up with exam and assignment dates

e. There will be a drop box for all assignments to be submitted. You are to submit your Microsoft word document as an attachment only. If you type the assignment into the comment box, you will receive a zero. If I cannot open the document, you will receive a zero. It is in your best interest to save your document in RTF to avoid any mishaps with me not being able to open your assignment!

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within Prairie View A & M.

The specific requirements are listed below but not limited to:
      *Pop Quizzes & Exams
      *Word Document Submissions
      *Video Animations and Clips Prior to Lectures

To determine that you have written your own work your originality report should be ***80% your own work and 20%*** citations, references, and other sources you will be using. If the work you submit does not fit the percentage, points will be deducted from the assignment.

Please also note, all assignments are automatically submitted through turnitin.com when you submit your work into Canvas.

Please note all submissions of work submitted must be "original" content only. This means that you are not to submit work that has been previously submitted to or from another class.

If it is determined that you have plagiarized. A grade of zero will be given for that assignment.

Self-plagiarism is not allowed will it be tolerated

What is self – plagiarism:

Self-plagiarism is defined as a type of plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work. Writers often maintain that because they are the authors, they can use the work again as they wish; they can't really plagiarize themselves because they are not taking any words or ideas from someone else. But while the discussion continues whether self-plagiarism is possible, the ethical issue of self-plagiarism is significant, especially because self-plagiarism can infringe upon a publisher's copyright. Traditional definitions of plagiarism do not account for self-plagiarism, so writers may be unaware of the ethics and laws involved in reusing or repurposing texts.

The American Psychological Association (2010) explains how plagiarism differs from self-plagiarism: "Whereas plagiarism refers to the practice of claiming credit for the words, ideas, and concepts of others, self-plagiarism refers to the practice of presenting one's own previously published work as though it were new" (pg. 170).

ALL ASSIGNMENTS MUST BE WRITTEN IN "APA" FORMAT 7th edition
All written assignments must be put in the appropriate drop boxes indicated for each assignment title.

It is your responsibility to ensure you understand the APA Format and ask any questions you may have.

Please also be aware that I have made available an APA template for you to use as a guide for all your assignments within Canvas.

(Do not forget to submit these items in the drop box. The instructions for the assignments are in Canvas under Assignments.)

Major Course Requirements

Assignments for the semester are as follows:

1.	**Quizzes**	**45%**
2.	**Sonas**	**5%**
3.	**Midterm**	**25%**
4.	**Final Exam**	**25%**

Please note all instructions for assignments will be under the specific assignment tab for each specific assignment within Canvas

Students, please read the guidelines for writing assignments
All papers must follow the following format in APA 7th edition
a. Your title page & make sure you have a page number in the top right on every page

b. Your written content

c. Your reference page

d. Grammatically correct, if they are not, you will receive a grade of ZERO! What exactly does this mean? You should capitalize, when necessary, use the correct punctu. ation, spacing between sentences, you should not have misspelled words (this typically happens when you wait until the last minute to complete an assignment, and you should recognize that you are not texting, but striving to produce a quality written paper. Be sure your assignment is double-spaced.

e. Written in the proper APA format.

f. When it comes to your content of writing, make sure it is succinct and is in alignment with what is required.

g. Your analysis should reflect your understanding of the assignment. If I cannot understand your writing, you will receive a grade of ZERO!

h. Do not copy your answers directly from the textbook or other sources!

i. You will receive a ZERO for assignments that are plagiarized. It is very possible that you could fail this course, per the discretion of the professor. Please see the academic policy on the syllabus.

j. If your assignment is not in Times Roman/Courier New, written in 12-point font, double spaced APA Format, paragraph form, your assignment will receive deductions.

k. If you need assistance with the APA format, ask the librarian or your professor

Movie Disclaimer:

Movies will be shown this semester. These movies are at least adjacently relevant to the course material covered in class. Therefore, students are expected to be to view the movie, as they are responsible for the broad concepts covered in the movie. The movie(s) shown/required may be rated R and contain adult language and other R-rated elements.

Should the nature of these films be an issue in your viewing of the movie, it is your responsibility to inform me of these concerns, to which I will address on a case-by-case basis

Internet:
1. BACK UP WORK

   A. I encourage each student to have a backup plan in case of emergency circumstances arise while they are enrolled in this course (e.g., computer crash, natural disaster, medical emergency, etc).

   B. I recommend the following: save your work and maintain backups that are easily accessible to you. You have backup copies when your primary computer crashes to minimize losses.

   C You can save copies of your work to a flash drive or cloud storage (e.g., PVAMU – H-Drive, Dropbox, Google Drive, Microsoft One Drive, etc.).

ACCESS TO COMPUTERS
1. Locate and make sure you can access a secondary computing source. In case you lose your primary computing source that you rely on to complete assignments. Be sure to plan and locate alternate computers or devices you can use to complete the necessary work in this course. Examples: could be making a trip to campus computer lab, visiting your local library, or relying on someone you trust to help you as needed.

2. Locate and make sure you can access a secondary internet source. Have a plan on how you will access the internet to complete and submit your coursework if your primary source become unavailable. For instance, if you live near campus, you can use your credentials to log on to computers n the campus labs, visit your local library, go to your favorite coffee shop, find guest access from a public school, or rely on someone you trust to help you as needed.

<mark>SCREEN IMAGES</mark>
Screen images of assignments will not be accepted at all for any reason. Except for the SONAS Research assignment.

Dr. Sawyerr's Guidelines and Policies
This course relies on cooperative real-world learning that encompasses experiences, techniques and strategies that immerse students in thinking about "taken – for – granted" things they are used to seeing or doing on a regular basis. During the semester, students will engage in lots of reading, discussion, problem – solving, writing and group activities/and or projects! It is my greatest expectation that, after taking this course, students become familiar with a new way of learning at the world – with an open, critical – thinking, enriched by a psychological perspective. That will help the students utilize newly – found knowledge and newly – acquired techniques to understanding/managing everyday lives. If you are experiencing academic, family, or personal problems that have the potential to affect your attendance or academic performance please let Dr. Sawyerr know as soon as possible! I cannot assist you or help you so please do not hesitate to let me know if you have questions or concerns throughout the semester. I will make every RESONABLE effort to help you be successful in this course.

Attendance, Class Participate, Homework & Quiz/Exam Policies
This is a F2F class so please make sure that you are familiar with Canvas, attend class, complete all assignments, quizzes, required exams, and most importantly you participate and ask questions in class.

Attendance
Please also keep in mind that it is your responsibility as a student to drop yourself from the class for any reason. As I will NOT drop you from the course.

You are required to sign in every time class is held. You have a 15 minute to sign in on the roster. After the 15-minute window. The notebook will put away and you will not be able to sign in for the day.

MAKE UP EXAMS AND ASSIGNMENTS

No make - up quizzes/exams will be given for any reason, unless discussed ahead of time and approved from the professor in writing. If a make up exam is allowed it "will be in an alternate format than the original exam given.

All exams with be F2F. You will need a scantron and a #2 pencil. It is your responsibility to have the items you need for the exam. You cannot write on the exam. If you are late, you can still take the exam, but you will not be allotted extra time. All smart phones, cellphones, electronics, and smart watches must be turned off during the exam.

Please do not ask the professor for extra credit at any time. If an opportunity arises, the professor will communicate this information via email or in person to the entire class.

Assignment Submissions to Canvas

All assignments must be submitted in Microsoft Word/PDF ONLY. Any other submission files will not be accepted nor graded.

Time submission for assignments:

Students all assignment are due by 11:58 p.m. on the assigned day!

No Exceptions or late assignments will be allowed/**accepted for any reason, without prior approval from the instructor. Please always plan and submit your assignment on time. If your assignment is submitted at 11:59 p.m. it is considered late and will not be accepted.**

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.

Course Grading Components
METHOD OF INSTRUCTION:
Psychology 2301 (General Psychology) is a course which solicits active involvement on the part of students. Online exercises, library and homework assignments, and numerous activities that should promote meaningful participation. Assignments should serve to stimulate discussion relevant to insightful analyses and strategies for critical evaluation of existing and future knowledge bases.

GRADE DETERMINATION:

Your grade will be determined by the following	Details (all assignments will close at 11:58 p.m. the day it is due)	Percent of Final Average
Introduction to the class, syllabus review, answer questions as deemed necessary Week 2	Go over the syllabus. Register with SONAS (Required)	
Chapter 1 PowerPoint Week 2		

Chapter 2 PowerPoint Week 3		
Chapter 3 PowerPoint Week 4		
Chapter 4 PowerPoint Week 5		
Review APA Format Week 5		
Chapter 5 PowerPoint Week 6		
Chapter 6 PowerPoint Week 7		
Chapter 7 PowerPoint Week 8		
Chapter 8 Power Point Week 9		
<mark>Midterm projects in class</mark> starting Feb 20 Week 10		25%
Midterm projects cont.. Week 11 & 12		
Chapter 10 Week 13		
Chapter 10 Week 13		

Chapter 11 PowerPoint Week 14		
Chapter 12 PowerPoint Week 14		
Chapter 13 Week 15		
Quizzes after every chapter		50%
Final Exam in class		25%
Total percentage of all assignments		100%

LETTER GRADE ASSIGNMENT:
Please make yourself aware of the grading scale below. Please do not email the professor and ask if your grade can be increased by any means. What you earn in the class will be your final grade in Panther Tracks.

Letter Grade	Final Average in Percent
A	90 – 100
B	80 – 89
C	79 – 70
D	69 – 60
F	59 - 0

A successful student in this class will demonstrate the following:
The "A" student: is one who (1) Submits superior work; (2) is a prompt and regular attendant (3) participates actively and regularly in class discussion; (4) offers thoughtful and perceptive responses to class discussion questions and assignments; (5) participates actively/regularly in –

group by offering ideas/asking questions while helping to keep the group on task; and (6) listens respectfully when others talk, both in groups and in class.

The "B" student: is one who (1) submits good work; (2) is a prompt and regular attendant; (3) participates actively/regularly in class discussion: (4) demonstrates clear evidence of thought and planning for class discussion, questions and assignments; (5) participates actively/regularly in group work by offering ideas/asking questions; and (6) listens when others talk, both in group and in class.

The "C" student is one who (1) submits work that meets the minimum requirements; (2) is a prompt and regular attendant; (3) participates in group work and offers some ideas and asks some questions; (4) participates regularly in class discussion; and (5) listens when others talk, both in groups and in class.

The "D" student: is one who (1) submit underdeveloped/unintelligible work, lacking depth of thought, or work that doesn't meet minimum requirement; (2) is irregular in their attendance pattern and shows a pattern of UNEXCUSED tardiness or premature departures; (3) rarely participates in group work by offering ideas and questions; (4) disrupts the class with private conversations, inappropriate behavior or prohibited activities; (5) offers no thoughtful responses to class discussion, questions, projects and assignments; and (6) does not participate regularly in class discussion.

The "F" student: is one who (1) is irregular in attendance pattern and shoe a pattern of (UNEXCUSED) tardiness or premature departures; (2) sabotages group and class dynamics through distracting behaviors(s); (3) offers rude, inappropriate, or unintelligible responses when approached; (4) does not participate regularly in class discussions, projects and assignments; and (5) does not participate regularly or meaningfully in class discussion, except at the most elementary level or not at all.

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

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

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; Panther Navigate Website

Student Counseling Services

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

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

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

Center for Careers & Professional Development

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

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

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

5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

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

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

substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

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

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

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

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

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

Makeup Work for Legitimate Absences
Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are

encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

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

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

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

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

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

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

Video Conferencing Etiquette

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

Technical Support

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

Communication Expectations and Standards

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

Discussion Requirement

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

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

COVID-19 Campus Safety Measures

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

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