SYLLABUS ENGL 2311: TECHNICAL WRITING
PRAIRIE VIEW A&M UNIVERSITY – SPRING 2022

CONTACT INFORMATION

Instructor's Name:	Manjit Kaur
Course CRN & Section	ENGL 2311 – P04 - 21843
Office Location:	Hilliard Hall - 006
Email Address:	makaur@pvamu.edu
Office Hours:	Tuesday & Thursday 12:30 pm – 1:30 pm.
Mode of Instruction:	Face-to-face
Course Location:	W R Banks Bldg 208

CATALOG DESCRIPTION
Application of principles of composition and rhetoric to genres of scientific and technical writing, including proposals, formal reports, presentations, business and scientific correspondence, manuals, technical articles, and reports. Students will undertake a full-scale project through proposal and research with formal oral and written presentations of a documented technical project from the student's major field of study.

PREREQUISITES:
Completion of ENGL 1301 or transfer equivalent with a "C" or better

REQUIRED TEXTS
P.V. Panthers' Technical and Business Writing, an OER textbook, available on Canvas (eCourses)

COURSE GOALS:
Students will develop skills learned in Composition I, with emphasis on formal academic writing based on argumentation and analysis that includes a sense of audience; master techniques for research and documentation and write at least three papers with a research component.

B-GLOBAL
This course is designated as part of the B-Global Initiative. Readings, activities, and writings will help students identify their own cultural rules and biases and foster a growing global understanding. They will begin to connect local actions to global contexts and demonstrate a comparative understanding of different cultural beliefs and practices. They will address ethical, social, and environmental challenges in global systems by using interdisciplinary perspectives, knowledge, and skills.

STUDENT LEARNING OUTCOMES (SLOS)

SLO #	Upon successful completion of this course, students will be able to:	Core Curriculum Outcome Alignment
SLO 1	Create a variety of effective and properly formatted technical documents appropriate for real-world	Communication

SLO #	Upon successful completion of this course, students will be able to:	Core Curriculum Outcome Alignment
	situations in the business and civic spheres (e.g., internal memos, visual presentations, professional letters, and reports).	
SLO 2	Demonstrate proficiency in English grammar and usage and in making language choices appropriate for a specified audience.	Communication
SLO 3	Use appropriate modes of research to enhance technical documents.	Critical Thinking
SLO 4	Cite source materials accurately using APA-style in-text and bibliographical citations.	Personal Responsibility
SLO 5	Create informational graphics and multimedia presentations that present quantitative and other types of information in clear, accurate, and responsible ways.	Personal Responsibility
SLO 6	Demonstrate an awareness of the ethical and legal constraints that apply to various forms of technical communication.	Personal Responsibility
SLO 7	Exhibit enhanced communication skills and effective teamwork through collaborative group presentations and other group activities.	Teamwork
SLO 8	Demonstrate global awareness and social responsibility by recognizing and proposing solutions to global matters	Teamwork

MAJOR COURSE REQUIREMENTS

METHOD OF DETERMINING FINAL COURSE GRADE

COURSE COMPONENTS	VALUE
Short Assignments Syllabus Quiz APA Documentation Quiz	2%
Discussions: Class Introductions Class Discussions Contact Exchange Discussion Grammar Discussion Rhetorical Analysis Discussion	8%
Employment packet: Professional Resume LinkedIn Assignment Cover Letter	18%

COURSE COMPONENTS	VALUE
Recommendation Report Packet Professional Memo Recommendation Report Peer-Evaluation Recommendation Report Rough Draft Recommendation Report Final Draft	25%
Group Proposal Packet Annotated Bibliography Graphics Creation and Analysis Assignment Group Proposal Progress Report Pre-Group Proposal Assignment Group Proposal Final Draft	35%
Group Presentation Packet Pre- Group Presentation Assignment Group Presentation Evaluation Group Video Presentation	12%
Total	100%

GRADING CRITERIA AND CONVERSION:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

"FN" EXPLANATION

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

DETAILED DESCRIPTION OF MAJOR ASSIGNMENTS:

Grade Requirement	Description
Letter of Inquiry	Formal letter of inquiry requesting an internship from a real industry professional
Resume	Professional resume that will accompany the letter of inquiry you wrote for an internship
Professional Memo	Formal memo discussing an issue that negatively impacts student life at educational institutions
Graphics Creation	Creation of two graphics & analysis based on data calculations
Recommendation Report	Researched recommendation report that discusses actions that would help improve/eliminate the problem discussed in the memo.

Group Proposal	Researched proposal that identifies and recommends solutions to the issue you will discuss as a group
Group Proposal Video	Present group proposal in video format
Group Google presentation	Google Slides presentation with highlights of the group report
Midterm exam	Revision of Letter of Inquiry or Graphics Creation assignment with improved format, content, and grammar
Final exam	Self-reflection essay discussing the technical styles and formats discussed throughout the semester.

Grade Turnaround

As long as we are not experiencing any extreme situation, please expect your weekly assignments to be graded within ten days from due date. In case there will be a delay, I will communicate with you via email or announcements.

COURSE PROCEDURES

TaskstreamTaskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is REQUIRED to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link contained within your Learning Management System (LMS).

Submission of Assignments: All assignments will be submitted through the online course homepage. Due dates will be made available on the course homepage and within the course syllabus.

Late work will be collected only for the major assignments. Late submissions will not receive any feedback, and 5 points per day will be deducted from the assignment grade. Late submissions can be submitted for up to three days past the due date. Instructor's approval will be required for all late submissions. No exceptions!

Be advised that Turnitin.com checks all submissions for plagiarism against web sources, periodical archives, and other student submissions. Access to Turnitin.com is free. Create a new account or sign in using an existing account by clicking on this Turnitin homepage link. Use the Class ID number and course key provided elsewhere by your instructor to enroll in the proper section of the course. Do not enroll in the class more than once. The Class ID is unique to your section of this course; so, you will not receive credit for your work if you enroll using a Class ID for another section.

***NOTE: All of your work for this course must be original to you and the course. **You are not allowed to submit papers that you or anyone else has submitted for any other course or any other previous or concurrent section of composition.**

Formatting Documents: Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word or RTF. *Specific*

formats are crucial in technical writing; be sure to follow guidelines for every assignment.

Exam and Quiz Policy: The midterm and final exams should be taken as scheduled. No makeup exams will be allowed unless there is a documented emergency (see Student Handbook). If you have a university event on the day of the exam, arrange to take it early. Throughout the semester, pop quizzes over textbook readings and course concepts may be given. If you are late or do not have an excused absence, you cannot make up a quiz. With an excused, documented absence from a legitimate third party, you may make up a quiz at the instructor's convenience.

Extra Credit Policy: No extra credit will be available in any section of Composition or Technical Writing.

INSTRUCTOR'S POLICIES

- Always follow instructions and be respectful.
- Attendance will be documented at the beginning of each class. Three absence will lead to a loss of a whole letter grade.
- In case classes are shifted to the online modality, we will continue to work through Canvas. All assignments will be due as scheduled. In this event, your attendance will be based on the submission of your weekly assignments. Students who make on-time submission of all their weekly assignments will be marked as present. All others will be marked absent. Three absences will result in your grade being lowered by a whole letter grade.
- Late work will be collected only for the major assignments.   Late submissions will not receive any feedback, and 5 points per day will be deducted from the assignment grade. Late submissions can be submitted for up to three days past the due date. Instructor's approval will be required for all late submissions. No exceptions! Shorter assignments, discussions, and quizzes are not open for late submission. Once the deadline passes, they can no longer be completed.
- Read all the assigned readings and participate in discussions. Participation plays a key role in this course.
- If you have any questions, it is best not to wait. Send me an email through the course LMS, or makaur@pvamu.edu
- All assignments should be typed, double-spaced, and documented APA style.
- Students are expected to observe customary principles of courtesy and academic classroom etiquette. Do not disrupt the learning environment. Follow netiquettes.
- Make-up and late submission assignments will not be collected unless they are pre-approved by the instructor.

All emails and questions received, on Thursday after 3:00 PM, on Friday, or over the weekend will be replied to on the following working day. I am off over the weekend and holidays. I will respond to all messages within a window of 48 hours.

SEMESTER CALENDAR

NOTE: Readings are to be completed before class in preparation for discussion during class.

WEEK 1

Tuesday: Jan 18
- Course Introduction
- Chapter 1:   Introduction to Technical Communication

Thursday: Jan. 20
- Chapter 2:   Understanding the Rhetorical Situation
- *Rhetorical Analysis Discussion*

<mark>**Assignments due on Jan. 24 – Monday morning before 6 AM**</mark>

Rhetorical Analysis Discussion:

For this discussion, read the provided document(s) posted on Canvas and answer the following questions:

1. Who is the primary audience of this document?
2. Who is the secondary audience?
3. What is the context/exigency of this communication?
4. Is the message clear and concise? Is it professional?

Syllabus Quiz:

Read the syllabus and other instructions posted on the course homepage to take this quiz. This quiz will help you understand the course policies and the course layout.

WEEK 2

Tuesday: Jan 25
- Chapter 3:   Ethics in Technical Writing
- Chapter 5.1:   Writing Resumes

Thursday: Jan. 27
- Resume Workshop

<mark>**Assignment due on Jan. 31– Monday morning before 6 AM**</mark>
Professional Resume:
Write a clear, concise resume in a chronological or functional format. You cannot submit a resume you might already have. You have to construct a new resume following the assigned guidelines. Detailed prompt will be posted on Canvas.

WEEK 3

Tuesday: Feb. 1

- Chapter 6.4   Cover letters
- Chapter 9:   Communicating Across Cultures

Thursday: Feb. 3
- Cover letter Workshop
- Communicating Across Cultures Discussion - read "Communicating Across Culture."

<mark>**Assignments due on Feb. 7 - Monday morning before 6 AM**</mark>
Communicating Across Cultures Discussion: Read the "Communicating Across Culture" article. Additional details and criteria will be posted on Canvas.

Cover Letter: The purpose of the cover letter is to support your resume, provide specific details, and explain in writing why you are a strong candidate for the specific position to which you are applying. More details can be found in the assignment prompt posted on Canvas.

WEEK 4

Tuesday: Feb. 8
- Chapter 5.3   Memorandums

Thursday: Feb. 10
- Writing Memos Workshop

Assignments due on Feb. 14 – Monday morning before 6 AM

Memo Assignment: Conduct research to find an issue (of your interest) that negatively impacts student life at your educational institution. Be careful when choosing your topic; you will be writing multiple documents on the selected topic. Detailed prompt will be posted on Canvas.

Grammar Correction Assignment: From the provided list of exercises (posted on Canvas), choose any four activities of your choice and submit your response as a file attachment through Canvas. Complete both a & b parts of the exercises. Detailed prompt will be posted on Canvas.

WEEK 5

Tuesday: Feb. 15
- Citing Sources in APA Format
- Formatting Documents in APA Style

Thursday: Feb. 17
- Chapter 10.2   Recommendation Reports
- Recommendation Report Workshop

Assignments due on Feb. 21 – Monday morning before 6 AM

Recommendation Report (Rough Draft): Your Dean has read your memo and has asked you to provide detailed recommendations on the ideas you suggested within your memo. First, identify the problem or opportunity; establish criteria for responding to the problem or opportunity; determine your options; study each option according to the criteria; draw conclusions about each option; formulate recommendations based on the conclusions. Detailed prompt will be posted on Canvas.

APA Documentation Quiz: To take this quiz, read the "APA Documentation Style" lecture notes posted on Canvas.

Recommendation Report Discussion: For this week's discussion, read the sample recommendation report posted on Canvas and listen to the "Using Cognitive Science to Make Your Technical Writing More Interesting" podcast, to have a meaningful class discussion.

WEEK 6

Tuesday Feb. 22
- Chapter 7   Conducting Research
  Library Visit - Computer Lab location: First floor- John B. Coleman Library Room 127

Thursday Feb. 24
- Chapter 8   Avoiding Plagiarism and Citing Sources Properly
- Recommendation Report Peer Evaluation

Assignment due on Feb. 28 – Monday morning before 6 AM

Recommendation Report (Final Draft): Your Dean has read your memo and has asked you to provide detailed recommendations on the ideas you suggested within your memo. First, identify the problem or opportunity; establish criteria for responding to the problem or opportunity; determine your options; study each option according to the criteria; draw conclusions about each option; formulate recommendations based on the conclusions. Detailed prompt will be posted on Canvas.

WEEK 7

Tuesday: March 1
- Chapter 5.4   Creating and Maintaining LinkedIn Presence
- Chapter 5.5   Professionalizing Social Media

Thursday: March 3
- Creating and Maintaining Professional Presence on Social Media Workshop

Assignments due on March 7 – Monday morning before 6 AM

Importance of Technical Writing Discussion

For this week's discussion, read the "How Engineers Can Improve Technical Writing" article and watch the "In praise of technique" TED Talks video.

LinkedIn Assignment

Create a professional Linked Profile. If you have an existing profile, use this opportunity to professionalize it. For more details, read the assignment prompt posted on Canvas.

WEEK 8

Tuesday: March 8
- Chapter 12:   Writing Proposals

Thursday March 10
- Global Issue Group Proposal Workshop

- **Pre Group Proposal Assignment:**
  Follow the detailed instructions provided within the Group Proposal assignment prompt to complete the Pre Group Proposal Assignment.

SPRING BREAK

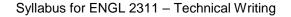### March 14 – 19 (SPRING BREAK) No Classes

WEEK 9

Tuesday: March 22
- Chapter 7   Conducting Research
- Writing Annotated Bibliographies

Thursday: March 24
- Global Issue Annotated Bibliography Workshop

Assignments due on March 28 – Monday morning before 6 AM

Global Issue Annotated Bibliography:
Research and annotate the sources you plan to use as support for your Group Proposal Report. This is not a group assignment. More details will be posted on Canvas.

WEEK 10

Tuesday: March 29
- Chapter 11:   Creating and Integrating Graphics
- Graphics Creation Workshop

Thursday: March 31
- Global Issues Discussion

Assignments due on April 4 – Monday morning before 6 AM

Graphics Creation Assignment:
Find and analyze tabular dataset (data in table form) to support your Proposal. Convert data into a graph that will fit in your proposal.

B-Global Discussion:
Let us take a global dive this week. For this student-led discussion, read Sexual Harassment at African Higher Education Institutions and Academic hurdles facing undergraduate students at one South African University to discuss what are the various issues student attending higher education institutions face. Compare the situations discussed in the articles to the local situation at your institution.

WEEK 11

Tuesday: April 5
- Chapter 10.1   Progress Reports
- Chapter 12:   Writing Proposals

Thursday: April 7
- Progress Report Workshop

Assignments due on April 11 – Monday morning before 6 AM
Global Group Proposal Progress Report
For the Progress report, you will write a 1 to 2 page report, in which you will answer the following questions
- How much of the work is complete?
- What part of the work is currently in progress?
- What work remains to be done?
- When and how will the remaining work be completed?
- What changes, problems, or unexpected issues, if any, have arisen?
- How is the project going in general?

Proposals Discussion*:*
For this discussion, read WRITING A SUCCESSFUL PROPOSAL and the Sample Proposal posted on Canvas. Break down the sample proposal to discuss the various elements that helped develop and provide strength to this proposal. Additional details will be posted on Canvas.

WEEK 12

Tuesday: April 12
- Step-by-step breakdown of the Proposal Assignment

Thursday: April 14
- Writing Proposal Workshop

Assignment due on April 18 – Monday morning before 6 AM
Global Issue Group Proposal (Final Draft)

For this assignment, you will be placed in a group of 3-4 students. Together with your group members, you will choose one of the provided topics to develop your proposal. Make sure you understand the need for this change and the benefits of adopting your proposal. Additional details will be posted on Canvas.

WEEK 13

Tuesday: April 19

- Chapter 13: Oral and Visual Presentations

Thursday: April 21
- Group Presentation Workshop

Assignment due on April 25 – Monday morning before 6 AM

Pre-Group Presentation Assignment

Before you start this assignment, make sure you read the entire Group Presentation prompt, then answer the questions shared on Canvas, with as many details as you can provide (do not give yes-no answers). Each student is required to complete this assignment individually. Each answer should be about 80 – 100 words in length.

Make Up Assignment

If you have a major grade assignment that you did not submit, or you got a grade lower than 70, this is your chance to make up that low grade. The highest grade allowed on the make up assignment is 79 (C+).

WEEK 14

Tuesday: April 26
- Group Presentation Workshop

Thursday: April 28
- Present Group Presentation in class

WEEK 15 – MAY 4 (LAST CLASS DAY)

Tuesday: May 3
- Present Group Presentation in class

FINAL EXAM

This class does not have a final exam.

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: pvtutoring@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;
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. <u>Conspiracy</u>: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. <u>Multiple Submission</u>: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

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.

SYLLABUS DISCLAIMER

"This Syllabus is provided for informational purposes regarding the anticipated course content and schedule of this course. It is based upon the most recent information available on the date of its issuance and is as accurate and complete as possible. I reserve the right to make any changes I deem necessary and/or appropriate. I will make my best efforts to communicate any changes in the syllabus in a timely manner. Students are responsible for being aware of these changes."