ENGL 1302: Freshman Composition II (B-GLOBAL)
Summer 2022

Instructor: Manjit Kaur
Section # and CRN: ENGL 1302- Z02
Office Location: Online Within the LMS (Canvas)
Email Address: makaur@pvamu.edu
Virtual Office Hours: Via email and scheduled appointments
Mode of Instruction: Online (asynchronous) via Canvas
Course Location: Canvas Learning Management System (LMS)

Catalog Description: A writing course that emphasizes rhetorical analysis and critical thinking, advanced research and documentation, and writing extended arguments for academic audiences. Students will actively participate in peer workshops and demonstrate an awareness of academic research methods and ethics

Prerequisites: ENGL 1301 or ENGL 1123
Co-requisites: None
Required Text(s): ENGL 1302 Composition II: Research and Analysis, an OER textbook, available in Canvas eCourses. All other readings posted in eCourses

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

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

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1 Compose complex, original, argument-driven thesis statements directed at an appropriate audience.</td>
<td>1, 5</td>
</tr>
<tr>
<td>SLO 2 Synthesize credible, relevant research sources in support of an argument.</td>
<td>1, 2</td>
</tr>
<tr>
<td>SLO 3 Organize writing assignments with consistent, clear logic.</td>
<td>1</td>
</tr>
<tr>
<td>SLO 4 Write in skillful, fluent, grammatical prose.</td>
<td>5</td>
</tr>
<tr>
<td>SLO 5 Employ effective teamwork skills with emphasis on listening, responding, and creating a positive climate</td>
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</tbody>
</table>
Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Daily Work, Participation (quizzes, etc.)</td>
<td>15%</td>
</tr>
<tr>
<td>2. Essay #1: Literary Analysis</td>
<td>20%</td>
</tr>
<tr>
<td>3. Essay #2: Cultural Analysis</td>
<td>25%</td>
</tr>
<tr>
<td>4. Essay #3: Research-Based Argument</td>
<td>30%</td>
</tr>
<tr>
<td>5. Final Exam</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 0-59%

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

Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay #1 (Literary Analysis)</td>
<td>Formal argumentative essay on single or multiple primary texts that focuses on a critical evaluation of the work and can include academic and non-academic sources</td>
</tr>
<tr>
<td>Essay #2 (Cultural Artifact Analysis)</td>
<td>Formal argumentative essay analyzing specific cultural artifact(s) from an interdisciplinary lens and can include academic and non-academic sources</td>
</tr>
<tr>
<td>Essay #3 (Research-Based Argument)</td>
<td>Formal argumentative essay on a sophisticated, evidence-based argument and topic using a variety of academic and non-academic sources</td>
</tr>
<tr>
<td>Exams</td>
<td>Multiple-choice, short-answer, or essay-based examinations demonstrating mastery of course content</td>
</tr>
<tr>
<td>Prewriting Assignments</td>
<td>Assignments demonstrating engagement in writing as a recursive process and peer review—students will give feedback or workshop each other’s drafts</td>
</tr>
<tr>
<td>Daily Work and Participation</td>
<td>Minor homework assignments, quizzes, and participation in-class activities</td>
</tr>
</tbody>
</table>

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, but for general information, you can visit Taskstream via the link in eCourses.

1. 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 four 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.

***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.**

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

3. **Extra Credit Policy:**
No extra credit will be available in ENGL 1302: Composition II.

Instructor’s Policies
- Always follow instructions
- I will be documenting attendance every week. Your attendance will be based on the submission of your weekly assignments. Students who make on-time submission of all their weekly assignments will be marked as present. All others will be marked absent. Two absences will result in your grade being lowered by a whole letter grade.
- Late work will be collected only for the major assignments. Late submissions will not receive any feedback, and 5 points per day will be deducted from the assignment grade. Late submissions can be submitted for up to three days past the due date. Instructor’s approval will be required for all late submissions. No exceptions! Shorter assignments, discussions, and quizzes are not open for late submission. Once the deadline passes, they can no longer be completed.
- Read all the assigned readings and participate in discussions. Participation plays a key role in this course.
- If you have any questions and want to get hold of me, just send me an email through the course LMS, or at makaur@pvamu.edu
- All assignments should be typed, double-spaced, and documented APA style.
- Students are expected to observe customary principles of courtesy and academic classroom etiquette. Do not disrupt the learning environment. Follow netiquettes.
- Make-up and late submission assignments will not be collected unless they are pre-approved by the instructor.

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

**SEMESTER CALENDAR**

**WEEK 1: JULY 12 – JULY 18**

**Discuss:**
- The Basics of the Writing Process
- General rules of writing
- How to Write a Thesis Statement
- The Rhetorical Situation
• The Core of an Argument: Ethos, Logos, and Pathos

From the OER textbook **ENGL 1302 Composition II Research and Analysis**, Read:

• Chapter 1: Why Write?
• Chapter 2: Dealing with Obstacles
• Chapter 3: Overview of the Writing Process
• Chapter 4: Basics of Rhetoric
• Chapter 19: Analysis for Multiple Perspectives
• Chapter 7: Titles, Introductions and Conclusions, and Body Paragraphs
• Chapter 6: What Is a Thesis Statement?

**WORK DUE ON JULY 18TH, MONDAY MORNING BY 6:00 A.M.**

1. **Syllabus Quiz**
   Read the course syllabus and all other instructions carefully to take this quiz.

2. **Class Introductions**
   Formally introduce yourself to the class; this will be your attendance for the week.
   For more details, read the assignment prompt posted on Canvas.

3. **Class Discussion – Critical Analysis Readings**
   Based on the assigned readings, open a class discussion to analyze the assigned articles.
   Discussions will take place on the discussion board available through Canvas.
   Read the postings by other students, and comment or ask questions. For more information, read the assignment prompt posted on Canvas.
   The more you participate in the discussion the better your grade will be.
   - Submitted original post (met all requirements) = 70 points
   - Asked questions to at least two other students = 15 points
   - Interacted with at least two other students = 15 points

4. **Writing Arguments Quiz:**
   This quiz will be based on the related Chapters from the textbook, and posted lecture notes.

**Note:** All the work for this week is due on July 18th, Monday morning, by 6:00 AM. Late work will not be collected for any of these assignments.

**WEEK 2: JULY 18 – JULY 25**

Discuss:
• Argument: An Introduction
• An Introduction to the Types of Claims
• How to Write a Thesis Statement
• Analytical Writing
• Presenting Sources to Others
• APA Documentation

From the OER textbook **ENGL 1302 Composition II Research and Analysis**, Read:

• Chapter 6: What Is a Thesis Statement?
• Chapter 12: Annotating a Text
• Chapter 18: Developing Assertions
• Chapter 17: The Analytical Essay
WORK DUE ON JULY 25TH, MONDAY MORNING BY 6:00 A.M.

1. **Literary Analysis Essay**
   Use the assigned readings to write a literary analysis essay. Detailed prompt will be posted on Canvas.

2. **Ethos Logos & Pathos Quiz**
   Based on the shared lecture notes and assigned chapters complete the Ethos Logos & Pathos Quiz posted on Canvas.

3. **Analytical Writing Quiz**
   This quiz will be based on the related Chapters from the textbook, and posted lecture notes.

**Note:** All the work for this week is due on July 25th, Monday morning by 6:00 AM. Late work will not be collected for these assignments.

WEEK 3: JULY 25 – AUG. 1

Midterm Review

Discuss:
- The Rhetorical Situation
- APA Documentation
- Conducting research
- Diverse Audience & Cultural Practices

From the OER textbook **ENGL 1302 Composition II Research and Analysis**, Read:

- Chapter 4: Basics of Rhetoric
- Chapter 5: Using Quotes, Paraphrases, and Summaries
- Chapter 6: What Is a Thesis Statement?
- Chapter 16: Formatting APA Style
- Chapter 9: Avoiding Plagiarism
- Chapter 10: Doing Research
- Chapter 14: Evaluating Sources

WORK DUE ON AUGUST 1ST, MONDAY MORNING AT 6:00 AM

1. **Avoiding Plagiarism Quiz**
   To take this quiz read the "Avoiding Plagiarism" chapter from your OER textbook.

2. **APA Quiz**
   Read the posted lecture notes and corresponding chapters to complete this quiz. Details will be posted on Canvas.

3. **Cultural Analysis Research Essay**
   Complete the Cultural Analysis Research Essay based on the assignment prompt posted on Canvas.

**Note:** All the work for this week is due on August 1st, Monday morning by 6:00 AM. Late work will not be collected for these assignments.

WEEK 4: AUG 1 – AUG 8

Discuss:
- Conducting research
- Diverse Audience & Cultural Practices
• Logical Fallacies
• The logical structure of Arguments
• They Say- I Say
• Quantitative Argument

From the OER textbook ENGL 1302 Composition II Research and Analysis, Read:

• Chapter 9: Avoiding Plagiarism
• Chapter 10: Doing Research
• Chapter 14: Evaluating Sources
• Chapter 19: Analysis for Multiple Perspectives
• Chapter 14: Evaluating Sources

WORK DUE ON AUGUST 8TH, MONDAY MORNING BY 6:00 A.M.

1. B-Global Research-Based Position Essay
   Complete the B-Global Research-Based Position Essay based on the assignment prompt posted on Canvas.

2. Logical Fallacies Quiz
   Take the Logical Fallacies quiz after reading the Logical Fallacies lecture notes posted on Canvas.

Note: All the work for this week is due on August 8th, Monday morning by 6:00 AM. Late work will not be collected for these assignments.

WEEK 5: FINAL - AUG. 9

Final Exam Quiz:
To take this quiz read the following lecture notes and the related chapters from your textbook:

- Argument - an Introduction
- General rules of writing
- How to Write a Thesis Statement
- The Basics of the Writing Process
- Analytical Writing
- Conducting Research

Final exam will be made available on Aug. 8th at 6am and will be due on Aug. 9th, Tuesday evening by 11:59 pm.

Late work will not be collected.

Final exam HAS TO BE submitted within the allotted time period. Late submissions will not be accepted. Failure to submit the final on time will result in an F on the assignment. Extended time will not be allowed for this assignment. NO EXCEPTIONS!

Student Support and Success

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

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

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

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

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

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

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

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

### Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

### Veteran Affairs

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: 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:**
ENGL 1302 Syllabus

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 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.

Discussion Requirement
Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

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

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

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

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

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