

Roy G. Perry College of Engineering
Advanced Engineering Professionalism and Career Development

GNEG 2117

Spring Semester 2024

Instructors: Curtis Fields
cufields@pvamu.edu

Office Hours: Fridays, 12pm-5pm CST

Course Locations: Electrical Engineering Building #115 (P02) and SR Collins #331 (P01)

Course Time:

Tuesdays and Thursdays 2pm-2:50pm CST (P02)

Mondays and Wednesdays 3pm-3:50pm CST (P01)

Course Description: Further prepares students for the professional engineering world by providing advanced techniques and tools of success. Students learn to build higher level career skills like negotiating and reviewing offers (including benefits), how to work with others using emotional intelligence and conflict management, and hone their public speaking and presentation skills. Students also learn about various other career paths including graduate school and entrepreneurship. This course better enables them to take their careers to the next level, whatever path they choose to pursue.

Prerequisites: GNEG 1010, CHEG 1101, COMP 1101, CVEG 1101, ELEG 1101, or MCEG 1101

Course Objectives: The overall objectives for this course include: being able to understand the timelines and steps necessary to pursue graduate school, understanding the work involved in entrepreneurship as a career option, having stronger presentation and public speaking skills, having a greater understanding of how to navigate conflict in the workplace, having a better understanding of the financial implications of job offers (including benefits packages), gaining stronger resume writing skills, and gaining knowledge of emotional intelligence and how to use it in the workplace.

Notice: The instructor reserves the right to make changes to the course syllabus as necessary. It is the student's responsibility to keep up with changes to the syllabus as posted in the class.

Grading Scale: Course grades will be earned based on the following criteria:

A = 90% and above, B = 80% - 89%, C = 70% - 79%, D = 60% - 69%, F = 59% - 0%.

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

<u>Assignments</u>	<u>% of Course Grade</u>
Presentation and Public Speaking	30%
Advanced Resume	10%
Benefits Quiz	10%
Budgeting	10%
Business Plan	10%
Attendance/Professional Attire	10%
Emotional Intelligence	10%
Graduate School Planning	10%

Schedule for Spring 2024

Week	Topic	Assignments	Due Date
Week 1: Week of January 15th	Introduction: Advance Your Career Workplace Success (Part 1)		Sunday January 21st, 11:59pm CST
Week 2: Week of January 22nd	Workplace Success (Part 2)		Sunday January 28th, 11:59pm CST
Week 3: Week of January 29th	Graduate School	Graduate School Planning Assignment	Sunday February 4th, 11:59pm CST
Week 4: Week of February 5th	Advanced Resume Writing	Advanced Resume Assignment	Sunday February 11th, 11:59pm CST
Week 5: Week of February 12th	Emotional Intelligence	Emotional Intelligence Assignment	Sunday February 18th, 11:59pm CST
Week 6: Week of February 19th	Conflict in the Workplace		Sunday February 25th, 11:59pm CST
Week 7: Week of February 26th	Benefits	Benefits Quiz	Sunday March 3rd, 11:59pm CST
Week 8: Week of March 4th	Entrepreneurship	Business Plan Assignment	Sunday March 10th, 11:59pm CST
Week 9: Week of March 11th	Spring Break		Sunday March 17th, 11:59pm CST
Week 10: Week of March 18th	Career Financials	Budgeting Assignment	Sunday March 24th, 11:59pm CST
Week 11: Week of March 25th	Negotiating		Sunday March 31st, 11:59pm CST
Week 12: Week of April 1st	Presentations and Public Speaking Part 1		Sunday April 7 th , 11:59pm CST
Week 13: Week of April 8th	Presentations and Public Speaking Part 2	Career Presentation Assignment (Submit and Present)	Sunday April 14th, 11:59pm CST
Week 14: Week of April 15th	Presentations and Public Speaking Part 3	Career Presentation Assignment (Present)	Sunday April 21st, 11:59pm CST
Week 15: Week of April 22nd	Presentations and Public Speaking Part 4	Career Presentation Assignment (Present)	

Grading and Attendance Policies

Attendance:

1. It is expected that you will attend every class session and attend in professional business attire (just like in industry). Professional attire will be defined as business attire. For any clarification, email the instructor before class begins. We will also go over professional attire the 1st week of class and examples are found on page 5 of this syllabus. You will not lose points for being in casual attire the first week. Attendance/participation is 10% of your class grade. See the below chart for how this will be graded.

100% credit for attendance	0-1 unapproved absences or unprofessional attire days
50% credit for attendance	2 unapproved absences or unprofessional attire days
0% credit for attendance	3 or more unapproved absences or unprofessional attire days

2. If you do not have professional attire, please contact us ASAP. We can connect you with the Career Closet on campus to help you get a set of professional attire.
3. If you will miss a class, please email the instructor beforehand. See 2b below for the only valid excuses for an approved absence. You should email the instructor even if you do not have an approved reason.
 - a. This is the standard policy in industry as well, so it is good practice.
 - b. There will be **NO** approved absences without a university approved excuse. For doctor's notes or hospital notes without university approval the instructor will be the ultimate arbiter of whether an excuse is accepted or not.
4. It is your responsibility to sign in on the sign in sheet- we will have the sheet out only for the first 15 minutes of class. Anyone arriving after that will be counted as absent (though you are welcome to stay).
 - a. **Emails stating "I was here but forgot" or "I never saw the sheet" will not be accepted.**

Submitting Assignments

1. Most assignments are to be submitted either as a Word document or as video file.
2. For written submissions you must use Microsoft Word. Word means you should be completing your assignments through the Microsoft version; be aware the Google Docs versions of Word often causes formatting issues which can reduce your scores (even if you convert it to Word later).
3. For video submissions you can create recordings using your own preferred method, or you can use the record feature in Canvas for video assignments.
 - a. It is your responsibility to ensure the file size is small enough to be submitted.
 - b. Google Drive submissions will not be accepted.
 - c. Record your assignments early and try to submit before the due date to ensure your file size fits.
 - d. Email the instructor before the assignment is due if you are having an issue.
 - e. All video submissions must be done in professional attire (see Page 5 of this syllabus)
 - i. Professional attire examples are gone over in the 1st week of the course and are also available in Canvas with each assignment and the slides from the 1st week.
 - ii. There is a Career Closet on campus that can provide you with free professional attire. Email Curtis Fields (cufields@pvamu.edu) for more details. **It is your responsibility to do this the 1st week you are in class. If you do not, you will be held responsible for any grade resulting from lack of professional attire on future assignments.**

Grading

1. Individual grading instructions will be listed for each assignment. They are all different so pay close attention to each and be sure to ask questions if you have any.

2. **Be aware:** mistakes/errors on assignments in this class are “stackable”. This means if you make the same error 12 times, it counts as 12 separate errors. This is an easy way to lose points, so be careful.
3. Point deductions listed under each assignment are always percentages of that assignment not points. For example: a 25% deduction on a 250 point assignment is 62.5 points (25% of 250 points) not 25 points.
4. Assignments are due by 11:59pm CST on the date listed. Anything past that (even by a few minutes) will be considered late.
5. Do not wait until Sunday night to submit, since the Canvas system gets clogged and slowed down with other students doing the same thing. This can result in your assignment being late even if you started your upload before 11:59pm.
6. If you are having technology issues when trying to submit an assignment, email the instructor before it is due (not after). Exceptions or alternative submission methods may be allowed on a case by case basis.
7. Late submissions will have a penalty of 50%. Anything submitted more than 12 hours late will be counted as a 0.

Questions

1. The instructors will do their best to respond to all questions quickly, but you must allow at least 24-48 business hours for them to reply. Business hours are Monday through Friday.
2. This means your best bet if you have an issue or question is to email sooner rather than later.
3. **Only use your Prairie View email address:** this is for security reasons. We cannot respond to course questions asked from a personal email account. You can also send an email through Canvas if needed.
4. In the email subject line include your Course Number (ex: GNEG 2117) and your name.
5. If it has been 48 business hours and you have not received a reply from the instructor, it is absolutely ok (and even encouraged) to email the instructor again to remind them.
6. Email is the preferred method of contact. If you call the office number and leave a message, send the instructor a follow up email as well. This is standard industry practice, so it is a good habit to learn.
7. **If you have questions during class:** wait until the instructor says “does anyone have any questions” and then verbalize them. Only questions that are verbally asked will receive an answer during class. This is good public speaking practice- use it. Feel free to follow up via email after class with any additional questions.
8. **Lastly and most importantly:** Questions are a good thing. Never be afraid to ask a question.

Professional Attire Examples

 <p>SUITS: Wear a conservative suit or conservative dress in black, navy, or dark gray. Skirt length should fall just at or barely above the knee. Pants should be hemmed to skim the top of your shoes.</p>	 <p>SUITS: A conservative, two-piece suit in black, navy, or dark gray is appropriate. Khakis, if business casual is called for.</p>
 <p>SHIRT: Pair your suit with a white or light-colored blouse, a nice sweater, or a shell.</p>	 <p>SHIRT: Pair it with a long-sleeved white or light blue buttoned shirt.</p>
 <p>HOSIERY AND SHOES: Hosiery should be plain or neutral. Shoes should be a closed-toe pump or low-heeled shoe that matches your suit.</p>	 <p>TIE: Choose a conservative tie. Look for something with stripes or a small pattern.</p>
 <p>ACCESSORIES: Wear a minimum amount of jewelry: small earrings, a watch, a ring.</p>	 <p>SHOES: Wear polished dress shoes, dark socks, and a belt to match your shoes.</p>
 <p>ACCESSORIES: Wear a minimum amount of jewelry: a watch, a ring.</p>	 <p>ACCESSORIES: Have a well-groomed hairstyle and wear minimal and natural-looking makeup. Your fingernails should be clean. Wear a light polish.</p>
 <p>GROOMING: Have a well-groomed hairstyle and wear minimal and natural-looking makeup. Your fingernails should be clean. Wear a light polish.</p>	 <p>GROOMING: Have a well-groomed hairstyle and clean fingernails.</p>

Basics



Color



Finished Looks



Business Professional

JOB INTERVIEWING ATTIRE



CLOTHES SHOULD BE:

- SOLID, DARK OR NEUTRAL COLORS
- LIGHT COLORS CAN BE WORN UNDERNEATH
- NO STRIPES OR BRIGHT PRINTS/COLORS

SHOES SHOULD BE:

- CLOSED-TOE HEEL OR DRESS SHOES

SUIT JACKET & PANTS/SKIRT SHOULD BE MATCHING COLORS

Business Casual

DAILY WORK ATTIRE

BUSINESS CASUAL COLORS & STYLES

- NICE PANTS/SLACKS
- DRESSES
- NO JEANS, SHORTS, SUNDRESSES OR ATHLETIC WEAR

SKIRTS & DRESSES should be knee length when standing and thighs covered while seated.

TIES OPTIONAL

JACKETS & SHOES

Blazers & cardigans with flared skirts, blouses, closed-toe shoes, or comfortable shoes for walking in.



Student Support and Success

John B. Coleman Library

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

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

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

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the

applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 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. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; [Disability Services Website](#)

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

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

Center for Careers & Professional Development

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

Engineering and Computer Science students should contact Curtis Fields, Career Development Advisor for the College of Engineering for help with the above career items and more (tailored to the unique needs of Engineering and Computer Science majors). Location: CL Wilson, #207. Phone: 936-261-9845. Email: cufields@pvamu.edu.

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 that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at [Title XI Website](#), including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

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

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

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

Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu 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 readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

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

COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.