

SYLLABUS

BIOL 2416 P02 GENETICS August 21, 2023 – December 7, 2023

Instructor: Section # and CRN:	Dr. D. Vaden, Ph.D. P02, 12691		
Office Location:	P81, 10601 or P82, 10602 E.E. O'Banion Science Building, Biology Department, Suite 430AB		
Office Phone: Email Address:	(936) 261-3172 dlvaden@pvamu.edu (eCourses powered by Canvas email preferred). Instructor email responds to students within 48 hours during the work week, Monday through Friday (excluding weekends)		
Office Hours: Mode of Instruction: Course Location:	Monday, 12:00 – 2:00 PM & Wednesday, 9 AM – 9:50 AM or by appointment. Face to Face (F2F) E.E. O'Banion Science Building, for lecture Rm. A103 and lab Rm. 407		
Class Days & Times:	Lecture, P01 - TR, 8:00 AM – 8:50 AM, O'Banion Rm. A101 Laboratory, P81, TR, 11:00 AM – 12:50 AM, E.E. O'Banion Science Building, Rm. 407 OR		
	Laboratory, P82, TR, 1:00 PM – 2:50 PM, E.E. O'Banion Science Building, Rm. 407		
Catalog Description:	BIOL 2054 Genetics. (2-4) Credit 4 semester hours. Analysis of the structure, function, and transmission of genetic materials. Laboratory fee required. **		
Prerequisites: Co-requisites:	BIOL 1501, 1502, 1411, or equivalent BIOL 2416 is a combined lecture-laboratory course. Students must be enrolled in both a lecture section and a laboratory section		
Required Texts:	REQUIRED DIGITAL LEARNING PLATFORM : <u>Students CANNOT complete the course successfully without the required electronic</u> <u>textbook and resources</u> . Students are required to purchase McGraw Hill's Connect, a digital teaching and learning environment with an electronic textbook		
Concepts of GENETICS Fourth Liftle	(SmartBook/LearnSmart Prep). Purchasing Connect is required for access to the eBook, homework and adaptive assignments, videos, and study resources. Connect with LearnSmart Prep is a web-based assignment and assessment platform that gives students		

homework and adaptive assignments, videos, and study resources. Connect with LearnSmart Prep is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, with their instructors, and with the important concepts that they will need to know. Connect with LearnSmart Prep is the only electronic book required for this course. The SmartBook (SB) is an adaptive reading experience designed to transform the way students read. It creates a personalized reading experience that focuses on content based on a student's understanding and evaluates students' knowledge in real time to adapt the course textbook.

- **Digital access** to a comprehensive online learning platform
- Includes homework, study tools, eBook, and adaptive assignments
- Download the **free** ReadAnywhere app to access the eBook offline

Concepts of Genetics Robert Brooker,4th Edition with Connect (electronic textbook) (~\$107.07, 180 days from McGraw Hill or ~ \$135.00 access card from PVAMU bookstore) ISBN10: 1265124566 | ISBN13: 9781265124564 Author(s) Robert Brooker Publisher: McGraw-Hill Higher Education

See eCourses for registration (McGraw-Hill CONNECT tab) **Connect courtesy access (free access) available for 14 days**

Student Learning Outcomes:

Program Learning Outcome # Alignment: Knowledge of #1) the chemical basis of life, #2) the central concepts of Genetics; #3) Cell Biology; #4) Organismal Biology; and #5) scientific communication

Core Curriculum Outcome Alignment: Critical Thinking, Communication, Empirical and Quantitative Skills, and Teamwork

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Define and explain the concepts of classical/Mendelian, molecular, and population genetics. These concepts include patterns of Inheritance, molecular structure and replication of the genetic material, molecular properties of the gene, genetic technologies, genetic analysis of individuals and population.	#1 - #2	Critical Thinking
2	Apply critical thinking skills to scientific inquiry.	#1 - #4	Critical Thinking
3	Analyze and interpret empirical and quantitative genetic data.	#1 - #4	Empirical and Quantitative Skills
4	Demonstrate the ability to effectively communicate the fundamentals of genetics.	#1 - #4	Communication
5	Demonstrate the ability to engage in productive teamwork.	#2 - #5	Teamwork

Major Course Requirements Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Exams	50%	50
2) Class assignments: LearnSmart Assignments/	20%	20
SmartBook Assignments/ Connect Quizzes,		
eCourses quizzes, Draw It to Know It, etc.	25%	25
3) Lab assignments and lab exercises		
4) Lecture & Lab performance/participation	5%	5
Total:	100%	100

Grading Criteria and Conversion:

A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = Below 60

This syllabus is subject to change at the discretion of the instructor

Detailed Description of Major Assignments:

Assignment	Description and Grade Requirement
Exams	At least four exams will be administered during the semester. The dates for each exam will be
	available on eCourses. The final lecture exam will be cumulative in terms of genetic topics
	tested. Some of the content of the other exams may cover chapters that had been taught from
	the first day of class to the class day immediately before the exam. The average of all exams
	will constitute fifty percent (50%) of the final grade
Class	Class assignments that assess a student's proficiency and knowledge within the genetics
assignments	course will consist of:
-	1) LearnSmart Prep - adaptive modules aid in learning the topics needed to be successful in
	your course, 2) SmartBook (SB) Assignments (online interactive, adaptive study tool) - help
	students maximize their studying and be better prepared for class, 3) Adaptive Learning
	Assignment - provides a learning experience that adapts to the unique needs of each learner
	through ongoing formative assessment, feedback, and learning resources, 4) Connect Quizzes,
	5) Connect Virtual Labs, 6) problem solving worksheets (Investigations), 7) case studies
	(classroom discussions and small group learning), 8) class quizzes. Unannounced quizzes may

	be given by the instructor to evaluate how well students are learning the most recent genetics concepts taught. The average of all graded class assignments will count for 20% of the total grade.
Lab	Genetics lab activities will be comprised of online and face-to-face investigations to reinforce genetics concepts through experimentation. The lab will be comprised of hands-on activities, virtual lab stimulation assignments, lab quizzes, and lab communication/written documents. Students will use Pixton, a web-based comic creation platform designed for classroom use. The average of all graded lab assignments will count for 25% of the total grade.
Performance/ participation	The lab and lecture (5%) performance components are determined by complying with the student attendance, use of in-class/ in-lab assignments during synchronous class times, submitting assignments on time, participation & interaction with student teams. The average of all graded performance/participation assignments will count for 5% of the total grade. Clickers (also known as "classroom response systems") will be used in lecture and lab classes to assess student attendance and participation.

Course Procedures or Additional Instructor Policies

1. INSTRUCTIONAL TYPE: BIOL 2416 is a synchronous Face to Face course. This course type is NOT an online course (an asynchronous or synchronous course delivered fully online). The class is synchronous meaning the course instruction/activities will be delivered on the days and times specified. The instructional type occurs face-to-face (professor and students together in one location). Attendance will be taken during scheduled times.

This is NOT a self-paced course. Students must submit work throughout each week. Failure to submit work could lead to failure of the course.

It is not recommended that you take this course if you:

- 1. DO NOT plan to purchase the electronic textbook
- 2. DO NOT plan to participate regularly at the specified times and
- 3. DO NOT have the minimum hardware (computer) and software requirements (see course syllabus)

COVID-19 and Course Attendance

- <u>There will be no relaxed attendance policy for the Fall 2023 semester. Students must have an official excused absence if not present for classes or coursework</u>. Following self-reporting, students will receive an excused absence from the Dean of Students. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success (Mr. John Gardner, jpgardner@pvamu.edu).
- Students who are sick or who are self-quarantining due to COVID-19 related illnesses or exposure, must not attend in-person class sessions. Students who are feeling sick should follow PVAMU's COVID guidelines posted at https://www.pvamu.edu/coronavirus/.
- If possible, students who miss class due to illness should:
- •To provide a safe, equitable, and inclusive online experience for students who are sick or who are selfquarantining, the following online requirements are necessary for successful completion of the course: 1) acquire reliable internet access, 2) meet all computer requirements, require course participation at scheduled times (when available).
 - Attend and/or review online materials to stay abreast of all class materials and activities.
 - Contact the instructor regularly regarding assignments, etc. via email or eCourses
 - Submit assignments electronically if permissible
 - Reschedule all face-to-face exams and/or assignments with instructor

2. COMMITMENT TO LEARNING: Please note that this course requires effective time management by students to remain on schedule. Students should plan to allocate, at a minimum, the time required for the course when offered in an on-campus/face-to-face setting. As a rule of thumb, it is recommended that a student spend 2 hours of study for each 1 hour in class. Therefore, for a 4.0 credit hour course, a minimum of 8 hours of study per week (15-week semester) may be required. The course is comprised of 15 Chapters, and multiple assignments organized to correspond to a standard semester. The course is NOT self-paced; approximately 1 - 2 chapters must be completed each week. Each chapter includes the following learning activities: 1) assigned mandatory readings from the electronic textbook. 2. Depending on the chapter, completion of quizzes, eCourses quizzes, and discussion forums are required and 3) Participation assignments that state the daily or weekly activities and due dates

3. LATE ASSIGNMENTS: Online assignments are typically available for 1-2 weeks before the submission deadline. It is especially important not to wait until the deadlines to complete assignments. Technical issues before the deadline are not a valid excuse for not completing assignments. Official excuses must be documented for the assignment period for accommodations to be made. There are no extensions for online lecture and lab assignments without official excuse.

4. 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 if an official excuse is provided. 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 who 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 that was missed.

5. CLASS ATTENDANCE: The University Attendance Policy requires students to be present for each scheduled class, whether face-tot-face, online or hybrid. Attendance in class is documented and report to the university. For this hybrid course, student presence during Zoom meeting and course activity will be used to document attendance. Attendance in class is documented and report to the university. It is the responsibility of each faculty member to accurately record and report student attendance. Students with or without official excuses for missing class will be tested and evaluated the same as students who attend class. However, students attending class will have the advantage of being taught knowledgeable information which they are expected to know. Students are responsible for materials covered during their absences. Classes will start at the prescribed time and end at the prescribed time. Absences are accumulated beginning with the first day of class. The University catalog provides more detailed information.

6. CHEATING. Students caught cheating will receive a grade of F for the course. Students are prohibited from participation in acts of academic dishonesty, including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. The undergraduate catalog provides more detailed information. It is the responsibility of students and faculty members to maintain academic integrity at the University by refusing to participate in or tolerate academic dishonesty.

7. CLASSROOM CIVILITY: Each student is encouraged to help create an environment during class that promotes learning, dignity, and mutual respect for everyone. Students who speak at inappropriate times, sleep in class, display inattention, take frequent breaks, interrupt the class by coming to class late, engage in loud or distracting behaviors, use cell phone in class, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others could be asked to leave the class and subjected to disciplinary action under the Code of Student Rights, Responsibilities and Disciplinary Procedures.

8. 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.

See ecourses for weeks 2 - 16		
Week One	Description	
Lecture & Lab	Tuesday – Lecture: Class introduction, review syllabus, guide to using your electronic	
	textbook & online resources, watch videos, register for Connect	
	Tuesday – Lab: Work independently to complete assignments (see eCoourses)	
	Thursday – Lecture - Overview of Genetics (Chapter 1),	
	Thursday – Lab	
Assignment	See eCourses	
(s):	Tuesday - Submit the Biology Laboratory Safety Contract, Upload you Academic Integrity	
	Certificate, Connect assignments available	

Example of Tentative Course Activities See eCourses for Weeks 2 - 16

PART	Chapter	Lecture
PART I INTRODUCTION	1	Overview of Genetics
PART II	3	Mendelian Inheritance
PATTERNS OF	5	Extensions of Mendelian Inheritance
INHERITANCE		EXAM
	2	Reproduction and Chromosome Transmission
	4	Sex Determination and Sex Chromosomes
	8	Variation in Chromosome Structure and Number
		EXAM
	6	Extranuclear Inheritance, Imprinting, and Maternal Effect
	7	Genetic Linkage and Mapping in Eukaryotes
		EXAM
PART III	11	Molecular Structure of DNA and RNA
MOLECULAR STRUCTURE	12	Molecular Structure and Organization of Chromosomes and Transportation
& REPLICATION OF	13	DNA Replication and Recombination
THE GENETIC MATERIAL		EXAM
PART IV	14	Gene Transcription and RNA Modification
MOLECULAR	15	Translation of mRNA
PROPERTIES OF GENES	16	Gene Regulation in Bacteria
	17	Gene Regulation in Eukaryotes
	18	Non-Coding RNAs
	19	Gene Mutation and DNA Repair
		EXAM
Chapters Cover in Laboratory		
PART V	20	Molecular Technologies
GENETIC TECHNOLOGIES	21	Biotechnology
PART VI	22	Population Genetics
GENETIC ANALYSIS	23	Quantitative Genetics
	24	Evolutionary Genetics

TENTATIVE LECTURE & LAB SCHEDULE AND COURSE OUTLINE:

** PART V and PART VI I Chapters 20 - 24 GENETIC TECHNOLOGIES and PART VI GENETIC ANALYSIS OF INDIVIDUALS AND POPULATIONS will be covered during Genetics Laboratory.

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: <u>https://www.pvamu.edu/library/;</u> 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. 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 (<u>https://www.pvamu.edu/student-success/sass/university-tutoring-center/</u>), and through online sessions (<u>https://www.pvamu.edu/pvplace/</u>). 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: <u>pvtutoring@pvamu.edu</u>; Website: <u>https://www.pvamu.edu/student-success/sass/university-tutoring-center/</u>

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, 2nd 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, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: <u>aetesting@pvamu.edu</u>; Website: <u>www.pvamu.edu/testing</u>

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:

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 cocurricular 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: <u>https://www.pvamu.edu/studentengagement/</u>

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, 2nd 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 <u>Academic Integrity webpage</u>. 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. <u>Cheating</u>: 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. <u>Plagiarism</u>: 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. <u>Collusion</u>: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
- 4. <u>Conspiracy</u>: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
- 5. <u>Multiple Submission</u>: 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) 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 <u>titleixteam@pvamu.edu</u>. More information can be found at <u>www.pvamu.edu/titleix</u>, 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 nondiscrimination 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 nondiscrimination 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.

McGraw Hill Connect system requirements

If you have questions or need technical assistance with McGraw Hill Connect, please visit

https://createwp.customer.mheducation.com/wordpress-mu/success-academy/connects-system-requirements/ Access the links for <u>online support site</u> or email our <u>online support team.</u> McGraw Hill Connect is pleased to announce that Connect now offers chat functionality and expanded weekend hours of technical support. A McGraw Hill Connect goal is to provide you with the service you need to get the most out of Connect.

Operating Systems

- Windows 7, Windows 8.1, Windows 8, Windows 10
- Apple iOS: Mac OSX Mavericks 10.9, Yosemite 10.10, El Capitan 10.11, Sierra 10.12, High Sierra 10.13, Mojave 10.14
- Android, ChromeOS

Browsers

- Firefox (latest version and up to three previous versions)
- Google (latest version and up to three previous versions)
- Safari (latest version and up to three previous versions)
- Note: Connect is not supported on IE11

Plug-ins

- Flash 11+
- Java SE7, SE8
- QuickTime 7.7+

Recommended Display Resolution:

• 1024 x 768 resolution or better

Troubleshooting: See if your computer meets the requirements for Connect. <u>Check My Computer</u> <u>https://createwp.customer.mheducation.com/wordpress-mu/success-academy/connects-system-requirements/</u>

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

Labster system requirements

The simulations are accessible online and require memory on your computer, so a reliable internet connection and a computer with at least the following specifications are important:

- Processor: Dual-core 2 GHz or higher
- RAM: 4 GB or more
- Graphics card: Intel HD 3000 / GeForce 6800 GT / Radeon X700 or higher
- OS: Latest version of Windows (64-bit) or Mac OS or ChromeOS
- Supported browsers: Latest version of Firefox and Chrome
- A **stable internet connection**, same internet capacity as a low-quality YouTube video (500 kbps) To check your internet speed, please use this <u>link</u>.
- Steps on how to check your Windows System Information and Mac System Information

iPad/Phone/Tablets not yet supported

Important: Labster simulations do not yet run on mobile devices such as smartphones and tablets. We are working on adding this in the future.

Chromebook Support

Labster's virtual lab simulations are accessible on Chromebooks that meet the minimum specifications above. There are Chromebooks that will present issues due to their integrated graphics card, most specifically the **Lenovo E100 gen1 and gen2 (and others using the Mediatek Chipset)**. Playing Labster on these devices is not advisable.

Check your device: You can proceed with checking whether your device meets the minimum system requirements by running our most demanding simulation here: <u>https://www.labster.com/tryhard/</u> If your device loads and runs this simulation, you should be able to run other Labster simulations.

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 <u>https://mypassword.pvamu.edu/</u> 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

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. Please note that face coverings are highly recommended indoors and outdoors when physical distancing is not possible. At present, not everyone has been vaccinated; therefore, asymptomatic, unvaccinated individuals pose a risk, and face coverings help reduce that risk.

Face masks will be made available to all departments for use and distribution when needed in the classroom and other spaces.

- **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.
- **COVID-19 Testing and Vaccinations** Testing is required of students moving into on-campus residential housing, but vaccination is the most effective way to mitigate the impact of COVID-19. Vaccinations are, therefore, strongly encouraged. Contact Health Services at 936-261-1410 to schedule an appointment for vaccinations. Testing will be offered at the main campus through the Curative kiosk through the fall semester.
- COVID-19 Guidelines for Student Conduct Adjudication The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
 o 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
 o 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
 o Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional

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Academic Calendar Fall 2023 – Full Term

The Prairie View A&M University Academic Calendar is subject to change as state, system, and local guidelines evolve in relation to COVID. Any updates will be posted to https://www.pvamu.edu/coronavirus.

Aug 21 Monday	First Class Day
Aug 21 Monday	Tuition & Fees Payment Due Date @ 5:00 p.m.
Aug 21 - Aug 29 Monday through Tuesday	Late Registration/Late Registration Fee Begins (\$50.00)
Aug 21 - Aug 30 Monday through Wednesday	Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled
Sep 01 Friday	Financial Aid Refunds Begin
Sep 04 Monday	Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
Sep 04 Monday	Labor Day Holiday (University Closed) *Subject to approval by The Texas A&M University System Board of Regents and may change.
Sep 06 Wednesday	12th Class Day (Census Date)
Sep 06 Wednesday	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Sep 07 Thursday	Withdrawal from Courses with Academic Record ("W") Begins
Sep 12 Tuesday	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Sep 18 Monday	20th Class Day
Oct 12 - Oct 14 Thursday through Saturday	Mid-Semester Examination Period
Oct 16 Monday	Student and Faculty Non-Class Day
Oct 18	Mid-Semester Grades Due

Wednesday	
Oct 26 Thursday	Final Date to Apply for Fall 2023 Graduation (ceremony participation)
Oct 27 Friday	Application for Graduation-Degree Conferral only for Fall 2023 Graduation Begins (no ceremony participation or name listed in the program)
Nov 06 Monday	Priority Registration for continuing students for Spring 2024 semester including December/January Mini-Mester (Special Populations)
Nov 07 Tuesday	Priority Registration for continuing students for Spring 2024 semester in cluding December/January Mini-Mester (Doctoral, Masters, Post-Baccalaureate, Seniors)
Nov 08 Wednesday	Priority Registration for continuing students for Spring 2024 semester inc luding December/January Mini-Mester (Juniors)
Nov 09 Thursday	Priority Registration for continuing students for Spring 2024 semester including December/January Mini-Mester (Sophomores)
Nov 10 Friday	Priority Registration for continuing students for Spring 2024 semester including December/January Mini-Mester(Freshmen)
Nov 11 Saturday	Registration for all students begins for the Spring 2024 semester including December/January Mini-Mester
Nov 23 - Nov 25 Thursday through Saturday	Thanksgiving Holiday (University Closed)
Nov 27 Monday	Final Day to Withdraw from a Course or the University ("W") for the Fall 2023 16- week session
Nov 29 Wednesday	Last Class Day for Fall 2023 16-week session
Nov 30 Thursday	Study Day (No Classes in Session)
Dec 01 Friday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Fall 2023
Dec 01 Friday	Final Day to Apply for Degree Conferral only for Fall 2023 Graduation (No ceremony participation or name listed in the program)
Dec 01 - Dec 07 Friday through Thursday	Final Exams
Dec 07 Thursday	Final Grades Due for Graduation Candidates (12:00 p.m.)
Dec 09 Saturday	Commencement
Dec 12 Tuesday	Final Grades due for all other students (11:59 p.m.)
Dec 25 - Jan 01, 2024 Monday through Monday	Winter Break (University Closed)

FINAL EXAM SCHEDULE Fall 2023 SEMESTER EXAM WEEK

ТВА

The final exam period is Dec. 1 – Dec. 7 (Friday through Thursday). **Students must be <u>physically</u> available** to take the final exam according to the University's final