



## CVEG 4201 - Senior Design and Professionalism II

Spring 2024

### General Course Information

Information Item	Information
<b>Instructor:</b>	Dr. R. Radha, P.E., F. ASCE, Professor
<b>Section # and CRN:</b>	P01 and P81 CRN: 23984 and 23985
<b>Office Location:</b>	Wilson Room 110 C
<b>Office Phone:</b>	936 261 1657
<b>Email Address:</b>	RaRadha@pvamu.edu
<b>Office Hours:</b>	W 11:00-12.00 AM and by appointment
<b>Mode of Instruction:</b>	Face to face
<b>Course Location:</b>	CL Wilson building Room 109 K
<b>Class Days &amp; Times:</b>	M 1:00 - 1:50 PM and M 2:00 - 4:50 PM
<b>Catalog Description:</b>	Credit: 2 semester hours. A continuation of CVEG 4200 with required design modifications of the team projects necessary to produce a working prototype of the designs initiated in Senior Design and Professionalism I. Design project deliverables include an oral presentation, as well as a final written report. Professionalism education will, and a formal demonstration of prototype, or model of the design. Elements of professionalism reinforce the importance of professional engineering ethics, corporate culture, life-long learning, and globalization.
<b>Prerequisites:</b>	CVEG 4200
<b>Co-requisites:</b>	None
<b>Required Text(s):</b>	<ol style="list-style-type: none"> <li>1. Senior Design Manual</li> <li>2. Other reference technical books, software, agency manuals, Scope of Work and Guidelines</li> </ol>
<b>Recommended Text(s):</b>	Capstone design Engineering by Frederick Bloetscher and Daniel Meeroff J.Ross Publishing 2015.

### General Course Information Table

#### Student Learning Outcomes:

Course Goals or Overview:	
1	To develop the ability to understand and apply knowledge of civil engineering to design a system, component, or process to meet desired needs of a civil engineering project.
2	To develop the ability to function as a team, adhere to ethical standards and communicate the project design writing reports and presenting effectively to audience.
<b>Course Objectives/Accrediting Body ABET Standards Met: SACS and ABET</b> To provide the student with a clear and thorough understanding of applications of civil engineering knowledge to design a system, component, or process to meet desired needs of a project by working on a project which includes structural, geotechnical, transportation, environmental and water resources areas of civil engineering.	

At the end of this course, the student will demonstrate				
		Civil Engineering Program Objectives		ABET Criteria
1	an ability to identify, formulate, and solve <b>complex</b> engineering problems by applying principles of engineering, science, and mathematics	1, 2, 3, and 4		1
2	an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors	1, 2, 3, and 4		2
3	an ability to communicate effectively with a range of audiences	1, 2, 3, and 4		3
4	an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts	1, 2, 3, and 4		4

**\*Final Report will be graded only once when it is submitted in a final acceptable form.**

**Grades will be given to individual students, not to project or teams. A student's grade will be based on his/her contribution to the project, design quality and performance exhibited by both oral and written report.**

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Class Attendance	10%	10%
2) Detailed Design Plan and Schedule	10%	10%
3) Team Participation	10%	10%
4) Weekly Progress Report	15%	15%
5) Mid-semester Oral Presentation and Report	15%	15%
6) Faculty/Advisor Meeting	10%	10%
7) Final oral Presentation	10%	10%
8) Final Report and Construction drawings	20%	20%
<b>Total:</b>	<b>100%</b>	<b>100%</b>

### Grading Criteria and Conversion:

A = 90 - 100%	D = 60 - 69%
B = 80 - 89%	F = 00 - 59%
C = 70 - 79%	

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

**Detailed Description of Major Assignments:**

Assignment Title or Grade Requirement	Description
Class Attendance	Attendance, including punctuality to all class events. Attendance will be recorded during course.
Project proposal	Details describing a team’s outline for improving and completing the project
Team participation	A student’s level of participation in a team towards project completion will be monitored and graded
Professionalism and ethics	The course is a mirror of what the graduates should expect in profession practice. Professionalism and Ethics refers to timely completion and submission of assignments/requirements, excellence in communication (written and oral), attention to detail, and adherence to all stated guidelines. Professionalism includes class conduct and participation in class activities
Weekly progress reports	Written weekly progress reports submitted to the Instructor
Oral Presentation and Report – <b>Midterm</b>	Mid-semester Oral presentation of project by each student (first comprehensive presentation)
Focus Area Activities/Assignments + Advisor Engagement	Students will be required to meet with a subject matter faculty advisor. Each student must identify the faculty member and demonstrate engagement with the faculty.
Oral Presentation - Final	Final oral presentation (toward the end of the semester).
Final Report***	A Final Project Report is required and will conform to Senior Design Guidelines (to be provided), the Scope of Work, and Deliverables Guidelines (which is part of the Project Scope)

**Course Procedures or Additional Instructor Policies**

Capstone Course Guidelines

- **Attendance** in the class is mandatory and students are expected to report to class on time. Attendance will be recorded at the beginning of class and may be monitored at the end of class as well. Please consult the included **University Class Attendance Policy**.
- **Class Participation:** daily attendance and participation in class discussions are required; attendance to “guest speaker” activities.
- **Outside Class Participation:** Field visits, “short call” late afternoon or evening sessions, weekly team work sessions, pre-scheduled weekend team work; utilization of campus computing/lab resources.
- **Student Initiative:** Personal and team initiative to keep track of project requirements; development of appropriate relationships/contact (physical and electronic) with team members and team leads; starting and completing project tasks on schedule and meeting all deadlines.
- **Leadership:** -Execute leadership roles as need be to complete task, maintain regular correspondence with team members and troubleshoot scenarios with Instructor’s help. Keep track of Deadlines.
- **Professionalism and Ethics:** Professionalism and ethics refers to timely completion and submission of assignments/requirements, excellence in communication (written and oral), attention to detail, and adherence to all guidelines. Professionalism includes class conduct and participation in class activities. This is critical vital for the student’s ultimate success in CVEG 4201
- **Teamwork:** Develop and maintain solid teamwork mindset; show enthusiasm and be positive to changes and deadlines.
- **Communication:** Students must be alert to the needs of the group/team. Timely communication of individual needs to the Team Leader and/or Team Manager, as appropriate, is a critical to team success. This should follow communication protocols discussed in class by the Instructor.
- **Quality Control:** Clear documentation of computer and hand calculations must be practiced. Orderly, clean, crisp, and to-the-point reports, presentation slides, assignments, Bentley MicroStation/Autodesk AutoCAD drawings, are minimum course requirements
- **Data Compatibility:** Each team must use the same version Microsoft software and Bentley MicroStation/Autodesk AutoCAD for data compatibility.
- **Design Work Presentation:** All design work must be completed in accordance to County and TxDOT and/or other applicable standards, codes and guidelines. All design work must be supported by sample hand calculations or Microsoft Excel spreadsheet calculations, and the governing equations and assumptions must be specified or included (and appropriate units must always be specified).
- **Faculty/IAC Presentations:** Three (3) weeks prior to any formal presentations, each project team present a plan for the presentation. The plan must include each student’s responsibility for the preparation of Microsoft PowerPoint (PPT) slides. The compiled PPT slides must be coherent (using the same format) and complete. Informal and formal practice presentation session must be scheduled and strictly attended by each team member. An attendance record should be maintained by each team. For formal practice sessions, the Instructor will work with each team to reserve a

suitable space.

- **Assignments:** Assignments to support ABET Student Outcome requirements will be announced. Specific requirements satisfied and deadlines must be met to receive full credit.
- **Midterm Exam:** Midterm exam will consist of a presentation to the Instructor by each team (and each team member). A written report is required and will differ for each student depending on the student's respective area of concentration.
- **Final Project Report:** A final team report (in acceptable final form) is required for each team. Each student must contribute appropriately to the report. The report must follow the Senior Design Guidelines (to be provided), the Scope of Work, and Deliverables Guidelines (which is part of the Project Scope).

#### General Guidelines

- Student must turn cell phones and other electronic devices off prior to the start of class. They must remain off while class is in session. If a student is expecting an emergency call, the cell phone must be set to "silent mode" and student should exit the classroom to take a call.
- **IF NECESSARY: For online (Zoom) class sessions ALWAYS place your microphone on MUTE and your video OFF during the class unless otherwise instructed.**
- Exam Study guides will be provided for exams and the Final Exam as announced by the Instructor.
- No makeup test(s) will be given. Missed test(s) you will receive zero (0.0) grade. Excused absences will require documentation from the **Dean of Students/Office of Student Conduct**. A written excuse is required via email to the Instructor with proper documentation. It is the student's responsibility to contact the instructor within ONE week to make up any assignments required during any period of an excused absence from class. Failure to sit for and complete the Final Exam (if any) will result in an automatic "F" grade for the course. **A one-time make-up comprehensive make-up exam (if any) will be used to substitute for all excused exams.**
- Late submission of assignments is not professional and will result in loss of points. Please refer to submission requirements and project scope.
- Professionalism includes class conduct and participation in class. Unprofessional classroom behavior will not be tolerated. Students should not hold private conversations in class. All cell phones **MUST** be silenced during class. Disruptive behavior of any kind may result in removal from the classroom or administrative withdrawal from the course.
- For grading/class related appeals (see the PVAMU Undergraduate Catalog)
- Cheating on an assignment will minimally result in a grade of zero (0.0). Other forms of academic dishonesty could result in a grade of "F" for the course AND administrative referral with the maximum penalty recommended. **Please refer to the CEE Policy to Eradicate Cheating.**

### **Use of ChatGPT or Generative Artificial Intelligence (GAI)**

*Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work ~~in~~ in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software. Using these tools without my permission puts your academic integrity at risk.*

*Please see [PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom](#) below.*

### General Course Procedures

#### Assignment Submission

Dates to submit assignments will be provided when it is assigned. **LATE ASSIGNMENTS WILL NOT RECEIVE FULL POINTS!** Submitted homework should be complete, neat, and must meet professional presentation standards.

Use the following format for all of homework submissions:

1. Use **only 8.5" X 11 Engineering paper (not graph paper)** for submitting your homework
2. Always **submit** the Assignment Sheet as the COVER PAGE for each assignment
3. Your homework should have the following on top of the first sheet
  - a) Full name: LAST NAME, First Name
  - b) Course name and section
  - c) Homework number
  - d) Date of submission
4. Show all steps for arriving to the final answer clearly. Include all appropriate sketches/diagrams.
5. Reference all figures, tables, constant values, equations, and conversions used to complete the problem.
6. Include all appropriate units throughout a solution. Points may be deducted for answers without appropriate units.
7. Start each problem on a **NEW PAGE**.
8. Problems should be solved and presented **in the order** assigned.
9. For Lab assignments a detailed set of requirements will be provided for each one. **The instructions must**

be adhered to.

10. Lab Reports must be typed. Sample calculations must be on Engineering Paper (additional guidelines may apply)

**Makeup Policy:**

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See – below - PVAMU guidelines for **”Makeup Work for Legitimate Absences”** and **”Absence Verification Process.”**)

**CEE 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.
- **CALCULATORS:** The calculators allowed for **use in exams is restricted to the latest Fundamentals of Engineering (FE) approved calculators.** For the latest National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Engineering (FE) approved calculators visit [ncees.org](http://ncees.org) or <https://ncees.org/exams/calculator/> (The Instructor may also provide a list.) [This NCEES policy protects the integrity of NCEES exams and has been adopted to do likewise for department’s exams.]

**GENERAL 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) **CLOTHING:** Hoodies are **NOT** Allowed during exams. No headphones (corded or wireless) are **ALLOWED**.
- 4) Calculator covers are **DISALLOWED** during tests and must be placed in students' book bags during exams.
- 5) There shall be **NO SHARING** of resources during the exam
- 6) **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).

Additionally, please see the Section on Academic Misconduct (section below).

**Table: Outcome Measures**

Course	CVEG Objectives				ABET Criterion 3							
	1	2	3	4	1	2	3	4	5	6	7	
CVEG 4201	x	x	x	x	x	x	x	x	x			

x are the outcomes measured for this course

## Civil Engineering Program Outcomes (Student Learning Outcomes) ABET EAC Criterion 3 {[1] - [7] Student Outcomes (SOs)}

- 1) an ability to identify, formulate, and solve **complex** engineering problems by applying principles of engineering, science, and mathematics
- 2) an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
- 3) an ability to communicate effectively with a range of audiences
- 4) an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
- 5) an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
- 6) an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
- 7) an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

### Civil Engineering Program Criteria (2019-2020)

**Curriculum:** *The curriculum must prepare graduates to apply knowledge of mathematics through differential equations, calculus-based physics, chemistry, and at least one additional area of basic science; apply probability and statistics to address uncertainty; analyze and solve problems in at least four technical areas appropriate to civil engineering; conduct experiments in at least two technical areas of civil engineering and analyze and interpret the resulting data; design a system, component, or process in at least two civil engineering contexts; include principles of sustainability in design; explain basic concepts in project management, business, public policy, and leadership; analyze issues in professional ethics; and explain the importance of professional licensure.*

**Faculty:** *The program must demonstrate that faculty teaching courses that are primarily design in content are qualified to teach the subject matter by virtue of professional licensure, or by education and design experience. The program must demonstrate that it is not critically dependent on one individual.*

### **3 REPEAT RULE:**

**Any student in the College of Engineering, who has already taken the course at PVAMU three times (which is the maximum limit), will not be permitted to enroll that same course at PVAMU.**

### Civil Engineering Program Educational Objectives (PEOs)

Graduates from the Civil Engineering program will:

1. Have careers in civil engineering or related fields that lead to increasing levels of responsibility and leadership
2. Obtain professional licensure/certifications
3. Complete graduate studies in civil engineering or related fields
4. Engage in professional development and service

## Mapping of Program Educational Objectives (PEOs) onto Program Outcomes

PEO	Objectives	CVEG Program Outcomes						
	<i>Graduates from the Civil Engineering program will:</i>	<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>	<b>[5]</b>	<b>[6]</b>	<b>[7]</b>
<b>PEO 1</b>	have careers in civil engineering or related fields that lead to increasing levels of responsibility and leadership	X	X	X	X	X	X	X
<b>PEO 2</b>	obtain professional licensure/certifications	X	X					
<b>PEO 3</b>	complete graduate studies in civil engineering or related fields	X	X	X	X		X	X
<b>PEO 4</b>	engage in professional development and service	X	X	X	X		X	X

## Mapping of CE Courses and Student Outcomes [Beginning Fall 2019] Updated Fall 2021

Previous Course No.	New Course No.	Course Title	CE Student Outcomes/SOs						
			[1]	[2]	[3]	[4]	[5]	[6]	[7]
CVEG 1011	CVEG 1101	Introduction to Engineering							
CVEG 1021	CVEG 1102	Introduction to Civil Engineering Lab							I
CVEG 2043	CVEG 2301	Engineering Mechanics I							I
CVEG 2061	CVEG 2101	Materials & Dynamics Lab						I	
CVEG 2063	CVEG 2332	Mechanics of Materials I		I					
CVEG 2073	CVEG 2304	Global Development Issues {CORE}			I	√	I		R
CVEG 2081	CVEG 2102	Surveying & Geospatial Concepts			R			I	
CVEG 3023	CVEG 3300	Geotechnical Engineering		I					
CVEG 3031	CVEG 3100	Concrete & Steel Lab						√	
CVEG 3043	CVEG 3301	Environmental Engineering			R			√	
CVEG 3051	CVEG 3102	Professional Engineering I				√			
CVEG 3053	CVEG 3302	Transportation Engineering			R		√		
CVEG 3063	CVEG 3303	Hydraulics			√		R	√	
CVEG 3073	CVEG 3304	Structural Analysis I	I						√
CVEG 3083	CVEG 3305	Steel Design	√	√	R				
CVEG 4013	CVEG 4300	Reinforced Concrete	R	√					
CVEG 4021	CVEG 4100	Geotech Engineering Design Lab		R					√
CVEG 4043	CVEG 4301	Environmental Engineering Design	√	√	R				
CVEG 4053	CVEG 4302	Transportation Engineering Design	√				√		
CVEG 4063	CVEG 4303	Water Resources Engineering	√	√					I
CVEG 4093	CVEG 4304	Systems Engineering		√					√
CVEG 4472	CVEG 4200	Sr. Design & Professionalism I		√	√	√	√		√
CVEG 4482	CVEG 4201	Sr. Design & Professionalism II	√	√	√	√			

I – means the described outcome is introduced (not measured) but could be monitored.  
 √ - means that the skills described in the program outcome are covered and **measured** in the course.  
 R – means the described outcome is reinforce in the course (not measured) but could be monitored.  
**Additionally**, evidence are to collected to satisfy **CE Program Criteria** covering basic concepts in **Management** (CVEG 3302, 4302, 4200, 4201, 4304), **Business** (CVEG 4304, 4200, 4201), **Public Policy** (CVEG 2304, 4200, 4201), **Professional Ethics** (CVEG 1102, 2304, 3102), Leadership (CVEG 4200, 4201), **Consideration of Sustainability** (CVEG 4301, 4302, 4303), **Importance of Professional Licensure** (CVEG 3102, 4200, 4201).

Note: Courses with a mixture of students from other Programs are intentionally excluded when possible.

### The Assessment Process

Student Learning outcomes are measured using both **direct** and **indirect** measurements. Direct measurement is derived from either designated homework, tests, lab reports project reports or other assignments. Indirect measurement is drawn from end-of-semester Student Opinion Surveys (SOS) and any surveys completed by graduating Seniors. The above listed Student Learning Outcomes (Program Outcomes) are measured and evaluated in specified cycles and an Assessment Report is prepared annually for the purposes of continuously improving the Program's learning outcomes.



## Week

## Meeting Topic

- 1 Introduction  
Plan for Detailed Design of the Project  
Reasons for the Design Option compared to an alternate design choice  
Addressing Sustainability to chosen design system and components
- 2 Project Proposal for the current semester
- 3 Tasks and Responsibility, and Semester Schedule (For Group and members)
- 4 Presentation of Project Scope, Tasks, Schedule for Spring Semester to Faculty
- 5 Design Integration and Concurrent Engineering
- 6 Preparation and Rehearsal for Mid-Term Oral Presentation and Report
- 7 Midterm Presentation
- 8 Oral Presentation Seminar
- 9 Report Writing Seminar
- 10 Spring Semester Project Report (Draft) and Drawings (Draft)
- 11 Report and Drawings Revision and Updating
- 12 Oral Presentation to Industry Advisory Council
- 13 Final Report and Drawings Submission
- 14 Final Presentation to Civil Engineering Faculty and Industry Advisory Council

## 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](mailto: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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto: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](mailto: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, 2<sup>nd</sup> 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](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or [titleixteam@pvamu.edu](mailto: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](mailto:titleixteam@pvamu.edu). Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

## Non-Discrimination Statement

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

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

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

## 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](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto: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](mailto:ciits@pvamu.edu).

## Communication Expectations and Standards

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

## Discussion Requirement

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

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

## COVID-19 Campus Safety Measures

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](https://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.