



**BIOL 1103-P01 Biology Seminar- 23213
Spring Semester 2024**

Instructor:	Dr, George E. Brown
Section # and CRN:	Section P01 and 23213
Office Location:	430F E. E. O'Banion Science Building
Office Phone:	936-261-3161
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Office Hours:	Monday 4:55 p. m. to 5:30 p. m. by appointment in classroom A103
Mode of Instruction:	[Face to Face Instruction that requires student attendance, presence and participation in classroom A103 attendance for exams and active learning.]
Course Location:	Classroom A103, first floor, west wing of E. E. O'Banion Science Building
Class Days & Times:	Mondays 3:00 p. m. to 3:50 p. m.
Catalog Description:	[Discussions and presentations of current biological topics by students, faculty, and invited Professionals]
Prerequisites:	[This is a high impact first year experience seminar for freshmen biology majors, therefore freshmen biology majors usually benefit from the specific academic enhancement information presented in this course.]
Co-requisites:	None
Required Text(s):	Campbell Biology, 12 th edition, by Lisa A. Urry, Michael L. Cain, Steven A. Wasserman, Peter V Minorsky, and Rebecca B. Orr ISBN-10: 0-135-18874-1 or ISBN 13: 978-0-135-18874-3 Rental edition

Freshmen Biology majors are enrolled in either BIOL 1501 or BIOL 1502 General Biology and should have access to this textbook. As seminar topics are presented, students can read the chapters to enhance their learning.

**Specifically Unit 7 ANIMAL FORM AND FUNCTION;
Chapter 43 "The Immune System"
Chapters on the GENETICS UNIT (Chapters 13, 14, 15, 16, 17, 18, 19, 20, and 21)**

**Unit 8 ECOLOGY;
Chapter 55 "Ecosystems and Restoration Ecology"
Chapter 56 "Conservation Biology and Global Change"**

Supplementary Materials will be provided by the Department of Biology during class presentations.

1. Plan for academic and career success
2. Studying The Sciences

3. University Catalog Requirements for Graduation
4. Class handouts on career opportunities in the professions
5. Selected materials provided by graduate and professional schools
6. Topics are posted on e-course weekly modules for students to study prior to class in order to prepare for quizzed by the instructor.
7. Instructions for students to maintain a file with all class handouts, graded exams, reports, and quizzes attached to the file.
8. Presentations by biology department graduates that have achieved success as professionals.
9. Presentations by recruiters for professional schools and graduate schools
10. Announcements of summer internship opportunities for biology majors
11. Announcement of early admissions affiliation agreements between the Biology Department and specific health professions schools.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to: [NOTE: BEGIN each outcome with a VERB]:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment [Delete this column for graduate courses]
1	Demonstrate knowledge of strategies to achieve effective time management, good study habits, mastery of reading in the scientific content area, and mastery in test taking strategies.	All University's Core Curriculum Outcomes 1, 2, 3, 4 are included	1.Critical Thinking 2.Communication 3.Problem Solving 4.Personal & Social Responsibility
2	Demonstrate knowledge of the human immune system (chapter 43 "The Immune System" in the textbook) in the following concepts: The development of components of the human immune system and the function of the various systems to protect the body from environmental infecting agents.	All University's Core Curriculum Outcomes 1, 2, 3, 4 are included	1.Critical Thinking 2.Communication 3.Problem Solving 4.Personal & Social Responsibility
3	Demonstrate knowledge of animal genetics (Chapters 13, 14, 15, 16, 17, 18, 19, 20, and 21 in general biology textbook) to understand the unique	All University's Core	1.Critical Thinking 2.Communication 3.Problem Solving

	<p>Molecular processes that occur in the immune system. following concepts: The embryonic development role in the human immune system. How morphogenesis involves specific changes in cell shape, position, and survival. Demonstrate cytoplasmic determinants (transcription factors) and inductive signals regulate cell fate.</p>	<p>Curriculum Outcomes 1, 2, 3, 4 are included</p>	<p>4. Personal & Social Responsibility</p>
4	<p>Develop a career plan to successfully complete the biology curriculum and graduation requirements within four years.</p>	<p>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</p>	<p>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal & Social Responsibility</p>
5	<p>Understand how to develop strategies to become a qualified competitive applicant to graduate or professional school or entry into the professions of biology.</p>	<p>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</p>	<p>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal & Social Responsibility</p>
6	<p>Demonstrate exposure experiences learned about careers opportunities in professions of the biosciences, the health professions, and health professions schools.</p>	<p>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</p>	<p>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal & Social Responsibility</p>
7	<p>Demonstrate knowledge of opportunities to participate in summer biological research internships and health careers opportunity summer internships.</p>	<p>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</p>	<p>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal & Social Responsibility</p>
8	<p>Demonstrate knowledge of the immune system and the protection of human populations against pathogens and toxins.</p>	<p>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</p>	<p>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal & Social Responsibility</p>
9	<p>Demonstrate knowledge of the ecosystems and restoration ecology.</p>	<p>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</p>	<p>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal & Social Responsibility</p>
10	<p>Demonstrate knowledge of conservation biology and global change.</p>	<p>All</p>	<p>1. Critical Thinking 2. Communication</p>

		University's Core Curriculum Outcomes 1, 2, 3, 4 are included	3.Problem Solving 4.Personal & Social Responsibility

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement [Name each major requirement]	Value	Total
1) Exam 01, Monday, January 22, 2024.	16.67%	16.67
2) Exam 02 Monday, February 26, 2024. (Mid-Term)	16.67%	16.67
3) Exam 03 Monday, April 01, 2024	16.67%	16.67
4)FINAL EXAM	50.00%	50.00
Total:	100%	100

Grading Criteria and Conversion:

A = 90% to 100%

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = 0% to 59%

Detailed Description of Major Assignments: [Describe each assignment valued at 10% of grade or more]

Assignment Title or Grade Requirement	Description
Exam 01	Evaluated on student performance on exam of biology concepts taught in this course.
Exam 02	Evaluated on student performance on exam of biology concepts taught in this course.
Exam 03	Evaluated on student performance on exam of biology concepts taught in this course.
FINAL EXAM	Evaluated on student performance on exam of biology concepts taught in this course. Demonstrate achievement of course student learning outcomes by achieving a passing score on the final exam.

Course Procedures or Additional Instructor Policies

Taskstream

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

I. Type of Course:

This is part two of a comprehensive introduction of the concepts of enhancing academic success in the biological sciences and career opportunities in modern biology, for first year students majoring in biology. This section (BIOL 1103-P01) concentrates on preparation for graduation from PVAMU and facilitated entry to professional and graduate schools.

II. Course Purpose and Objectives:

The purpose of this course is to provide first year biology majors with an in-depth knowledge of the biology curriculum, graduation requirements, prerequisites for entry into health profession schools and graduate biomedical programs, and academic enhancement of cognitive strategies by learners. This course is oriented toward the improvement and information processing. Students are encouraged to monitor their ability to acquire and retain scientific knowledge. Developing good study habits, improving retention of information, eliminating problems encountered during test taking, and managing time for effective learning are topics that will be emphasized in this course. Career information and training activities will be used to achieve the **student learning outcomes** listed. This seminar is designed to assist students with their transition from high school environment to the university environment, which has been shown to be difficult for many freshmen. This course should be the main source of academic, career, and social advisement and counseling. This course will also ensure that you meet with your academic and career advisor at least once a week.

Students are encouraged to read each of the class handouts, class materials, and the week modules posted on e-course to be able to perform each of the course **student learning outcomes**, and to be prepared to ask questions at the beginning of each class about concepts requiring more explanations.

The class instructor conducts discussion type classes. These classes require student participation and demonstrations. The instructor will ask students questions, present problems to solve and use audio visuals. You should be prepared to actively participate in class by going to the marker board to demonstrate your knowledge of concepts.

When you meet with your Biology Research instructor for class or study conferences, you are required to **bring your course file and related class materials** with you. Don't come without them. They will enhance your study sessions.

IV. Course Evaluation Methods:

The University's Academic Catalog grading policy is used in this course. **All lecture exams will be cumulative** in terms of topics tested on. Each exam covers all chapters and topics taught from the first day of class to the day immediately before the exam. The average of all lecture exams will constitute fifty percent (50%) of the semester grade. **The cumulative final exam will constitute the remaining 50% of the semester grade.** The three cumulative exams (exams 01, 02, and 03) and the final exam will be conducted in the classroom. The dates for each exam will be announced at least one week prior to the administration of the exam. Assignments may be given by the instructors in order to evaluate how well students are learning the most recent biology concepts taught.

The **final exam**; All final exams are required to be given as **scheduled by the University's Spring Semester Final Exam Schedule**. Therefore, you are encouraged to plan and schedule your activities and other choices to avoid a conflict with your final exams.

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 course topics. Students that are scheduled for the make-up exam and miss it will not be provided a second opportunity to take an exam for the original exam missed.

V. Class Attendance:

Read University's Attendance Policy in this syllabus. It requires students to be present for each scheduled class. Students are required to demonstrate their knowledge of each concept covered by this course. Students with or without official excuses for missing class will be tested and evaluated the same as students who were present for class. However, students attending class have the advantage of being taught knowledgeable information which they are expected to know.

Recommended Student Conduct:

1. Arrive early for class, be seated, and be prepared to participate in class discussions.
2. **Dress for success.** Students may also wear medical scrubs and laboratory coats to classes. It is appropriate to wear these in lecture classes because they are worn in the profession of your choice.
3. Start your preparation for the final exam and standardized pre-entry exams such as the MCAT at the beginning of this semester.
4. **Be serious about the final exam.**

VI. Conduct That Is Not Allowed:

1. **Cellular phones, computerized watches, computerized eyewear, I-Pads, I-Pods, Palm pilots, CD players, Radios, Cameras, Lab top Computers** and other sorts of high technology communication instruments are not allowed to be used for cheating on exams and tests.
2. **Smoking is not allowed in the New Science Building.**
3. **Food and beverages are not allowed in the classrooms. Do not bring food into the class room.**
4. **Cheating on exams, quizzes, reports, or any graded activity is not allowed.** Failing grades (zero) are assigned to students that cheat.
 - a. Please go to the rest room before starting your exam. Once a student leaves the classroom during an exam they will not be permitted to return to that exam.
 - b. Students are not permitted to communicate with each other during an exam. Therefore students cannot talk to, pass written materials to, or show answers or questions to other students in the class.
 - c. Assignments and presentations must be the work of the individual student. **Evidence of copying your work from others, including the world wide net, is cheating.**
 - d. **Students should read the section on Offenses and Appropriate Disciplinary Actions in the current PVAMU web site.** They are provided below.

The Spring Semester Calendar

Week One: Freshman Biology Seminar Introduction
Monday, 01/15/2024
Topic Description
Readings: **Monday: Monday, January 15 is Dr. Martin Luther King National Holiday**

Read this course syllabus on the Week One Module posted on e-course canvas to prepare for Semester Exam 01 covering information on this course syllabus. This is the last Monday for the instructor to submit the attendance report. Be present.

Assignment (s): Monday: Obtain access to the required general biology textbook to study the chapters referenced above in this syllabus.

Week Two: Introduction to Seminar Course

Monday, 01/22/2024

Topic Description

Readings: Semester Exam 01 covering the course syllabus. Students can access this course syllabus on Week One Module on e-course canvas. Reading this syllabus can prepare students to earn a high passing grade on exam 01.

Assignment (s):

Week Three:

Monday, 01/29/2024

Topic Description

Read Week Three Module posted on e-course canvas to prepare to:
Demonstrate knowledge of opportunities to participate in summer biological research internships and health careers opportunity summer internships.

Develop a career plan to successfully complete the biology curriculum and graduation requirements within four years.

Readings:

Assignment (s):

Week Four:

Monday, 02/05/2024

Topic Description

Read Week Four Module posted on e-course canvas to prepare to:

Understand how to develop strategies to become a qualified competitive applicant to graduate or professional school or entry into the professions of biology.

Readings:

Assignment (s):

Week Five:

Monday, 02/12/2024

Topic Description

Read Week Five Module posted on e-course canvas to:

Demonstrate knowledge of strategies to achieve effective time management, good study habits, mastery of reading in the scientific content area, and mastery in test taking strategies.

Readings:

Assignment (s):

**Week Six:
Monday, 02/19/2024
Topic Description**

Continuation of how to implement strategies to achieve effective time management, good study habits, mastery of reading in the scientific content area, and mastery in test taking strategies.

Readings:

Assignment (s):

**Week Seven:
Monday, 02/26/2024
Topic Description**

Read chapter 43 “The Immune System” in the required “Biology” textbook. Also read the power point presentations posted on Week Seven Module on e-course canvas.

Readings:

Topic I: Elements of the Immune System and their roles in defense.

Assignment (s):

**Week Eight:
Monday, 03/04/2024
Topic Description**

Exam 02 Midterm. Covers all topics taught in the first seven weeks.

Readings:

Assignment (s):

Spring Break Week: Monday, March 11, 2024. No Class.

**Week Nine:
Monday, 03/18/2024
Topic Description**

Continuation of learning about the human immune system.

Topic II: The induced response to infection.

- a. Antibody structure and the generation of B-cell Diversity
- b. Antigen recognition by T lymphocytes.
- c. Development of B lymphocytes.

Readings: Read presentations posted Week Nine Module on e-course canvas.

Assignment (s):

Week Ten:
Monday, 03/25/2024
Topic Description

Continuation of Immune System Topics

- a. Vaccination
- b. Tissue transplantation.
- c. Cancer
- d. Immunotherapy

Readings: Read presentations posted Week Ten Module on e-course canvas.

Assignment (s):

Week Eleven:
Monday, 04/01/2024
Topic Description
Readings:

Exam 03 covers all topics presented in this course.

Assignment (s):

Week Twelve:
Monday, 04/08/2024
Topic Description
Readings:

Demonstrate knowledge of the ecosystems and restoration ecology.
Read this topic is covered in Chapter 55 in general biology textbook.

Assignment (s):

Week Thirteen:
Monday, 04/15/2024
Topic Description

Demonstrate knowledge of the ecosystems and restoration ecology.
Read chapter 56 in the general biology textbook to understand this topic.

Readings:

Assignment (s):

Week Fourteen:
Monday, 04/22/2024
Topic Description
Readings:

Assignment (s):

Week Fifteen:
Monday, 04/29/2024
Topic Description
Readings:

Student Study Day. No Class.
Review all materials for final exam

Assignment (s):

FINAL EXAM is scheduled by the University between Tuesday, April 30 to Wednesday, May 08, 2024.

Student Support and Success

2024 Spring Semester Calendar

(Subject to change as guidelines evolve in relation to COVID. Any updates will be posted to <https://www.pvamu.edu/coronavirus>)

The Academic Calendar for Spring 2024 is published in the University's web site Home Page

1. **Monday, January 15 is Dr. Martin Luther King National Holiday**
2. Instruction begins for this class on **Tuesday, January 16, 2024**
3. Attendance reporting period is **Tuesday, January 15 to Tuesday, January 23, 2024**. Students that do not attend class during this period will have their courses removed and financial aid reduced or cancelled.
4. Late Registration fee for the Spring Semester begins on **Tuesday, January 16, 2024**
5. Final Day to Drop and Withdraw from a course without it being part of the academic record (however the financial record will still exist) **Wednesday, January 31, 2024**
6. Withdrawal from courses with **Academic Record of a (W)** begins on **Thursday, January 31, 2024**
7. **Mid-Semester Exam Period occurs between Thursday, March 7 to Saturday, March 9, 2024**

8. **SPRING STUDENT BREAK** occurs between Monday, March 11 to Saturday, March 16, 2024.
9. **Spring 2024 Classes resume on Monday, March 18, 2024.**
10. WEDNESDAY, March 20, 2024, is FOUNDERS DAY/HONORS CONVOCATION recognizes student academic achievements. **Invite your parents and friends to the PVAMU campus to help you celebrate your success.** The convocation occurs in the Baby Dome starting at 10:00 a.m. It is a dress for success event.
11. **No Classes** on Good Friday, March 29, 2024.
12. Saturday, April 6, 2024 **Early Registration begins for Summer 2024 and Fall 2024 classes.**
13. **April 26, 2024 is the Final Day to withdraw from the University for all courses for the Spring 2024 semester.**
14. Last class day is Friday, April 26, 2024.
15. **FINAL EXAMS start on Wednesday, April 30, 2024. Final exams are scheduled according to the published PVAMU Spring 2024 Final Exam Schedule.** The cumulative final exam will constitute the remaining 50% of the final semester grade. **It will test all topics covered during the semester. Final exams are required** to be given **only** at the times and dates announced in the 2024 Spring PVAMU Final Exam Schedule. Students **must arrange** their schedule and activities so that they are prepared and **present for the final exam.**

John B. Coleman Library

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

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

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

Academic Early Alert

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

Student Counseling Services

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

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

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

Career Services

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

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

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

Nonacademic Misconduct

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

Sexual Misconduct

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

Pregnancy, Pregnancy-related, and Parenting Accommodations

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

Non-Discrimination Statement

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

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

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

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space

- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

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

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

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

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

Communication Expectations and Standards

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

Discussion Requirement

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

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