



**PSYC 4355 Social Cognition
Spring 2024**

Instructor: Dr. Jay Murphy
Section # and CRN: P01, 24825
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Office Hours: MF: by appointment; TR: 1400-1500; W: 1000-1300
Mode of Instruction: Face to Face

Course Location: Room 257, Juvenile Justice and Psychology Building

Class Days & Times: MWF 11:00 am – 11:50 am; 16 Jan – 8 May 2024

Catalog Description: This course is designed to provide students with knowledge about important research from a social cognition perspective.

Prerequisites: PSYC 1113
Co-requisites: None

Required Text(s): Taylor, S. E., & Fiske, S. T. T. (2020). Social cognition: From brains to culture (4th ed.). Sage. ISBN: 1529702089

Recommended Text(s): **Publication Manual of The American Psychological Association, 7th Edition**

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Learn to apply research. Students will learn to: locate, read, and critique professional research journals, navigate research databases, and apply research findings to real-world issues.	1	Critical Thinking
2	Become a scientific writer and thinker. Students will practice and enhance scientific writing skills and critical thinking skills.	1	Critical Thinking
3	Use research-based decision-making strategies. Students will use past research to strategically employ findings in decision-making frameworks.	4	Empirical and quantitative skills
4	Make inferences. Students will draw valid inferences by interpreting data based on various basic statistical methods	2,4	Communication and empirical and quantitative skills
5	Understand Ethics. Students will learn and use appropriate ethical guidelines associated with psychological research, specifically fraud, subject treatment, and plagiarism.	6	Social Responsibility

Major Course Requirements

****Syllabus is subject to change. If for some reason, an assignment is not extended to the class due to time restrictions or other reasons, then the final grade will be based on the percentage of points earned compared to those assigned.****

The goal of this course is to acquire the skills and knowledge to effectively integrate psychological theories and principles across various cognitive processes and social issues.

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Exams	4 Exams: 125 points each	500
2) Attendance	Attendance is mandatory	200
3) Quizzes	10 Quizzes: 20 points each	200
9) Social Paper	1 Paper: 100 points	100
Total:		1000

Grading Criteria and Conversion: No further rounding will be applied.

A = 89.5-100%

B = 79.5-89.4%

C = 69.5-79.4%

D = 59.5-69.4%

F = <=59.4%

Detailed Description of Major Assignments:

- 1) Exams:** There will be Four exams in this course, three during the class and one final. The exams are not cumulative but only cover the material since the last exam (3 chapters of material each). Each exam will have 50 multiple-choice questions covering key terms, concepts, and applications of the material covered. This includes questions from class discussions. In short, anything said in class is fair game for the exams. Each question will be worth 2.5 points for a total of 125 points per exam. You will be given two min per question, so you will have 80 min to complete the exams. The exams will be taken through Canvas and on exam days there will be no class scheduled. The exams will be open for 24 hours the day of the exam. Make-ups will only be allowed in compliance with the Academic Catalog Attendance Policy, Excused Absences.
- 2) Quizzes:** There will be 10 quizzes in this course, one per chapter (generally). Each chapter quiz will contain 10 questions each worth 2 point, for a total of 20 points per quiz. The quizzes will be taken online through Canvas and will be open online from the end of the next day. You will be given 20 min to complete the quizzes. Make-ups will only be allowed in compliance with the Academic Catalog Attendance Policy, Excused Absences.
- 3) Paper:** The main project for this class is for you to write a research paper. The exact topic of the paper is up to you, but it should be a topic that is currently of importance to society at large. I want you to write a 10-page paper (title page and reference pages do not count) on your topic. I want you to provide a synopsis of the issue, why there is a debate over the issue, the major arguments for AND against it, and why you think people of either side of the issue have a hard time coming together. I then want you to discuss where you think people might be able to find a middle ground or compromise. Feel free to use the headings: Overview of Issue, Arguments For, Arguments Against, Issues preventing a compromise, and Conclusion. I want you to refer to at least three theories of Social Cognition that help explain the behaviors described. You are required to reference no less than 5 peer reviewed articles and follow the APA style guide (7th edition). The paper is due 3 Apr and is worth 100 points

Rubric for Social Issue Paper: Social Cognition

Section	Criteria	Points	Earned
Title Page	Present	5	
Title Page	APA Format	5	
Body	Introduction Statement	5	
	Content and Flow	20	
	APA format	10	
	Conclusion Statement	5	
	Page Length	30	
Citations	5 Peer-reviewed	15	
Reference Section	Present and APA	5	
Totals		100	

Turnitin: Your paper will be submitted to Turnitin to check for plagiarism. If any part of your paper receives a Turnitin score of 25% or higher, or there is any single part that is shown to be taken directly from a source, then I will give you an opportunity to explain. If there is no rational reason for the high score (which there may be) then you will receive a zero for that assignment. 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. **Therefore, if you receive an AI score above 20%, you will also receive a zero for the assignment.** The best way to avoid plagiarism is to reword everything into your own words and give credit for ideas and information to those whom you got the information from. There should also be *no quotations in your paper.*

Course Procedures or Additional Instructor Policies

My expectations: You are expected to dress and act professionally. I expect everyone to be courteous and respectful to each other, especially with those who have differences in opinion. There will be no use of profanity or obscene language in my classroom. I expect you all to treat each other with respect. Additionally, I do not want anyone to have out or use their phones during class as I see that as being disrespectful to myself and other students. I understand that some like to take notes on their computers and that is fine but I ask that you refrain from any activities other than class work while using your laptops. This is a psychology class. As such, it is likely, if not the intent of the course to discuss sensitive and uncomfortable topics. Please remember that this is not a political course, but a science course. If we address a topic that you may be offended by, please let it be known before an offense is made. Otherwise, it is my intent to have these discussions to challenge you to see issues from multiple viewpoints so that you can approach it as a psychologist, and scientist. Sometimes the hardest thing to do is to identify and correct for our own biases.

Attendance: Attendance is mandatory. Attendance will be taken as often as time permits in class. I will only hold people accountable for the days that attendance is called. Everybody starts with perfect attendance and a grade of 200. For each absence, 20 points will be deducted from the final attendance grade. This means that 10 absences equate to a zero for attendance. If an emergency comes up, notify me as soon as you can. If there are any illnesses or other issues, to be excused, the absences must be documented according to the Academic Catalogue. **However, if you have one or no absences, you will be given 30 points extra credit! If you arrive after attendance is called, you will be marked late depending on how late you are. Four late shows will equal one absence. So, please be on time.**

Make-up work: In general, there is no make-up work allowed. If you have a documented excused absence according to the Academic Catalogue, you will be able to make-up the quiz for that day. Regularly assigned work with published due dates will not have those dates adjusted. In any case, you have 7 days to provide an excuse for make-up work and make arrangements to make up that work. This is placed here to prevent end of semester mad rushes to make up work missed at the beginning of the semester. If it is not an issue for you within a week of missing the assignment, it is not an issue for me come the end of the semester.

Communication: Email is my preferred means of communication with students. I teach several courses and there are many more of you than there are of me. So, please when you send me an email, put at the top of the email the course you are in. Also, please write your emails in a professional manner. Meaning, address the person you are sending the email to, write your message, and then sign your name at the bottom. I will do my best to respond within 24 hours during the school week. If you send me something on the weekend, I will do my best to respond by that next Monday. I try to give my wife and children my full attention on the weekends.

Semester Calendar

Date	Topic	Readings	Assignment
17-Jan	Introduction and Syllabus	Syllabus	
19-Jan	Introduction to Social Cognition	C1	
22-Jan	Dual Modes in Social Cognition	C2	
24-Jan	Motivations Influence Modes that Operate	C2	
26-Jan	Discussion	C2	Quiz 1 (C2)
29-Jan	Attention and Encoding	C3	
31-Jan	Vividness	C3	
2-Feb	Discussion		Quiz 2 (C3)
5-Feb	Representation in Memory	C4	
7-Feb	Parallel versus Serial Processing	C4	Quiz 3 (C4)
9-Feb	Exam 1	No class	Exam 1
12-Feb	Self in Social Cognition	C5	
14-Feb	Self and Motivation	C5	
16-Feb	Discussion		Quiz 4 (C5)
19-Feb	Attribution	C6	
21-Feb	Attribution Theories	C6	
23-Feb	Discussion	C6	Quiz 5 (C6)
26-Feb	Heuristics and Shortcuts	C7	
28-Feb	Errors and Biases	C7	
1-Mar	Discussion	C7	Quiz 6 (C7)
4-Mar	Accuracy and Efficiency	C8	
6-Mar	Errors and Biases	C8	

8-Mar	Exam 2	No Class	Exam 2
11-15 Mar	Spring Break	No Class	
18-Mar	Cognitive Structures of Attitudes	C9	
20-Mar	Discrete versus Distributed	C9	
22-Mar	Discussion	C9	Quiz 7 (C9)
25-Mar	Cognitive Processing of Attitudes	C10	
27-Mar	Motivation of Opportunity	C10	
29-Mar	Good Friday	No Class	
1-Apr	Discussion	C10	Quiz 8 (C10)
3-Apr	Work on Paper		Paper Due
5-Apr	Exam 3	No class	Exam 3
8-Apr	Stereotyping	C11	
10-Apr	Bias Effects	C11	Quiz 9 (C11)
12-Apr	Discussion	C11	
15-Apr	Survey Research	C12	
17-Apr	Phase Changes	C12	Quiz 10 (C12)
19-Apr	Prejudice, Racial	C13	
22-Apr	Prejudice, Gender	C13	
24-Apr	Discussion		
26-Apr	Final Exam	No Class	Final Exam
11-May	Final Exam Week Starts		

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. 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, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pv tutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

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; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

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

Office of Testing Services

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services

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

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 college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit:

<https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

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

<https://www.pvamu.edu/sa/departments/veteranaffairs/>

Office for Student Engagement

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

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office 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 Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

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;

- To avoid plagiarism, you must completely reword someone else's work into your own words and still give them credit for their concepts or ideas by citing them using in-text citations and referencing them in the reference section according to APA standards. I do not accept quotations in papers as a means of avoiding this requirement. 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. Please see the Turnitin requirements described above for my standards.
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.

Nonacademic Misconduct

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

Sexual Misconduct

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

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

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.

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 High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

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

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

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 <https://mypassword.pvamu.edu/> 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

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.