



**CVEG 3305
Steel Design
Spring 2024**

Course Information Description

Instructor: Dr. Abdul M Choudhury, Ph.D.
Section # and CRN: P01 23981
Office Location: SR Collins Building # 316
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Office Hours: W 12 -2 PM, R 11 AM -2 PM
Mode of Instruction: Face to Face
Course Location: GIL 109
Class Days & Times: TR 5.00-5.50 PM, W 2-4.50 PM
Catalog Description: Credit 3 semester hours. Analysis and design of tension and compression members, rolled steel beams, plate girders, riveted, welded and pinned joints; and an introduction to design trusses and multistory frames.

Prerequisites: CVEG 3073 Or CVEG 3304
Co-requisites: None
Required Text(s):

1. "Structural Steel Design, By McCORMAC and CSERNAK, Sixth Edition, Pearson 2018 .
2. AISC, STEEL CONSTRUCTION MANUAL, 15th ed., American Instituted of Steel Construction, 2016.
3. Steel solution example, AISC

Recommended Text(s): AISC.org

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Design steel members of building structures subjected to tension, compression, bending, & shear.	1	
2	Design steel building structures subjected to vertical loads, the gravity loads, including dead and live loads.	1	

3	Calculate minimum loads for design of the steel structural elements subjected to horizontal loads including wind and earthquakes loads, using current building codes such as IBC & ASCE 7.	1	
4	Design of the steel building structures subjected to horizontal loads including wind and earthquakes loads, in addition to the vertical loads.	1	

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement		Value	Total
1)	Assignments	10%	10
2)	Attendance	5%	5
3)	3 Tests @ 10% Each	30%	30
4)	In Class Quiz	10%	10
5)	Group Project	25%	25
6)	Final Exam (Comprehensive)	20%	20
Total:		100%	100

Grading Criteria and Conversion:

A = 90%-100%
 B = 80%-89%
 C = 70%-79%
 D = 60%-69%
 F =0%-59%

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Lecture Exams	Consist of 4 to 5 questions and may include multiple choices (resembling the FE exam), detail problem solving, mathematical derivation. There will be one common absentee exam for missing exams.
2. HW	HWs consist of detail problem solving. Homework will vary and be announced during the semester.
3. Quiz	There will be a quiz after every important chapter covering the fundamental concept.
4. Group Project	This will consist of analyzing and designing of typical steel building by using STAAD PRO

5. Final Exam	Comprehensive Final exam. consist of 6 to 10 questions and may include multiple choices (resembling the FE exam), detail problem solving, mathematical derivation. No make ups for final exam.
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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.

Course Procedures or Additional Instructor Policies

HOMEWORK: On completion of every chapter one homework will be given.

Homework Submission

One week time will be given for completion of homework. **LATE ASSIGNMENTS UPTO ONE WEEK WILL BE ACCEPTED WITH A DEDUCTION OF 5 POINTS. ASSIGNMENTS WILL NOT BE ACCEPTED AFTER ONE WEEK!!** Your homework should be complete, neat, and professionally presented. Use the following format for all of your homework;

1. Use **only engineering paper (no graph paper)** for submitting your homework. If engineering paper is not used, 5 Points will be deducted.
2. Your homework should have a computer printed cover page on top (white paper)
 - a. Your name
 - b. Course name and section
 - c. Homework number
 - d. Date assigned
 - e. Date submitted
3. 5 points will be deducted for improper cover page.
4. Show all steps for arriving to the final answer clearly. Include all appropriate sketches.
5. Reference all figures, tables, constant values, equations, and conversions used to complete the problem.
6. Drawing of free body diagram is must for the questions which need Free body Diagram
7. Include all the appropriate units throughout the solution. Points will be deducted for answers presented without the appropriate units.
8. Start a new page for every new problem.
9. Problems should be in the order assigned.

Grading policy: For full credit you must fulfill all the criteria mentioned above.

If you do not follow appropriate steps, then deduction of score will be as follows :

- a. Late submission : 5 Points
- b. No proper cover page : 5 Points
- c. Ordinary paper other than Engineering paper : 5 Points
- d. No supporting drawing/sketch : 10%
- e. Missing of free body diagram (where required) :10%
- f. Not showing details steps of calculation : 10%
- g. Not mentioning of proper Unit or use of wrong unit : 10%
- h. Wrong answer : 10%

EXAMS – written tests designed to measure knowledge of presented course material

Exam Policy:

There will be four, closed-book and note, in-class exams throughout the semester, three during the semester and one during the scheduled final exam time. Exams will consist of some FE type questions and other will cover material

from the assigned readings and lecture class activities. In general, exams will include only new material covered since the previous exam. However, some older topics may come up again on later exams.

Exam Make-up Policy: Make-up exams will be given by the end of the semester (before final exam), if the time permits. Everyone, who wants to improve any previous score are allowed for makeup exam. The make exam will replace the worst one out three tests. If the make test is the worst one, it will not be counted.

Absentee Test: If you are absent on the day of any exam, you must have a valid excuse to be allowed for absentee test. Examples of valid excuses include documented illness, university-sanctioned travel, and religious observances. Documentation of the excused absence is required PRIOR to being allowed to absentee test. If possible, notify me in advance of your absence. There will be a common absentee test by the end of semester (before final exam). The absentee for test 1, test 2 and test 3 will be combined together.

NO ABSENTEE EXAM WITHOUT DOCUMENTATION OF A TRUE EMERGENCY OR CRISIS.

Grading policy: For full credit you must support your answer by detailed calculation, neat and clean figure and free body diagram (where necessary). Also proper unit should be mentioned.

If you do not follow appropriate steps, the deduction of score will be as follows :

- a. No supporting drawing/sketch : 10%
- b. Missing of free body diagram (where required) :20%
- c. Not showing details steps of calculation : 10%
- d. Not mentioning of proper Unit or use of wrong unit : 10%
- e. Wrong answer : 10%

Quizzes - Will be taken after each important chapter to reinforce key concepts of the chapter.

Quiz Policy: At the completion of the chapter, homework will be given with one week time. The corresponding quiz date will be the date on which you submit the homework. If you are absent for the quiz without valid excuse, you will be awarded zero for the quiz. Quizzes are never repeated. However, if you are absent with valid excuse, your score will not be entered for that particular quiz. Your average quiz score will be calculated based on other quizzes.

Examples of valid excuses include documented illness, university-sanctioned travel, and religious observances. Documentation of the excused absence is required PRIOR to being allowed to absentee test. If possible, notify me in advance of your absence.

Grading Policy: Quizzes are short consisting of 10 points in each Quiz. For multiple choice questions, no credit will be given for wrong choice; even you show the calculation details. For arriving to the numerical answer problems, you will get full credit if your answer and steps are correct. For wrong answer and correct procedure you will get 50% credit.

ATTENDANCE AND CLASS PARTICIPATION – daily attendance is compulsory for the course

Attendance policy: You must fulfill the minimum attendance criteria as per Class Attendance Policy (See Catalog for Full Attendance Policy). In the grading matrix 5% is allotted for attendance.

Grading Policy: If you attend more than 90% classes, you will be awarded all 5%. If your attendance is between 80%-89%, then you will get 4% in grading matrix. All others (fulfilling the minimum attendance criteria laid down by University) will receive 3% in grading matrix. If you can answer any open question and show a better performance during the class, occasionally you may be awarded some bonus points.

16 WEEK CALENDAR

Week 1: Topic(s)	Class Introduction
Chapter(s):	Introduction of Structural Design & Steel Design
Assignment(s):	Chapters 1 in Textbook
Week 2: Topic	None
Chapter(s):	Specification, loads and methods of Designs
Assignment(s):	Chapter 2 in Textbook
Week 3: Topic(s)	Homework #1: Selected Problems from chapter 2
Chapter(s):	Analysis of Tension members
Assignment(s):	Chapters 3 in Textbook
Week 4: Topic(s)	Homework #2: Selected Problems from chapter 3
Chapter(s):	Design of Tension Members
Assignment(s):	Chapters 4 in Textbook
Week 5: Topic(s)	Homework #3: Selected Problems from chapter 4
Chapter(s):	TEST 1 and Analysis of axially loaded compression members
Assignment(s):	Chapter 5 in Textbook
Week 6: Topic(s)	Homework #4: Selected Problems from chapter 5
Chapter(s):	Design of axially loaded compression members
Assignment(s):	Chapters 6 in Textbook
Week 7: Topic(s)	Homework #5: Selected Problems from chapter 6
Chapter(s):	Mid-Term Test and Design of column base plate
Assignment(s):	Chapters 7 in Textbook
Week 8: Topic(s)	Homework #6: Selected Problems from chapter 7
Chapter(s):	Spring Break
Assignment(s):	None
Week 9: Topic(s)	Introduction to beams
Chapter(s):	Chapters 8 in Textbook
Assignment(s):	None
Week 10: Topic(s)	Design of beams
Chapter(s):	Chapter 9 in Textbook
Assignment(s):	Homework #7: Selected Problems from chapter 8 & 9
Week 11: Topic(s)	Design of beam with shear and deflection
Chapter(s):	Chapter 10 in Textbook
Assignment(s):	None
Week 12: Topic(s)	Exam 3 & Bending and axial force
Chapter(s):	Chapter 11 in Textbook
Assignment(s):	None
Week 13: Topic(s)	Bolted connections
Chapter(s):	Chapter 12 in Textbook
Assignment(s):	None
Week 14: Topic(s)	Welded connections
Chapter(s):	Chapter 14 in Textbook
Assignment(s):	Homework #8: Selected Problems from chapter 12 & 14
Week 15: Topic	Presentation of group project
Chapter(s):	Revisions of topic as needed.
Assignment(s):	None
Week 16: Topic(s)	None
Assignment(s):	Comprehensive Final Exam Period according to university calendar)

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

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

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for

an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

POLICY TO ERADICATE CHEATING (PROTECT INTEGRITY OF EXAMS)

Cheating is unprofessional, unethical and is antithetical to our core value of "Excellence in Civil Engineering Education," and WILL NOT BE TOLERATED at any level. To combat this serious problem, the Civil & Environmental Engineering (CEE) Department has adopted the following rules to eradicate cheating.

- If a student cheats on a test/assignment, the student shall receive an automatic zero for the test/assignment.
- A student who has been determined to have cheated in a course will IMMEDIATELY relinquish his/her leadership position in any of the department's professional organizations.
- If a student cheats multiple times in a course, the student will receive a grade of "F" for the course.
- The calculators allowed for use in exams is restricted to the latest FE-approved calculators. For the latest NCEES FE approved calculators visit ncees.org or <https://ncees.org/exams/calculator/> [This NCEES policy protects the integrity of NCEES exams and has been adopted to do likewise for department's exams.]

EXAM GUIDELINES

- 1) All cellphones/smartwatches MUST be placed in a book bags during exams and turned off. Book bags MUST be placed in front of the classroom and away from students. Students without a book bag must place cellphone/smartwatch (turned off) on Instructor's desk – no exceptions
- 2) Any student possessing a cellphone/smartwatch or any other unauthorized device WILL receive an automatic zero for the test/assignment. This is cheating.
- 3) Calculator covers are DISALLOWED during tests and must be placed in students' book bags during exams.
- 4) There shall be NO SHARING of resources during the exam
- 5) Restroom Visit: if you need to use the restroom, do so before opening the exam. Once the exam begins, you must submit your work to the instructor if you leave the classroom to visit the rest room (your exam terminates).