



SYLLABUS

BIOL 1308 College Biology I Spring 2024 January 16- May 8, 2024

Instructor: Dr. Tia Villeral
Section # and CRN: Z01, 25597
Z02-25598
Z03-25599
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I am very responsive, but not always at my computer.
I will answer emails with QUESTIONS within 24- 48 hours.

Office Hours: (Virtual) Wednesdays 10:30-3:30 PM and by appointments
Mode of Instruction: Online and *Asynchronous* (no designated class time)

Course Location: Online web-based format

Catalog Description: Credit 3 semester hours. Introductory course for non-biology majors. Emphasis on fundamental biological principles and their application to human life. Contemporary biology that covers the chemical basis of life, structure and function of the cell, molecular biology and genetics.

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.** The course is comprised of 12 Chapters, and multiple assignments organized to correspond to a standard semester. The course is 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 Textbook. Each book chapter has an estimated completion time however, this time is often exceeded. 2) Depending on the chapter, completion of Lrn quizzes, CANVAS quizzes, or discussions are required and 3) Participation assignments that state the daily/weekly activities and due dates.

Prerequisites: None
Co-requisites: BIOL 1111. ** (BIOL 1306)

Biology 1308 is an **on-line course** offered via a web-based program, PVAMU CANVAS (PVAMU new Learning Management system) with a **MANDATORY REQUIRED ELECTRONIC LRNR PERSONALIZE HOMEWORK. LRNR PERSONALIZED HOMEWORK IS AT A COST TO THE STUDENT OF \$40.00.** There is absolutely no way to pass this course without this purchase the first day of the term.

Required Text and LRNR Personalized Homework:

Concepts of Biology is designed for the typical introductory biology course for non-majors, covering standard scope and sequence requirements. The text includes interesting applications and conveys the major themes of biology, with content that is meaningful and easy to understand. The book is designed to demonstrate biology concepts and to promote scientific literacy.

Good news: your textbook for this class is available and embedded into your CANVAS platform.! If you prefer, you can also get a print version at a very low cost. Your book is available in web view and PDF for free. You can also choose to purchase on iBook or get a print version via the campus bookstore or from OpenStax on Amazon.com. You can use whichever formats you want. Web view is recommended -- the responsive design works seamlessly on any device. If you buy on Amazon, make sure you use the link on your book page on openstax.org so you get the official OpenStax print version. (Simple printouts sold by third parties on Amazon are not verifiable.)

Concepts of Biology from OpenStax, Print ISBN 1938168119, Digital ISBN 1947172034, www.openstax.org/details/concepts-biology. Read "Student Getting Started Guide" on CANVAS.

Print:	Digital:	iBook:
ISBN-10: 1938168119	ISBN-10: 1-947172-03-4	ISBN-10: 1-938168-22-4
ISBN-13: 978-1-938168-11-6	ISBN-13: 978-1-947172-03-6	ISBN-13: 978-1-938168-22-2

HOW TO USE YOUR TEXTBOOK:

It is important that you read the assigned chapters before attempting to start any homework or form of assessments. Your textbook has key concepts at the beginning of each chapter. At the end of the chapter the key concepts are reviewed. These serve as the objectives for each chapter. Unless otherwise informed by your instructor you should learn all these concepts. The self-quiz should be taken and the questions that you do not understand should be reviewed for mastery.

Student Learning Outcomes:

Program Learning Outcome # Alignment: Knowledge of #1) the chemical basis of life, #2) the central concepts of Genetics; #3) Cell Biology; #4) Organismal Biology; and #5) Scientific Communication

Core Curriculum Outcome Alignment: Critical Thinking, Communication, Empirical and Quantitative Skills, and Teamwork

	Upon successful completion of the BIOL 1308 course, students will be able to demonstrate the following competencies	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Define and explain basic biological concepts (characteristics of living things, levels of organization, biological kingdoms, the scientific method, atomic particles, cellular components, organic compounds, photosynthesis and cellular respiration, cellular division, genetic crosses and genetic abnormalities and animal structure/function)	#1 - #4	Critical Thinking
2	Apply critical thinking skills to biological science and scientific inquiry	#5	Critical Thinking
3	Analyze and interpret empirical and quantitative biological data	#5	Empirical and Quantitative Skills
4	Demonstrate the ability to effectively communicate the fundamentals of biology	#5	Communication
5	Demonstrate the ability to engage in productive teamwork	#5	Communication, Teamwork

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Percent
1) Four Unit Exams and Chapter Quizzes	60%
2) Assignments (<i>Lrnr Personalized Homework, CANVAS assignments, etc.</i>)	30%
3) Group Discussion Forums/Writing Assignment	10%
Total:	100%

Grading Criteria and Conversion:

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

Detailed Description of Major Assignments:

Assignment Title

Description and Grade Requirement

4 Exams & Chapter Quizzes

Valued at 60% of the total grade

Four major exams will be given during the spring 2024 exams. Exams will consist of up to 100 multiple-choice questions and essay questions. These exams will cover information covered in the lectures. Exams may consist of multiple choice, K-type (multiple-multiple choice), matching, diagrams, fill-in-the-blank, true-false, short answer and/or essay questions.

There will be **NO MAKEUP** exams for a missed lecture exam, except for documented excuses. All make-up exams must be taken within two class days upon returning to class. All make-up exams will be *essay exams*. Each student is responsible for the materials missed during an absence from class. Excused or unexcused absences do not release the student from obtaining the assignments that are missed during an absence. The dates of the lecture exams will be announced in class and posted on CANVAS. The Four lecture exams count for 60% of your grade.

****Exam Policy:** Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies and student must provide an officially documented excuse (See Student Handbook). ***If the exam is not made up, a grade of zero (0) will be entered on the grade sheet. It is your responsibility to notify your instructor when you miss an exam and to be present at the scheduled make-up time.***

The final exam schedule is set by the University and will be given by the specified date. *Do not schedule any activity or leave the university during the final exam period

Class Assignments

Valued at 30% of the total grade:

1) The Lrn Personalized Homework (web-based) and consists of a variety of learning modalities. Such as chapter quizzes and assignments are weekly web-based activities designed to measure the ability to apply critical thinking and use empirical and quantitative skills presented in course material. There will be a minimum of 20 activities given during the course. LRNR and CANVAS assignments will typically be available on at the start of each week and be due the **FRIDAYS 4:59PM**, no exceptions.

Group Discussion Forums and Writing Assignments

Valued at 10% of the total grade:

Students will collaboratively engage in assigned scientific topics in an electronic discussion forum. For group discussion forums, students will be randomly placed in small groups and will demonstrate productive teamwork by exhibiting the ability to work effectively with others to support a shared goal and consider different points of view. Students will demonstrate written communication and critical thinking skills by writing a short-written report that summarizes the assigned discussion forum topics covered during the semester.

Course Procedures or Additional Instructor Policies

COMMUNICATION

Students can communicate with the instructor via the CANVAS Chat and email direct in the **CANVAS** Learning Management System).

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 iMail tab. To communicate by email 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 can 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 Email. ‘

I will hold a “virtual” office hour on Wednesdays. 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 workday. 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 CANVAS, 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 1308 is a three-semester credit hour lecture for 14 weeks 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 Lrnr Personalized Homework modules and CANVAS quizzes during the assigned time interval. .
3. View CANVAS Homepage on regular basis (at least three times a week (suggested check: Monday, Wednesday, and Friday).
4. Complete CANVAS 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

COURSE WORK:

1. 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. There are two major exams will be given during the semester. Exam questions will be multiple choice, multiple response, fill-in the blanks, matching or short answers. 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 of the make-up exam which will not interrupt 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. Academic Integrity is of high value in this course. **CHEATING** and **FACILITATION** is not tolerated in any form and is subjected to an automatic failure and grade of **ZERO**. 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 web, is cheating. Students should read the section on Offenses and

Appropriate Disciplinary Actions in the current PVAMU website catalog. Forms of academic dishonesty:

- a. **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.
- b. **Academic misconduct:** tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
- c. **Fabrication:** use of invented information or falsified research.
- d. **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) 2613585. 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.

Technical requirements 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 bits
- 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 day 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 workweek (Monday through Friday). Instructor will respond to email messages during the workweek 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 (through the learning management system): Assignments, Papers, Exercises, and Projects will be 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.

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 CANVAS.

Group Discussion Forums with Writing Assignments will be uploaded to Taskstream.

Tentative course schedule
SPRING 2024 Calendar

Week 1	*FRIDAYS ALL Assignments Due Jan 16- 19 (Tuesday-Friday)
Topic Description	Syllabus and Expectations
Readings:	Syllabus
	Introduction to Unit 1
Assignment (s)	CANVAS Syllabus Quiz
Week 2	Jan 22-26 (Monday- Friday)
Topic Description	Unit 1. Cellular Foundation of Life
Readings:	Ch. 1 Introduction to Biology - Scientific Journal Reading Assignment
Assignment (s):	Lrnr Personalized Homework Ch. 1 Open Week 1 Assignment Due FRIDAYS by 11:59PM
Week 3	Jan 29
Topic Description	Unit 1. Cellular Foundation of Life (Continued)
Readings:	Ch. 2 Chemistry of Life
Assignment (s):	Lrnr Ch.2 Opens Week 2 Assignment Due FRIDAYS by 11:59PM
IMPORTANT DATES TO CONSIDER	FINAL DAY TO WITHDRAW W/O ACADEMICRECORD Tuesday, February 2, 2023
Week 4	Feb 5
Topic Description	Unit 1. Cellular Foundation of Life (Continued)
Readings:	Ch. 3 Cells
Assignment (s):	Lrnr Ch. 3 Opens Week 3 Assignment Due FRIDAYS by 11:59PM
Week 5	Feb 12
Topic Description	Unit 1. Cellular Foundation of Life (Continued)
Readings:	Ch. 4 How Cells Obtain Energy
Assignment (s):	Lrnr Ch. 4 Opens Week 4 Assignment Due FRIDAYS by 11:59PM
Week 6	Feb 19
Topic Description	Unit 1. Cellular Foundation of Life (Continued)
Readings:	Ch. 5 Photosynthesis
Assignment (s):	Lrnr Ch. 5 Opens Week 5 Assignment DUE FRIDAYS by 11:59PM.

Week 7	Feb 26
Topic Description	Unit 2. Cell Division and Genetics
Readings:	Ch. 6 Genetics
Assignment (s):	Lrnr Ch. 6 Opens Week 6 DUE FRIDAYS by 11:59PM
Week 8	Mar 4
Week 9	Mar 11
	SPRING BREAK
Week 10	Mar 18
Topic Description	Unit 2. Cell Division and Genetics
Readings:	Ch. 7 The Cellular Basis for Inheritance
Assignment (s):	Lrnr Personalized Homework Ch. 8 Opens, Week 7 DUE FRIDAYS by 11:59PM
Week 11	Mar 25
Topic Description	Unit 2. Cell Division and Genetics
Readings:	Ch. 8 Patterns of Inheritance
Assignment (s):	Lrnr Personalized Homework Ch. 8 Opens, Week 10 DUE FRIDAYS by 11:59PM
Week 12	Apr 1
Topic Description	Unit 3. Molecular Biology and Biotechnology
Reading:	Ch. 9 Molecular Biology
Assignment (s):	Lrnr Personalized Homework Ch. 9 Opens, Week 11 DUE FRIDAYS by 11:59PM
Week 13	Apr 8
Topic Description	Unit 4. Human Structure and Function
Reading:	Ch. 16 The Body's Systems
Assignment (s):	Lrnr Personalized Homework Ch. 16 Opens, Week 12 DUE FRIDAYS by 11:59PM
Week 14	Apr 15
Topic Description	Unit 4. Human Structure and Function
Reading:	Ch. 17 The Immune System
Assignment (s):	Lrnr Personalized Homework Ch. 17 Opens, Week 13 Due FRIDAYS by 11:59PM
Week 15	Apr 22

Topic Description	Unit 4. Human Structure and Function
Reading:	Ch. 18 Animal Reproduction and Development
Assignment (s):	Lrnr Personalized Homework Ch. 18 Opens, Week 14 DUE FRIDAYS by 11:59PM
	Remediation for any materials to be covered on final exams
Week 16	May 1 LAST DAY OF CLASS ALL LRNR PERSONALIZED HOMEWORK DUE FINAL EXAMS MAY 2 – May 8, 2023
<i>FINAL EXAMS OUR SCHEDULED BY UNIVERSITY DO NOT MAKE TRAVEL PLANS AS THEY WILL NOT BE ACCOMMODATED</i>	
<i>*DATES MAY SHIFT TO ACCOMMODATE STUDENTS AND WILL BE REFLECTED IN THE CANVAS LEARNING PLATFORM</i>	

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/>
Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus- Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261- 1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

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 provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and examproctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and 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 of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

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. 323. Phone: 936-261-3563

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

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: Evans Hall Rm. 217. Phone: 936-261-3570