



**PRAIRIE VIEW
A&M UNIVERSITY**

SYLLABUS

PHYS 4310 Advanced Physics Lab SPRING 2024

Instructor:	Storr, Kevin
Section # and CRN:	P81, CRN 25201
Office Location:	New Science Building Room 330H
Office Phone:	936-261-3132
Email Address:	kastorr@pvamu.edu
Office Hours:	MWF 11pm – 12pm; (appointments available upon request)
Mode of Instruction:	Face to Face
Course Location:	New Science Building Room 323
Class Days & Times:	TR 11:00am - 12:30pm
Catalog Description:	A laboratory course focusing on advanced techniques and experiments drawn from the full range of physics classes. The student will understand the role of experimental design, advanced data analysis and reduction, error analysis, and the use of computers while investigating physical phenomena.
Prerequisites:	PHYS 3318 Modern Physics I
Co-requisites:	None
Required Text(s):	N/A
Recommended Text(s):	N/A

Physics Lab - 21965 - PHYS 4340 - 310
Department of Department of Physical and Environmental Sciences
Spring 2024

A. COURSE INFORMATION

Course number/section: PHYS-4340-310
Class meeting time: 1:00 pm - 1:50 pm MWF
Class location: Corpus Christi Hall 249
Course Website:

B. INSTRUCTOR INFORMATION

Instructor: Dr. Darek Bogucki
Office location: CS 251
Office hours: MWF 1:50 AM-3PM
Telephone: 361-825-2836
E-mail: Darek.Bogucki@tamucc.edu
Appointments: Appointments outside of the office hours should be scheduled via email

C. COURSE DESCRIPTION

A laboratory course focusing on advanced techniques and experiments drawn from the full range of physics classes. The student will understand the role of experimental design, advanced data analysis and reduction and the use of computers while investigating physical phenomena.

Course objectives:

- Provide knowledge of physics to analyze, evaluate and synthesize the information.
- Demonstrate effective research skill.
- Provide the necessary skill for the development, interpretation and expression of ideas through written, oral and graphical means.
- Provide the skill to analyze the quantitative data to reach the meaningful outcome.
- Ability to consider different points of view and work effectively with others to support a shared purpose or goal.

D. PREREQUISITES AND COREQUISITES

Prerequisites PHYS 3343 Modern Physics
Corequisites SMTE 0095-Physics Laboratory Safety Seminar

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

Required Texts: Taylor An Introduction to Error Analysis, 2nd Ed. ISBN 978-0-935702-75-0

Other Required Materials: Scientific Calculator, Laboratory Notebook, access to computer software for document presentation, data analysis and graphing, and access to WTClass.

Course webpage: All the course material including power point presentations will be available through WTClass.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course's student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

By the end of this course, students should be able to:

- The student will have learned to use a laboratory logbook, done a literature search of information on modern physics experiments, and had experience in using computers in both experimental control and data analysis.
- The student will have a good understanding of the inclusion of experimental statistical and systematic uncertainty (error analysis) into data analysis and had experience in writing up experiments following publication guidelines.
- These objectives will be accomplished by the students through completion of 6 experiments. Although the experiments may vary slightly from school to school, they will have the same objectives.

At the successful completion of this course, the student will have demonstrated the ability to design, perform, and analyze scientific laboratory experiments in mechanics and heat by writing professional-quality laboratory reports.

Program Learning Outcomes:

Program outcomes related to this course:

- Communicate physics topics to others effectively orally and in writing.
- Use appropriate mathematical techniques in solving advanced physics problems.
- Display critical thinking skills in applying their knowledge to realistic problems and situations
- Demonstrate adequate core knowledge in physics topics.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

Course Requirements and Evaluation:

This class requires a considerable amount of time outside of class in the lab, at the computer, and in the library. This is a practice-intensive course: the major portion of your grade is from labs, an oral presentation, homework, and your group's perception for in-lab activities.

Information will be listed on the webpage prior to discussion in class.

Group work: It is expected that you will work with a group of 2-3 members throughout the semester. This requires you to meet with that group outside of class time in order to discuss readings, problems, and concepts. It is expected that you discuss problem sets together, but that you individually work the problem for any assignment that is given unless specifically told otherwise. Tests and quizzes will be taken individually. For students taking the class via

ZOOM, feel free to talk with faculty members at your institution if you have questions, or contact me directly.

Formal Laboratory reports (72% = 6 x 12%) are the majority of the grade in this class. Portions of the reports may be group write-ups, while other portions will be on an individual basis. Each student will receive a grade based on the work demonstrated and corroborated by their peers. Work will be graded on accuracy and scientific merit as well as clarity of expression and following of proper form. Lab reports must be turned in at the assigned time to receive credit. There will be no exceptions. Information about the method of turning homework in will be discussed on the first day of class.

Oral reports (15%) Each group will make at least one oral presentation during the semester. If there is time, more opportunities will be made available. On an individual basis, students will be judged on their presentation skills, so it is imperative that each student takes an active role. More details will follow.

Reading/ Participation/ Ancillary Assignments (13%) Periodically, additional assignments will be made in class in regard to data analysis, research skills, and/or critical thinking skills. Demonstration of reading through asking questions and participating in class and effectively communicating with the professor (both in and out of class) will be weighed in to the grade. Students will also be asked to evaluate their own, and the work of their team mates for each laboratory report.

CLASS ATTENDANCE AND DEPARTMENT:

Class attendance will be checked during our meetings. Up to three points will be added to the final score for perfect attendance.

H. MAJOR COURSE REQUIREMENTS AND GRADING

Final grades in this course will be based in the following manner:

A = 90% - 100%	B = 80% - 89%	C = 70% - 79%	D = 60% - 69%	F = below 60%
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Please note that an incomplete will be awarded only in extreme cases. Like any course, you must make time to do the work required for success.

I. COURSE CONTENT/SCHEDULE

DISCLAIMER –

The instructor reserves the right to make modifications to this information throughout the semester. The course schedule is tentative. The instructor reserves the right to change this syllabus at any time. Any changes will be announced in class in advance.

Important dates:

- **TAMUCC's First class day January 16**
- **TAMUCC's Last day to drop April 5, other institutions check calendar**
- **TAMUCC's Last class day April 29**
- **TAMUCC's Final Examination May 1-6**

- **Final Grades due May 10**

Week	Date	Chapter	Lab	Notes
1	1/16 – 1/20	Introduction/Templates of lab Chapter 1-3	Data Analysis	Introduction of the course, Details about writing scientific papers, graphing and fitting data.
2	1/23 - 27			
3	1/30 – 2/3	Chapter 4-5	Particle Detector	Design an experiment using Geiger counter/particle detector.
4	2/6 – 2/10			
5	2/13 – 2/17	Chapter 6-7	X-ray and Electron Diffraction	Use X-ray Diffraction or Electron Diffraction to study the wave characteristics of particle.
6	2/20 – 2/24			
7	2/27 – 3/3	Chapter 8-9	Measurement of g	Use lab apparatus to measure "G" and discuss the level of precision.
8	3/6 – 3/10			
9	3/13 – 3/17			Spring Break
10	3/20 – 3/24	Chapter 10-11	Measurement of G	Use lab apparatus to measure "G" and discuss the level of precision.
11	3/27 – 3/31			
12	4/3 – 4/7	Chapter 12	Modern Research	Experiment done by using modern experimental technique used in research labs or other setting.
13	4/10 – 4/14			
14	4/17 – 4/21		Presentations	
15	4/24 – 4/28		Presentations	

J. COURSE POLICIES

Policies and Responsibilities

- **Communication:** Email (and WTClass if possible) is the primary means of communication in this class. WTClass and email notifications are official and equivalent to those made in class. It is your responsibility to check the email given to the instructor daily. Likewise, you can contact me via WTClass, email (darek.bogucki@tamucc.edu).
- **Professor Responsibilities:** As a professor of a distance education class, it is my responsibility to respond to student questions in a reasonable amount of time. As such, students can expect a return of telephone messages or emails within 24 hours during the class week (M-F) and 48 hours on weekends or holidays. Student can expect to receive graded work within one week of submission. Students may also be provided with solutions to homework sets at least one class period prior to tests or exams. Students may contact me via their registered email at any time to find out their progress in class or visit with me in person.
- **Attendance Policy:** Grades for homework, in-class exercises, and lab grades are only given if the

student attends class. Attendance will be taken, and you will be notified if you are not attending class regularly. Please contact me via email (darek.bogucki@tamucc.edu) prior to class if you must miss a class period.

- **Late Work Policy:** Late work will not be accepted. It must be turned in at the time assigned. If an actual emergency prevents you from attending class, I reserve the right to accept homework if I have been notified of the emergency in a timely fashion.
- **Due Dates in General:** I will try to stick to the posted schedule as closely as possible. If it must be changed, I will notify students on WTClass. Students have a responsibility to follow the schedule and be prepared for class.

INSTRUCTOR'S POLICIES

- [1] All meetings are taped and stored. A link to the taped lecture will be provided to students so they can review concepts they have missed.
- [2] Lab reports are to be submitted prior to deadline as a scanned *Pdf document in WTClass*. Because prompt feedback is essential to the learning process, late reports will generally not be accepted from students except under extraordinary circumstances such as hospitalization, etc.
- [3] *The instructor reserves the right to slightly weight the student's best major grades more than their worst and reserves the right to adjust the grade cut-offs to slight lower values which he will give to the student near the end of the semester.* This is done to ensure that students tackle the course in a professional manner where they work to master all of the material and don't count points to determine the least amount of work needed to obtain a particular grade.
- [4] Make-up labs may be allowed at the discretion of the instructor in extraordinary circumstances such as hospitalization, etc. Please contact the instructor immediately if you missed any lab.
- [5] *Students are responsible for staying informed on the latest updates regarding the courses' exams, assignments , or any other related issues*

Student Safety Trainings

Required safety trainings and/or lab safety seminars must be successfully completed once every academic year, normally in the Fall. Students will be required to take the course from Blackboard in either the first lecture or first lab to complete their training assignments and show the certificate of completion before the end of the class or lab. Students who are still covered by having taken the safety training earlier should show their certificate of completion. For students unable to attend first day of class/lab (or still registering for the class), a reasonable completion date will be flagged in Starfish. A possible grade penalty can be enforced for non-completion.

Others

- 1) **Every student attending the laboratory must complete the Lab Safety Training online before the 12th day of class.** Failure to do this will result in immediate removal from the laboratory. Always keep your certificate of completion when you complete the Lab Safety Training course in case you need to prove that you have passed the training course.
- 2) **Also keep all of your graded lab reports in case you need to challenge your grade** at the end of the semester.
- 3) **Any attempt to use experimental results measured by a different group** than your own does

indeed constitute academic dishonesty and will be treated accordingly.

Fall 2023 Academic Calendar **Key Dates (Full Calendar is on University's website)**

<https://www.pvamu.edu/registrar/academic-calendars/spring-2024-16-week-session/>

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](#)

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.