CRJS 4953- Special Topics: Women, Juveniles, and Other Special Populations  
Summer 2021 (Session I)

Instructor: Kimberly Chism, Ph.D.

Section # and CRN: Z12 33262

Office Location: Don Clark 325

Office Phone: 936-261-5257 (for a quicker response, email)

Email Address: kichism@pvamu.edu

Virtual Office Hours: Mondays: 8am-11am  
Tuesdays: 8am-11am  
Wednesdays: 8am-11am  
Or by appointment

Mode of Instruction: Internet-Asynchronous Instruction

Course Location: eCourses

Class Days & Times: Online

Catalog Description: This course examines issues related to special populations and criminal/juvenile justice. Special focus will be given to theoretical explanations, offending behaviors, victimization, and the justice systems' interactions with special populations. Examples of special populations that will be examined include women, juveniles, aging populations, persons with mental illness, persons with disabilities, veterans, persons who are homeless, and persons who identify as LGBTQ+.

Prerequisites: None

Co-requisites: None

Required Texts: Required readings are provided by the instructor via eCourses.

Recommended Texts: Additional readings provided by instructor via eCourses.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1, 2, 3, 4, 5 Critical Thinking</td>
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<tr>
<td>2</td>
<td>1, 2, 3, 4, 5 Critical Thinking</td>
</tr>
<tr>
<td>3</td>
<td>5 Critical Thinking Communication</td>
</tr>
<tr>
<td>4</td>
<td>1, 2, 3, 4, 5 Critical Thinking</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>
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</thead>
<tbody>
<tr>
<td>1) Final Exam</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>2) Midterm Exam</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>3) Assignments</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>4) Discussion Forums</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 100%-90%
B = 89%-80%
C = 79%-70%
D = 69%-60%
F = 59% and below

Detailed Description of Major Assignments:
*Please note that all due dates and times for assignments are indicated in the course calendar below and in their modules in eCourses. Refer to the course calendar for the name of the module under which each assignment appears in eCourses.

Final and Midterm Exams
Students will take two exams worth 25% each of the overall grade (for a combined total of 50% of the overall grade). Exams will be conducted online via eCourses. Exams may be comprised of true/false, multiple choice, matching, short essay, long essay, and/or fill in the blank questions. Exam instructions and expectations will be posted in eCourses. Students are responsible for all course materials given in class, in eCourses, and in the readings as such material is testable information. The midterm exam is scheduled on the specified day/time outlined in the course schedule below. The final exam will be scheduled per the Registrar's Office Final Exam Schedule. You will be required to use Proctorio when taking both exams. Proctorio can only be used in the Google Chrome web browser. See the Proctorio Policy below for more information.

Assignments
Assignments are worth 25% of your overall grade and are focused on assigned readings for their respective weeks. Assignments may be in the form of a written paper, quiz, or other activity. Details on assignments will be provided in eCourses. Assignments will generally open on Sundays at 12 a.m. CST and close on Fridays before 11:59 p.m. CST.

Discussion Forums
Discussion Forums are worth 25% of your overall grade. Original posts require a minimum of 250 words concerning the course material for that week and two response posts (each 150 words minimum) to fellow classmates’ original postings. Response posts should involve significant follow-ups beyond superficial responses such as “I agree” and other similar comments. Original posts are generally due on Wednesdays before 11:59 p.m. CST while the two response posts are generally due on Saturdays before 11:59 p.m. CST. Additional information/expectations are provided in eCourses.

Course Procedures or Additional Instructor Policies

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One or more of your assignments may be required for submission 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 in eCourses.
Access to Required Technologies/Resources
It is expected that you have access to an actual desktop computer or laptop for this course. If you do not have access to a computer/laptop, you may visit your local library, a PVAMU campus computer lab, or apply for a loaner device through PVAMU’s Mobile Device Loaner Program. You are also expected to ensure that the device you are working on meets all minimum technical requirements established by the university (see the Technical Considerations policy below for more information).

Proctorio Policy
Proctorio is required for all exams in this course. Proctorio requires use of the Google Chrome Web Browser. Ensure that your computer meets the minimum system requirements for Proctorio. Refer to the Test-Taker Quick Start Guide for instructions on installing Proctorio. Note that an access code/password is not required to take exams. If you receive a request for such a code, refer to the Access Code/Password Required guide on resolving this issue. If you encounter issues with Proctorio, you can live chat with a Proctorio agent (see the Quick Start Guide for information on how to chat with an agent).

Assignments Formatting and Editing
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 Microsoft Word (no PDFs!). All papers must adhere to the APA Publication Style Manual, 7th edition. You are also expected to thoroughly edit your assignments before final submission, using your University Grammarly account.

Turnitin Similarity Limit
The maximum Turnitin similarity allowed for assignments is 15% including direct quotes. This 15% excludes the References section and Title page. You are able to check your similarity report, correct any issues, and resubmit as many times as you like until the assignment deadline. After the third submission, it may take Turnitin 48 hours to generate a new report, so plan accordingly. Assignments that exceed 15% similarity in Turnitin may be considered academic dishonesty and may result in any of the disciplinary actions described in the University Policy on Academic Dishonesty. Information on how to view your Turnitin Similarity Report will be provided in eCourses.

Academic Integrity
Academic dishonesty/misconduct will not be tolerated. Review the relevant University policies as well as information on the following links: 1) UNC Chapel Hill Plagiarism Handout, 2) Turnitin Plagiarism Spectrum, 3) University of Maryland Academic Integrity Tutorial. Engaging in academic dishonesty may result in any of the disciplinary actions described in the University Policy on Academic Dishonesty.

Make Up Assignments
Late work is discouraged and may result in a grade penalty. The instructor has discretion to determine if late work will be accepted and the documentation required to allow late work. Please note that university activities are predominately scheduled in advance (i.e., athletic commitments, club meetings, conferences, etc.). Therefore, you are expected to make arrangements with the instructor to ensure early or on-time submission. Please note that late work will not be accepted for the Midterm and Final Exams.

Attendance Policy
Attendance requirements will be followed in accordance with the Prairie View A&M University Attendance Policy Statement.

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 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.

The university subscribes to Turnitin, an internet based academic dishonesty detection service. Student work will be submitted using this tool.

Information on the university policy on academic dishonesty may be found in the catalog: http://catalog.pvamu.edu/generalacademicinformation/undergraduate/#academicdishonestytext

In the event that you have questions or concerns, please feel free to contact our Department Head (936-261-5262 or 936-261-5234).

**Spam Mail & Netiquette**

Students cannot send group emails regarding the official class materials (i.e., exams) without instructors’ knowledge and permission. Please keep sensitive information private. All members of this class are expected to follow rules of common courtesy in all email, online discussions, and other communications. Students are responsible for checking daily their PVAMU email account and eCourses for class communications.

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### Semester Calendar

*This syllabus and class schedule is subject to change*

#### Week One: 6/1-6/5

**Topic Description**

Course Introductions, Overview of Special Populations, and Criminological Theory

**Readings:**

Fedorek (2019)- Chapter 5 (all sections)
Griffiths & Keirns (2021)- Chapter 1.3

**Assignment(s):**

- Discussion Forum #1
  - Original post due Wednesday (6/2) before 11:59 p.m. CST
  - Two reply posts due Saturday (6/5) before 11:59 p.m. CST
- Assignment #1
  - Opens Tuesday (6/1) at 12 a.m. CST
  - Due Friday (6/4) before 11:59 p.m. CST

#### Week Two: 6/6-6/12

**Topic Description**

Women and Juveniles as Special Populations

**Readings:**

Griffiths & Keirns (2021)- Chapter 12.2
Griffiths & Keirns (2021)- Chapter 14.3
National Resource Center on Justice Involved Women (2016)
Burke (2019)- Chapter 10 (all sections)
Youth.Gov (2021)

**Assignment(s):**

- Discussion Forum #2
  - Original post due Wednesday (6/9) before 11:59 p.m. CST
  - Two reply posts due Saturday (6/12) before 11:59 p.m. CST
- Assignment #2
  - Opens Sunday (6/6) at 12 a.m. CST
  - Due Friday (6/11) before 11:59 p.m. CST

#### Week Three: 6/13-6/19

**Topic Description**

Aging populations and Midterm Exam

**Readings:**

Griffiths & Keirns (2021)- Chapter 13 (all sections)
### Assignment(s): 
**Midterm Exam (covers weeks 1-3)**  
Opens Sunday (6/13) at 12 a.m. CST  
Closes Sunday (6/20) before 11:59 pm CST

### Week Four: 6/20-6/26  
**Topic Description**  
Persons with mental illness, disabilities, and veterans  
**Readings:**  
- Spielman et al. (2021)- Chapter 16.1  
- Maruschak & Bronson (2021)  
- COPS (2019)  
- Cordner (2006)- Pages 1-9 only  
- Bureau of Justice Assistance (2021a)  
- Bureau of Justice Assistance (2021b)  
- Bronson & Berzofsky (2017)  
- Bronson et al. (2015)  
- Rossman et al. (2012)- Chapter 1 only  
**Assignment(s):**  
Discussion Forum #3  
Original post due Wednesday (6/23) before 11:59 p.m. CST  
Two reply posts due Saturday (6/26) before 11:59 p.m. CST  
Assignment #3  
Opens Sunday (6/20) at 12 a.m. CST  
Due Friday (6/25) before 11:59 p.m. CST

### Week Five: 6/27-7/3  
**Topic Description**  
Persons who are homeless, persons who identify as LGBTQ+, and intersectionality of special populations  
**Readings:**  
- Mayer & Reichert (2018)  
- Griffiths & Keirns (2021)- Chapter 12.1  
- Rotramel (2020)- Chapter 6  
- National Center for Transgender Equality (2018)  
**Assignment(s):**  
Discussion Forum #4  
Original post due Wednesday (6/30) before 11:59 p.m. CST  
Two reply posts due Saturday (7/3) before 11:59 p.m. CST  
Assignment #4  
Opens Sunday (6/27) at 12 a.m. CST  
Due Friday (7/2) before 11:59 p.m. CST

### Week Six: 7/4-7/6  
**Topic Description**  
Course Review and Final Exam  
**Readings:**  
None  
**Assignment(s):**  
Final Exam (covers weeks 4-5)  
Opens Sunday (7/4) at 12 a.m. CST  
Closes Tuesday (7/6) before 11:59 p.m. CST

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**Academic Calendar**  
Summer 2021 1st 5-Week Session PVAMU Academic Calendar is subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Apr 19 - Apr 23</td>
<td>Priority Registration for continuing students begins for Summer and Fall 2021 Semesters</td>
</tr>
<tr>
<td>May 31 Monday</td>
<td>Memorial Day Holiday (University Closed)</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Jun 01</td>
<td>First Class Day</td>
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<tr>
<td>Jun 01</td>
<td>Tuition &amp; Fees Payment Due Date @ 5:00 p.m.</td>
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<tr>
<td>Jun 01 - 12</td>
<td>Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled.</td>
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<tr>
<td>Jun 01 - 05</td>
<td>Late Registration/Late Registration Fee Begins ($50.00)</td>
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<tr>
<td>Jun 01</td>
<td>Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline</td>
</tr>
<tr>
<td>Jun 04</td>
<td>Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)</td>
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<tr>
<td>Jun 04</td>
<td>4th Class Day</td>
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<tr>
<td>Jun 07</td>
<td>Withdrawal from Courses with Academic Record (&quot;W&quot;) Begins</td>
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<tr>
<td>Jun 15</td>
<td>Financial Aid Refunds Begin</td>
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<tr>
<td>Jun 15</td>
<td>Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.</td>
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<tr>
<td>Jun 24</td>
<td>15th Class Day</td>
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<tr>
<td>Jun 25</td>
<td>Final Date to Apply for Summer 2021 Graduation (ceremony participation)</td>
</tr>
<tr>
<td>Jun 25</td>
<td>Final Day to Withdraw from Course(s) with Academic Record (&quot;W&quot;)</td>
</tr>
<tr>
<td>Jun 25</td>
<td>Final Day to Withdraw from the University (from all courses)for the Summer 2021 1st 5-week session semester</td>
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<tr>
<td>Jul 01</td>
<td>Deadline to Submit Financial Aid Verification Documents for Summer 2021</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Jul 01 Thursday</td>
<td>Application for Graduation-Degree Conferral only for Summer 2021 Graduation Begins (no ceremony participation or listing in the program)</td>
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<tr>
<td>Jul 01 Thursday</td>
<td>Deadline to Submit Financial Aid Verification Documents for Summer 2021</td>
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<tr>
<td>Jul 02 Friday</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>Jul 02 - Aug 06 Friday through Friday</td>
<td>Final Day to Apply for Degree Conferral only for Summer 2021 Graduation (no ceremony participation or listing in the program)</td>
</tr>
<tr>
<td>Jul 06 Tuesday</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Jul 13 Tuesday</td>
<td>Final Grades due (12:00 p.m.)</td>
</tr>
<tr>
<td>Aug 09 Monday</td>
<td>Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Summer 2021</td>
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<tr>
<td>Aug 14 Saturday</td>
<td>Commencement</td>
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</tbody>
</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. [https://www.pvamu.edu/library/](https://www.pvamu.edu/library/)
Phone: 936-261-1500

**University Tutoring Center**
The Center offers tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 307. Phone: 936-261-1561

**The Student Academic Success Center**
The Student Academic Success Center is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

**Writing Center**
The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724

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: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing
The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other services such as SAT and ACT for high school students. Phone: 936-261-3627

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 of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Services
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: May Hall Rm. 118. Phone: 936-261-3563

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

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: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):
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, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):
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 Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

**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 mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. Fabrication: use of invented information or falsified research.

4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

**Nonacademic Misconduct (See Student Handbook)**
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. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

**Sexual Misconduct (See Student Handbook):**
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

**Title IX Statement**
Prairie View A&M University (PVAMU) 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 sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. 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 Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

**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 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.

**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 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 7; Mac with OS X; 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 or Firefox

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 email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

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.

Technical Support:
Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords along with whom to contact if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283

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 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, it/they should be copied and pasted 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.