

**BIOL 1102-P01 CRN 10550 Biology Seminar  
Fall Semester 2023**

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|--------------------------------|---|
| <b>Instructor:</b>             | Dr, George E. Brown   |
| <b>Section # and CRN:</b>      | Section P01 and 10550   |
| <b>Office Location:</b>        | 430F E. E. O'Banion Science Building  |
| <b>Office Phone:</b>           | 936-261-3161  |
| <b>Email Address:</b>          | <a href="mailto:gebrown@pvamu.edu">gebrown@pvamu.edu</a>  |
| <b>Office Hours:</b>           | 5:00 p. m. to 5:50 p. m. by appointment in classroom  |
| <b>Mode of Instruction:</b>    | [Face to Face student participation in classroom. The course instructor conducts face-to-face student participation discussion type seminar classes to engage students to demonstrate their knowledge learned from reading the assigned topics. Therefore, students are encouraged to read the textbook chapter power points to be covered in class prior to the start of classes. Students should read and make notes of what they have read before the instructor discusses the topics in class.] |
| <b>Course Location:</b>        | Classroom A101 auditorium, first floor, west wing of E. E. O'Banion Science Building  |
| <b>Class Days &amp; Times:</b> | Mondays 4:00 p. m. to 4:50 p. m.  |
| <b>Catalog Description:</b>    | [Discussions and presentations of current biological topics by students, faculty, and invited Professionals]  |
| <b>Prerequisites:</b>          | [This is a high impact first year college experience seminar for freshmen biology majors, therefore freshmen biology majors usually benefit from the specific academic enhancement information presented in this course. Upper class biology majors and non-biology majors usually lack interest with topics presented in this course.]   |
| <b>Co-requisites:</b>          | None  |
| <b>Required Text(s):</b>       | None  |

**Supplementary Materials will be provided by the Department of Biology**

1. Presentations by biology department graduates that have achieved success as professionals.
2. University Catalog Requirements for Graduation
3. Class handouts on career opportunities in the professions
4. Selected materials provided by graduate and professional schools
5. Topics are posted on e-course weekly modules for students to study prior to class in order to prepare for quizzes conducted by the instructor.

6. Instructions will be provided in class for students to maintain a file with all class handouts, graded exams, reports, and quizzes attached to the file.
7. Presentations by recruiters for professional schools and graduate schools
8. Announcements of summer internship opportunities for biology majors
9. Announcement of early admissions affiliation agreements between the Biology Department and specific health professions schools.

**Student Learning Outcomes:**

|   | Upon successful completion of this course, students will be able to:<br><br>[NOTE: BEGIN each outcome with a VERB]:  | Program Learning Outcome # Alignment                              | Core Curriculum Outcome Alignment<br>[Delete this column for graduate courses]                    |
|---|--|---|---|
| 1 | Develop learning strategies in time management, setting long term goals, implementing decisions to achieve career goal, and improving motivation.  | All University's Core Curriculum Outcomes 1, 2, 3, 4 are included | 1.Critical Thinking<br>2.Communication<br>3.Problem Solving<br>4.Personal & Social Responsibility |
| 2 | Establish career goals and objectives to successfully graduate in four years.  | All University's Core Curriculum Outcomes 1, 2, 3, 4 are included | 1.Critical Thinking<br>2.Communication<br>3.Problem Solving<br>4.Personal & Social Responsibility |
| 3 | Demonstrate mastery of the scientific method by animal reproduction and development. (Covered General Biology chapters:<br>11 "Cell Communication"<br>12 " The Cell Cycle"<br>13 "Meiosis and Sexual Life Cycles"<br>47 "Animal reproduction"<br>48 "Animal Development" | All University's Core Curriculum Outcomes 1, 2, 3, 4 are included | 1.Critical Thinking<br>2.Communication<br>3.Problem Solving<br>4.Personal & Social Responsibility |
| 4 | Develop good study habits.   | All University's Core Curriculum Outcomes                         | 1.Critical Thinking<br>2.Communication<br>3.Problem Solving<br>4.Personal & Social Responsibility |

|    |   |  |  |
|----|---|--|--|
|    |   | 1, 2, 3, 4<br>are<br>included  |  |
| 5  | Demonstrate mastery of reading in the scientific content area.  | All<br>University's<br>Core<br>Curriculum<br>Outcomes<br>1, 2, 3, 4<br>are<br>included | 1.Critical Thinking<br>2.Communication<br>3.Problem Solving<br>4.Personal & Social<br>Responsibility |
| 6  | Demonstrate mastery of test taking strategies.  | All<br>University's<br>Core<br>Curriculum<br>Outcomes<br>1, 2, 3, 4<br>are<br>included | 1.Critical Thinking<br>2.Communication<br>3.Problem Solving<br>4.Personal & Social<br>Responsibility |
| 7  | Develop a career plan to understand biology curriculum and to successfully complete the biology curriculum and graduation requirements within four years.       | All<br>University's<br>Core<br>Curriculum<br>Outcomes<br>1, 2, 3, 4<br>are<br>included | 1.Critical Thinking<br>2.Communication<br>3.Problem Solving<br>4.Personal & Social<br>Responsibility |
| 8  | Develop strategies to become a qualified competitive applicant to graduate or professional school.  | All<br>University's<br>Core<br>Curriculum<br>Outcomes<br>1, 2, 3, 4<br>are<br>included | Critical Thinking<br>Communication<br>Problem Solving<br>Personal & Social<br>Responsibility         |
| 9  | Demonstrate exposure experiences learned about careers opportunities in professions of the biosciences, the health professions, and health professions schools. | All<br>University's<br>Core<br>Curriculum<br>Outcomes<br>1, 2, 3, 4<br>are<br>included | Critical Thinking<br>Communication<br>Problem Solving<br>Personal & Social<br>Responsibility         |
| 10 | Demonstrate knowledge of opportunities to participate in summer biological research internships and health careers opportunity summer internships.              | All<br>University's<br>Core<br>Curriculum<br>Outcomes<br>1, 2, 3, 4<br>are<br>included | Critical Thinking<br>Communication<br>Problem Solving<br>Personal & Social<br>Responsibility         |

## Major Course Requirements

### Method of Determining Final Course Grade

| Course Grade Requirement<br>[Name each major requirement]   | Value       | Total      |
|---|-------------|------------|
| 1) Student's Plan for Career Success Assignment   | 5%          | 5          |
| 2) Student's Plan to graduate within four years with a B. S. degree in Biology  | 5%          | 5          |
| 3) Exam 01, Monday, October 2, 2023   | 20%         | 20         |
| 4) Exam 02, Monday, November 13, 2023   | 20%         | 20         |
| 5) Final Exam scheduled by the University Administration during the semester Final Exam Schedule (December 1 to December 6) | 50%         | 50         |
|   |             |            |
|   |             |            |
|   |             |            |
| <b>Total:</b>   | <b>100%</b> | <b>100</b> |

### Grading Criteria and Conversion:

A = 90% to 100%

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = 0% to 59%

### Detailed Description of Major Assignments: [Describe each assignment valued at 10% of grade or more]

| Assignment Title or Grade Requirement | Description   |
|---------------------------------------|---|
| Plan for career success (5%)          | Evaluated on submission of a plan that implements the strategies taught in this course.   |
| Plan to graduate within 4 years (5%)  | Evaluated on how students incorporate strategies taught into their plan to complete graduation requirements to achieve the specific goal. |
| Exam 01 (20%)                         | Achieve passing scores on the cumulative exam.  |
| Exam 02 (20%)                         | Demonstrate achievement of course student learning outcomes by achieving a passing score on the exam.                                     |
| Final Exam (50%)                      | Achieve passing scores on the cumulative exam.  |
|                                       |   |
|                                       |   |
|                                       |   |

## 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, but for general information, you can visit Taskstream via the link in eCourses.

### I. Type of Course:

This is part one of a comprehensive introduction of the concepts of enhancing academic success in the biological sciences and career opportunities in modern biology, for first year students majoring in biology. This section (BIOL 1102-P01) concentrates on preparation for graduation from PVAMU and facilitated entry to professional and graduate schools.

### II. Course Purpose and Objectives:

The purpose of this course is to provide first year biology majors with an in-depth knowledge of the biology curriculum, graduation requirements, prerequisites for entry into health profession schools and graduate biomedical programs, as well as academic enhancement of cognitive strategies by learners. This course is oriented toward the improvement of information processing. Students are encouraged to monitor their ability to acquire and retain scientific knowledge. Developing good study habits, improving retention of information, eliminating problems encountered during test taking, and managing time for effective learning are topics that will be emphasized in this course. Career information and training activities will be used to achieve the **student learning outcomes** listed. This seminar is designed to assist students with their transition from high school environments to the university's environment, which has been shown to be difficult for many freshmen. This course should be the main source of academic, career, and social advisement and counseling. This course will also ensure that you meet with your biology academic and career advisor at least once a week during the current semester.

Students are encouraged to read each of the class handouts, class materials, and the week modules posted on e-course to be able to perform each of the course **student learning outcomes** and be prepared to ask questions at the beginning of each class about concepts requiring more explanations.

The class instructor conducts discussion type seminar classes. These classes require student participation and demonstrations. The instructor will ask students questions, present audio visuals, and present problems for students to solve. Students should be prepared to actively participate in class by demonstrating knowledge of concepts.

When you meet with your Biology Research instructor for class or study conferences, you are required to **bring your course file and related class materials** with you. Don't come without them. They will enhance your study sessions.

#### IV. Course Evaluation Methods:

The University's Academic Catalog grading policy is used in this course. **All seminar exams will be cumulative** in terms of topics tested on. Each exam covers all topics taught from the first day of class to the class day immediately before the exam. The average of all exams and the required assignments will constitute fifty percent (50%) of the semester grade. **The cumulative final exam will constitute the remaining 50% of the semester grade.** The dates for each exam will be announced at least one week prior to the administration of the exam. **Exam 01 is scheduled for, Monday, October 9, 2023.**

The **final exam**; All final exams are required to be given as **scheduled by the University's Fall Semester Final Exam Schedule (From December 01 to December 6, 2023).** Therefore, you are encouraged to plan and schedule your activities and other choices to avoid a conflict with your final exam.

**MAKE-UP EXAMS:** Students are strongly advised to take all exams at the scheduled time. Plan and schedule your activities so that you can be present to take all exams at the scheduled time. Students with non-valid or non-official excuses for missing an exam will earn a grade of zero (0) for the missed exam. Students may request a make-up exam for one that was missed. However, the instructor will schedule the time and place of the make-up exam which will not interrupt the teaching of the class or delay the complete coverage of the course topics. Students that are scheduled for the make-up exam and miss it will not be provided a second opportunity to take an exam for the original exam missed.

#### V. Class Attendance:

Read University's Attendance Policy in this syllabus. It requires students to be present for each scheduled class. Students are required to demonstrate their knowledge of each concept covered by this course. Students with or without official excuses for missing class will be tested and evaluated the same as students who were

present for class. However, students attending class have the advantage of being taught knowledgeable information which they are expected to know.

#### **Recommended Student Conduct:**

1. Arrive early for class, be seated, and be prepared to participate in class discussions.
2. **Dress for success.** Students may also wear medical scrubs and laboratory coats to seminar classes. It is appropriate to wear these in seminar classes and biology professions recruitment conferences because they are worn in the profession of your choice.
3. Start your preparation for the final exam and standardized pre-entry exams such as the MCAT at the beginning of this semester.
4. **Be serious about the final exam.**

#### **VI. Conduct That Is Not Allowed:**

1. **Cellular phones, I-Pads, I-Pods, Palm pilots, CD players, Radios, Cameras, Lab top Computers** and other sorts of high technology communication instruments are not allowed to be used for cheating on exams and tests.
2. **Smoking is not allowed in the New Science Building.**
3. **Food and beverages are not allowed in the classrooms. Do not bring food into the class room.**
4. **Cheating on exams, quizzes, reports, or any graded activity is not allowed.** Failing grades (zero) are assigned to students that cheat.
  - a. Please go to the rest room before starting your exam. Once a student leaves the classroom during an exam they will not be permitted to return to that exam.
  - b. Students are not permitted to communicate with each other during an exam. Therefore students cannot talk to, pass written materials to, or show answers or questions to other students in the class.
  - c. Assignments and presentations must be the work of the individual student. **Evidence of copying your work from others, including the world wide net, is cheating.**
  - d. **Students should read the section on Offenses and Appropriate Disciplinary Actions in the current PVAMU web site.** They are provided below.

#### **Course Procedures or Additional Instructor Policies**

##### **I. [Course Purpose and Objectives:**

The purpose of this course is to provide **first year biology majors** with a detailed knowledge of general biology that satisfies the prerequisites for entry into health profession schools and graduate biomedical programs. This is the first semester course of a comprehensive introduction of the concepts of modern biology for freshmen biology majors. It covers the chemical basis of life, organization of cells, biological membranes, cell communication system, energetics, and metabolism, how cells make ATP, energy releasing pathways, photosynthesis, regulation of the cell cycle, mitosis, meiosis, principles of heredity, DNA structure, regulation of gene expression, DNA Technology, genomics, and developmental genetics. The second semester course, BIOL 1502, is taught in the next semester. It covers the diversity of life,

evolution, structure and life processes in plants and animals, and ecology. The **outcome expectations for learners** are listed above.

## II. **Type of Course:**

The course instructor conducts face-to-face student participation discussion type lecture and lab classes to engage students to demonstrate their knowledge learned from reading the textbook and assignments. Therefore, students are encouraged to read the textbook chapters to be covered in class prior to the start of classes. Students should read the assigned textbook chapter and write notes of what they have read before the instructor discusses that chapter in class. These classes require student participation and demonstrations. The instructor will ask students questions, present problems to solve and use audiovisuals to demonstrate concepts. Students should be prepared to actively participate in class by raising questions for understanding, answering questions, or demonstrating on the marker board, their knowledge of biological concepts. Students should be prepared to ask questions at the beginning of each class about concepts or questions that they were not able to comprehend during their individual studies. This should enhance student's performance of the outcome expectations for this course.

**Grades are determined** by student performance on exams that test knowledge of the **chapter's study objectives**.

**Students are required to bring their general biology textbook and course materials to each class and when they meet with the instructor** for office conferences, study sessions, tutorials, laboratories, or any part of the course. In recent years some students have misunderstood the purposes of office hours and committed inappropriate request for higher grades than they have earned. **This instructor will not discuss such request.**

## III **Class Attendance:**

Learning is a voluntary act. The University Attendance Policy requires students to be present for each scheduled class. **Excessive absenteeism will result in the student's grade being reduced.**

## IV. **Conduct That Is Not Allowed:**

- a. **Cellular phones, I-Pads, I-Pods, Palm pilots, CD players, Radios, Cameras, Lab top Computers and other sorts of high technology communication instruments are not allowed to be used for cheating on exams and tests.**
- b. **No cheating on exams, quizzes, reports, or any graded activity.** The Department of Biology has an honor code which all students enrolled in this course are required to read and sign.

## **2023 Fall Semester Calendar**

The Academic Calendar for fall 2023 is published on the University's web site.  
(Subject to change as guidelines evolve in relation to health and safety. Any updates will be posted to <https://www.pvamu.edu>)

1. **The First Class Day.** Instruction begins for this class on **Monday, August 21, 2023.**
2. **August 21, 2023,** is the due date for payment of tuition and fees by 5:00 p. m.
3. Attendance reporting period is August 21 to September 01. Students that do not attend class during this period will have their enrollment in courses removed and financial aid reduced or cancelled.
4. **August 22 through August 28** is the period when a \$50.00 late registration fee and late registration is allowed.

5. **Monday, August 28, 2023, BIOLOGY Townhall meeting** for students and faculty and **Mentor-Mentee meeting**. 3:00 p. m. to 3:50 p. m. in room A101, O'Banion Science Auditorium.
6. **Friday, September 01, 2023**, Financial aid refunds begin.
7. **Monday, September 04, 2023**, is **Labor Day** (No Class)
8. **Monday, September 6, 2023**, is the **Last day to withdraw from a course** without it being part of the academic record.
9. **Friday, October 27, 2023**, is the PVAMU Biology Professions and Jobs Fair. Noon to 4:50 p. m. in the MSC Ballroom.
10. **PVAMU Homecoming Events Occur** on Wednesday, November 01 to Sunday, November 05, 2023. On **Friday, November 3, 2023**, the BIOLOGY DEPARTMENT conducts:  
  
9:00 a. m. to Noon Student Research Presentations in O'Banion Science Building.  
Noon to 5:00 p. m. BIOLOGY ALUMNI Recognition and Presentations "Wrap-around the Science Building".
11. **Thanksgiving** is a Student Holiday that occurs **Thursday, November 23, 2023 to Sunday, November 26, 2023. Classes resume on Monday, November 27, 2023. Only three class days remains before the start of final exams on Thursday, November 30, 2023**
12. Course Review Days occur on **Monday, November 27, 2023**.
13. **Last Class Day** Tuesday, November 28, 2023.
14. **Wednesday, November 29, 2023**, is student study day.
15. **The cumulative final exam** for this section will be scheduled by the University's FINAL EXAM Announcement (**December 01 to December 06, 2023**) in classroom A101. The cumulative final exam will constitute the remaining 50% of the final semester grade. **It will test all topics covered during the semester. Final exams are required** to be given **only** at the times and dates announced in the 2023 Fall University Final Exam Schedule. Students **must arrange** their schedule and activities so that they are prepared and **present for final exams**.

### Semester Calendar

|  |  |
|--|--|
| <b>Week One:</b><br><b>Topic Description</b> | Monday, August 21, 2023: Freshman Biology Seminar Introduction, and Setting Long Term Goals, and Implementing Decisions to Achieve Career Goals.   |
| Readings:                                    | Read information posted on Week One Module covering best practices in selecting courses to enroll to achieve student learning outcomes   |
| Assignment (s):                              | Biology freshman seminar course introduction covers the course syllabus and assignment to start their plan to organize their specific degree plan based on where they are on August 21, 2023, and the objectives to be achieved to graduate. |
| <b>Week Two:</b><br><b>Topic Description</b> | Monday, August 28, 2023:<br>Implementing Strategies to Achieve Effective Time Management and Motivation.   |
| Readings:                                    | Read Time management and study sessions.   |

Assignment (s): Submit first draft of student's plan to graduate within four years.

**Week Three:**  
**Topic Description**  
Readings:

Monday, September 04, 2023, Labor Day. No class.

Assignment (s):

**Week Four:**  
**Topic Description**  
Readings:

Monday, September 11, 2023, Strategies to Achieve Effective Attitudes and Study Habits.

Plan for Success. Read topics on aiming high and delayed gratification posted on Week Four Module.

Assignment (s):

**Week Five:**  
**Topic Description**  
Readings:

Monday, September 18, 2023: **Exam 01** in classroom.

Read material on concentration posted on Week Five Module

Assignment (s):

**Week Six:**  
**Topic Description**

Monday, September 25, 2023: Demonstrate Mastery of Scientific Method by studying Animal Reproduction.  
Study the cell communication and the cell cycle.

Readings:

Assignment (s): Submit first draft of student's plan for career success.

**Week Seven:**  
**Topic Description**

Monday, October 02, 2023: Demonstrate Mastery of Scientific Method by studying Animal Reproduction by studying meiosis and sexual life cycles.

Readings: Read materials posted on Week Seven Module

Assignment (s):

**Week Eight:**  
**Topic Description**  
Readings:

Monday, October 09, 2023: Mid-Term Exam in classroom.

Assignment (s):

**Week Nine:**  
**Topic Description**

Monday, October 16, 2023: Demonstrate Mastery of Scientific Method by studying Animal Reproduction.

Readings: Read general biology chapter 47 on animal reproduction.

Assignment (s):

**Week Ten:** Monday, October 23: Demonstrate Mastery of Scientific Method by  
**Topic Description** studying Animal Reproduction.

Readings:

**Week Eleven:** Monday, October 30 2023: Demonstrate Mastery of Animal Development by  
**Topic Description** studying early embryonic stages.

Readings: Read materials posted on Week Eleven Module.

Assignment (s):

**Week Twelve:** Monday, November 06, 2023: Demonstrate Mastery of Animal Development  
**Topic Description** by studying development of the germ layers.

Readings: Read materials posted on Week Twelve Module.

Assignment (s):

**Week Thirteen:** Monday, November 13, 2023: Demonstrate Mastery of Animal Development by  
**Topic Description** studying formation of fetal structures.

Readings: Read materials posted on Week Thirteen Module.

Assignment (s):

**Week Fourteen:** Monday, November 20, 2023: Preparation for admission to summer internships and  
**Topic Description** Funding for Graduate and Specific Health Professions Schools.

Preparations for Successful Interviews for Admission to Specific Health Professions Schools.

Readings: Read materials posted on Week Thirteen Module.

Assignment (s): Deadline for submitting course assignments.

**Week Fifteen:**  
**Topic Description** FINAL EXAM Period (December 01 to December 06, 2023)  
Readings: Monday, November 27, 2023. Review all materials for final exam.

Assignment (s):

### 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, but for general information, you can visit Taskstream via the link in eCourses.

### Student Support and Success

### **John B. Coleman Library**

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

### **Academic Advising Services**

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at [www.pvamu.edu/advising](http://www.pvamu.edu/advising). Phone: 936-261-5911

### **The University Tutoring Center**

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

### **Writing Center**

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

### **Academic Early Alert**

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

### **Student Counseling Services**

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

### **Office of Testing Services**

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

### **Office of Diagnostic Testing and Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

### **Center for Instructional Innovation and Technology Services (CIITS)**

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

### **Veteran Affairs**

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

### **Office for Student Engagement**

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

### **Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

## **University Rules and Procedures**

### **Academic Misconduct**

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

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive

or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### **Forms of Academic Dishonesty:**

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

### **Nonacademic Misconduct**

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

### **Sexual Misconduct**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), including confidential resources available on campus.

### **Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

### **Non-Discrimination Statement**

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-

discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

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

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

### **Student Academic Appeals Process**

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

### **Technical Considerations**

#### **Minimum Recommended Hardware and Software:**

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra\*
- Smartphone or iPad/Tablet with Wi-Fi\*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

\* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

#### **Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

### **Netiquette (online etiquette)**

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

### **Video Conferencing Etiquette**

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

### **Technical Support**

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

### **Communication Expectations and Standards**

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

### **Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

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

### **COVID-19 Campus Safety Measures** [NOTE: Delete this section when the COVID-19 pandemic is over]

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).