



## ACCT 3321 – Intermediate Accounting I Spring, 2024

### General Course Information

<b>Instructor:</b>	Yuebing (Sarah) Liu
<b>Section # and CRN:</b>	P01, 17373
<b>Office Location:</b>	Agriculture and Business Bldg, Room 460
<b>Office Phone:</b>	936-261-9251
<b>Email Address:</b>	<a href="mailto:yuliu@pvamu.edu">yuliu@pvamu.edu</a> Please put “ACCT 3321” in the subject line, and include your first and last name in the email.
<b>Office Hours:</b>	11:00 AM-12:00 PM on Wednesdays and Fridays Additional meetings by appointment, available in-person and via Zoom Meeting ID: 980 317 6607 Password: 123456
<b>Mode of Instruction:</b>	F2F
<b>Course Location:</b>	Agriculture and Business Building Room 216
<b>Class Days &amp; Times:</b>	9:00 AM-9:50AM on Mondays, Wednesdays and Fridays
<b>Catalog Description:</b>	<b><i>ACCT 3321 Intermediate Accounting I: 3 Semester hours</i></b> The study of accounting principles and the preparation of financial statements with an emphasis on accounting theory, current and non-current assets, revenues and expenses and the time value of money.
<b>Prerequisites:</b>	ACCT 2302 (ACCT 2123)
<b>Co-requisites:</b>	None
<b>Required Text(s) and Materials:</b>	Intermediate Accounting, 17th Edition, with WileyPLUS Access Code, by Kieso, Weygandt, and Warfield ISBN: 9781119662778.  Financial Calculator, Laptop with Microsoft Excel.
<b>Technical Support:</b>	Support is available 24/7 for both Canvas and WileyPLUS via phone and chat. Canvas Support phone number: 844-394-2781 Canvas Chat website: <a href="https://cases.canvaslms.com/liveagentchat?chattype=student&amp;sfid=001A000000gJzlo">https://cases.canvaslms.com/liveagentchat?chattype=student&amp;sfid=001A000000gJzlo</a> WileyPLUS Phone Number: 877-762-2974 WileyPLUS Chat: <a href="http://support.wiley.com">http://support.wiley.com</a>  Please do NOT wait until the last minute to contact technical support. Only system-wide technical problems will result in extensions of due dates.

### Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment
1	Understand the conceptual framework for accounting.	BBA 1, 3, 4
2	Prepare the Balance Sheet and the Income Statement.	BBA 1, 4
3	Account for the impact of the time value of money on financial statements.	BBA 1, 4
4	Account for cash and receivables.	BBA 1, 4
5	Account for inventories.	BBA 1, 4
6	Account for capital assets.	BBA 1, 4
7	Account for intangible assets.	BBA 1, 4
8	Describe appropriate financial statement presentations, notes and disclosures in accordance with GAAP.	BBA 1, 4

### BBA Program Learning Goals

- Goal 1: Mastery of Content - Graduates will demonstrate an ability to integrate and use knowledge from multiple business disciplines, and will demonstrate proficiency in their major area business discipline.
- Goal 2: Ethics - Graduates will have an ethical perspective.
- Goal 3: Global Perspective - Graduates will have a global perspective.
- Goal 4: Communications - Graduates will demonstrate an ability to be effective communicators.

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Class Participation	100	20%
Online Homework	100	20%
Exam 1	100	20%
Exam 2	100	20%
Exam 3	100	20%
<b>Total:</b>	<b>500</b>	<b>100%</b>

### Grading Criteria and Conversion:

- A = 90%-100%
- B = 80%-89.99%
- C = 70%-79.99%
- D = 60%-69.99%
- 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-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.

## Assignments Descriptions and Course Procedures

Item	Description
Class Participation	<p>Prairie View A&amp;M University requires regular class attendance. Class attendance will be measured by participation in class activities such as discussions and exercises. Active class participation is required for all classes. In some classes, exercises are submitted for credits. The submission methods vary for different assignments. Specific instructions will be provided during class meetings. The dates and the total number of submissions are not announced.</p>
WileyPLUS Homework	<p>The homework exercises are designed to supplement and reinforce course materials. Assignments will be completed and submitted online through the WileyPLUS. There is no alternative ways of completing the homework assignments.</p> <p>Homework assignments are available on Fridays and due by the midnight of the following Wednesday. After the due date and before the following exam, you may still submit your homework for 50% credits. Specific due dates and assignment policies are specified on WileyPlus for each assignment.</p> <p>See flyer on Canvas for WileyPLUS registration. WileyPLUS offers two weeks of free trial. You are responsible for purchasing the access code and registering for the class within the first two weeks. Students who do not expect to purchase the e-book with WileyPLUS within the free two weeks <b>SHOULD NOT TAKE THE CLASS</b>. There are no extensions of due dates for homework due to purchasing and registration issues.</p> <p>Technical support is available within WileyPLUS 24/7. Don't wait until the last minute to complete these assignments because only system-wide issues will result in any extensions to due dates.</p>
Exam	<p>Exam 1 and 2 will be given during your normal class period. The final exam will be given as a Common Final on the scheduled Common Final Date and Time. Please refer to the university final exam schedules.</p>
Excused Absence	<p>No makeup assignments or examination will be allowed except under documented emergency or university excused absences. For those with a university approved absence, it is the student's responsibility to notify the instructor <b>PRIOR</b> to the exam or the due date of the assignments <b>VIA EMAIL</b> in order to be eligible to make up. Along with written excuse, arrangements to take the make-up exam will need to be made by the student within two (2) days of return.</p> <p>COVID-19</p> <p>If you have been informed that you have tested positive for COVID-19 or been in contact with an individual who has tested positive for COVID-19, follow these steps:</p> <ol style="list-style-type: none"> <li>1. Complete the Student Self-Reporting Form using the QR Code or link provided. <a href="https://www.pvamu.edu/coronavirus/selfreporting/">https://www.pvamu.edu/coronavirus/selfreporting/</a></li> <li>2. Notify your professor(s) that you will miss class.</li> <li>3. Submit your documentation to the Dean of Students Office to receive an official university excuse.</li> </ol> <p>WARNING – Failure to submit your documentation to the Dean of Students Office may prohibit you from completing missed assignments &amp; tests.</p>
Re-grading Request and Grades Posting	<p>Requests for re-grading needs to be submitted to me via email within two weeks from the date the assignment is returned to you. You are also responsible for checking any grade posting errors on WileyPLUS and Canvas. If an error occurs, you must notify me via email within two weeks from the date the grades are posted.</p>

Week	Date		Topic	Assignment Due
Week One	17-Jan	W	Orientation/Course Overview	
	19-Jan	F	Chapter 1&2 Conceptual Framework	
Week Two	22-Jan	M	Chapter 1&2 Conceptual Framework	
	24-Jan	W	Chapter 3 The Accounting Information System	HW1
	26-Jan	F	Chapter 3	
Week Three	29-Jan	M	Chapter 3	
	31-Jan	W	Chapter 3	HW2
	2-Feb	F	Chapter 3	
Week Four	5-Feb	M	Chapter 4 Income Statement	
	7-Feb	W	Chapter 4	HW3
	9-Feb	F	Chapter 4	
Week Five	12-Feb	M	Chapter 4	
	14-Feb	W	Chapter 4	HW4
	16-Feb	F	Exam 1	
Week Six	19-Feb	M	Chapter 5 Balance Sheet	
	21-Feb	W	Chapter 5	
	23-Feb	F	Chapter 5	
Week Seven	26-Feb	M	Chapter 5	
	28-Feb	W	Chapter 6 The Time Value of Money	HW5
	2-Mar	F	Chapter 6	
Week Eight	5-Mar	M	Chapter 6	
	7-Mar	W	Chapter 6	HW6
	9-Mar	F	Chapter 7 Cash and Receivables	
Week Nine	13-Mar to 18-Mar		No Class-Spring Break	
Week Ten	19-Mar	M	Chapter 7	
	21-Mar	W	Chapter 7	HW7
	23-Mar	F	Exam 2	
Week Eleven	26-Mar	M	Chapter 8 Inventories	
	28-Mar	W	Chapter 8	
	30-Mar	F	Chapter 8	
Week Twelve	2-Apr	M	Chapter 8	
	4-Apr	W	Chapter 8	HW8
	6-Apr	F	No Class-Good Friday	
Week Thirteen	9-Apr	M	Chapter 9 Inventories: Additional Valuation Issues	
	11-Apr	W	Chapter 9	HW9
	13-Apr	F	Chapter 9	
Week Fourteen	16-Apr	M	Chapter 9	
	18-Apr	W	Chapter 10 Acquisition and Disposition of PP&E	HW10
	20-Apr	F	Chapter 10	
Week Fifteen	23-Apr	M	Chapter 10	
	25-Apr	W	Chapter 10	HW11
	27-Apr	F	Chapter 10	
Week Sixteen	Apr 30 - May 08		Final Exam Period	

## **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](http://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](mailto: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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

### **Office of Diagnostic Testing and Disability Services**

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

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

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

### **Veteran Affairs**

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

### **Office for Student Engagement**

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

### **Career Services**

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

## **University Rules and Procedures**

### **Academic Misconduct**

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

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures.

As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### **Forms of Academic Dishonesty:**

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

### **Nonacademic Misconduct**

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

### **Sexual Misconduct**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto: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](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), including confidential resources available on campus.

### **Protections and Accommodations for Pregnant and Parenting Students**

The U.S. Department 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](mailto:titleixteam@pvamu.edu). 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**

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](mailto: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 [NOTE: Delete this section when the COVID-19 pandemic is over]**

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-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu). Proof for self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly 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. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. 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 may qualify

for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).

- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to [www.pvamu.edu/coronavirus](http://www.pvamu.edu/coronavirus) or email [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu).