



**BIOL 3403 General Microbiology-STEM B-GLOBAL
Spring 2024**

Instructor: Dr. Quincy Moore

Section # and CRN: BIOL 3403 P03/63 CRN 23351/23353

Office Location: 305 JB Coleman Library (Honors Program)

Office Phone: 936-261-5256

Email Address: qcmoore@pvamu.edu

Office Hours: Tuesday and Thursday 3:00-5:00pm

Both In person and Virtual Appointments are available upon request

Virtual Link will be provided upon request

Mode of Instruction: Face to Face

Course Location: E.E. O'Banion Science BLDG (New Science Building) room 308

Class Days & Times: Tuesday and Thursday Lecture 1:00-1:50 pm

Tuesday and Thursday Laboratory 10:00pm-11:50am

Catalog Description: Morphology, physiology, classification, and cultivation of the microorganism relevant to Agriculture, medicine, and industry. Prerequisites: CHEM 1033, BIOL 1015, or equivalent. Laboratory fee required.

Prerequisites: Undergraduate level CHEM 1033 Minimum Grade of C and Undergraduate level BIOL 1015 Minimum Grade of C

Co-requisites: NONE

Required Text(s): Lecture Textbook/ Lab book:

Lecture Textbook: Prescott's Microbiology

MHHE Willey et al: ConnectPlus Access Card with LearnSmart for Prescott's Microbiology © 2020 ISBN

9781265904739

<https://connect.mheducation.com/class/q-moore-iii-biol-3034-p03-tr-1-150>

Connect is required for class and Registration dates are limited please register as soon as possible. There is a 2 week trial period.

Recommended Text(s): None

Course Objectives / Student Learning Outcomes:

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment

1. Demonstrates knowledge of the basic principles and concepts of life at the microscopic level as it pertains to microbes.	Critical Thinking	Critical Thinking
2. Comprehends the theoretical concepts in microbiology so that they may use this as a basis for future studies; whether it be in Agriculture, Biology, Commercial Foods, Dietetics, Medical Technology, Medicine, Dentistry, Nutrition, Public Health and Biological Research.	Critical and Analytical Thinking	Critical Thinking Communication Teamwork
3. Analyze the interrelationships among the microorganisms and between microorganisms and higher living forms.	Critical Thinking	Critical Thinking
4. Discussions that increase the awareness of global antimicrobial resistance and strategies to encourage best practices among the general public, health workers and policy makers to avoid the further emergence and spread of drug-resistant infections.	Integration of Broad Knowledge, Critical Thinking	Critical Thinking Communication Teamwork
5. Demonstrate the proper techniques and procedures to handle microscopic living organisms, many of which are pathogenic.	Discipline Specific Knowledge	Communication
6. Incorporation of Novel Technology including Microplate Analysis and Tissue Culture techniques to understand the role of microorganisms in infection and disease.	Integration of Broad Knowledge	Team Work
7. Employ effective teamwork skills with emphasis on listening, responding, and creating a positive climate.	Critical and Analytical Thinking	Teamwork
8. Demonstrate laboratory investigations using safe, environmentally appropriate and ethical practices	Critical and Analytical Thinking	Integration of Broad Knowledge

Other Materials: Blue / black pens, #2 lead pencils, notebook paper, access to **computer (with Proctorial and Web Camera) and access to Connect/McGraw Hill website/** printer, color pencils – red, blue, green, purple.

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) 5 Exams consisting of lecture and lab material	45%	
2) Quizzes (lecture and Lab)	10%	
3) Connect Assignments	10%	
4) Laboratory	15%	
5) Final Exam	10%	
6) Global assignments	10%	
Total:	100%	

Grading Criteria and Conversion:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = below 59

Course Procedures or Additional Instructor Policies

Exam Policy: 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 unofficial excuses for missing an exam will earn a grade of zero for the missed exam. Students may request a make-up exam with a valid or official excuse. The makeup exam will not be the same as the exam missed. The exam will be mainly short answer. 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 covering of the course topics. Students missing a make-up exam will not be provided a second opportunity to take a make-up for the original exam missed. If you failed the first test, you will be required to attend tutoring each week until your grade improves.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Research Project	At the beginning of class, you will be assigned a microbiology related project for the semester which will incorporate the use of microbiological techniques, media and /or reagents, the scientific process and also present your data at a research symposium.
2. Social Responsibility	Can microbes help save the world? Microbes know no borders, and are adept at adapting, surviving and thriving in extreme and constantly changing environments. While a fraction of microbes is pathogenic, the majority are beneficial or neutral and essential for life.
2. Public Service Announcement- Global Antimicrobial Crisis	Students will work in groups to develop a global action plan to tackle the growing problem of resistance to antibiotics and other antimicrobial medicines. Presentations will be given on the plan and a Public Service Announcement will be created based on the research.

Authentic Research Experience in PVAMUMicrobiology: Authentic Research Experience in PVAMUMicrobiology is a modular approach to integrating research into the general biology or microbiology curriculum. The goal is to support cutting edge research-based projects in Microbiology that involves diverse subject matter in the area of, Botany, Chemical Engineering, Genetics, Computer Science and Technology. Microbiology is a subject matter that intercepts every biological discipline and is important in the day-to-day activities. In efforts to increase retention of material and improved the overall educational experience in the classroom, the projects will provide each registered student in the class an authentic research approach to learning the concepts in the class.



Sample projects

Project 1: Microbiome Project (Environmental Microbiology). The focus of our project evaluates the microbiome that exist in the environment to determine the causal relationship that the soil microflora has on all life.

Project 2: ImageJ Application study on Disease progression. The goal of this activity seeks to prepare the next generation of life science majors with a particular emphasis of utilizing computational techniques with biological data sets for careers in biomedical research.

Project 3: The Impact of Genetically Modified Organisms on Grocery Shopping Behavior. Food Microbiology: The Past

and the New Challenges for the Next 10 Years. This project will determine the presence of Genetically modified organisms (GMOs) which is defined as organisms (i.e. plants, animals or microorganisms) where the genetic material (DNA) has been altered impact on grocery shopping behavior. Students will test several food samples from the area grocery stores for the presence of GMOs.

Project 4: Rhizobium Impact on Plant Growth. Symbiotic relationships in microbiology are significant and teaching the concepts from the textbook alone does not illustrate the full concept. Previous studies with a former student evaluated if the present of light played a role in the inhibition of production of the nodules and has set a platform for further investigations. This intersection of Botany and Microbiology will open the dialogue of interdisciplinary research and the importance of symbiotic relationships.

Project 5: Evaluation of novel organic compounds antimicrobial properties. The study will allow for students to evaluate the ability of novel compounds to inhibit microbial growth. The students will also evaluate the chemical composition of the compounds to establish mechanism of action.

Project 6: Global Microbiology. The students will seek ways to improve material retention and comprehension of microbiological content by developing an interactive app.

Semester Calendar

The calendar can be adjusted at the discretion of the Professor due to course material mastery

Week	Description
Week One: JAN 15-19 Topic Description	Microbiology and Bacterial Cell Structure
Readings:	T Chapter 1 Introduction to Microbiology R Chapter 1, Connect
Assignment (s):	T Quiz Pre Assessment, Introduction to Lab Principles & Microscope R Chapter 2, Microscopic Observation Connect
Week Two: JAN 22-26 Topic Description	Bacterial Cell Structure and Viruses
Readings:	T Chapter 3 Bacterial Cell Structure R Chapter 3 Bacterial Cell Culture
Assignment (s):	T Lab: Microscopic Evaluation of Algae, Cyanobacteria, Protozoans and Fungi R Current GLOBAL Event
Week Three: JAN 29-FEB 2 Topic Description	Viruses and Other Acellular Agents and Bacterial Growth
Readings:	T CH 6 VIRUSES R CH 6 Viruses and Other Acellular Infectious Agents/ Global Impact of
Viruses Assignment (s):	T Lab CDC Solve the Outbreak Scenario R Lab: Aseptic Technique and Streak Plate
Week Four: FEB 5-9 Topic Description	Bacterial Growth and Control of Microorganisms in the Environment
Readings:	T Exam R Chapter 7 Bacterial and Archaeal Growth
Assignment (s):	T Chapter 8 Control of Microorganisms in the Environment R Global Impact of antimicrobial resistance (Antimicrobial Study)
Week Five: FEB 12-16 Topic Description	Control of Microorganisms in the Environment and Microbial Interactions
Readings:	T Chapter 8 Control of Microorganisms in the Environment R Chapter 9 Antimicrobial Treatment
Assignment (s):	T Discussion Assignment Lab: Broth and Agar Slant Simple Stain R Connect
Week Six: FEB 19-23 Topic Description	Global Impact of Microbiology
Readings:	

Week Seven: FEB 26-MAR 1

Topic Description

Readings: T Chapter 27 **Microbial Interactions**
R Microbial Interactions
Assignment (s): T Creation of Global Case study/ Chapter 8 Control of Microorganisms in the Environment
R PODCAST

Week Eight: MAR 4-8

Midterm Week

Topic Description

Readings:
Assignment (s):

WEEK NINE-
Week TEN MAR 18-22

SPRING BREAK

Topic Description

Microbial Interactions and the Microbe-Human Ecosystem

Readings:

T MICROBIAL INTERACTIONS

R Chapter 27 Microbial Interactions

Assignment (s):

T Introduction to Research Project

R Chapter 33 Microbe Human Ecosystem

Week ELEVEN: Mar 25-29 Topic Description

Microbe Human Ecosystem

Readings:

T Chapter 34 Infection and Pathogenicity

R Global Microbial Presence

Assignment (s):

T **Lecture/Lab** EXAM

R LAB

Week TWELVE: APRIL 1-5 Topic Description

Epidemiology and Public Health Microbiology

Readings:

T Pathogenicity/Global Microbial Presence/Ethics

R Chapter 35 Epidemiology and Public Health Microbiology project

Assignment (s):

T Lecture

R Lab

Week THIRTEEN: April 8-12 Topic Description

Epidemiology and Public Health Microbiology

Readings:

T Global Microbial Presence/Ethics

R Chapter 35 Epidemiology and Public Health Microbiology

Assignment (s):

T Create Clinical Case/Telemedicine

R Connect

Week FOURTEEN APR 15-19. Week Fifteen: APR 22-26

Human Disease Caused Bacteria

- **Laboratory**

- Safety and Introduction to the Lab

- Chapter 2 Prescotts Microbiology pg 22-41

- Slide observation Nutrient Broth and Nutrient Agar Preparation

- Aseptic Transfers and Inoculation Methods

- Chapter 7 (7.5-7.6) Prescotts Microbiology

- Wet Mount Investigation

- Chapter 5 Eukaryotic cell structure Section 5.1-5.3 Prescotts Microbiology

- **Practical / Written lab exam March**

- Microbial Growth- Chapter 7 Prescotts Microbiology

- Viruses (Microslide Viewer) Chapter 6 Prescotts Microbiology

- Projects Literature Review

- Staining

- Simple

- Gram

- Endospore

- Control of Microorganisms

- Chapter 8 and CH 9 Antimicrobial Chemotherapy Prescotts Microbiology

- **Practical / Written exam** December

- **Projects**

- **Projects**

- Bioinformatics Lab Chapetr 18 (18.3) Case Study Approach

- Nitrogen Fixation Lab Chapter 31 pg 690-693 Prescotts Microbiology

- Microscopic Imagery Exam

- Unknown Bacteria Lab

Semester Calendar

Jan 15
Monday
Dr. Martin Luther King, Jr. Day Holiday (University Closed)*Subject to approval by The Texas A&M University System Board of Regents and may change.

Jan 16
Tuesday
Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline

Jan 16
Tuesday
First Class Day

Jan 16
Tuesday
Tuition & Fees Payment Due Date @ 5:00 p.m.

Jan 16 - Jan 23
Tuesday through Tuesday
Late Registration/Late Registration Fee Begins (\$50.00)

Jan 16 - Jan 24
Tuesday through Wednesday
Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled

Jan 30
Tuesday
Financial Aid Refunds begin

Jan 31
Wednesday
12th Class Day (Census Date)

Jan 31
Wednesday
Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)

Feb 01
Thursday
Withdrawal from Courses with Academic Record ("W") Begins

Feb 06
Tuesday
Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.

Feb 12
Monday
20th Class Day

Mar 07 - Mar 09
Thursday through Saturday
Mid-Semester Examination Period

Mar 11 - Mar 16
Monday through Saturday
Spring Break (Student Break)

Mar 13 Wednesday	Mid-Semester Grades Due
Mar 15 Friday	Spring Break (University Closed)*Subject to approval by The Texas A&M University System Board of Regents and may change
Mar 20 Wednesday	Founders Day/Honors Convocation
Mar 26 Tuesday	Final Date to Apply for Spring 2024 Graduation (ceremony participation)
Mar 27 Wednesday	Application for Graduation-Degree Conferral only for Spring 2024 Graduation Begins (no ceremony participation or name listed in the program)
Mar 29 Friday	Good Friday (No Classes)*Subject to approval by The Texas A&M University System Board of Regents and may change.
Apr 02 Tuesday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Doctoral, Masters, Post-Bacclaureate, Seniors)
Apr 06 Saturday	Registration for all students for Summer/May Summer 2024, Mini-Mester 2024 and Fall 2024 Begins
Apr 12 Friday	Final Day to Apply for Degree Conferral only for Spring 2024 Graduation (no ceremony participation or name listed in the program)
Apr 26 Friday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2024
Apr 26 Friday	Final Day to Withdraw from a Course or the University ("W") for the Spring 2024 16- week session
Apr 26 Friday	Last Class Day
Apr 29 Monday	Study Day(No Classes in Session)
Apr 30 - May 08 Tuesday through Wednesday	Final Exams

May 09 Thursday	Final Grades due for Graduation Candidates (12:00 pm)
May 11 Saturday	Commencement
May 14 Tuesday	Final Grades due for all other students (11:59 p.m.)

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. [Library Website](#) Phone: 936-261-1500

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

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

Panther Navigate

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

the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

Student Counseling Services

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

Office of Testing Services

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

Office of 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; [Disability Services Website](#)

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

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

Center for Careers & Professional Development

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

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

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

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

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

Nonacademic Misconduct

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

behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

Sexual harassment of students and employees at 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, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at [Title XI Website](#), including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. 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. 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.

Makeup Work for Legitimate Absences

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

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation,

for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

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

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

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

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

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

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

Students should go to [Password Reset Tool](#) if they have password issues. The page will provide instructions for

resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

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

Discussion Requirement

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

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons:

1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

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

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