SYLLABUS

ELEG 7602 DOCTORAL RESEARCH II
SPRING 2024

General Course Information

Information Item	Information
Instructor:	Prof. Cajetan M. Akujuobi, Ph.D., P.E., MBA, F.I.A.A.M.
Section # and CRN:	Section#: CRN: 24890
Office Location:	RM 123, Gilchrist Engineering Building
Office Phone:	936-261-9991
Email Address:	cmakujuobi@pvamu.edu
Office Hours:	10AM – 12Noon; MW & 1PM – 2 PM; MW
Mode of Instruction:	Face-to-Face
Course Location:	New Electrical Engineering Building (NEEB) RM. 215
Class Days & Times:	Saturday 8:00 AM – 2:20 PM
Catalog Description:	**ELEG 7602 Doctoral Research II (6-0) Credit 6 semester hours.** This is the second doctoral research study course for an advanced doctoral student to expand, develop and implement a doctoral research project with a faculty mentor. A student reports research results in a research paper and an oral presentation at the end of the semester. Overview of relevant literature related to the assigned research topic. Prerequisites: ELEG 7601 Doctoral Research 1.
Prerequisites:	Graduate Standing
Co-requisites:	N/A
Required Text(s):	No textbook. Students must perform a literature search and be assigned state-of-the-art research-relevant papers. Tutorial papers will be distributed as needed.
Recommended Text(s):	**Additional References:** 1. Professor's Notes and Handouts 2. Literature Review of Recent Relevant Topics

General Course Information Table

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
(1) To have gained advanced knowledge of reviewing relevant literature related to a research topic.		
(2) Summarizing relevant literature in the student's own words.		
(3) Be able to conduct research with limited supervision.		
(4) Be able to publish results of data obtained from research.		
(5) Learn to work in a team environment in the lab.		
(6) Be able to learn how to conduct research independently.		

Goals/Objectives

The goals and objectives of this course are to help students in the following ways:

This course begins with an advanced overview of the literature review of the most recent relevant topics related to the assigned research topic. The doctoral research student is expected to build upon research experiences gained from ELEG 7601 Doctoral Research 1. The student continues expanding, developing, and implementing a doctoral research project with a faculty mentor. The student reports research results in a research paper and an oral presentation at the end of the semester.

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
EXAM 1	Research Paper 1	100
EXAM 2	Successfully finishing a project related to the student's research topic	100
EXAM 3	Submitting a Research paper and draft of a Doctoral Research Proposal	200
Overall total		400
Final Grade	**(400)/4 = 100 points = A**	

Course Grade Requirement Table

Grading Criteria and Conversion:
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Sources of Information	Using your selected topic and resources available in the library and online, list ten or more Journals and books with information on the topic. You should have at least three journals or books, but the total must be 10. For the books, follow IEEE Referencing Style covered in class. Submit your list for the next class.
2. Literature Review	☐ Write a Literature Review (LR) on your selected topic. It should be single-spaced, between a page and two pages. ☐ You must include References (follow IEEE Style) and refer to at least ten papers. No page limit on References. Submit your LR in the next class. ☐ Your work should consist of Title, LR, and References.
3. Peer Review	Peer review the paper you are given in class. Mention what is good and not good about the paper. Make a final recommendation as to whether the paper should be accepted, acceptable with revisions, or rejected. Submit your comments and recommendation for the next class.
4 Research	☐ Based on your selected topic, write your report and prepare for class presentation (10-15 minutes).

	☐ Your final report is due when you make your oral presentation in class. It must have Abstract, Introduction, Conclusion, References, etc. ☐ Your report should be double spacing and between 5 to 10 pages long. ☐ It must have at least ten references and two figures. ☐ Follow the style of the paper I asked you to review. ☐ The figures may be taken from your papers. Alternatively, go to Google and type: Images on <u>Topic.</u> ☐ It will give you several images/figures related to your topic. ☐ After your report is graded, you must submit it to Taskstream.
5. Prepare Preparation	☐ ***Prepare your paper according to the outline below:*** ☐ Title ☐ List of authors and their affiliations ☐ Abstract ☐ Introduction ☐ Body ☐ Conclusion ☐ Acknowledgments (optional) ☐ References ☐ Appendices (optional)
6. Technical Oral Presentation	Presentation of project and doctoral draft proposal using PowerPoint slides.

Detailed Description of Major Assignments Table

Course Procedures or Additional Instructor Policies

Assignments:

Homework and design problems will be assigned to complement each unit of instruction. Students will be required to turn in or demonstrate each assignment. Homework has to be handed in one week from the date that it is assigned. Late homework will NOT be accepted unless for acceptable reasons (as defined by University policy).

Project:

There will be one assigned project. The project will help the students to absorb the lectures through an interactive approach. It will include a literature search, a literature review, and a presentation. Students are required to hand in the project report.

Academic Dishonesty:

Cheating or plagiarism on assignments or exams will not be tolerated. Proven cases of ethical violations will result in a zero for the assignment/exam and the possibility of further disciplinary actions in accordance with university policies.

Class Attendance:

PVAMU requires regular class attendance. Attending all classes supports the full academic development of each student. Excessive absenteeism may result in a student's course grade being reduced to "F." Accumulation of one week of unexcused absences constitutes excessive absenteeism.

Students with Disabilities:

Students with disabilities, who believe they need an adjustment in this class, are encouraged to contact the Office of Disability Services at (936)857-2610/2620 as soon as possible. Once you have received a letter of adjustment from the office, kindly make an appointment with me to discuss appropriate adjustments for this class.

Please turn off your cell phones when you are in class

<u>**Note:**</u>

1. *STUDENTS ARE RESPONSIBLE FOR ALL THE MATERIALS COVERED IN CLASS, HOMEWORK ASSIGNMENTS AND POP QUIZZES. STUDENTS MAY DISCUSS HOMEWORKS OR PROJECTS, BUT COPYING IS NOT ALLOWED. ASSIGNMENTS ARE DUE AT THE BEGINNING OF CLASS ON THE ANNOUNCED DUE DATES. NO LATE HOMEWORK OR PROJECTS WILL BE ACCEPTED. THERE WILL BE NO MAKE-UP EXAMS. EXAMINATION TIMES WILL BE ANNOUNCED ONE WEEK BEFORE THE EXAM. A STUDENT CHEATING WILL BE GIVEN AN AUTOMATIC ZERO FOR THE EXAM. ALL EXAMS ARE AS STATED IN THE SYLLABUS. ALL MATERIALS IN THE RELEVANT CHAPTERS OF THE TEXT OR PRESENTED IN THE CLASS NOTES WILL BE CONSIDERED FOR INCLUSION IN THE EXAMS. STUDENTS ARE EXPECTED TO ADHERE TO THE UNIVERSITY ATTENDANCE POLICY.*
2. *EVERY WORK TURNED IN MUST BE ACCOMPLAINED WITH A PLAGIARISM CHECK WITH SIMILARITY INDEX OF EQUAL TO OR LESS THAN 5%*
3. **For your Plagiarism Check, use "TURN-IT-IN", NOT "Grammarly".**
4. Students can go to the following URL: https://mydesktop.pvamu.edu and download MATLAB to their laptops.
5. Most of the other apps are inside the COE Windows 10 icon.

Semester Calendar

Modules	Topic	Due Date
Module 1: **[Week 1, Spring 2024]**	Course Introduction Information Sources Based on Major Research Topic of Interest	[Monday after Week 1]
Module 2: **[Week 2, Spring 2024]**	Conducting Research based on Major Research Topic of Interest	[Monday after Week 2]
Module 3: [Week 3, **Spring 2024]**	Review literature based on Major Research Topic of Interest	[Monday after Week 3]
Module 4: [Week 4, **Spring 2024**]	Presentation based on Major Research Topic of Interest	[Monday after Week 4]
Module 5: [Week 5, **Spring 2024**]	Presentation based on Major Research Topic of Interest	[Monday after Week 5]
Module 6: [Week 6, **Spring 2024**]	Research Topic of Interest	[Monday after Week 6]
Module 7: [Week 7, **Spring 2024**]	Peer Review Process based on Major Research Topic of Interest	[Monday after Week 7]
Module 8: [Week 8, **Spring 2024**]	Midterm Exam Fall Break	[Monday after Week 8]
Module 9: [Week 9, **Spring 2024**]	Presentation based on Major Research Topic of Interest	[Monday after Week 9]
Module 10: [Week 10, **Spring 2024**]	Research-based on Major Research Topic of Interest	[Monday after Week 10]
Module 11: [Week 11, **Spring 2024**]	. Presentation based on Major Research Topic of Interest	[Monday after Week 11]
Module 12: [Week 12, **Spring 2024**]	Presentation based on Major Research Topic of Interest	[Monday after Week 12]
Module 13: [Week 13, **Spring 2024**]	Executive Summary Lecture based on Major Research Topic of Interest	[Monday after Week 13]
Module 14: [Week 14, **Spring 2024**]	Project Report based on Major Research Topic of Interest	[Monday after Week 14]
Module 15:	Project Presentation based on Major Research Topic of Interest	[Monday after Week 15]

Modules	Topic	Due Date
[Week 15, **Spring 2024**] Final Exam Week		
Module 16:	Commencement	N/A

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 promote lifelong learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Library Website Phone: 936-261-1500

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

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

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer to 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 State of Texas licenses the staff and assists students dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Health & Counseling Center Website

Office of Testing Services

The Office of Testing Services facilitates and protects 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. 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 before the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the OTS – Proctoring Service website. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Testing Website

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. 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 accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services is 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, a computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Disability Services Website

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

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

Center for Careers & Professional Development

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

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

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

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

substance of their original work with the results of using such GAI tools. This clearly violates the University's Administrative Guidelines on Academic Integrity and its underlying academic values.

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

Sexual Misconduct
Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect free from sexual misconduct, discrimination, and violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found on 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 Title IX of the Education Amendments of 1972, among other statutes. 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, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement
Prairie View A&M University does not discriminate based on 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 free of bias, discrimination, and harassment. If you experience 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, some individuals can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies. He can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

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

Makeup Work for Legitimate Absences
Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-

sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the Online Reporting Forms to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process

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

Technical Considerations

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

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

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

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

Students should go to [Password Reset Tool](#) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

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

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the course's readings, lectures, materials, and other aspects 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.

Students are strongly suggested to 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 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.
- Students will no longer require mandatory self-reporting. 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 [timely care](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester at [timelycare.com/pvamu](#).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.