



SYLLABUS

Sustainable Building ARCH 3346-Z01 FALL 2023

General Course Information

Information Item	Information
Instructor:	Dr. Jessica April Ward, Assistant Professor
Section # and CRN:	ARCH 3346-Z01
Office Location:	School of Architecture, Prairie View A&M University, Room 239
Office Phone:	(832) 372-5497
Email Address:	jaward@pvamu.edu
Office Hours:	Email for Appointment, M-TH 10am - 12pm (appointments via zoom available on request)
Mode of Instruction:	Asynchronous Online
Course Location:	CANVAS ECOURSES
Class Days & Times:	ONLINE Asynchronous
Catalog Description:	Issues facing the design and construction industries in creating and maintaining high performance green buildings. Sustainable building projects will be analyzed, green building rating systems of USGBC's LEED system and the DOE's Energy Star program will be studied and researched. Presentation of benchmark sustainable case study projects will be accomplished.
Prerequisites:	N/A
Co-requisites:	N/A
Required Text(s):	LEED Green Associate: Exam Preparation Guide LEED v4 Edition, Heather McCombs, LEED AP ID+C, U.S. Green Building Council (USGBC), ISBN: 978-0-8269-1294-7 2015

Required Reading(s):	<p><u>LEED Green Associate Handbook</u>, U.S. Green Building Council (USGBC), updated July 2017 (PDF download available)</p> <p><u>Rating System Selection Guidance</u>, version 4, updated 2011, U.S. Green Building Council (USGBC) (PDF download available)</p> <p><u>LEED Core Concepts Guide: An Introduction to LEED and Green Building</u> 3rd Edition, U.S. Green Building Council (USGBC), ISBN: 978-1-932444-34-6 (Digital PDF available through course website)</p> <p>Professor will provide supplemental Required Handouts, Study Guides and Lectures Students are responsible for all materials distributed and presented during class time. Supplemental materials will be provided through ecourses.</p>
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Course Goals and Overview

Issues facing the design and construction industries in creating and maintaining high performance green buildings. Sustainable building projects will be analyzed, green building rating systems of USGBC's LEED system and DOE's Energy Star program will be studied and researched. Presentation of benchmark sustainable case study projects will be accomplished.

Students will become conversant with the tools used in designing, constructing, and operating & maintaining Sustainable Buildings. They will research Benchmark Green projects and identify the most effective tools used in high performance buildings. The USGBC's LEED rating system and the DOE's Energy Star Program will be reviewed and the Living Building Institute Strategy will be presented along with the AIA's 2030 Challenge.

Student Learning Objectives/ Course Outcomes

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	CORE Curriculum Outcome Alignment
1. Learn the critical knowledge related to the important role of sustainable design , construction, and maintenance of sustainable buildings.	3463.1	ACCE #18 Understand the basic principles of sustainable construction NAAB B.6. Environmental Systems
2. Understand the metrics of sustainable building performance tools .	3463.2	ACCE #18 Understand the basic principles of sustainable construction NAAB B.6. Environmental Systems
3. Understand and analyze high performance buildings .	3463.3	ACCE #18 Understand the basic principles of sustainable construction NAAB B.6. Environmental Systems
4. Prepare a case study demonstrating your knowledge of a benchmark sustainable building project .	3463.4	ACCE #18 Understand the basic principles of sustainable construction NAAB B.6. Environmental Systems
5. Understand the interactive aspects of sustainable design and construction .	3463.5	ACCE #18 Understand the basic principles of sustainable construction NAAB B.6. Environmental Systems
6. Develop and demonstrate the ability to solve environmental challenges .	3463.6	ACCE #18 Understand the basic

		principles of sustainable construction NAAB B.6. Environmental Systems
7. Develop and demonstrate the ability to effectively communicate to the project team your point of view in the sustainable process.	3463.7	ACCE #18 Understand the basic principles of sustainable construction NAAB B.6. Environmental Systems

ACCREDITATION/ASSESSMENT CRITERIA Table No. 1-NAAB CRITERIA			
This course is structured to assist the student meet the following criteria shown in Table No. 1 as established by the National Architectural Accreditation Board (NAAB). To view the entire list, go to the NAAB website, www.naab.org			
Performance Criteria:	Course Learning Outcomes Competencies (T, R, I)		
	Taught	Reinforced	Utilized/ Integrated
REALM A: Critical Thinking and Representation			
A.1. Professional Communication Skills (Ability)			I
A.2. Design Thinking Skills (Ability)			I
A.3. Investigative Skills (Ability)			R
A.4. Architectural Design Skills (Ability)			
A.5. Ordering Systems (Ability)			
A.6. Use of Precedents (Ability)		R	
A.7. History and Global Culture (Understanding)			I
A.8. Cultural Diversity and Social Equity (Understanding)			I
REALM B: Building Practices, Technical Skills, and Knowledge			
B.1. Pre-Design (Ability)			I
B.2. Site Design (Ability)			I
B.3. Codes and Regulations (Ability)			I
B.4. Technical Documentation (Ability)			I
B.5. Structural Systems (Ability)			
B.6. Environmental Systems (Ability)	T		

B.7. Building Envelope Systems and Assemblies (Understanding)			I
B.8. Building Materials and Assemblies (Understanding)			I
B.9. Building Service Systems (Understanding)			I
B.10. Financial Considerations (Understanding)			
REALM C: Integrated Architectural Solutions			
C.1. Research (Understanding)			I
C.2. Integrated Evaluations and Decision Making Design Process (Ability)		R	
C.3. Integrative Design (Ability)		R	
REALM D: Professional Practice			
D.1. Stakeholder Roles in Architecture (Understanding)			I
D.2. Project Management (Understanding)			I
D.3. Business Practices (Understanding)			
D.4. Legal Responsibilities (Understanding)			I
D.5. Professional Conduct (Understanding)			

ACCREDITATION/ASSESSMENT CRITERIA TABLE 2: ACCE CRITERIA

This course is structured to assist the student meet the following criteria shown in **Table No. 1** as established by the American Council for Construction Education (ACCE) *Standards and Criteria for Accreditation*. To view the entire list, go to the ACCE website, www.acce-hq.org and view the "Accreditation Procedures."

Course Learning Outcomes:	Competencies (T, R, I)		
	T Taught	R Reinforced	I Utilized/ Integrated
1. Create written communications appropriate to the construction discipline.		R	
2. Create oral presentations appropriate to the construction discipline			
3. Create a construction project safety plan			

4. Create construction project cost estimates			
5. Create construction project schedules			
6. Analyze professional decisions based on ethical principles .		R	
7. Analyze construction documents for planning and management of construction processes.			
8. Analyze methods, materials, and equipment used to construct projects.		R	
9. Apply construction management skills as a member of a multidisciplinary team.			
10. Apply electronic-based technology to manage the construction process.			
11. Apply basic surveying techniques for construction layout and control.			
12. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.		R	
13. Understand construction risk management.			I
14. Understand construction accounting and cost control			I
15. Understand construction quality assurance and control.			I
16. Understand construction project control processes.			I
17. Understand the legal implications of contract, common, and regulatory law to manage a construction project.			I
18. Understand the basic principles of sustainable construction.	T		
19. Understand the basic principles of structural behavior.			
20. Understand the basic principles of mechanical, electrical and piping systems.			I

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	%
Online Discussions, Participation, and Attendance	3 x100 pts each = 300 pts	15
Weekly Key Terms Definitions (from the LEED Book)	9 x 100 pts each = 900 pts	10
Weekly Assignments: 1. LEED Scorecard Project Assignment 2. Promoting Walkability Assignment 3. Water Rating Comparison Assignment	3 x 100 pts each = 300 points	15
Energy & Atmosphere Case Study Assignments	3 x 100 pts each = 300 pts	20
Midterm Exam	100 points	20
Final Exam	100 points	20
Total:		100

Course Grade Requirement Table

Grading Criteria and Conversion:

A = 90 – 100 points

B = 80 – 89 points

C = 70 – 79 points

D = 60 – 69 points

F = 59 points or below

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. LEED Project Scorecard Definitions	Available on the LEED website, and in the Course book
2. Case Study Assignment	LEED and Living Building Challenge Project buildings
3. Online Discussions and weekly reading	From the textbook, reading, and lectures
4. Midterm Exam	From the Practice Quizzes and the Book
5. Final Exam	From all Course Material
6. Attendance	Discussion posts required
7. X-tra Credit – Gensler LEED Study Session	Professor will forward the registration link if available

Detailed Description of Major Assignments Table

Course Procedures or Additional Instructor Policies

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

Course Map – Sustainable Building

	Assessment Methods	Learning/Practice Activities	Content Delivery/Exploration Methods
<p>Learn the critical knowledge related to the important role of sustainable design, construction, and maintenance of sustainable buildings. Understand the metrics of sustainable building performance tools.</p> <p>Understand the metrics of sustainable building tools.</p> <p>Understand and analyze high performance buildings.</p> <p>Prepare a case study demonstrating your knowledge of a benchmark sustainable building project.</p> <p>Understand the interactive aspects of sustainable design and construction.</p> <p>Develop and demonstrate the ability to solve environmental challenges.</p> <p>Develop and demonstrate the ability to effectively communicate to the project team your point of view in the sustainable process.</p>	<p>Read and respond to Chapter Discussions</p> <p>Practice Quizzes and Exams</p>	<ul style="list-style-type: none"> • Read and respond to Chapter Discussions • Define and recognize Key Terms • Practice Quizzes and Exams 	<p>Submit weekly key term definitions</p> <p>Post weekly discussions</p> <p>Practice Quizzes, Midterm and Final Examinations</p>
	Complete the LEED Project Scorecard credit definitions	<ul style="list-style-type: none"> • Identify the LEED Project Scorecard • Define the LEED "Credits" • Locate the online LEED Credit Library and Resources 	Weekly Scorecard Prerequisite and Credit Definitions
	LEED Case Study Research	<ul style="list-style-type: none"> • Analyze the LEED Project scorecard for a Case Study Building • Calculate the LEED Project Scorecard to determine the level of LEED Certification • Identify an example of a LEED Certified Building 	Case Study Assignment
	Regenerative Case Study Research	<ul style="list-style-type: none"> • Recognize an example of sustainable metric system other than LEED • Compare various metrics of sustainability 	Case Study Assignment
	Online Discussions and Peer Feedback	<ul style="list-style-type: none"> • Discuss the theory and conceptual frameworks of sustainable building 	Online discussion posts

Course Calendar – Sustainable Building

Modules	Topic	Assignment (online)	Due Date
Start Here Week One: August 21 - 24	INTRO to Sustainability Metrics Performance-Based Frameworks Becoming a LEED Green Associate The LEED Green Associate Test Process	<ul style="list-style-type: none"> • Review “Start Here” • Read Syllabus • Purchase and Download Book • Complete an Introduction Discussion Post about yourself • Read Chapter 1 + 2 • Submit Key Terms Definitions for Chapter 1 • Download LEED v4.1 Resources 	Monday August 28 11:59 PM
Week Two: August 28 - 31	Living Systems Thinking	<ul style="list-style-type: none"> • Read “A Living Systems Model for Assessing and Promoting the Sustainability of Communities” by Steven Larrick, 1997. • Post your answers to the prompt in the Online Chat 	Monday September 4 11:59 PM
Week Three: September 4 - 7	LEED v4 Core Concepts and Themes	<ul style="list-style-type: none"> • Read Chapter 3 • Submit Key Terms Definitions for Chapter 3 • Post to the Chapter 3 Discussion after watching the related videos and calculating your personal water footprint • Review the Practice Quiz p.42 • Download and Review the LEED v4.1 Project Credit Scorecard 	Monday September 11 11:59 PM

Week Four: September 11 - 14	Overview of USGBC and LEED	<ul style="list-style-type: none"> • Read Chapter 4 • Submit Key Terms Definitions for Chapter 4 • Download the LEED Project Scorecard • Complete the LEED Project Scorecard Assignment 	Monday September 18 11:59 PM
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Week Five: September 18 - 21	Location and Transportation	<ul style="list-style-type: none"> • Read Chapter 5 • Submit Key Terms Definitions for Chapter 5 • Complete the Assignment (a map) • Review the practice quiz on page 90 	Monday September 25 11:59 PM
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Week Six: September 25 - 28	Sustainable Sites	<ul style="list-style-type: none"> • Read Chapter 6 • Submit Key Terms Definitions for Chapter 6 • Review the Practice Quiz p. 122-123 	Monday October 2 11:59 PM
Week Seven: October 2-5	Water Efficiency	<ul style="list-style-type: none"> • Read Chapter 7 • Submit Key Terms Definitions for Chapter 7 • Complete the water rating comparison assignment • Review the Practice Quiz p. 122-123 	Monday October 9 11:59 PM
Week Eight: October 9 - 12	MIDTERM EXAM	<ul style="list-style-type: none"> • Complete MID-TERM EXAM via email (take home multiple choice exam) • MID-TERM EXAM questions will come from the book chapters, practice quizzes, homework assignments and posted videos 	Posted on Monday October 9 11:59 PM - DUE October 16 11:59 PM

Week Nine: October 16 - 19	Energy and Atmosphere	<ul style="list-style-type: none"> • Read Chapter 8 • Submit Key Terms Definitions for Chapter 8 • Review the Practice Quiz p. 147-148 	Monday October 23 11:59 PM
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Week Ten: October 23 - 26	Energy and Atmosphere CASE STUDY	<ul style="list-style-type: none"> • Read “Gundersen Sparta Clinic” Case Study • Complete “Gundersen Sparta Clinic” Assignment 	Monday October 30 11:59 PM
Week Eleven: October 30 - November 2	Energy and Atmosphere CASE STUDY	<ul style="list-style-type: none"> • Read “St. Peter Affordable Housing” Case Study • Complete “St. Peter Affordable Housing” Assignment 	Monday November 6 11:59 PM
Week Twelve: November 6 - 9	Energy and Atmosphere CASE STUDY	<ul style="list-style-type: none"> • Read “Exelixis Office Building for Cancer Drug Research Company” Case Study • Complete “Exelixis Office Building for Cancer Drug Research Company” Assignment 	Monday November 13 11:59 PM
Week Thirteen: November 13 - 16	Materials & Resources	<ul style="list-style-type: none"> • Read Chapter 9 • Submit Key Terms Definitions, Chapter 9 • Review the Practice Quiz p. 165-166 	Monday November 20 11:59 PM
Week Fourteen: November 20 - 24	Indoor Environmental Quality Thanksgiving 23 -25	<ul style="list-style-type: none"> • Read Chapter 10 • Submit Key Terms Definitions, Chapter 10 • Review the Practice Quiz p. 184-185 	Monday November 27 11:59 PM
Week Fifteen: November 27 - 30	Last Day of Class November 28 FINAL EXAM	<ul style="list-style-type: none"> • Complete FINAL EXAM • FINAL EXAM questions will come from the book chapters, practice quizzes, homework assignments and case studies 	Posted on November 27 DUE Monday December 4 11:59 PM
Week Sixteen: December 4 - 8	FINAL EXAM	<ul style="list-style-type: none"> • Complete Final Exam 	DUE Monday December 4 11:59 PM

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;

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 by the Dean of Students/Office of Student Conduct**, 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 ONL