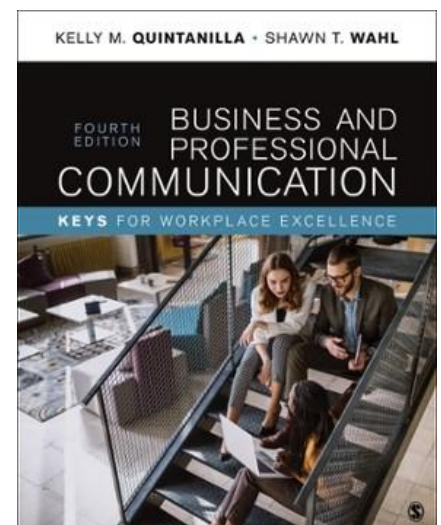


**BCOM 3330 Business Communication
Spring 2024**

- Instructor:** Marianna Sviland
Section # and CRN: P03 23106
Office Location: Agriculture/Business Bldg #341
Instructor Phone & Hours: 281-845-4211 Call/text between 10 AM and 4 PM. Leave message or email any time.
Email Address: Use masviland@pvamu.edu for homework only. Use Canvas email for everything else.
- Office Hours:** MW: 11-12, 1-2, 4:30-5:30; TTH: 9-11 (virtual)
- Mode of Instruction:** Face to Face
- Course Location:** Agriculture/Business Bldg #119
Class Days & Times: MW 3-4:20 PM
- Catalog Description:** Development of best practices in business communication as it relates to the collection, organization, and preparation of business reports. Emphasis will be placed on techniques of collecting, interpreting and presenting information useful in a corporate setting.
- Prerequisites:** Junior standing, ENGL 1133, MISY 1013
- Required Texts:** Business and Professional Communication: KEYS for Workplace Excellence 4th Ed. by Kelly M. Quintanilla and Shawn T. Wahl
ISBN: 978-1506369594 (Online access code is NOT needed.)

THIS BOOK → → →



Student Website: <https://edge.sagepub.com/quintanilla4e/student-resources-0> *required for homework

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Explain the importance of communication to individuals and to business.	BBA 1&4	N/A
2	Use business English clearly, concisely, and correctly.	BBA 1&4	N/A
3	Write professional and effective business documents, including memos, email, letters, and reports.	BBA 1&4	N/A
4	Deliver effective business presentations.	BBA 1&4	N/A
5	Write effective cover letters and resumes.	BBA 1&4	N/A
6	Understand and apply effective employment interviewing strategies.	BBA 1&4	N/A
7	Use business communication technologies	BBA 1&4	N/A
8	Understand business communication issues.	BBA 1&4	N/A
9	Understand and apply effective small group behavior strategies	BBA 1&4	N/A

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Exam 1	100 points	10% of grade
Exam 2	100 points	10% of grade
Impromptu speech	50 points	5% of grade
Interview project	200 points	20% of grade
Group presentation w/report	200 points	20% of grade
Homework (10)	100 points	10% of grade
Class grades/Participation	150 points	15% of grade
Final Exam	100 points	10% of grade
Total Points:	1000 points	100% of grade

Grading Criteria and Conversion:

A = 900 – 1000pts; 90-100%

B = 800 – 899pts; 80-89%

C = 700 – 799pts; 70-79%

D = 600 – 699pts; 60-69%

F = 599pts or below; 59% and below

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.

Detailed Description of Major Assignments:

Assignment Title or Grade

Requirement

Description

Exam 1	Multiple choice exam designed to measure knowledge of assigned course material
Exam 2	Multiple choice exam designed to measure knowledge of assigned course material
Impromptu speech	Oral presentation designed to measure ability to apply course material
Interview project	Mock interview with classmates; typed cover letter and resume
Group presentation w/report	Group persuasive oral presentation designed to measure ability to apply course material; written group report
Final exam	Exam designed to measure knowledge of presented course material
Homework	Online chapter quizzes at https://edge.sagepub.com/quintanilla4e/student-resources-0
Class grades/Participation	Various assignments in class to reinforce course material

Ms. Sviland's Course Procedures

Syllabus schedule: I stick to the daily schedule exactly as listed! Download it to your computer for offline access.

Students are responsible for knowing and following the guidelines related to all the information below. If you choose to stay in this class, it is assumed you have agreed to follow the course procedures and all my instructions.

Attendance: You are expected to come to class on time and having completed all reading assignments for that day. School mandatory activities and official school excuses do not count as absences (note required). Participation in class is part of your course grade. Three (3) tardies will be counted as one absence.

Do NOT sign someone else's name on the roll sheet! Doing this will cause the absent person to be turned in for cheating.

Feel free to talk to me about any attendance issues. Missing class or being tardy to class may cause you to miss required assignments or important instructions. *You will not be permitted to make up any assignments completed in a class for which you are absent.* If you are absent, have a classmate bring you up to speed, do NOT ask me what we covered.

Exams: Exams will cover ALL the material in the assigned chapters from the textbook. Class lectures and discussions will be highlights, applications, and expansion of text material. If you want to do well in the class, you MUST study all the assigned chapters. If you miss an exam, your grade is zero.

Students must take all exams; there are no dropped exams. A missed exam can be re-scheduled only in the instance of a verifiable medical condition or other emergency. I must be notified (e-mail, phone call, text) within 24 hours of the missed exam date to be considered for making up an exam. Additionally, you must provide supporting documentation to verify the excuse. If you have a valid excuse for missing an exam, then a make-up exam may be granted.

Make-up exams may not be allowed if: a) notification is made after the 24-hour time frame following the missed exam, and/or b) a valid excuse is not provided. If you do not have a valid excuse, you can make up the quiz/exam

within two weeks of the original exam date for half-credit, i.e., a 50% reduction in your score. Invalid excuses include, but are not limited to:

- “I forgot I had an exam”, “I forgot my exam time and showed up late”, “I overslept” or “my alarm did not go off” – any excuse involving not being alerted about the exam.
- “I did not feel well” or similar excuse that is not supported by medical documentation of the condition.

After the two-week period mentioned above, you will no longer be able to make up an exam and the grade will stay at zero. The final exam will not qualify for the two-week make-up period. The final exam grade is final once the grade has been entered.

Homework assignments: You must submit the required homework by the due date/time and in the correct format in order to get credit for it. Submit homework to masviland@pvamu.edu. See separate instructions in eCourses. Homework submitted correctly will get a brief response that it has been received. It is your responsibility to make sure your homework is submitted correctly and to look for my response. If you don't get a response, contact me immediately to figure out what is wrong. No response from me means your homework has not been recorded and will get a grade of zero.

Written Assignments: In this class you will use report style, NOT essay style in your writing. This requires a different formatting approach. In general: Use standard document formatting (Word defaults) for all written assignments (1 in margins, 1.15 line spacing). Use block style paragraphs. Use titles and headings in your writing. Cover pages are not necessary unless specified in the assignment instructions. Left-justify all writing please (ragged right edge).

Required content and format for assignments will be thoroughly explained in eCourses modules and in class. If you have any questions regarding assignments, please check instructions in eCourses before contacting me for assistance.

Assignments with a 11:30 PM deadline will close at 11:59 PM. Other assignments will have a deadline noted – make sure you know the day AND time. I will not reopen closed assignments. Documents uploaded to eCourses must be in Word, PDF, PowerPoint, or Rich Text.

No late work is accepted. Make sure that you know the due date AND time for assignments. Any scheduling conflicts that result in missing exams or assignment deadlines must be discussed with me beforehand or the resulting grade is zero. Save my number on your phone for the duration of the semester.

Textbook: The textbook is mandatory for this course. I expect every student to have access to a copy of the required text(s) for this course no later than the end of the second week of instruction. Read the assigned material from the text(s) before coming to class.

eCourses: ALL assignments, homework, special notices, and grades will be in eCourses. Please check your PV email and eCourses regularly. Assignments and exams have a due date AND time. Course assignments must be accessed through the course modules in order to display fully. If files are accepted for the assignment, accepted file types are Word, PDF, PowerPoint & Rich Text.

Cell phones/ Laptops: Phones and laptops must be used for class purposes only.

Academic Misconduct/Cheating: Expect severe penalties for academic misconduct. The minimum penalty is a grade of zero on the assignment. You are responsible for knowing and adhering to PVAMU policies on plagiarizing and academic misconduct. Some examples of cheating are:

- Cooperating with other students on individual assignments;

- Using outside sources without proper acknowledgment (even if you change the words);
- Falsely turning in an assignment as your own;
- Signing someone else's name on sign-in sheets;
- Making minor changes to another student's work and turning it in as your own;
- Letting someone else take your exam;
- Looking at your phone, notes, or textbook during in-class, closed book exams.

See below for university-wide policies on academic dishonesty, including use of Generative Artificial Intelligence (GAI). You are responsible for anything submitted from your eCourses account. Do not allow others to use your account!

Presentations: You will have an assigned presentation day and this is your only chance to give your presentation. Presenters are required to wear business casual dress. This demonstrates a level of preparedness and professionalism. Some presentations require business professional dress and this will be announced in the assignment directions. NO make-ups for missed presentations. See me if you have issues with your assigned presentation day.

No entry into or exit from classroom during a presentation!

Professional participation: I encourage your respectful comments and questions. Be prepared to discuss the day's topic and offer real life examples or thoughts you have about the readings, etc. Be polite, raise your hand, and wait for your turn to speak.

Professional participation expectations: You are expected to follow these general rules of conduct in class:

- Silence and put away cell phones
- No cheating/plagiarizing
- Enter quietly if tardy
- No walking in front of a speaker (including me)
- No entering the room when a student is presenting
- No inappropriate side conversations
- No sleeping in class
- Do not leave class in the middle or early
- No working on non-class items on laptop
- Wear COB appropriate clothing

Expect to be asked to leave if the class room rules are ignored.

Ask for help: If there is something going on in your personal life that is affecting your performance in class, please contact me so we can make a plan to help you be successful. If you let me know before an assignment is due, I may be able to find a way to help you. Once the due date has passed, there is not much I can do to help.

How to be successful in this class: Keep up with chapter readings, attend class, read and follow instructions, submit work correctly and on time, and watch/read any supplemental information and videos posted in the course

Student grades and responsibilities: All grades will be posted in eCourses, including a running average/total of your grades. Please keep up with your grades! Be aware of the value of different assignment. A 90 on a 200 point assignment is not a good grade. You should keep all your graded assignments until final grades are posted. If you need advice on how to improve your grade, please contact me. It is your responsibility to know the content of this syllabus so please check it often.

Your grades become final TWO weeks after the exam time, assignment/ homework deadline, and will not be changed. The final exam grade is final once the grade has been entered.

Contacting your instructor: Use eCourses email for class-related questions/concerns other than homework submissions. If you send me an email or leave a message on my phone, you can expect a response within 24 hours (M-Th). Emails/messages on Friday through Sunday can expect a reply Monday morning. Please contact me again if you do not receive a response within this time. Text messages may get a response after hours or on weekends. Make sure you state your name and class so I know who you are.

Extra credit opportunities: Throughout the semester there may be opportunities to earn extra credit. You should come and talk to me if this is something you are interested in.

Week	Dates	Topics	Assignment(s) Read/complete before class
1	1/17	Welcome and introductions: Syllabus	Welcome and introductions
2	1/22	Business and Professional Excellence in the Workplace <i>*Discuss Homework assignments</i>	Chapter 1
	1/24	Verbal and Nonverbal Communication <i>*Discuss Exam 1</i>	Chapter 2 Homework Ch.1 due before class starts
3	1/29	Listening <i>*Group assignments for group project</i>	Chapter 3 Homework Ch.2 due before class starts
	1/31	Exam 1 Chapters 1 – 3	Study for exam, bring pencil Homework Ch.3 due before class starts
4	2/5	Resumes, Interviews, and Negotiations <i>*Discuss interview project and sign up for interview days</i>	Chapter 4
	2/7	Resumes, Interviews, and Negotiations	Chapter 4, cont.
5	2/12	Demonstration Interviews ALL students attend	<i>Presenters must have all required documents. See instructions in eCourses.</i> Homework Ch.4 due before class starts
	2/14	Interviews only job seekers attend	<i>Presenters must have all required documents. See instructions in eCourses.</i>
6	2/19	Interviews only job seekers attend	<i>Presenters must have all required documents. See instructions in eCourses.</i>
	2/21	Interviews only job seekers attend	<i>Presenters must have all required documents. See instructions in eCourses.</i>
7	2/26	Interviews only job seekers attend	<i>Presenters must have all required documents. See instructions in eCourses.</i>
	2/28	Interviews only job seekers attend	<i>Presenters must have all required documents. See instructions in eCourses.</i>
8	3/4	Informing and Persuading	Chapter 11
	3/6	Speech Design <i>*Discuss impromptu speech and presentation days</i>	Chapter 12 Homework Ch.11 due before class starts

Week	Dates	Topics	Assignment(s) Read/complete before class
9	3/11 - 16	SPRING BREAK	<i>No class</i>
10	3/18	Delivering a Speech with Professional Excellence <i>Prepare for presentations; presentation and PowerPoint basics</i>	Chapter 13 Homework Ch.12 due before class starts
	3/20	Founders Day/Honors Convocation	<i>No class</i>
11	3/25	Impromptu speeches	<i>ALL students must be ready each day. See instructions in in course module.</i> Homework Ch.13 due before class starts
	3/27	Impromptu speeches	<i>ALL students must be ready each day. See instructions in in course module.</i>
12	4/1	Impromptu speeches <i>*Discuss Exam 2</i>	<i>ALL students must be ready each day. See instructions in in course module.</i>
	4/3	Exam 2 Chapters 4, 11, 12 & 13	Study for exam, bring pencil
13	4/8*	Strengthening Teams and Conducting Meetings	Chapter 7
	4/10	Group Presentations #1: Groups 1, 2 & 3	<i>Presenters must have all required documents. See instructions in in course module.</i> Homework Ch.7 due before class starts
14	4/15	Group Presentations #2: Groups 4, 5 & 6	<i>Presenters must have all required documents. See instructions in in course module.</i>
	4/17	Group Presentations #3: Group 7 Business and Professional Writing	<i>Presenters must have all required documents. See instructions in in course module.</i> Chapter 9
15	4/22	Leadership and Conflict Management	Chapter 10 Homework Ch.9 due before class starts
	4/24	Presentation feedback and review <i>*Discuss final exam</i>	Homework Ch.10 due before class starts
16	4/30 - 5/8	Final Exam (Chapters 7, 9 &10) Exact time to be announced	<i>See instructions in eCourses.</i>

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.