



Statistical Methods in Psychology (2317)
Spring 2024

Course Information: Description: Introduces basic statistical concepts and the relevance of statistics in the behavioral sciences. Explores the fundamentals of descriptive statistics, inferential statistics, elementary probability and sampling methods, and distributions. The student is introduced to computer applications such as the Statistical Package for the Social Sciences

Instructor: Dr. Sawyerr

Section # and CRN: P04

Office Location: 260

Office Phone: N/A

Email Address:
chsawyerr@pvamu.edu
Office Hours:

Mode of Instruction: Face to Face
Course Location: JJ room 260
Class Days & Times: T/Th 1230 - 150
Catalog Description:

Introduces basic statistical concepts and the relevance of statistics in the behavioral sciences. Explores the fundamentals of descriptive statistics, inferential statistics, elementary probability and sampling methods, and distributions. The student is introduced to computer applications such as the Statistical Package for the Social Sciences

Prerequisites: N/A

Co-requisites: N/A

Required Software for the Course:

Required Hardware: You need a basic calculator. You will only be allowed to use a basic calculator on exams and quizzes.

This is known as a “simple” four function calculator .

Your cellphone will not be allowed during exams and is required to be turned off.

You will also be required to download and use SPSS which is a Statistical Software Package

Course Objectives (CO)	PVAMU Core Curriculum Skills (PCCS)
<p>Upon completing the course, the student will be able to:</p> <p>CO1. Explain how data are organized, summarized, interpreted, and communicated to others.</p> <p>CO2. Compute and interpret descriptive and inferential statistics.</p> <p>CO3. Discuss descriptive and inferential statistics found within journal articles</p> <p>CO4. Identify the appropriate statistics for several types of data.</p> <p>CO5. Analyze data using the Statistical Package for Social Sciences (SPSS).</p> <p>CO6. Draw valid inferences based on data by using appropriate statistical methods.</p>	<p>1. (B) Communication Skills: to include effective development, interpretation, and expression of ideas through written, oral, and visual communication</p> <p>2. (C) Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions</p> <p>3. (A) Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information</p> <p>4. (A) Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information</p> <p>5. (C) Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions</p> <p>6. (B) Communication Skills: to include effective development, interpretation, and expression of ideas through written, oral, and visual communication</p>

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.

GRADE DETERMINATION	Percentage
Quizzes (after each chapter)	25%
Midterm	25%
Final	25%
SPSS Major Project	25%
Total	100%

Grading Criteria:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = < 60%

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 Procedures or Additional Instructor Policies

Detailed Description of Major Requirements:

Exams and Quizzes – Social responsibility, Quantitative and Critical Thinking skills demonstrated by student performance on two exams. One comprehensive final, midterm and several quizzes which will all be taken in class.

For Exams: You will be able to use a formula sheet that Dr. Sawyerr will give to you the day of the quiz/exam.

Correctly, students will identify the appropriate statistics for several types of data.

Your homework assignments will be evaluated by your performance on weekly questions put on the board.

Assignments – Empirical and Quantitative Skills will be demonstrated by student performance on homework assignments. Students evaluated on the ability to compute and interpret descriptive and inferential statistics. You will be required to use IBM Statistics (or SPSS) to complete weekly SPSS assignments at home and is available on most on-campus computing facilities.

Discussion Boards - Specific topics will be posted on Canvas weekly. You will read published materials and engage in the discussion boards set up on Canvas. You will utilize readings and information that you collect from various online sources to inform your discussion. Respect and critical thinking will guide these discussions.

Discussion board posts are a significant part of this course. Students must post answers to instructor-posted questions each Thursday by 11:58 pm and post comments to two peers by Sunday at 11:58 p.m.

For discussion posts you need a minimum of 200 words and use a peer reviewed source to substantiate your response. Wikipedia is not a reliable source: Google Scholar, your textbook, the library are all reliable sources. If your post is not 200 words, your post will not be graded. You must use complete sentences and proper grammar. You are not allowed to Chat GPT, or any type of AI source. All your DB posts need to be in original content. This means your own written words. If AI or plagiarism is detected, you will receive a zero for the assignment and reported to the Department Chair and the Dean for further discipline.

Statistical Package for the Social Sciences (SPSS) Project – Social Responsibility, Communication, Critical Thinking, and Empirical and Quantitative skills assessed within this project. Students will be asked to Carry-out a plan, analyzing data, and writing up the results to demonstrate how to organize, summarize data, and interpret. At the same time, communicate their findings both written and orally.

The project emphasis will be on four issues: (1) generating a question answered using statistics, (2) deciding on the appropriate statistical technique to be used, (3) using SPSS to conduct the statistical analyses, and (4) writing up and interpreting the results using correct APA style. Class-presentation will include relating how data-driven results can impact public policy and or impact communities, nations, and the world—a common rubric on a 0 to 4 scale used for evaluation. Additional information is available in Canvas.

Course Materials

•Cogmet

Cogmet empowers you to produce your best work – consistently. Cogmet is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by the instructor to guide you through the course and focus on what is important. Registration is required. It is recommended that you purchase one 1-semester access to Cogmet Learning, the program that will provide graded practice problems that will be needed for your homework grade and other assessments. Instructions on how to register for Cogmet and access to the digital textbook will be given in Canvas.

•Hardware

Hand Calculator with a square root function: The simplest calculator you can get with a square root function, the better. There is no need for anything sophisticated (a small, solar powered one works best. Cell phone calculators are not an acceptable substitute and do not do many of the course's tasks. On exams and quizzes, you may bring and use an old-fashioned four function non - graphing calculator. The student should not use cell phone calculators during exams.

Portable or online storage: You will need a way to save files (portable USB drive, Dropbox, or Cloud drive).

Personal Laptops, mobile devices: While laptops are permitted and will sometimes be used in lectures, there will be times when the instructor will limit their use. These devices should always be MUTED during class or lab, and no headphones are allowed.

Course Procedures and Additional Instructor Policies

This is a F2F class/ online course. Statistics classes are not easier than any other class. To succeed in this class, you must be initiative-taking and well organized. You will need to purchase the required textbook listed above by the first day of the course. Other course materials are available via Canvas.

Regular Internet access is essential for the successful completion of the course.

The typical class structure will consist of learning modules, which include:

- Short Videos/PowerPoint Slides
- Zoom Video lectures.

- Readings
- Online Discussions
- Exams, Quizzes, and Assignments

This is an entirely F2F/online based course. We have face-to-face class meetings, and you will complete your work at your pace but must be submitted by the due date - which simply means that you will be working on it at different times than your colleagues. You can log into the class to do your work anytime is convenient for you as long as you are meeting class deadlines.

It is essential to understand that this is not a self-paced class or an independent study. You will have assigned deadlines, and work must be submitted on time. You may not save up your assignments to complete in the last weeks or days of the semester. One critical part of this class is regular interaction with other students and with me, your instructor. Each assignment sequence must be completed on schedule – you cannot work ahead or get behind and be successful.

SPSS Video Recordings:

For each SPSS assignment you will be able to view SPSS video recordings. Please review the videos underneath each SPSS assignment.

Course Communication:

I will be communicating with you regarding grades and assignments. If you need to contact me, the best method is via email. Generally, I will reply to emails within 48 hours and students can expect feedback and grading on assignments and exams within one week, unless otherwise noted. Students may also post questions about the course on the Canvas Inbox. These questions will be answered within 48 hours. If you are having trouble with this course or its material, you should contact me via email to discuss the issues. I do not respond to emails after 12:00 p.m. on Friday. Email communication will resume on Monday at 9:00 a.m.

FY: please know an emergency on your part is not an emergency on mine. Something to also keep in mind: if you tell me ahead of time it is a reason. If you tell me after the fact it is an excuse.

Announcements will be posted to this course whenever necessary. If there is any other information I think is essential, I will send it to the email address you have in Canvas. It is your responsibility to ensure that your email account works appropriately to receive email.

Below is how you check your email address in Canvas:

- Access Canvas
- Click your name on the main Canvas navigation panel on the left.
- Review your email address. By default, Canvas uses your university-issued email address.

Schedule

All course deadlines are listed in the Central Time Zone. Canvas will record all deadlines in this time zone. If you are in a different time zone, plan accordingly.

Each week will begin on a Monday and will end on Sunday. However, it is expected that you will spend out of class time to finish all assignments.

Monday: Catch up on all assignments, prepare for all.

Tuesday: F2F Class

Wednesday: Review

Thursday: F2F Class

Friday – Sunday (complete all required assignments)

Extra Credit: N/A

Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the "save as" tool and save the document in either Microsoft Word, or PDF ONLY.

Exam & Quiz Policy

All Exams and Quizzes will begin promptly at the beginning of class. Quizzes & Exams will be taken as scheduled in Class! No makeup examinations will be allowed except under documented emergencies (See Student Handbook and Dr. C's discretion). Makeup exams and quizzes will only be available for fully confirmed (in writing) medical and family emergencies. If you need to miss an exam or quiz in an emergency, please let me know as soon as possible. You will need to bring to class written documentation and a phone number and name for use in verifying the emergency, which is still at the discretion of Dr. C if a make-up exam/quiz is applicable.

If you are late to class, you will be allowed to take the exam/quiz as long as it is still in progress. However, please know that no additional time in class will be provided to you.

Late Submission for assignments are not accepted. No exceptions will be made to this policy.

August 22 – Dec 8

Your grade will be determined by the following	Details	Percent of Final Average
Week 2	Use this time to get your textbook & READ the SYLLABUS.	
Week 2 Introduction to Statistics	1.1 Statistics Science & Organization 1.2 Population & Sample 1.3 Data Structures, research Methods & Statistics 1.4 Variables & Measurement 1.5 Statistical Notation	

<p>Week 3 Chapter 2 HW Frequency Distribution</p>	<p>2.1 Intro to frequency distribution 2.2 Frequency distribution tables 2.3 Frequency Distribution Graphs 2.4 The shape of a frequency distribution</p>	
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<p>Week 4</p> <p>Chapter 3 HW Measures of Central Tendency</p>	<p>3.1 Defining Central Tendency 3.2 The Mean 3.3 The Median 3.4 The Mode 3.5 Selecting a Measure of Central Tendency 3.6 Central Tendency & Shape of the Distribution</p>	
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<p>Week 5</p> <p>Chapter 3 HW Measures of Central Tendency</p>	<p>3.4 The Mode 3.5 Selecting a Measure of Central Tendency 3.6 Central Tendency & Shape of the Distribution</p>	
<p>Week 6 Quiz # 1</p> <p>Chapter 4HW Measures of Variability</p>	<p>4.1 Defining Variability 4.2 The Range</p>	

<p>Week 7</p> <p>Continue Chapter 4 HW Measures of Variability</p>	<p>4.3 Standard Deviation & Variance for a Population</p> <p>4.4 Standard Deviation & Variance for a sample</p> <p>4.5 Variance & Standard Deviation</p>	
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<p>Week 8</p> <p>Chapters 1 -5</p>	<p>5.1 Introduction to Z scores</p> <p>5.2 Z scores & location & distribution</p> <p>5.3 Using Scores to standardize a distribution.</p>	
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Week 9

5.4 Other Z scores

<p>Week 10</p> <p>Chapter 5 HW Z Scores Cont....</p>	<p>5.5 Computing Scores for a sample 5.6 Inferential Stats</p>	
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<p>Week 11</p> <p>Chapter 6 HW Probability</p>	<p>6.1 Introduction to Probability 6.2 Probability & the normal distribution 6.3 Probabilities & Proportions for scores from a normal distribution 6.4 Inferential stats (more)</p>	
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<p>Week 12</p> <p>Chapter 7 HW Probability & Samples: The Distribution of Sample Means</p>	<p>7.1 Samples & Populations 7.2 The distribution of sample means</p>	
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<p>Week 13</p> <p>Chapter 7 Cont...</p>	<p>7.3 Probability & the distribution of the sample means</p> <p>7.4 More about Standard Error</p> <p>7.5 Looking ahead to inferential Stats</p>	
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<p>Week 14</p> <p>Chapter 8 HW Introduction to hypotheses testing</p>	<p>8.1 The Logic of Hypotheses testing 8.2 Uncertainty & Errors in hypothesis Testing 8.3 More about hypothesis Tests</p>	
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<p>Week 15</p> <p>Continue Chapter 8</p> <p>-----</p> <p>Begin chapter 9 HW Introduction to the t stat</p> <p>Review and work on Chapter 10</p>	<p>8.4 Directional (one – tailed) Hypothesis</p> <p>8.5 Concerns about hypothesis</p> <p>8.6 Stats power</p> <p>-----</p> <p>-</p> <p>9.1 The t statistic</p> <p>9.2 Hypotheses with t statistic</p> <p>9.3 Measuring effect size</p> <p>9.4 Directional hypotheses</p> <p>-----</p> <p>----</p> <p>10.1 Intro to the independent measures design</p> <p>10.2 the t statistic for an independent – measure research design</p> <p>10.3 Hypothesis tests and Effect Size with the Independent Measures</p> <p>10.4 Assumptions Underlying the Independent Measures</p>	
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<p>Week 16 Final Exam Week</p> <p>It will cover all chapters we have covered during the semester.</p>		
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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.

Dr. Sawyerr has the right to make changes to the syllabus at random and as needed for the course.