



## Principles of Microeconomics (ECON 2302) Spring 2024

<b>Instructor:</b>	Dr. Narendra Raj Tiwari		
<b>Section and CRN:</b>	Section Z01 and CRN: 24066		
<b>Office Location:</b>	Virtual Online		
<b>Office Phone:</b>	(936) 261 9209		
<b>Email Address:</b>	nrtiwari@pvamu.edu		
<b>Office Hours:</b>	<p>Asynchronous virtual appointments on Tuesday &amp; Thursdays(11:30a.m. to 2:30p.m).            To schedule virtual office hours on Zoom, please send me an e-mail giving me appropriate time (12hrs ahead) to respond and arrange a time to meet with you.            Please let me know before or after class if you wish see me outside scheduled office hours. Your PVAMU e-mail account is the official medium of communication.  <a href="#">Join Zoom Meeting</a></p>		
<b>Mode of Instruction:</b>	<a href="#">Asynchronous online</a>		
<b>Course Location:</b>	Asynchronous Online Delivery		
<b>Class Days &amp; Times:</b>	<a href="#">Asynchronous online</a>		
<b>Catalog Description:</b>	An introduction to the principles of microeconomics, which include supply and demand analysis, market equilibrium, production costs faced by firms, the production process, as well as the analysis of market structures, such as perfect competition and the monopoly firm.		
<b>Prerequisites:</b>	Pass all sections of THEA		
<b>Co-requisites:</b>	None		
<b>Required Texts:</b>	<p><i>Microeconomics, Brief Edition, McConnell, Brue and Flynn, e/2, McGraw-Hill Irwin, 2013 ISBN: 978-0-07-741620-1 MHID: 0-07-741620-1</i></p> <p>It is imperative that you purchase your text as soon as possible. You will be expected to read the material in the text before the material is presented in class. Furthermore, a percentage of the exam questions you will encounter may come from assigned reading in the text that will NOT be presented in class. If you feel you might benefit from additional materials, such as study guides from other authors, please make an appointment to meet. The COB 'Writing Lab' also has a variety of microeconomic texts and supplements available for your use. I will be happy to take a look at the Center's materials to determine their usefulness, if you wish.</p>		
<b>Recommended Texts:</b>	NA		
<b>Student Learning Outcomes:</b>			
The goal of this course is to expose the student to various critical, ethical, global, political, social, legal/regulatory, environmental, technological, etc. which should enable the student to understand the important contemporary microeconomic policy			
	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome # Alignment</b>	<b>Core Curriculum Outcome # Alignment</b>

1	<b>Think creatively and innovatively evaluate and synthesize information:</b> - Recognize the scope and nature of economics, and understand the difference between micro and macroeconomics. - Understand the laws of demand and supply, the factors that affect demand and supply, and the dynamics of market equilibrium - Understand the characteristics and behavior of firms in perfect competition, monopolistic competition, monopoly and oligopoly - Understand the profit maximizing condition in the short run and long-run equilibrium - Recognize the virtues of perfect competition and shortcomings of imperfect competition - Understand externalities and market failures	Mastery of Content, Communication	CT, PR
2	<b>Communicate effectively by interpreting and expressing ideas through written and visual communication:</b> - Applying the tools of microeconomics to the analysis real-life situations	Communication	COM, EQS
3	<b>Improve empirical and quantitative skills:</b> - manipulation and analysis of numerical data into informed conclusion - Compute various measures of price elasticity - Understand the difference between accounting and economic profit - Compute production and cost concepts (marginal product, average cost, etc.)	Mastery of Content, Communication	CT, EQS
4	<b>Understand social responsibilities:</b> - Social cost of pollution and other “bads.” - Consequences of trade restrictions – etc.	Global Perspective - Ethics	-PR

<b>Major Course Requirements</b>	
<i>This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes :</i>	
<b>Exams</b> – Written tests designed to measure knowledge of presented course material ( <b>Non- collaborative</b> ) Exams will focus on practical applications of concepts discussed in class.	
<b>Homework/Media Analysis</b> – written assignments designed to reinforce theories developed in class ( <b>Some may be team work</b> ). <b>Late Homework Will Not be Accepted.</b>	
<b>Quizzes</b> - Will be taken after each chapter to reinforce key concepts of the chapter	
<b>Classwork</b> – will be taken in class to ensure students understand quantitative aspects the chapters. Teamwork is encouraged during some classwork ( <b>I will inform the class</b> )	
<b>Exercises</b> – written assignments designed to supplement and reinforce course material ( <b>Some will be team work</b> )	
<b>Personal Response Paper</b> – “Taskstream Assignment”	
<b>Class Participation</b> – daily attendance and productive participation in class discussions is encouraged	
<b>*****NOTE: Exams, Quizzes, and Classwork will be a mixture of on-line and in-class assignments</b>	

**Method of Determining Final Course Grade: Grading Matrix**

	Course Grade Requirement	Value	Total
1	Attendance/participation (bonus)	20 points	
2	Quizzes, Class work &Media Analysis (30 minutes each)	200 points	200
3	Homework Assignments	5 x 20 points	100
4	Exam 1	100 points	100
5	Exam 2	100 points	100
6	Exam 3	100 points	100
7	Personal Response Paper on Micro Issues ( <b>Due April 19</b> )	100 points	100
8	Final Exam	100 points	100
	<b>Total:</b>		<b>800</b>

**\*\*Please expect a quiz after each chapter**

### Grading Criteria and Conversion:

Grade	Value	
	Points	Percentages (%)
A	716 – 800 points	90% - 100%
B	636 – 715 points	80% - 89%
C	556 – 635 points	70% - 79%
D	476 – 555 points	60% - 69%
F	475 points or below	0 – 59%

### Detailed Description of Major Assignments:

#### Current Microeconomic Issue– Personal Response

##### Taskstream Assignment:

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

A **personal response paper** is an academic step to learning to state your opinion and back it up with arguments. The paper is generally meant to provide me with a better understanding of how you personally feel about the "Principles of Microeconomics" as a subject. As such, when you write a personal response paper, you will discuss your personal thoughts and feelings on the **current Microeconomic topic(s)**. **Please use concepts and topics that have been covered in class to discuss your chosen current microeconomic issues.** Your **Personal Response Paper** will consist of responses to the **conceptual questions**. Each response should be (minimum) one page or (maximum) of two pages, typewritten, double-spaced, using good grammar and excellent written English. Some questions may require calculation and explanation of your answers.

**Academic Dishonesty Warning:** Students who are caught providing exam answers to another student, or looking at another student's exam, or copying answers from another person on an exam, or discussing an exam with another person (except for me) during the exam period, or receiving aid on the exam from any other person during the exam period, will be given an F grade for the semester and reported to the Management & Marketing Department Head for further actions.

##### Course Procedures

All exams will be given during the scheduled class sessions/times. Exams will consist of both multiple-choice and essay questions. **All known conflicts should therefore be drawn to my attention immediately. Failure to take any exam at the scheduled time may result in a score of zero for that exam. If you have an approved (university accepted) excuse, your final exam score may replace the missed exam score. If you miss an exam and fail to present your excuse the very next time you attend class, your excuse will not be accepted and you will receive a zero.**

**Regardless of attendance, it is ultimately your responsibility to be aware of all announcements made in class on posted on canvas and materials discussed in class. You are responsible for the materials posted.**

If there should be extra-credit assignments during the course of the semester, they must be turned in at the beginning of class on the day they are due. If you are absent, you **cannot** make up extra-credit assignments. Turning in extra-credit assignments early is always acceptable.

**Your final class grade is your FINAL grade. I do not curve your final class grade. If your final class grade is 79.4%, you will receive a C for the semester. Do not waste your time or mine by asking me what you can do to make a better grade at the end of the term. I do not assign extra credit to individual students. However, if you suspect that I have made a clerical error in calculating and/or recording your final grade, please feel free to bring this to my attention as soon as possible and I will gladly recalculate your grade.**

- You must pass  $\geq (70)$  at least one exam to receive a passing grade in the course.
- Grading is usually a major area of concern for students. I am here to help you learn economics. Remember, I love economics and want to share that passion with you. I get no satisfaction from trying to fail students or lower their GPAs. However, that does not mean I accept **mediocre work or reward irresponsibility**. If you are having trouble, **do not wait until near the end of the semester to let me know!** At that point, there is little either of us can do to rescue your grade (I will not assign extra credit). Call, email, drop by my office, do something to let me help you! As soon as possible!

## Exam Dates for Spring 2024

Exam 1	Thursday	Feb 16
Exam 2	Tuesday	March 21
Exam 3	Tuesday	April 11
Final	TBA	TBA (Final Exam Schedule)

These exam dates are tentative and subject to change. Sufficient prior notice will be given for any changes to this exam schedule.

### Additional Information:

1. Excessive chatting amongst students during lecture is disruptive to your fellow classmates who are here to learn and is not acceptable.
2. Children, other family members and/or friends are not permitted in the classroom.
3. **I will not spend time during office hours covering material missed due to absence.**

**\*\*\*Please make a sincere effort to uphold the dignity of the classroom, the College, and the University**

## Semester Calendar: Weekly Course Calendar and Learning Objectives (subject to change)

Week	Topics	Core Learning
1	Introduction and Syllabus <b>Ch. 1 Limits, Alternatives, and Choices (part 1)</b>	Critical Thinking
2	<b>Appendix Ch. 1: Graphing</b> <i>After completing this chapter, students should be able to:</i> - Explain key economic concepts, such as scarcity, opportunity cost, factors of production, macro vs. micro, etc. - Calculate slope and interpret graphical relationships. <b>Ch. 2 The Market System and the Circular Flow (part 1)</b>	Critical Thinking, Empirical and Quantitative Skills
3 & 4	<b>Ch. 2 The Market System and the Circular Flow (part 2)</b> <i>After completing this chapter, students should be able to:</i> - Analyze the differences between capitalism and socialism. - Explain different allocation systems and how the market allocation system works. <b>Exam 1 Chapter 1, Appendix Ch. 1, Chapter 2</b>	Critical Thinking
5	Review of quizzes and homework for Exam 1 <b>Ch. 3 Demand, Supply and Market Equilibrium (part 1)</b>	Critical Thinking, Communication
6	<b>Ch. 3 Demand, Supply and Market Equilibrium (part 1)</b> <i>After completing this chapter, students should be able to:</i> - Define demand, supply, law of demand, and law of supply -- Analyze the free market equilibrium price and quantity - Work with supply and demand graphs to predict changes in market equilibriums.	Critical Thinking, Communication
7	<b>Ch. 4 Elasticity of Demand and Supply</b> <i>After completing this chapter, students should be able to:</i> - Compute various measures of price elasticity - Understand the determinants of price elasticity of demand - Understand the relationship between price elasticity of demand and total revenue.	Critical Thinking, Communication, Empirical and Quantitative Skills

8	<p><b>Ch. 5 Public Goods and Externalities</b>  <i>After completing this chapter, students should be able to:</i></p> <ul style="list-style-type: none"> <li>- Understand market failures (externalities and the provision of public goods) and their remedies (i.e., pollution control)</li> </ul> <p>Review of homework and quizzes for Exam 2  <b>Exam 2: Chapters 3, 4 and 5</b></p>	Critical Thinking, Social Responsibility
9	<p>Review Exam 2  <b>Ch. 6 Businesses and their Costs (part 1&amp;2)</b>  <i>After completing this chapter, students should be able to:</i></p> <ul style="list-style-type: none"> <li>- Understand the Law of Diminishing Marginal Returns</li> <li>- Understand production concepts, such as total product, average product and marginal product</li> <li>- Distinguish between accounting and economic profit</li> <li>- Distinguish between the short run and the long run</li> <li>- Understand numerous cost concepts, such as variable costs, average costs, marginal costs, etc.</li> </ul>	Critical Thinking, Empirical and Quantitative Skills
10	<p><b>Ch. 7 Pure Competition (part 2)</b>  <i>After completing this chapter, students should be able to:</i></p> <ul style="list-style-type: none"> <li>- The names and main characteristics of the four basic market models</li> <li>- The conditions required for purely competitive markets</li> <li>- How purely competitive firms maximize profits or minimize losses</li> <li>- Why the marginal-cost curve and supply curve of competitive firms are identical</li> <li>- How industry entry and exit produce economic efficiency</li> <li>- The difference between constant-cost, increasing-cost, and decreasing-costs industries</li> </ul>	Critical Thinking, Empirical and Quantitative Skills
11	<p><b>Ch. 8 Pure Monopoly</b>  <i>After completing this chapter, students should be able to:</i></p> <ul style="list-style-type: none"> <li>- Understand the characteristics and behavior of monopoly firms</li> <li>- Recognize the virtues of perfect competition and the shortcomings of imperfect competition</li> </ul> <p>Review homework and quizzes for Exam 3</p>	Critical Thinking
12	<p><b>Exam 3 Chapters 6, 7 and 8</b>  Review Exam 3</p> <p><b>Class Paper – Due (April 19) (Upload Copy and on TaskStream)</b></p> <p><b>Ch. 9 Monopolistic Competition and Oligopoly</b>  <i>After completing this chapter, students should be able to:</i></p> <ul style="list-style-type: none"> <li>- Understand the characteristics and behavior of monopolistically competitive firms.</li> <li>- Understand the characteristics and behavior of oligopoly firms.</li> </ul>	Critical Thinking, Social Responsibility
13	<p><b>Ch. 10. Wage Determination</b>  <i>After completing this chapter, students should be able to:</i></p> <ul style="list-style-type: none"> <li>-Describe a purely competitive labor market.</li> <li>-Explain the concept of derived demand as it applies to labor demand.</li> <li>-Determine the marginal revenue product schedule for an input when given appropriate data.</li> <li>-State the principle employed by a profit-maximizing firm in determining how much of a resource it will employ.</li> <li>-Apply the <math>MRP = MRC</math> principle to find the quantity of a resource a firm will employ when given the necessary data.</li> <li>-Explain why the MRP schedule of a resource is the firm’s demand schedule for the resource in a purely competitive product market.</li> <li>-List the determinants of demand for a resource and explain how a change in each of the determinants would affect the demand for the resource</li> </ul>	Critical Thinking,

14	<p><b>Ch. 13 International Trade and Exchange Rates</b>  <i>After completing this chapter, students should be able to:</i></p> <ul style="list-style-type: none"> <li>- Understand the arguments for and against free trade and trade restrictions</li> <li>- discuss foreign currencies and international exchange rates</li> <li>- understand forms and economic impacts of trade barriers</li> <li>- explain how U.S. firms are competing in an increasingly competitive global economy</li> </ul>	
15	<b>Course Review</b>	
16	<p><b>Final Exam</b>  Comprehensive Final Exam (please see final exam schedule Spring 2024)</p>	

**Missed midterm exam:** Because excused absences sometimes occur, a student who misses 1 midterm exam will have the missed exam score replaced by the final exam percentage score. A student who misses a second and/or third midterm exam will receive a zero score for the exam(s). There are no exceptions to this rule.

**Missed final exam:** A student who misses the final exam will receive a zero score, except in extremely rare cases of documented dire personal need, in which case the student may qualify to receive an “incomplete” grade for the semester.

***What if I have another University-sanctioned event the day of the exam?***

*You must notify me via email at least two weeks before the exam. I may ask for documentation. A conflict exam will be offered. A fraternity or sorority event is not considered an official University event.*

***What if I have some other event the day of the exam, like concert tickets, a plane ticket or a Greek event?***

*Take a different instructor this semester or take this class another semester. You WILL NOT be allowed to take the exam at another time.*

***What if I become ill or an emergency occurs the day of the exam?***

*Notify me as soon as possible, with official documentation. The exam will be waived and the weight will be added to the final.*

***What if I accidentally or on purpose miss the exam?***

*You will get a 0 on the exam and this score cannot be replaced by a high grade on the final.*

**Self-Discipline:** It is important to adhere to the course schedule and not fall behind on reading or practice problems. You should devote 6-12 hours per week on this course, attending class, reading the assigned textbook chapters/handouts, doing practice problems, doing unassigned problems from the textbook for your own use, doing practice exams, and taking exams. If you fail to devote 6-12 hours per week on these things then you should not be surprised to receive a D or an F for your semester grade.

**Need some help with studying and learning? Besides me, you can contact:**

**Mrs. Carolyn S. Davis**

**936-261-9237**

**[csdavis@pvamu.edu](mailto:csdavis@pvamu.edu)**

**Assistant Dean, Recruitment & Academic Enhancement**

## **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](http://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](mailto: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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://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, 2<sup>nd</sup> 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](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 at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://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](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**

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](mailto:studentconduct@pvamu.edu).