CRJS 4913 Comparative Criminal Justice Systems
Summer 2021

Instructor: Dr. Robin D. Jackson
Section # and CRN: Z01 32860
Office Location: Don Clark, 327
Office Phone: 936-261-5232
Email Address: rdjackson@pvamu.edu
Office Hours: Sign-Up Genius: https://www.signupgenius.com/go/20f0449aaaf2faaaf6-drjacksons

Virtual Office Hours: Monday – Thursday: 9:00 – 10:30am
Mode of Instruction: Internet
Course Location: eCourses/Online
Class Days & Times: Online

Catalog Description: An analysis of criminal justice systems and institutions outside the United States

Prerequisites: TSIA complete
Co-requisites:


Recommended Texts: Supplemental material (e.g., academic and news articles, etc.) will be assigned as additional readings.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon successful completion of this course, students will be able to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Compare and contrast criminal and major civil legal traditions</td>
<td>1,2</td>
</tr>
<tr>
<td>2</td>
<td>Compare and contrast major criminal legal traditions and justice processes around the world.</td>
<td>1,2</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrate an understanding of the different historical and cultural influences on the development of legal systems</td>
<td>1,2</td>
</tr>
<tr>
<td>4</td>
<td>Describe international crime fighting collaborative efforts and related careers.</td>
<td>2,5</td>
</tr>
</tbody>
</table>
Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Discussion &amp; Participation</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>2) Quizzes</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>3) Assignments &amp; Activities</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>4) Presentation</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>5) Exams I – II</td>
<td>200 total points</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>• 100</td>
<td>• 20%</td>
</tr>
<tr>
<td></td>
<td>• 100</td>
<td>• 20%</td>
</tr>
<tr>
<td>6) Exam IV (Final Exam)</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Total:</td>
<td>N/A</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 100 – 90 pts.
B = 89 – 80 pts.
C = 79 – 70 pts.
D = 69 – 60 pts.
F = 59 pts. or below

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement  Description

Discussion and Participation  Students are expected to read all assigned books and material posted on e-Courses and to participate on e-Courses as a part of their grade. Additionally, students are expected to participate in class discussions as well as other class activities (Online Zoom Meetings, weekly class activities, etc.). Students should follow the guidelines provided for each discussion board.

Exams and Quizzes  **Exams will be a combination of multiple-choice, true/false, short answer, and essay questions.** There will be two regular exams throughout the course and one final exam at the end of the course. Each exam is worth 100 points. Exams and quizzes will cover assigned readings and material presented in class. Students are responsible for all class content and assigned reading materials. Once an exam or quiz has been opened it must be completed in one session. Students will have a set amount of time to complete the exam, and once the exam closes you will not be allowed to retake the exam.

Assignments & Instructor Assigned Reading  Short writing assignments, mini projects, and discipline specific research journal articles with discussion questions will be given throughout the course. Each assignment is designed to assess critical thinking and communication skills. Students are expected to complete each assignment and submit them by 11:59pm on the assigned due date. Assignments must be typed, double-spaced, and in a 12-point font with 1” margins, unless instructed otherwise.

Presentation  Students will be responsible for completing a visual presentation that compares the United States criminal justice or juvenile justice system to the justice system of any other country discussed in the class or textbook (except Japan). The presentation must use and cite at least five references using
APA format. Additional formatting, guidelines and requirements for the presentation will be discussed when the assignment is given. Although students may choose the country included in the presentation the final country must be approved by the instructor.

Course Procedures or Additional Instructor Policies

Course Procedures or Additional Instructor Policies

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

Submission of Assignments:
This is an online/internet asynchronous course and instruction will take place on e-Courses, so make sure you are able to access e-Courses. Students are expected to read the required textbook and review all other course material related to each week’s topic.

The work in this course must be completed independently by the student. To be successful in the course, the student must closely follow guidelines provided in the course material. Note that all assignments must be submitted through eCourses to the assignment dropbox by 11:59 pm on the due date specified in the Semester Calendar of the syllabus (see below), in eCourses and/or the instructions provided for the assignment, unless otherwise communicated by the course instructor. Similarly, exams and quizzes will be taken through eCourses and must be submitted by the date and time specified in the Semester Calendar of the syllabus, on eCourses, and/or the instructions given with the exam or quiz, unless otherwise communicated by the course instructor.

NOTE: The weekly modules, which is where you will find all course material, will typically open on Mondays at 8:00am, unless otherwise communicated in writing to students by the course instructor. This is also the time and location where your course assignments, quizzes, and exams will open and become available to you, unless otherwise stated on the syllabus or communicated to you by the course instructor. Additionally, the open/close time for all assignments, quizzes, and exams will also be provided on eCourses with the assignment/exam/quiz instructions. If you have technical problems submitting an assignment, quiz, exam or an assignment, please email the course instructor immediately so that we can resolve the issue. Early submissions are welcome.

Make-Up Work/Exam Policy:
Late assignments will be penalized 10 percentage points per workday. Assignments over 5 days late will no longer be accepted. Furthermore, students may have one opportunity to make up missed work without a reduction in points. However, this one-time opportunity requires an acceptable documented excuse, and the work must be made up within five days of when it was originally due or the date on the accepted documented excuse. Please be advised that the course instructor will determine what an acceptable and documented excuse is.

Attendance Policy:
Class attendance requirements will be followed in accordance with the Prairie View A&M University Attendance Policy Statement (http://www.pvamu.edu/registrar/general-registration-information/class-attendance-policy/). Students are expected to attend each Zoom class session and participate in class discussions as well as other class activities. Attendance will be taken daily for university records.

Absences on Religious Holy Days
In accordance with Texas Education Code, Section 61.003, subdivision (7), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of that notice has been acknowledged by the instructor in writing. “A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20.”
**Department Policy on Mobile Devices and Technology:**
It is imperative that instructors are afforded reasonable authority to manage the classroom learning environment. An important component of the classroom environment is control of topic and pedagogical method. Empirical data shows that student use of mobile devices and other forms of technology that are not approved by the instructor for the educational endeavor of interest serve as distracters to student attention. When students attempt to divide their time between paying attention to the classroom topic and/or pedagogical method used by the instructor and the use of a mobile device, the student may miss important course content or details. Certain use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course.

The instructor of record may and is encouraged to further elaborate his or her own course specific mobile device policies in writing in the course syllabus. It is the policy of the Department of Justice Studies that during closed book examinations no mobile device or other form of technology be placed in the student's work area, visible to the student. Consequently, cell phone use during exams in this class is strictly prohibited. Having any electronic device on and visible during a closed book examination will lead to an assumption of cheating and an "F" for the test. However, if there is an urgent need to use a cell phone during any class period not scheduled for testing, you are advised to do so outside (and not inside) the class to limit distractions.

**Dr. Jackson’s Mobile Device, Laptop and Tablet Policy:**
Student use of electronic devices that perform the function of a telephone, sends a text message, or any other form of communication during class-time is prohibited (unless otherwise stated by the professor) and may result in removal from the classroom. All device sound alerts should be turned off, put in airplane mode, or put on silence (including the vibrate function). Leaving the classroom to accept a call may result in an absence. Arrangements for handling potential emergency situations may be granted at the discretion of the professor prior to the start of class. Failure to comply with the professor’s policy could result in removal from the classroom.

Any use of a telephone or text messager or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty.

**Department of Justice Studies Official Statement on Student Plagiarism and Submission of the Work of Others:**
It has come to the attention of the faculty of the Justice Studies Department that students are utilizing websites such as [www.essayshark.com](http://www.essayshark.com) to obtain written work to fulfill course requirements; some students in the program also submit plagiarized work. That is, some students use whole passages or ideas from sources without giving proper credit through citation. Please be advised that such conduct is a gross violation of academic standards and expectations of the faculty in the Department of Justice Studies and in the College of Juvenile Justice & Psychology. It is also a clear breach of university policy as it pertains to academic integrity. If it is discovered that a student has used such a website to submit work as his or her own, we will follow university guidelines and the student might be dismissed from the program. Official documentation will be submitted to initiate university proceedings against the student.

Another serious iteration of plagiarism is when submitted work by students contains little to no original ideas or thoughts of the student, but, instead, the submitted work is nothing more than retyped statements from other academic or Internet sources. Faculty have developed detailed course standards to prevent and detect such conduct. Faculty has been asked to enhance enforcement of plagiarism policies.

A final common issue that faculty noticed concerns the double submission of work. Be advised that academic work that is submitted for a grade in one course may not be submitted for a grade for another course. Each course that a student completes toward fulfillment of the program requirements for the degree should be considered distinct with independent requirements and assignments. The faculty will monitor this and will not accept work for their course that was previously submitted for a different course.
# Semester Calendar

*Please note that this schedule is tentative and may change if we need to spend additional time on certain topics or if there are unforeseen circumstances (i.e. inclement weather).*

<table>
<thead>
<tr>
<th>Week One: 6/02/21</th>
<th>Course Introduction &amp; International Perspective and Domestic Crime</th>
</tr>
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<tbody>
<tr>
<td>Topic Description</td>
<td>Introduction to the course; Syllabus Review, Academic Honesty &amp; Faculty Expectations</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapter 1: An International Perspective</td>
</tr>
<tr>
<td></td>
<td>Chapter 2: Domestic Crime, Transnational Crime, and Justice</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Weekly Assignment and/or Quizzes</td>
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<tr>
<td></td>
<td>My Window, My World Discussion Forum</td>
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<tr>
<th>Week Two: 6/07/21</th>
<th>Understanding Domestic and Transnational Crime and Justice</th>
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<tbody>
<tr>
<td>Topic Description</td>
<td>Chapter 2: Domestic Crime, Transnational Crime, and Justice (continued)</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapter 3: An American Perspective on Criminal Law</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Exam 1 (Chapters 1-3)</td>
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<td></td>
<td>Weekly Assignments and/or Quizzes</td>
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<tr>
<th>Week Three: 6/14/21</th>
<th>Legal Traditions &amp; Substantive and Procedural Law</th>
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</thead>
<tbody>
<tr>
<td>Topic Description</td>
<td>Chapter 4: Legal Traditions</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapter 5: Substantive Law and Procedural Law in the Four Legal Traditions</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Weekly Assignments and/or Quizzes</td>
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<tr>
<th>Week Four: 6/21/21</th>
<th>International Perspectives on Policing and Courts International</th>
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<tbody>
<tr>
<td>Topic Description</td>
<td>Chapter 6: An International Perspective on Policing</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapter 7: An International Perspective on Courts</td>
</tr>
<tr>
<td></td>
<td>Supplemental/Discussion: Focus on Egypt’s Justice System</td>
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<tr>
<td>Assignment (s):</td>
<td>Exam II (Chapters 4 – 5)</td>
</tr>
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<td></td>
<td>Weekly Assignments and/or Quizzes</td>
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<tr>
<th>Week Five: 6/28/21</th>
<th>Perspectives on Corrections and Juvenile Justice</th>
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<tbody>
<tr>
<td>Topic Description</td>
<td>Chapter 8: An International Perspective on Corrections</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapter 9: An International Perspective on Juvenile Justice</td>
</tr>
<tr>
<td></td>
<td>Chapter 10: Japan: Examples of Effectiveness and Borrowing Presentations</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Prepare for Final Exam</td>
</tr>
</tbody>
</table>

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<tr>
<th>Final Exam: 7/05/21</th>
<th>Course Wrap Up &amp; Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic Description</td>
<td>Prepare for Final Exam</td>
</tr>
<tr>
<td>Readings:</td>
<td>EXAM III/FINAL EXAM (Chapters 6 – 9)</td>
</tr>
<tr>
<td>Assignment:</td>
<td>Due Tuesday, July 6, 2021 by 11:59pm</td>
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</table>
Student Support and Success

John B. Coleman Library
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library.

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 the student is unsure of the best resource for their needs. Some students are supported by faculty advisors 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. You can find your advisor's location by academic major at the Academic 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 is offered face-to-face in the UTC, in virtual face-to-face sessions, and through online sessions at 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: University Tutoring Center.

The Writing Center
The Writing Center provides well-trained peer tutors that 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. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

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 Alert helps 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 PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: Academic 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 provides assistance to 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: 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: Testing Services.

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 hardware and software, adapted furniture, proctoring of 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: Disability Services.

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-assisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage; Phone: 936-261-3283.

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; Website: Veteran Affairs.

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: Office for Student Engagement.

Career Services
Career Services supports students through professional development, career readiness, 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: Career Services.

University Rules and Procedures

Academic Misconduct (See Student Planner)
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, 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 or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.
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. **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.

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

5. **Fabrication of Information/Forgery**: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Nonacademic Misconduct (See Student Planner)
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, or (2) the ability of students to benefit from the instructional program, or (3) the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Office for Student Conduct 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 the Title IX Webpage 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 condition, 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. More information can be found at this webpage.

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 936-261-1744 or 1792.

Class Attendance Policy (See Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports 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 internet. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in 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 rests 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 Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this webpage.

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

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

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

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving emails
- 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 discussions 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 session. Before class session begins, test audio, video and lighting to alleviate technology issues.
Technical Support
Students should go to the 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 (CIITS) 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 take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

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 difficult to reliably maintain.

- **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.