

BIOL 1123 COLLEGE BIOLOGY II
Spring 2018, January 16, 2018 - May 12, 2018

INSTRUCTORS:	Dr. D. Vaden, Ph.D.
SECTION # AND CRN:	Z01, 24546
Mode of Instruction:	Internet/Online
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COURSE DESCRIPTION: BIOL 1123. College Biology (3–0) Credit 3 semester hours. Ecosystem: A reflection of the interdependence of plants on animals and how man's existence is dependent on successful interactions between plants and animals. (BIOL 1307)

Biology 1123 is an **on-line course** offered via a web-based program, PVAMU eCourses (see PVAMU homepage for details) with a mandatory required electronic textbook, Connect with LearnSmart (see eCourses for details).

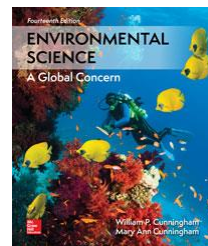
The science of biology covers every aspect of plant and animal life and their interaction. The ecosystem is a reflection of the interdependence of plant on animal and how man's existence is dependent on successful interactions between plants and animals. Environmental quality is largely dependent on interactions of plants and animals. Man's existence on earth is imparted by the life forms of his particular ecosystem. A knowledge of the significant roles played by each group of organisms is essential to man and his quality of life. Our foods, medicines, clothing, and shelter are all products of our environment. Knowledge of the structural components of the ecosystem is essential because man must learn to manage his activities in order that his use of the resources of ecosystem will become positive and not continue to be destructive. Man must learn to live with the plants and other animals in the ecosystem. This course should develop a greater appreciation for ecosystem structure and lead to more effective use and management of resources and more effective conservation practices while we continue to live in this spectacular ecosystem.

Please note that this course requires effective time management by students in order to remain on schedule. Students should plan to allocate, *at a minimum*, the time required for the course when offered in an on-campus/ face to face setting. **As a rule of thumb, it is recommended that a student spend 2 hours of study for each 1 hour in class. Therefore, for a 3.0 credit hour lecture course, a minimum of 6 hours of study per week for an online course offered for 15 weeks. Considerably more time will be required if the course is offered for 5 weeks.** The course is comprised of 16 Chapters, and multiple assignments organized to correspond to a standard semester. **The course is NOT self-paced; approximately three chapters must be completed each week during the five week summer semester.** Each Chapter includes the following learning activities: 1) assigned mandatory readings from the electronic SmartBook. Each Smartbook chapter has an estimated completion time however, this time is often exceeded. 2. Depending on the chapter, completion of LearnSmart quizzes, eCourses quizzes, or discussions are required and 3) Daily Participation assignments that state the daily/weekly activities and due dates

REQUIRED TEXT:

ELECTRONIC TEXTBOOK/Connect with LearnSmart (a SmartBook)

Students are required to purchase Connect, a digital teaching and learning environment with an electronic textbook (LearnSmart/SmartBook). Connect is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, with their instructors, and with the important concepts that they will need to know for. The LearnSmart/SmartBook is the only book required for this course. The LearnSmart is an adaptive reading experience designed to transform the way students read. It creates a personalized reading experience that focuses on content based on a student's understanding and evaluates students' knowledge in real time to adapt the course textbook.



Electronic Textbook: Connect with LearnSmart Online Access for Environmental Science: A Global Concern, 14th Edition

Author(s): William Cunningham, Mary Cunningham

Publisher: McGraw-Hill Higher Education

ISBN: ISBN10: 1259911535 | ISBN13: 9781259911538 (\$85.00 for 6 months from McGraw Hill, also available in PVAMU bookstore, cost more, ~\$116.00)

Section web address:

<http://connect.mheducation.com/class/d-vaden-biol-1123-z01-spring-2018-online-course>

courtesy access (free access) available for 14 days at beginning of semester*

****see eCourses for link to site and information about access code card (from PVAMU bookstore)**

How SmartBook Works

Each chapter in the SmartBook contains four stages, Preview, Read, Practice and Recharge:

- 1) **Preview** - You start with a preview of each chapter that familiarizes you with key learning objectives. Previewing establishes a framework of the material in your brain, which helps you retain knowledge over time.
- 2) **Read** - While reading, you are guided to focus on core topics where you should spend the most time studying.
- 3) **Practice** - As you read the material, SmartBook also presents you with questions to help identify what content you know and don't know.
- 4) **Recharge** - To ensure concept mastery and retention, you must Recharge in order to review the important material you're likely to forget

Supplementary Learning Materials

The SmartBook is the only book required for this course. However, students can purchase additional supplemental text content materials if they so desire. Students are strongly encouraged to read the textbook and if supplementary resources are needed, the library has an enormous amount of material.

Access to Learning Resources:

PVAMU Library: phone: (936) 261-1500; web: <http://www.pvamu.edu/library/>

University Bookstore: phone: (936) 261-1990; web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

COURSE GOALS:

1. Become familiar with the basic concepts, language and practices of environmental science.
2. Develop a greater appreciation for ecosystem structure.
3. Understand how more effective use and management of resources and more effective conservation practices benefits the ecosystem.
4. Understand and explore the impact of humans on the environment, resources, pollution, the ecosystem, etc., including current events.

STUDENT LEARNING OUTCOMES

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Describe fundamental ecosystem concepts and discuss current issues impacting environmental science.		Critical Thinking
2	Apply critical thinking skills to scientific inquiry		Critical Thinking
3	Analyze and interpret empirical and quantitative biological data		Empirical and Quantitative Skills
4	Demonstrate the ability to effectively communicate the fundamentals of biology in a written report		Communication
5	Demonstrate the ability to engage in productive teamwork		Teamwork

MAJOR COURSE REQUIREMENTS

BIOL 1123 is a web-assisted course; LearnSmart modules and Chapter Quizzes are implemented and constitute 60% of the total grade. Discussions are designed to clarify concepts. Students will read assigned material before discussion in order to participate.

COURSE EVALUATION METHODS:

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Exams – There will be two exams designed to measure scientific knowledge of presented course material and application of critical thinking, empirical and quantitative skills.

Online Class Assignments

Class assignments are designed to supplement and reinforce course material by using critical thinking and written communication skills. Class assignments will also incorporate the analysis and interpretation of empirical and quantitative data. For group activities (Discussion Forums), students will work in small groups to demonstrate productive teamwork by exhibiting the ability to work effectively with others to support a shared goal and consider different points of view.

Web-based Quizzes and LearnSmart modules – regular web based activities designed to measure ability to apply critical thinking, empirical and quantitative skills to presented course material. There will be > twenty web-based activities given during the semester. These will consist of a combination of objectives and discussion items. The web –based activities schedule (availability and due dates) will be available in the ecourse calendar.

SmartBook – Weekly assigned readings.

LearnSmart assignments launch directly into the assignment chapter and are integrated with SmartBook. LearnSmart is an adaptive learning tool that maximizes productivity and identifies the most important learning objectives for each student to master at a given point in time.

Written Assignments

Initial Essay - Initial Narrative Essay: Goals and Expectations for the On-line Biology Course. In the essay, your student profile should give relevance information that may influence your progress in this course (prior course work, have you taken a biology course before, extracurricular activities, hobbies, jobs, personal difficulties, etc.) Describe the learning techniques that you have used successfully, and what you know about the on-line biology course. Indicate which of the topics is of greatest interest to you and why. Discuss why you chose to take this course, how you will define successful completion of the class, and how to achieve it. Address any concerns you may have about the class.

Written Report – Students will demonstrate written communication and critical thinking skills by writing a Report. Students will find one recent article about a subject related to the material in this course from the a specifically stated student journal. The article must cover a topic that is related to the subject matter of BIOL 1123. Students will search for articles using key vocabulary from the class lectures and assignments. The report will be graded on the appropriateness of the topic, content, organization, tone, sentence structure, word choice, writing mechanics, conclusion, reference quality, citation format and length of the report. The grading rubric, criteria for selection of article, and other important details about the report will be available on the BIOL 1123 eCourses site at a later date.

Method of Determining Final Course Grade

Grading Matrix

Grades will be determined by performance on a regular basis. Your grade will be based on a total of 100 points. Course grades are determined from total point accumulation at the end of the semester, as follows:

Class Assignments

Weekly Web-based Activities	45 pts. (45%)
- LearnSmart Modules	
- Chapter Quizzes	
- eCourses Quizzes	
Communication	15 pts (15%)
- 4 Asynchronous communications/Teamwork (Group) Activities	

Exams & Written Assignments

2 Exams (midterm & final)	35 pts. (35%)
1 Initial Essay	
1 Written Report	

Participation

~17 Weekly Participation Assignments (*eCourses participation assignments will be available each week, Every* **5 pts (5%)**)

Monday, Wednesday and Friday

Total 100 pts.

GRADING SCALE 90-100=A; 80-89=B; 70-79=C; 60-69=D; Below 60=F

Accessing the Gradebook -Students may access their grades by clicking on the “My Grades” tab located in the left-hand navigation bar.

Tentative Class Schedule (see eCourses for details)

BIOL 1123 will cover sixteen chapters: **Chapter 1** UNDERSTANDING OUR ENVIRONMENT, **Chapter 2** PRINCIPLES OF SCIENCE AND SYSTEMS, **Chapter 3** MATTER, ENERGY, AND LIFE, **Chapter 4** EVOLUTION, BIOLOGICAL COMMUNITIES, AND SPECIES INTERACTIONS, **Chapter 5** BIOMES: GLOBAL PATTERNS OF LIFE, **Chapter 7** HUMAN POPULATIONS, **Chapter 8** ENVIRONMENTAL HEALTH AND TOXICOLOGY, **Chapter 15** AIR, WEATHER, AND CLIMATE, **Chapter 16** AIR POLLUTION, **Chapter 17** WATER USE AND MANAGEMENT, **Chapter 18** WATER POLLUTION, **Chapter 19** CONVENTIONAL ENERGY, **Chapter 20** SUSTAINABLE ENERGY, **Chapter 21** SOLID, TOXIC, AND HAZARDOUS WASTE, **Chapter 24** ENVIRONMENTAL POLICY, LAW, AND PLANNING, AND **Chapter 25** WHAT THEN SHALL WE DO?

Week 1 Jan. 16 – 21	eCourses Weekly Participation begin Jan. 18 - 22 (Mon. 11:59PM) LearnSmart modules and Chp Quizzes (Chp. 1- UNDERSTANDING OUR ENVIRONMENT & Chp. 2 - PRINCIPLES OF SCIENCE AND SYSTEMS) AVAILABLE Jan. 19.
Week 2 Jan. 22 – 28	eCourses Weekly Participation available (Mon., 8AM – Fri., 11:59PM) LearnSmart modules and Chp Quizzes (Chp. 1- UNDERSTANDING OUR ENVIRONMENT AVAILABLE LearnSmart modules and Chapter quizzes AVAILABLE Mon., Jan. 22 (Chp 3 MATTER, ENERGY, AND LIFE) & Chp 4 EVOLUTION, BIOLOGICAL COMMUNITIES, AND SPECIES INTERACTIONS)
Week 3 Jan. 29 -Feb. 4	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) LearnSmart modules and Chp Quizzes (Chp. 1- UNDERSTANDING OUR ENVIRONMENT & Chp. 2 - PRINCIPLES OF SCIENCE AND SYSTEMS AVAILABLE DUE Date Fri., Feb. 2 at 5PM. Discussion Available LearnSmart module and Chapter Quiz AVAILABLE Mon., Feb., 5, 6AM (Chp 5 - BIOMES: GLOBAL PATTERNS OF LIFE)
Week 4 Feb. 5 - 11	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chp. 3 (MATTER, ENERGY, AND LIFE) LearnSmart module and Chp Quiz DUE Mon., Feb., 5, 5PM Chp. 4 (EVOLUTION, BIOLOGICAL COMMUNITIES, AND SPECIES INTERACTIONS) LearnSmart module and Chp Quiz DUE Friday., Feb., 9, 5PM LearnSmart module and Chapter Quiz AVAILABLE Mon., Feb., 19, 6AM (Chp. 7 - HUMAN POPULATIONS)
Week 5 Feb. 12 - 18	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chp 5 (BIOMES: GLOBAL PATTERNS OF LIFE) LearnSmart module and Chp Quiz DUE Mon., Feb. 12, 5PM
Week 6 Feb. 19 - Feb. 25	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chp. 7 (HUMAN POPULATIONS) LearnSmart module and Chp Quiz DUE Mon., Feb. 19, 5PM LearnSmart module and Chapter. Quiz AVAILABLE Mon., Feb. 19, 6AM (Chp 8 - ENVIRONMENTAL HEALTH AND TOXICOLOGY)
Week 7 Feb. 26-March 4	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chp 8 (ENVIRONMENTAL HEALTH AND TOXICOLOGY) LearnSmart module and Chp Quiz DUE Mon., Feb. 26, 8AM. Discussion Forum (Group Activity – Environmental Science Case Study).
Week 8 March 5 - 11	Midterm Exam Period eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) LearnSmart module and Chapter. Quiz AVAILABLE Mon., Feb. 19, 6AM (Chp 15 - AIR, WEATHER, AND CLIMATE) LearnSmart module and Chapter. Quiz AVAILABLE Mon., Feb. 19, 6AM (Chp 16 - AIR POLLUTION) Exam 1
Week 9 March 12 - 18	<i>Spring break</i>
Week 10 March 19 - 25	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chp 15 (AIR, WEATHER, AND CLIMATE) LearnSmart module and Chp Quiz DUE, Fri., March 23, 5PM. LearnSmart module and Chapter. Quiz AVAILABLE Mon., March. 19, 6AM (Chapter 19- CONVENTIONAL ENERGY)
Week 11 March 26 – April 1	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chp 16 - AIR POLLUTION LearnSmart module and Chp Quiz DUE Mon., March 26, 8AM. LearnSmart module and Chapter Quiz AVAILABLE Mon., March. 26, 6AM (Chapter 20-SUSTAINABLE ENERGY) LearnSmart module and Chapter Quiz AVAILABLE Mon., March. 26, 6AM (Chapter 21 SOLID, TOXIC, AND HAZARDOUS WASTE)
Week 12 April 2 - 8	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chapters 19 (CONVENTIONAL ENERGY) LearnSmart module and Chp Quiz DUE Mon., April 2, 8AM LearnSmart module and Chapter Quiz AVAILABLE Mon., April 2, 6AM (Chapter 24-ENVIRONMENTAL POLICY, LAW, AND PLANNING) LearnSmart module and Chapter Quiz AVAILABLE Mon., April 2, 6AM (Chapter-25 WHAT THEN SHALL WE DO?)
Week 13 April 9 - 15	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chapters 20 (SUSTAINABLE ENERGY) LearnSmart module and Chp Quiz DUE Mon., April 9, 8AM
Week 14 April 16 - 22	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Chapter 21 (SOLID, TOXIC, AND HAZARDOUS WASTE) LearnSmart module and Chp Quiz DUE Mon., April 16, 8AM Discussion forum “To be determined”.
Week 15 April 23 – April 29	eCourses Weekly Participation available (Mon., 6AM – Wed., 6PM) Discussion Forum Electronic Discussion (see ecourse for details) Chapter 24 (ENVIRONMENTAL POLICY, LAW, AND PLANNING) LearnSmart module and Chp Quiz DUE Mon., April 24, 8AM Chapter-25 WHAT THEN SHALL WE DO? LearnSmart module and Chp Quiz DUE Mon., April 24, 8AM

Week 16 April 30 – May 7	Course Review Days, April 30 – May 1 (Classes must convene and instructors will prepare students for final exams) Last Class Day – Spring 2018, May 1 Final Exam, Wed., May 2 (6AM) – Thurs., May 3 (6PM). ALL STUDENTS ARE REQUIRED TO TAKE THE FINAL EXAM. Written Report Due Mon., May 7 by 5PM (uploaded to eCourses and TaskStream).
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COMMUNICATION

Students can communicate with the instructor via the My Mail (email function in eCourses).

All communications must be in standard English. Your instructor will not read or respond to abbreviated communications in “text message” format.

All electronic mail communication related to this course will utilize the My Mail tab. To communicate by e-mail within the course with other participants or all participants, click the Mail tab link on the left and click Create Message to send a message. Students are able to send messages to All Users or Select Users in the course, including the instructor. Be sure to check only the recipients that you want to receive the E-mail.

Your instructor will hold a “virtual” office hour on Tuesdays, 1-2PM. During these times I will respond to email inquiries as well as to postings on the discussion blogs. Students will receive timely responses to any email sent during normal business hours (i.e., 8 am to 5:00 pm) during the work week (i.e., Monday through Friday). Any e-mail sent at other times will be addressed during the next regular work day. Should I be out of the office, an unavailable to students, for any reason I will post an announcement so that students may plan accordingly.

“Discussion” forums are required for the course. These discussions are provided expressly to facilitate addressing student’s questions and to stimulate discussion involving the content covered in each lesson. Students may communicate with the instructor and with one another via the discussion forum feature in eCourses, which is an online discussion forum in which students and faculty can communicate asynchronously (i.e., at any time) via message postings. Since postings are asynchronous, others will post responses after your postings.

COURSE PROCEDURE

This section of Biology 1123 is a three semester credit hour lecture a 15 week on-line course. The course activities are designed to reinforce the textbook materials and to enhance the understanding of scientific concepts.

The student should:

1. Read assigned electronic textbook chapters during the assigned time interval.
2. Complete LearnSmart modules and eCourses quizzes during the assigned time interval. .
3. View eCourses Homepage on regular basis (at least three times a week (suggested check: Monday, Wednesday, and Friday).
4. Complete eCourses participation on a weekly basis.
5. Respond to relevant questions during discussion forum (asynchronous and synchronous communications) during the assigned time interval.

University and Course Rules and Procedures

1. COURSE WORK

Students MUST take the scheduled quiz or examination within the 24-hour period on the dates indicated. In the on-line delivery format, THERE IS NO OPPORTUNITY FOR MAKE-UP QUIZZES OR EXAMINATIONS unless official excuse is provided. All assignments MUST be submitted by the established deadline. Assignments submitted within 24 hours of the established deadline will be subject to a significant penalty in points. Submissions made more than 24 hours after the established deadline will not be accepted. There is no “extra credit” work available, nor are exceptions or extensions to established schedules and policies except in the case of medical emergency documented with the Dean of Student Affairs. Examinations There are two major exams will be given during the semester. Exam questions will be multiple choice. Do not schedule any activity during the final exam period in this class. There will be no excused absences or makeup for the final exam. The final exam is not cumulative. MAKE-UP EXAMS: Students are strongly advised to take all exams at the scheduled time. Plan and schedule your activities so that you can be present to take all exams at the scheduled time. Students with non-valid or non-official excuses for missing an exam will earn a grade of zero (0) for the missed exam. Students may request a make-up exam for one that was missed. However, the instructor will schedule the time and place of the make-up exam which will not interrupt the teaching of the class or delay the complete coverage of the course topics.

2. **STUDENT CLASS ATTENDANCE POLICY:** The University Attendance Policy requires students to be present for each scheduled class or schedule online assignments. Students are responsible for materials covered during their absences. Online class assignments will start at the prescribed time and end at the prescribed time. Failure to complete online assignments are accumulated beginning with the first day of class. The University catalog provides more detailed information.

3. **ACADEMIC MISCONDUCT:** (Students caught cheating will receive a grade of F for the course. Students are prohibited from participation in acts of academic dishonesty, including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. The undergraduate catalog provides more detailed information. It is the responsibility of students and faculty members to maintain academic integrity at the University by refusing to participate in or tolerate academic dishonesty. Reports must be the work of the individual student. Evidence of copying your work from others, including the world wide net, is cheating. Students should read the section on Offenses and Appropriate Disciplinary Actions in the current PVAMU website catalog.

Forms of academic dishonesty:

Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

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

Fabrication: use of invented information or falsified research.

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

4. **NONACADEMIC MISCONDUCT (See Student Handbook):** The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.
5. **SEXUAL MISCONDUCT (See Student Handbook):** Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.
6. **DISABILITIES:** The office of Disability Services is located in Evans Hall, room 315 or call (936) 261-3585. This office is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act, Section 504 and Americans with Disability Act) If you have a disability, please inform me so that I can assist you to get "reasonable accommodation" related to the disability. ADA Statement: Students with disabilities who believe they may need adjustment in this class are encouraged to contact the Office of Disabilities Services at (936) 261-3585 as soon as possible. Once you receive a letter of adjustment from the office, please make an appointment with instructor to discuss adjustments for this class.
7. **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 Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. All challenges or recalculations of final course grades must be documented by the student with appropriate paperwork, and must be brought to the attention of the instructor within the first week following completion of the course. Quiz and examination grades must be contested within the first week following administration of the quiz or examination. After these deadlines, changes will not be considered. **Course Time Limits:** This is a semester-based course and you must complete all course requirements within the semester that you are enrolled. It is important to schedule your course study to fit into your academic plan. Be aware many instructors are not on campus during the holidays or term breaks, which can delay the return of corrected assignments. Therefore, if you have important deadlines to meet such as graduation, be sure to complete and submit all of your assignments and take the final examination as scheduled. It is your responsibility to ensure the credits for this course will apply toward graduation or certification deadlines.

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 in eCourses.

Technical Considerations for Online and Web-Assisted Courses

Minimum Hardware and Software Requirements:

- Pentium with Windows 7 or PowerMac with OS 10.7 or later
- Ethernet or wireless connection to the Internet
- Internet provider with SLIP or PPP Broadband service
- 2GB RAM
- Hard drive with 40MB available space
- 17" monitor, 1024x768, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse

-Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 9.0 /plug-ins or Mozilla, Foxfire, Google Chrome

-Plug-ins

- Flash 11+

- Java SE6, SE7

- Quicktime 7.7+

Java: Version 1.5 or higher

Media Player: Flash 9 or higher

Adobe Reader Version 7 or above

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

·Sending and receiving email

·A working knowledge of the Internet

·Proficiency in Microsoft office Suite

·Proficiency in the Acrobat PDF Reader

·Basic knowledge of Windows or Mac O.SX.

Netiquette (online etiquette): students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources. Students in traditional classes may not need to participate in online discussions.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Communication Expectations and Standards:

All emails or discussion postings will receive a response from the instructor within 48 hours.

You can send email anytime that is convenient to you, but instructor checks email messages throughout the work-week (Monday through Friday). Instructor will respond to email messages during the work-week by the close of business (5:00 pm) on the day following *receipt* of them. Emails received on Friday will be responded to by the close of business on the following Monday.

Submission of Assignments (may not be required for traditional courses):

Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

Discussion Requirement for online courses:

There will be no required face to face meetings on campus (online courses only). However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

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

SPRING 2018 ACADEMIC CALENDAR

The Prairie View A&M Academic Calendar is subject to change. Please check the Prairie View A&M University website for updates.

Jan 11 - Jan 13 Thurs. – Sat.	Regular Registration Period – Spring 2018
Jan 15 Monday	Dr. Martin Luther King Day (University Closed)
Jan 16 Tuesday	First Class Day
Jan 16 - Jan 20 Tues. – Sat.	Late Registration and Drop/Add Period
Jan 20 Saturday	Student Web Registration Access Closes at midnight
Jan 31 Wednesday	12th Class Day (Census Date)
Jan 31 Wednesday	Last Day to Withdraw from Course(s) without Academic Record – Spring 2018
Jan 31 Wednesday	Late Deadline for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2018
Jan 31 Wednesday	Late Deadline to Apply for Spring 2018 Graduation
Feb 01 - Apr 02 Thurs. - Mon.	Withdrawal from Courses with Academic Record (“W”) Period – Spring 2018
Feb 12 Monday	20th Class Day
Mar 08 - Mar 10 Thurs. - Sat.	Mid-Semester Examination Period
Mar 12 - Mar 17 Mon. – Sat.	SPRING BREAK
Mar 16 Friday	SPRING BREAK (University Closed)
Mar 19 Monday	Classes Resume

Mar 20 Tuesday	Mid-Semester Grades Due
Mar 23 Friday	60% of Term – Spring 2018
Mar 28 Wednesday	Founders Day/Honors Convocation
Mar 30 - Mar 31 Fri. – Sat.	Good Friday (Student Holiday)
Apr 10 - May 23 Tues. – Wed.	Priority Registration Period Fall 2018 semester
Apr 10 - May 23 Tues. – Wed.	Priority Registration Period Summer 2018 semester
Apr 13 Friday	Deadline to Apply for Summer 2018 Graduation
Apr 30 - May 01 Mon. – Tues.	Course Review Days (Classes must convene and instructors will prepare students for final exams)
May 01 Tuesday	Last Class Day – Spring 2018
May 01 Tuesday	Last Day to Withdraw from the University (from all courses)
May 02 - May 08 Wed. – Tues.	Final Examination Period
	See PVAMU website for the Spring 2018 Final Exam Schedule
May 11 Friday	COMMENCEMENT (DOCTORAL AND MASTER’S)
May 12 Saturday	COMMENCEMENT (BACHELOR’S)
May 15 Tuesday	Final Grades due

FINAL EXAM SCHEDULE SPRING 2018 SEMESTER EXAM WEEK

Please check the Prairie View A&M University website for updates.