



**POSC 2341-P10 Scope and Methods
Spring 2025**

Course Information This course introduces students to the various methods and approaches used in the field of Political Science. (Required of all majors and minors).

Instructor: Dr. Jeremy Matthew Berkowitz
Section # and CRN: Section: P01 CRN: 20576
Office Location: Woolfolk 204
Office Phone: (936) 261-3775
Email Address: jeberkowitz@pvamu.edu
Office Hours: Monday, Wednesday, Friday 12:00 PM – 2:00 PM
Mode of Instruction: In-Person
Course Location: MT Harrington Science Building 116
Class Days & Times: Monday, Wednesday, Friday 10:00 AM – 10:50 AM
Catalog Description: This class will discuss many of the techniques used in systematic study of political issues. The goal of the course is to provide students with a broader understanding of social science methodology and assist them in becoming informed and critical consumers of political information.

Prerequisites: N/A
Co-requisites: N/A
Required Text(s): All Course Readings have been posted on Ecourses prior to the first day of classes
Recommended Text(s): N/A

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Identify and discuss appropriate topics for political research.	SLO #2	Critical Thinking
2	Identify appropriate literature, prior research, and data sources for academic, political, and social science inquiry.	SLO #2	Critical Thinking
3	Differentiate between different methods of social science research and inquiry	SLO #2	Critical Thinking
4	Design and conduct a research project involving basic qualitative or quantitative data-gathering techniques.	SLO #2	Critical Thinking
5	Communicate a plan for systematic research clearly and professionally through an oral presentation	SLO #2	Communication
6	Articulate ethical principles related to social science research and apply these principles to a research project	SLO #2	Social Responsibility
7	Demonstrate an understanding of appropriate citation and attribution methods for political and social science research.	SLO #2	Social Responsibility

Major Course Requirements

Method of Determining Final Course Grade: The Final Course Grade is ONLY accessible through Panthertracks and Pvpant her. All grades will be posted on Ecourses, and there will be a live-updating estimate of your overall

grade on the Ecourses page, but students should not solely rely upon that for evaluating their course grades. I strongly encourage students to calculate their own course grades using the grade calculator below.

Course Grade Requirement	Total (value of grade)
1) Classroom Participation	10%
2) Quiz One	15%
3) Quiz Two	15%
4) Presentation and Peer Review	15%
5) Research Paper	40%
6) Academic Integrity Certification	05%
Total Percentage:	100%

Grading criteria and conversion: A=90→100; B=80→89; C=70→79; D=60→69; F=below 60

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

Detailed Description of Major Assignments: (Consult the Calendar below for all due dates!)

- 1. Classroom Participation**
(10% of final course grade) Students will be required to attend class regularly, and are expected, but not required to read all class materials and engage with the in-class lecture and discussion questions. Students will be expected to sign a participation sheet at the end of each class. Each class session after the Class Census Date will count equally towards the final participation grade. Excused absences (see absence policy) will not be penalized.
- 2. Quiz One**
(15% of final course grade) There will be two take-home exams that will be taken during the semester. Each exam will be physically distributed in class and due in class one week later. There will be a digital copy of the exam uploaded to Ecourses as well, in case students lose or damage the physical copy). Exam One will consist of a series of short answer questions on theoretical and conceptual materials covered during the first third of the semester. Students can write their answers to the questions in the space provided or include typed answers on printed paper. If typed answers are included, students will be expected to submit their papers via the relevant Turnitin assignment. Additional, detailed instructions for each exam will be provided on the first page of the Exam document.
- 3. Quiz Two**
(15% of final course grade) There will be two take-home exams that will be taken during the semester. Each exam will be physically distributed in class and due in class one week later. There will be a digital copy of the exam uploaded to Ecourses as well, in case students lose or damage the physical copy). Exam Two will consist of a series of short answer questions and mathematics questions on materials covered during the second half of the semester. Students can write their answers to the short answer questions in the space provided or include typed answers on printed paper. If typed answers are included, students will be expected to submit their papers via the relevant Turnitin assignment. Students are required to show their work by hand for the mathematics questions. Additional, detailed instructions for each exam will be provided on the first page of the Exam document.
- 4. Presentation and Peer Review**
(15% of final course grade) During the final two weeks of the semester, students will briefly present the research question, prior research, and methodology of their research paper to the class, using an in-person, oral communication methodology. Prior to the presentations, students will be randomly assigned another student, who will review and submit written comments to the presentation and the Theoretical Framework and Research Design submission. Students

will be evaluated on their ability to clearly present their research and the written clarity and helpfulness of their peer review submission.

5. Research Paper
(40% of final course grade)

Students will over the course of the semester develop and eventually submit an original research paper exploring a political science research topic of their own selection. This paper is intended to provide students with experience in conducting political science research using both theoretical and empirical methodologies.

This assignment will take the form of a multi-part assignment, with 50% of the overall assignment grade based on the four sub-assignments students will submit over the course of the semester (Research Question, Annotated Bibliography, Literature Review, and Theoretical Framework and Research Design). The remaining 50% of the overall assignment grade will be based on the full paper students will submit during finals week (see the course schedule below), which must correspond to the content and format requirements detailed below.

CONTENT REQUIREMENTS

1. A clear introduction that states your research question
2. A literature review discussing in detail 3-5 academic sources and their relevance to your research question.
3. A theoretical argument explaining a justifiable and believable answer to your research question, which demonstrates a sufficient degree of originality and critical thinking. There must be between 1 and 3 formal hypotheses included as evaluative tools of your argument.
4. An empirical test of your argument, which clearly and convincingly evaluates your state hypothesis/hypotheses.
5. A clear conclusion evaluating the results of your empirics and whether they support or do not support your theoretical argument.

A paper with no Works Cited Page at the end will receive a grade of 0.

A paper with no parenthetical citations in its body will receive a grade of 0.

FORMAT REQUIREMENTS:

1. Typed, 8-12 pages (not counting Works Cited Page), 12-point font, double-spaced.
2. Your name, my name, and course identification
3. A title is required, but a separate title page is not necessary.
4. The research paper must show a sufficient level of writing and grammatical skill, based on the level of the class. I strongly encourage you to edit and review your paper prior to submission. You are encouraged to use Grammarly or another spelling/grammar checker to ensure sufficient communication skills. Use of artificial intelligence is not permitted for this paper, and will be penalized.
5. You **MUST** cite all sources you use in the paper, regardless of whether they are covered in class or not. If you do not, you will be penalized 10%. You may use any citation format you wish, provided it is clear, consistent, and concise. I have included a link to the [Chicago Manual of Style's](#) parenthetical citation style if you wish to use it. Quotation should be minimal, and be essential to the advancement of your argument.
6. Using encyclopedias like Wikipedia, Ballotpedia, history.com, etc. is prohibited.
7. Use of artificial intelligence like Chat GPT and word mixers like Spinbot is prohibited and will result in a grade of 0 if identified. Also, see the statements below regarding academic integrity and violations such as plagiarism.

SUBMISSION REQUIREMENTS

8. You MUST submit your paper via Turnitin, which will evaluate the originality of the paper. Cases of academic dishonesty will be handled through the University's academic honesty policy, without exception, and will result in, at minimum, a score of 0 on the assignment.
9. Late submissions will be penalized 5% each day late (rounded up). As per course policy, extensions must be requested at least 24 hours before the assignment due date.
10. A paper placed in my office, in my mailbox, or emailed will not be accepted.

Papers are graded according to the following criteria: 1) content; 2) organization; 3) quality of writing; and 4) quality of research sources and reference citation formats.

6. Academic Integrity Library Online Course Certification (5% of final course grade)

To complete this assignment, you must register for and attend the PVAMU Academic Affairs Academic Integrity Library Online Course, which can be signed up for through the [John B. Coleman Library Online Workshops page](#) or by visiting the John B. Coleman Library. You can complete the Course at any time during the semester prior to the due date on the course calendar. Upon successfully completing the course, you will receive an emailed notification, which you will upload to a Turnitin assignment on eCourses to receive credit for the assignment.

Writing Center Extra Credit Assignment (3% extra added to final course grade)

Schedule an appointment with the [Writing Center](#) to review your Research Paper with them. Turn in proof that you visited the Writing Center in order to receive extra credit. This appointment must be made prior to the last day of classes and the extra credit assignment must be submitted prior to the last day of classes.

Course Procedures or Additional Instructor Policies

Political Science Program Policy on Plagiarism: Plagiarism is a serious academic crime, and the Political Science Program has a strict, rigorous enforcement policy for students who commit plagiarism. In general, plagiarism is using another person's or artificially generated program's words, statistics, and/or ideas as if they were your own. Plagiarism, which is formally defined in the University Rules and Procedures section of this syllabus, can come in many forms, such as directly quoting a source without quotation marks, taking another student's work, directly quoting a source without giving a reference citation, paraphrasing a source without giving a reference citation and so forth. It is incumbent on students to seek help from the instructor or other University resources to avoid even the appearance of plagiarism in their work. If in doubt, CITE THE SOURCE! Any student caught committing ANY type of plagiarism in a Political Science course will receive one OR MORE of the following punishments, depending on the severity of the offense and in accordance with the Student Code of Conduct:

1. Grade Penalty (an F for the assignment or for the course) in addition to cancellation of any extra credit points
2. Letter of Reprimand
3. Probation
4. Suspension
5. Dismissal from Academic Program
6. Expulsion from the university.

Students must consult the University's Code of Conduct for other forms of academic dishonesty and punishments. At this point in time, the use of generative artificial intelligence is permitted or denied on a course-by-course basis, with rules, restrictions, and potential punishments regarding the use of this technology determined by the course instructor. Please carefully read all course materials and assignment instructions to determine whether the use of generative artificial intelligence is permitted for assignments.

Electronic Communication Policy: Notes and other course materials are posted on eCourses, which is available at <http://ecourses.pvamu.edu>. You are expected to use this website as a resource for the class. The University also

maintains an email account for you. For security purposes, **I will not respond to emails sent to me from addresses that do not come from your official PVAMU email address. I expect you to check your Prairie View A&M email account at least once a day.** If you have problems accessing your account, call (936) 261-2525. Not having access to your Panther Email is not an excuse for missing important information.

Extension Policy: Students must request an extension for an exam or assignment at least 24 hours prior to the due date of the assignment. For exams, students are required to have a valid excuse, obtained by following the Absence Verification Process described below. In most cases, students will only be granted a 24-hour extension for assignments, although circumstances may alter this policy. Student athletes must notify me **BEFORE** they attend an event to represent the school and **MUST** be proactive in getting their assignments completed. Any assigned extra credit cannot be made up.

Grade Groveling Policy: Students concerned about their grades should endeavor to attend all class sessions and complete all work to the best of their ability. Students **earn** high grades, based on demonstrating mastery of the subject matter and not based on what they want or need for their overall GPA. Therefore, no grade groveling will be entertained and no “do-overs” allowed.

Attendance Policy: For this class, students are allowed three unexcused absences **BEFORE** the mid-term, after which the mid-term course grade will be reduced by a full letter. Students are then allowed three additional unexcused absences **AFTER** the mid-term, after which **the final course grade will be reduced by a full letter**. Students can monitor their attendance records by speaking with me via Office Hours or checking the attendance grade on Ecourses.

Late Policy: Attending class on time is important. Class will start at the scheduled time and will end at the scheduled time. If you come to class more than 9 minutes late (in the 10th minute or later), you will be asked to leave class and you will be counted absent.

16 Week Semester Calendar, Spring 2025

Prior to Week 1	Please review Syllabus prior to First Day of Class
Week One: 1/22 – 1/24: Overview	Reading: Start Pollock Chapter 1 Late Registration: 1/21 – 1/25
Week Two: 1/27 – 1/31: How do you think like a Researcher?	Readings: Finish Pollock Chapter 1; Hoffman Chapter 1 Tuition and Fees Payment Due Date: 1/28
Week Three: 2/3 – 2/7: Developing a Research Question	Reading: Baglione Chapter 2 ; Kydd and Walter 2006 Class Census Date: 2/5 Last Date to Withdraw without Academic Record: 2/5
Week Four: 2/10 – 2/14: What is a Variable?	Reading: Pollock Chapter 2
Sub-Assignment: Research Question	Research Question Assignment Due 2/14 at 11:59 PM
Week Five: 2/17 – 2/21: Engaging with Existing Research	Reading: Byman and Kreps 2010
Week Six: 2/24 – 2/28: What is a Hypothesis?	Readings: Pollock Chapter 3, Excerpt from Berkowitz 2024
Quiz One	Quiz One Distributed in Class/Online: 2/21 Quiz One Due in Class: 2/28
Week Seven: 3/3 – 3/7: How to Write an Annotated Bibliography	Reading: Baglione Chapter 3
Sub-Assignment: Annotated Bibliography	Annotated Bibliography Assignment Due 3/7 at 11:59 PM
Week Eight: 3/10 – 3/15: Spring Break	Spring Break: No Classes Midsemester Grades Submitted 3/12
Week Nine: 3/17 – 3/21: How to Write a Literature Review	Readings: Baglione Chapter 4;
Sub-Assignment: Literature Review	Literature Review Assignment Due 3/21 at 11:59 PM
Week Ten: 3/24 – 3/28: How to Develop a Theory?	Reading: Baglione Chapter 5
Week Eleven: 3/31 – 4/4: Building a Research Design	Reading: Baglione Chapter 7
Sub-Assignment: Theoretical Framework and Research Design	Theoretical Framework and Research Design Due 4/4 at 11:59 PM
Week Twelve: 4/7 – 4/11: Quantitative Methods	Readings: Pollock Chapter 6; Excerpt from Berkowitz 2024
Academic Integrity Certificate	Academic Integrity Certificate Due 4/11 at 11:59 PM
Week Thirteen: 4/14 – 4/18: Qualitative Methods	Reading: Hoffman Chapter 5 No Classes 4/18

Quiz Two	Quiz Two Distributed in Class/Online 4/9 Quiz Two Due in Class 4/16
Week Fourteen: 4/21 – 4/25: Student Presentations	Reading: N/A
Week Fifteen: 4/28 – 5/2: Student Presentations	Reading: N/A
Peer Review Written Submission	Due 5/2 at 11:59 PM
Finals Period: 5/7 – 5/14	Research Paper Due 5/12 Final Grades Due for Graduating Seniors: 5/15

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 PVAMU’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. [Library Website](#); Phone: 936-261-1500.

Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students, located across campus. Find your advisor by academic major on the [advising website](#). Phone: 936-261-5911.

The University Tutoring Center

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

Writing Center

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

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#).

Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens Franklin Health Center, Suite 226; Phone: 936-261-3564; [Health & Counseling Center Website](#)

Mental Health Telehealth Resources

As part of our commitment to the well-being of our students, PVAMU provides essential knowledge and tools to understand and support mental health. We now offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code below to download the app and explore the resources available for guidance and support whenever you need it.



Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; [Testing Website](#)

Office of Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for people with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodations of their disabilities. If you believe you have a disability and need an accommodation, please visit the [Accommodate](#) online platform to register and submit the necessary documentation. Location: Owens Franklin Health Center, Rm 222; Phone: 936-261-3583; [Disability Services Website](#)

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

Veteran Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; [Veteran Affairs Website](#)

Office for Student Engagement

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

Center for Careers & Professional Development

This center supports students through professional development, career readiness, and placement and employment assistance. The center provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the center website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

Hilltop Reserve

The Hilltop Reserve is an emergency resource center that provides currently enrolled students access to free resources to assist with food insecurity, housing insecurity, and other basic needs. Students must complete the required online [Intake Form](#) to receive resources provided such as free food, casual/business casual clothing, personal hygiene items, and referrals to community resources for housing, childcare, etc. Location: Owens Franklin Health Center, Basement 025; Phone: 936-261-1419; [Hilltop Reserve Website](#)

Student Health

Students have access to medical care by appointment Monday – Friday from 8 am – 5 pm. The clinic closes daily for lunch from 12 pm-1 pm. The clinic offers women’s health, sexual health, physicals, and other ambulatory care. Students also have access virtually to behavioral and physical health support, 365 days 24/7, via [Timelycare](#). Timelycare can be used on the weekends, after hours, while traveling, and back home while on break. Location: Owens Franklin Health Center, 1st floor; Phone: 936-261-1410; [Health Services Website](#)

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University (PVAMU) expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

Nonacademic Misconduct

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

Sexual Misconduct

Sexual harassment of students and employees at PVAMU is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2166 or titleixteam@pvamu.edu. More information can be found at [Title XI Website](#), including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Dept of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu or visit the office's [Pregnancy & Parenting Student Resource Page](#). Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

PVAMU 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 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)

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

Makeup Work for Legitimate Absences

PVAMU recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

Participants should have a basic proficiency of the following computer skills:

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

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

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

Communication Expectations and Standards

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

Discussion Requirement

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

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

COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.