SYLLABUS ENGL 1301: FRESHMAN COMPOSITION I
PRAIRIE VIEW A&M UNIVERSITY – SUMMER II 2022

CONTACT INFORMATION

Instructor’s Name: Tarius M. Roberts
Section # and CRN: B05 / 30198
Office Location: Hilliard Hall 001
Office Phone: 936-261-3736
Email Address: tmroberts@pvamu.edu
Office Hours: MW: 11:00 – 1:00
Mode of Instruction: Face to Face
Course Location: E E O'Banion Science Bldg
Class Days & Times: MTWR 8:00 – 10:50

CATALOG DESCRIPTION
A writing course focused on composing strong arguments through critical thinking and analysis of primary and secondary source material. The course emphasizes rhetorical awareness in writing essays for a variety of audiences and purposes. Students will actively participate in peer workshops and demonstrate awareness of general research methods and ethics.

PREREQUISITES:
Unconditional admission to PVAMU. NOTE: You must pass this course with a C or better in order to advance to ENGL 1302.

CO-REQUISITES:
ENGL 0111 if admission to PVAMU is conditional.

REQUIRED TEXTS
Course materials are posted on eCourses.

COURSE GOALS:
The goals of this course are to practice critical thinking, writing, and reading skills; refine awareness of different rhetorical modes; practice writing as a recursive process; produce essays with strong purpose, content, and organization; improve proofreading and editing skills; produce critical writing based on analysis of primary and secondary source material; improve sense of audience in reading and writing; start learning techniques for research and documentation in MLA format; write at least one paper with a research component.

STUDENT LEARNING OUTCOMES (SLOs)

<table>
<thead>
<tr>
<th>SLO #</th>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1</td>
<td>Compose strong, argument-driven thesis statements directed at a specific audience.</td>
<td>1, 5</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>SLO 2</td>
<td>Provide logical, appropriate evidence to support an argument.</td>
<td>1, 2</td>
<td>Critical Thinking</td>
</tr>
</tbody>
</table>
SLO # | Upon successful completion of this course, students will be able to: | Program Learning Outcome # | Core Curriculum Outcome Alignment
--- | --- | --- | ---
SLO 3 | Organize writing assignments clearly. | 1 | Communication
SLO 4 | Write in clear, correct, grammatical prose. | 5 | Communication
SLO 5 | Employ effective teamwork skills with emphasis on listening, responding, and creating a positive climate | | Teamwork
SLO 6 | Cite research correctly according to MLA format, both in the text and in the bibliography. | 1 | Personal Responsibility

**MAJOR COURSE REQUIREMENTS**

**Method of Determining Final Course Grade**

<table>
<thead>
<tr>
<th>No</th>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Daily Work, Participation, and Peer Review</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>2.</td>
<td>Essay #1 – Personal Narrative</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>Essay #2 – Summary and Response</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>4.</td>
<td>Essay #3 – Research-Based Argument (1200-1500 words)</td>
<td>25%</td>
<td>250</td>
</tr>
<tr>
<td>5.</td>
<td>Group Work</td>
<td>15%</td>
<td>150</td>
</tr>
<tr>
<td>6.</td>
<td>Final Exam (Professor designed)</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>7.</td>
<td>Total</td>
<td>100%</td>
<td>1000</td>
</tr>
</tbody>
</table>

**GRADING CRITERIA AND CONVERSION:**

A = 90-100% (900 to 1000 points)
B = 80-89% (800 to 899 points)
C = 70-79% (700 to 799 points)
D = 60-69% (600 to 699 points)
F = 0-59% (0 to 599 points)

**DETAILED DESCRIPTION OF MAJOR ASSIGNMENTS:**

**Grade Requirement** | **Description**
--- | ---
Exams | Instructor designed examinations demonstrating mastery of course content
Essays | Formal essays demonstrating the ability to produce college-level, research-based analytical writing. Of the essays, at minimum, Essay #3: Research-Based Writing requires students to develop an evidence-based argument using academic and non-academic source material.
Group Work | Project or projects (presentations) demonstrating effective teamwork and critical thinking.
Daily Work & Participation
Prewriting assignments such as drafts and peer reviews; minor assignments, quizzes, and participation in-class activities.

COURSE PROCEDURES

Attendance
If students miss 4 classes of f2f days, their final grade will be reduced by a letter grade. In addition, three (3) additional points will be taken from final grade for every ensuing f2f day missed beyond four.

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

Submission of Essays:
All essays and prewriting assignments must be submitted through the course LMS by the deadline posted within the system. If your instructor also requires a hard copy, printed essays are due at the beginning of the class period. Essays will be accepted late for three days after the due date with a deduction of 5% from your essay grade for each day. After four days have passed, your essay will not be accepted, and you will receive a grade of zero on the assignment.

Be advised that Turnitin.com checks all submissions for plagiarism against web sources, periodical archives, and other student submissions. Please note that Turnitin is available through Canvas eCourses, and your instructor will use this link.

***NOTE: All of your work for this course must be original to you and to the course. You cannot submit papers that you or anyone else has submitted for any other course or any other previous or concurrent section of composition. Papers must be submitted in a word document—no pdf’s, images, pages, etc.

Exam and Quiz Policy:
The midterm and final exams should be taken as scheduled. No makeup exams will be allowed unless there is a documented emergency (see Student Handbook). If you have a university event on the day of the exam, arrange to take it early. Throughout the semester, pop quizzes over textbook readings and course concepts may be given, specifically if students have shown a habit of not reading. If you are late or do not have an excused absence, you cannot make up a quiz. With an excused, documented absence from a legitimate third party, you may make up a quiz at the instructor's convenience (this is also dependent on student class performance, such as number of absences, number of missed assignments, student's attitude in class). Thus, makeups are discretionary.

Extra Credit Policy:
No extra credit will be available in any section of ENGL 1301: Composition I.

Other Class Instructions: No hats, dress appropriately, cell phone use not allowed unless instructed, no working on assignments from another class, respect the class. Excessive violations can result in student being marked absent from class.

Students caught plagiarizing will receive a zero on that assignment and a drop of letter grade from final grade. Plagiarism varies, depending on assignment, but will typically be 35%-40% or more matching. Two instances of plagiarism will result in failure of course and reporting to Student Code of Conduct/Student Affairs. Students who knowingly plagiarize and try to dispute, even if one instance, will be reported to SCOC/SA.
SEMESTER CALENDAR

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

Week 1

TUESDAY, JULY 12TH
Course Introduction

Read "Strategies for Active Reading: Annotating a Text" in eCourses.

Read Duggan, sections 1 and 2
Vocabulary List
Literary Devices
Ethos, Logos, Pathos
Lesson on MLA Format
Lesson on Cause and Effect Essay (PPT)
Review Guidelines for essay 1 and essay 3

WEDNESDAY, JULY 13TH

Read OER Textbook Chapter 1 - "Purpose, Audience, Tone, and Content" in eCourses

Conventions 101 Unit 1 – “A Lot; There, They’re, Their; To, Too”
Read “The Solution to World Poverty” by Peter Singer

Watch Claudine
Poverty Theory Slides
Lesson on plagiarism and academic integrity
Print the Plagiarism Worksheet in eCourses and bring it to class

Workshop Essay #1.

THURSDAY, JULY 14TH

Discussion 1 due
Quiz #1 due
Narrative Essay Due

Week 2
### MONDAY, JULY 18TH

Read “Proving My Blackness” by Mat Johnson

Read “Rehabilitation and Treatment: The Joe Martinez Parable”

*Conventions 101* Unit 3 – “Where, Were; Could Have, Could “Of”; Lose, Loose”

Read *OER Textbook* Ch. 3 – “Rhetorical Analysis”

Read *OER Textbook* Ch. 4 – “Strategies for Gathering Reliable Information”

Transition List

### TUESDAY, JULY 19TH

Rough Draft of Essay #1 due.

Read “Revising Drafts” in eCourses and “Verb-Pronoun Agreement” in eCourses.

“Should Juvenile Offenders be Tried as Adults?”

### WEDNESDAY, JULY 20TH

Lesson on Finding Sources and Source Evaluation

Read *OER Textbook* Ch. 2.1 – “Introduction to Research”

Read *OER Textbook* Ch. 2.2 – “The Research Process”

Read “Masked Racism: Reflections on the Prison-Industrial Complex” by Angela Davis

Lesson on Synthesizing Information

Read *OER Textbook* Ch. 2.3 – “Citing Sources”

The Quote Sandwich

### THURSDAY, JULY 21ST

Review “Comma Rules” on eCourses

*Conventions 101* Unit 9: “Commas in a Series; Commas After Introductory Phrases”

Discussion #2 due

Quiz #2 due

Essay #2 due

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**Week 3**

### MONDAY, JULY 25TH

Lesson on Thesis Statements

Read *OER Textbook* Ch. 5 – “Developing a Strong, Clear Thesis Statement”

Read *OER Textbook* Ch. 6 – “A Repository of Logical Fallacies”
TUESDAY, JULY 26TH

Read OER Textbook Ch. 7 – “Creating a Rough Draft of a Research Paper”

Read “We Need to Talk About Digital Blackface in Online Reaction GIFs” by Lauren Michele Jackson

Lesson on “What’s Behind the Growth of Campus Violence on College Campuses”

WEDNESDAY, JULY 27TH

Conventions 101 Unit 11: “Comma Review”

Lesson on Opposing Views

Workshop Essay #2

THURSDAY, JULY 28TH

Review Run-on Sentences

Discussion #3 due

Quiz #2 due

Writing Assignment due to dropbox on eCourses

Week 4

MONDAY, AUGUST 1ST

Read OER Textbook Ch. 8 – “Writing Body Paragraphs”

Read “Why Judging People for Buying Unhealthy Food is Classist” by Wiley Reading

Read: “Men of Niagara”

Read OER Textbook Ch. 9 – “Organizing Your Writing”

Read sample persuasive essay “Universal Health Care for the United States”

Conventions 101 Unit 12: “Fragments and Run-Ons”

Thesis Statement for Essay 3 Due

TUESDAY, AUGUST 2ND

Read OER Textbook Ch. 10 – “Writing Introductory and Concluding Paragraphs”

Read “Political Hashtagging: Is Online Activism Effective?” by Camila Ruiz Segovia
Read “Georgia’s Voter Suppression Bill is an Assault on Our Democracy” by Andre M Perry and Anthony Barr

**WEDNESDAY, AUGUST 3RD**


*Conventions 101* Unit 18 – “Subject-Verb Agreement”

Lesson on Media Propaganda

**Rough Draft of Essay 3 Due**

Workshop Essay 3

**THURSDAY, AUGUST 4TH**

Review for Final Exam

**Discussion #4 due**

**Quiz #4 due**

**Quiz #5 due**

**Week 5**

**MONDAY, AUGUST 8TH**

Final Exam

**Essay 3 Due by 11:59pm**

**Student Support and Success**

**John B. Coleman Library**

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

**Academic Advising Services**

Academic Advising Services offers students a variety of services that contribute to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services
are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/pvplace/). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: https://www.pvamu.edu/student-success/sass/university-tutoring-center/

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: https://www.pvamu.edu/student-success/writing-center/; Grammarly Registration: https://www.grammarly.com/enterprise/signup

Academic Early Alert

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

Student Counseling Services

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

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit:

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

Veteran Affairs

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

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

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: https://www.pvamu.edu/careerservices/

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the University Administrative Guidelines on Academic Integrity, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the University Administrative Guidelines on Academic Integrity, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate
acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

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

5. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

**Nonacademic Misconduct**

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

**Sexual Misconduct**

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

**Pregnancy, Pregnancy-related, and Parenting Accommodations**

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

**Non-Discrimination Statement**
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

**Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

**Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

**Technical Considerations**

**Minimum Recommended Hardware and Software:**

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.
Participants should have a basic proficiency of the following computer skills:

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

netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

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

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses. All emails should come from student PV account.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards. **It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is
important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

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

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.