



**PRAIRIE VIEW  
A&M UNIVERSITY**

# SYLLABUS

**International Trade (ECON 4399)**  
**Int'l Econ & Global Entrepreneurship in South Africa**  
**SPRING 2024**

<b>Instructor:</b>	Gbenga Ojumu, PhD.
<b>Section and CRN:</b>	Section P01 - CRN: 2420-25678
<b>Office Location:</b>	<b>Agriculture and Business Bldg. RM 359</b>
<b>Office Phone:</b>	(936) 261 9209
<b>Email Address:</b>	oaojumu@pvamu.edu
<b>Office Hours:</b>	<p><b>9:30 a.m. -11:00a.m. and 12:30 p.m. -2:00p.m. In person office hours on Tue. &amp; Thurs.</b>  <b>11a.m. – 1p.m. Virtual hours on Wednesdays.</b></p> <p>- 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.          - Your PVAMU e-mail account is the official medium of communication.</p> <p><b>Office Zoom Meeting:</b>  <a href="https://pypanther.zoom.us/j/94903683577?pwd=dTJTVHJ0bTN3YmhoUXlMZWU1jZl1JVdz09">https://pypanther.zoom.us/j/94903683577?pwd=dTJTVHJ0bTN3YmhoUXlMZWU1jZl1JVdz09</a>  <b>Meeting ID: 949 0368 3577      Passcode: 277681</b></p>
<b>Mode of Instruction:</b>	<b>Face to Face and Hybrid</b>
<b>Course Location:</b>	<b>Canvas - Internet</b>
<b>Class Days &amp; Times:</b>	<b>Tuesdays: 6:30pm - 9:20pm</b>
<b>Catalog Description:</b>	<p><b>Reading, research, and/or field work on selected topics : Focus will be on the practices of foreign trade with special emphasis on international economic relations. Analysis of foreign exchange, balance of payments, foreign investment, tariff history and policy, and currency problems.</b></p> <p><b>We will focus on Int'l Econ &amp; Global Entrepreneurship in South Africa</b></p>
<b>Overview</b>	<p>The course develops a systematic understanding of e various economic connections between countries, and the global economics system– trade, investment and finance. Theory will be applied to international economic events, issues and trends. It seeks to explain the flows of goods, money and people between United States and South Africa;</p> <p>This course provides the flexibility of presenting a variety of contemporary topics of interest in entrepreneurship. The ever evolving business environment will present new entrepreneurial opportunities to serve customer needs, involving a variety of goods and services. Topics addressed in this course will vary depending upon student interest and the needs of the market.</p> <p>In this class, we take a deep dive into these and many other questions that will help you better understand the intersection of economics, innovation, and entrepreneurship. This class is for students with an interest in how entrepreneurs and innovative businesses have been a critical part of global economic change.</p> <p>Readings are sourced from multiple sites and listed in the course calendar below. Readings are selected journal articles and working papers. Required readings and supplementary materials (PPT slides, videos, and podcast links) are available on e-courses PowerPoints and materials will be uploaded on e-courses as</p>

	needed. Communication regarding class matters (information updates, announcements, etc.) will primarily occur through Canvas.
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<b>Prerequisites:</b>	<b>Prerequisites: (ECON 2302 or ECON 2113) and (ECON 2301 or ECON 2123).</b>
<b>Co-requisites:</b>	<b>None</b>

<b>Required Texts:</b>	<p>Classes are typically active and engaging (Be prepared to contribute). <b>Actively contribute to group discussions.</b> While some lecture is important, especially for more difficult concepts, classes will often involve student collaborations, economics-based activities, game play, and other forms of interactive critical analysis of economics issues. Bring your iPad or laptop to class every day.</p> <p>The class will be run as a seminar class. You are expected to have done any assigned video and/or readings and come prepared to discuss them in class. To this end, we will have discussion questions prior to many of the classes, and you will be expected to answer the questions in a 2-3 page paper based on the readings for each week. You are to turn in the paper at the beginning of class. The primary grading criterion is whether your paper demonstrates that you have read and digested the readings assigned.</p>
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<b>Recommended Texts:</b>	<b><i>Macroeconomics, Brief Edition, McConnell, Brue and Flynn, e/2, McGraw-Hill, ISBN: 9780077416409</i></b> (Older edition is also acceptable). Power-point lecture notes will be posted on <i>CANVAS</i> .
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**Student Learning Outcomes:**

This course will stimulate an intellectual interest in extending the frontiers of our knowledge of international economics related issues and provide a strong background for understanding the main issues related to international trade. We will study basic questions such as: What determines the direction and nature of trade flows? What are the consequences of international trade for national and global income distribution? How do countries gain or lose from trade? How does trade impact economic development? What effects are likely to arise from tariffs and other policy measures?

	<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	<p><b>Think creatively and innovatively evaluate and synthesize information:</b></p> <ul style="list-style-type: none"> <li>- Understand and critically evaluate the interrelationship between the three main areas of international economic activity - trade, finance and investment</li> <li>- Gain a good working knowledge of the international economic environment and recognize the linkages between political, diplomatic and financial developments and their impact on international trade.</li> <li>- Apply the various theoretical aspects of the principles of economics in an international context</li> </ul> <p>Gain a good working knowledge of the operations and key issues surrounding cross-border movements of labor and capital, the size and direction of trade flows, and the global economic institutions.</p> <p>-</p>	Mastery of Content, Communication	CT, PR
2	<p><b>Communicate effectively by interpreting and expressing ideas through written and visual communication:</b></p> <ul style="list-style-type: none"> <li>- Articulate cogent, coherent arguments supported by facts and figures</li> <li>- Use inductive and deductive reasoning and lateral and critical thinking to solve problems.</li> <li>- Persuasively argue a position on a policy question concerning international economic</li> <li>- Critically assess and interpret contemporary and emergent global issues</li> </ul>	Communication	COM, EQS
3	<p><b>Improve empirical and quantitative skills:</b></p> <ul style="list-style-type: none"> <li>-Apply the acquired knowledge to the analysis in relation to a selected country</li> <li>-Know the basics of exchange rates and how they affect economic agents and government policy.</li> <li>-Measurements of trade; protectionism vs. free trade and regional economic integration</li> </ul>	Mastery of Content, Communication	CT, EQS

	- The markets for currencies and exchange rates (fixed vs. flexible), and balance of payments		
<b>4</b>	<b>Understand social responsibilities:</b> -Provide policy solutions to economic problems by integrating relevant theory with empirical evidence and historical knowledge - Work in pairs and groups, building team management and delegation skills.	Global Perspective - Ethics	- PR

**Major Course Requirements**

**This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes:**

**Exams** – written tests designed to measure knowledge of presented course material (**Non- collaborative**)  
Exams will focus on practical applications of concepts discussed in class.

**Homework/Media Analysis** – written assignments designed to reinforce theories developed in class (Some may be team work).

**Late homework will not be accepted.**

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

**Classwork** – Review and criticisms of innovative ideas, Entrepreneurial Successes and Failures

**Exercises** – written assignments designed to supplement and reinforce course material (Some will be team work)

**Class Participation** – daily attendance and productive participation in class discussions is encouraged

**\*\*\*\*\* A grade of zero will be assigned for any form of academic dishonesty**  
**\*\*\*\*\*NOTE: Exams, Quizzes, and Classwork will be a mixture of on-line and in-class assignments**

All course-related announcements, student version of lecture slides, reading assignments, practice problems for exams, answers to exams, grades and other resources will be posted on the canvas.  
The Chat room questions on canvas are excellent place to post and discuss questions.  
I strongly recommend that you use the notes and textbook. The PowerPoint is not a substitute for reading the book. To get the most from this course you should use both PPT and read the designated chapters.

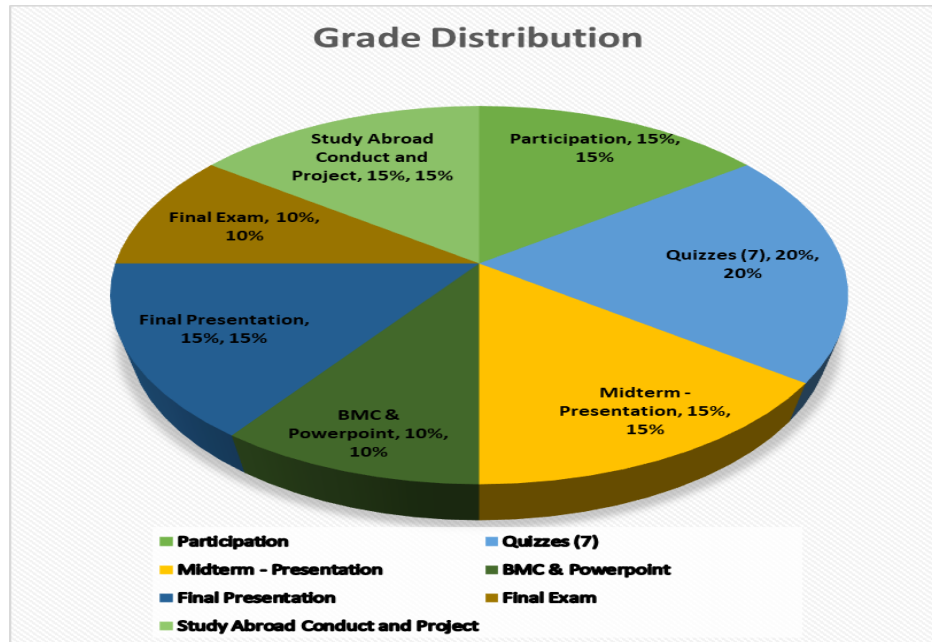
**Method of Determining Final Course Grade: Grading Matrix**

	Course Grade Requirement	Value	Total
1	Attendance/participation (bonus)	20 points	
2	Quizzes, media analysis, and class work	150 points	150
3	Homework Assignments including Media discussion	5 x 20 points	100
4	Exam 1	100 points	100
5	Exam 2	100 points	100
6	Study Abroad Participation and conducts	100 points	100
7	BMC Project	150 points	150
8	Final Exam ( 2 hours)	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:**

**Global Entrepreneurship - MACROECONOMIC PAPER**

As a Term Project, students will prepare a short summary of an international economic subject of their own interest. Possible subjects include Brexit, Trade war with China, NAFTA/USMCA, Greece relationship with the Euro zone, Argentina Pesos crisis, Venezuela melt-down, Plaza accords and Japanese protectionism, Global supply chain in the age of Coronavirus, etc. To the extent applicable, tie your summary to an economic theory or concept(s) learned during the course. The typewritten summary should be double spaced and at least 4 pages in length, excluding sources, title paper, and using APA style. Let me know your choice by the end of second week. This term project which will be due before or on July 31<sup>st</sup> via Canvas “Turnitin”.

**Business Plan Project with BMC**

The Business Plan Project consists of writing presentation components. Writing a business plan allow students the opportunity to gain an in-depth understanding of a particular business. This can a fun experience as you attempt to enlightenment about important business economic concepts. A properly written business plan can lay a strong foundation for future business success.

To maximize your enjoyment, choose businesses wisely. Individual students complete this assignment or teams of two students can be formed.

**Presentations:**

In class (before departure) and at the COB seminar (upon arrival) to and from SA.

Presentations help to refine students' oral communication skills, which is paramount within the 21<sup>st</sup> century workplace. Presentations will occur on the dates set on the course calendar. Each individual/team will have allocated time to cover their presentation items.

Students should try to effectively deliver their presentations and engage with the audience. Delivery is a measurement of communication skills and the ability to effectively convey information. The ability to engage is a measurement of students' ability to engage the audience and to ensure that the audience is understanding the presented informative material.

**Entrepreneur Interview Project**

This project will provide students with an applied experience to better understand the linkages between economics and entrepreneurship. It is also an opportunity for students to increase their global networks by interacting with a foreign entrepreneur.

Students who are traveling to South Africa (SA) will conduct an online video interview with a SA entrepreneur who is operating an official business in South Africa. Non-traveling students can conduct an interview with a US-based entrepreneur. Your interviewee should have primary responsibility for their business.

The complete guidelines will be provided a separate handout.

**\*\*Please note the following:**

- the COB Seminal Presentation is required before your grades will be posted
- Professional conduct in SA will impact your class grade
- Presentation must address every aspect of the BMC.

In addition to newspapers, magazines, institutional websites note that at least two of your sources must be from scholarly articles that have been published.

**Avoid Plagiarism:** Plagiarism is the presentation of someone else's ideas, words, or artistic, scientific, or technical work as one's own creation. Using the ideas or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations require citations to the original source. It is the student's responsibility to recognize the difference between statements that are common knowledge (which do not require documentation) and restatements of the ideas of others. Paraphrase, summary and direct quotations are acceptable forms of restatement, as long as the source are cited. Cut and paste from the internet are particularly an issue.

**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 in class during the regularly scheduled class sessions. The time and date of the final exam will be announced as soon as the University has made that information available. Bring a simple calculator to each exam. **The use of programmable calculators and/or the calculator function on cellular phones is not permitted during exams. Please bring your student ID to each exam.** You may be asked to show it before you turn in the exam. **There will be no make-up exams.** Exams will consist of both multiple-choice and essay questions. The multiple-choice questions will be similar to the online practice quizzes available at the following URL address: <http://highered.mcgraw-hill.com/sites/>. It is highly recommended that you review these online practice quizzes on a regular basis.

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. You may not leave the classroom during an exam! If you are tardy for an exam, you will not be seated for that exam if a student has completed the exam and has left the classroom, and you will receive a zero.

Rolls will be taken at the beginning of every class period. In general, excessive absences, excused or unexcused, will affect your grade. Absences are accumulated beginning with the first day you are officially registered in this class. **Only unexcused absences will reduce your attendance (bonus) grade. Ten(5) points will be deducted from the attendance points for every unexcused absence and for coming late or leaving the class before end of period.** You must provide a University accepted excuse to have your absence excused. This written excuse must be presented on the very first day you return to class after an absence. Late excuses will **not** be accepted.

**ATTENTION:** The classroom door will be **closed** and **locked** five minutes from the time class starts. There is five minutes “grace period.” If you arrive after the classroom door is **locked**, you have missed your opportunity to attend the class, and you will lose four attendance points. Do not knock, pound, or kick the door, or in any way attempt to gain attention or entry into the classroom. You will **not** be admitted if you are late for the class.

**Regardless of attendance, it is ultimately your responsibility to be aware of all announcements made in class on posted on eCourse and materials discussed in class. You are responsible for getting notes covering missed material; I am NOT a source of notes. Furthermore, leaving class before class is dismissed is not acceptable. If you have a legitimate reason for leaving class early, please bring it to my attention prior to the start of that day’s lecture.**

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.**

• 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 doesn’t mean I accept “**shoddy 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	Monday	
Exam 2	Monday	
Exam 3	Monday	
Final	Monday	April (Final Exam)

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

#### Additional Information:

- Cell phone use (including texting) is not permitted during the class period.** You are not permitted to accept or make calls during class. You are not permitted to check your texts, sending texts, checking voicemail, etc., during class. You will not be allowed to use cell phones during exams even as calculators. Please turn off your cell phone as you enter the classroom. Do NOT text or make or answer calls while the class is in session.
- Excessive chatting amongst students during lecture is disruptive to your fellow classmates who are here to learn and is not acceptable.
- Children, other family members and/or friends are not permitted in the classroom.
- Frequent late arrivals and early departures will not be tolerated.
- Slamming the door behind you is strictly prohibited.
- I will not spend time during office hours covering material missed due to absence.**
- Do Not Cheat!! Be adequately prepared for quizzes and exams.**

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 when necessary)

Week	CHAPTER	Topic
<b>1</b>	<b>SYLLABUS</b>	<b>Course overview</b>
	Ch. 1	Limits, Alternatives, and Choices
	Ch. 1	Appendix: Graphs and Their Meaning
	<b>Quiz # 1</b>	
	Ch. 2	The Market System and the Circular Flow
	<b>Exam 1 –</b>	<b>CHPT 1&amp;2</b>
<b>2</b>	Ch. 3	Demand, Supply, and Market Equilibrium
	Ch 4	U.S. Economy: Private and Public Sectors
	Ch 5	Introduction to Macroeconomics
	<b>Quiz 2 /Class Work</b>	
	Ch 6	GDP and Economic Growth
	<b>Exam #2</b>	<b>Ch. 3, 4, 5, 6</b>
	<b>Quiz 3/Class wrk</b>	<b>Ch. 6</b>
<b>3</b>	Ch 7	Business Cycles, Unemployment, and Inflation
	Ch 8	Aggregate Demand and Aggregate Supply
	<b>Quiz #4/ ClassWrk</b>	
<b>4</b>	Ch. 9	Fiscal Policy, Deficits, and Debt
	Ch. 11	Interest Rates and Monetary Policy
	<b>Quiz/ Classwork/Exam #3</b>	
<b>5</b>	Ch. 12	International Trade and Exchange Rates
	Ch. 13	Balance of Payments and Exchange Rates
	<b>Final Exam</b>	<b>University Calendar</b>
		<b>***** We will have quizzes after each chapter.</b>



**Missed exam:** Because excused absences sometimes occur, a student who misses 1 exam may have the missed exam score replaced by the final exam percentage score. **A student who misses exam(s) without official excuse 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.

**Lowest midterm exam score replaced by final exam percentage score:** Because legitimate circumstances can result in a low midterm score for a student, each student who completes all three exams during the semester **MAY** (depends on the circumstance) have the lowest midterm exam score replaced by the final exam percentage score (if the final exam percentage score is higher than the lowest midterm exam score).

***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**

**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.
6. Use of AI for essays or other assignments

### **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)

### **Student Academic Appeals Process**

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