PRAIRIE VIEW A&M UNIVERSITY

SYLLABUS

CHEG 3304 Chemical Engineering Thermodynamics II
Fall 2023

Course Information

Instructor:	Professor Lealon L. Martin
Section # and CRN:	P02 (12650)
Office Location:	CL Wilson 201F
Office Phone:	936-261-9411 (office)
Email Address:	llmartin@pvamu.edu
Office Hours:	TBD
Mode of Instruction:	Face to face (More than 85% face-to-face, less than 15% online)
Course Location:	CL Wilson 202
Class Days & Times:	TR 2:00 PM–3:20 PM
Catalog Description:	Credit 3 semester hours. Properties of ideal and non-ideal binary and multi-component mixtures. Studies of equilibrium for single-and multi-component systems based on methods of corresponding states, equations of state and activity coefficients. Chemical equilibrium applied to both homogeneous and heterogeneous systems.
Prerequisites:	CHEG 2334 or 2043; and MATH 2320 or 2043
Co-requisites:	None

Required Text(s): Dahm & Visco, Fundamentals of Chemical Engineering Thermodynamics. 1st Edition, ISBN 978-1111580704.

Supplemental Text(s):

(1) Elliott & Lira, Introductory Chemical Engineering Thermodynamics. 2nd Edition, ISBN 978-0136068549.

(2) Smith, Van Ness, Abbott & Swihart, Introduction to Chemical Engineering Thermodynamics. 8th Edition, ISBN 978-1259696527.

Other Resources:

(1) LearnChemE.com (last accessed 8/16/2023) will be a source of video lectures http://www.learncheme.com/Links to an external site. In particular, many screencasts on thermodynamic concepts and applications may be found at the link below.

https://learncheme.com/screencasts/thermodynamics/

(2) Christi Patton-Luks, Professor of Chemical Engineering, https://www.youtube.com/@pattonluks/playlists (last accessed 8/16/2023) will be a source of video lectures. In particular, many of the playlists assigned in this course will come from her series as listed below.

- *ChE Thermodynamics (based on Dahm & Visco book)*
  https://www.youtube.com/watch?v=ibQLrBdoXN8&list=PL8tOln8mesDvo7BzV5TEUq_XNjvfVmTrr
- *Intermediate Thermodynamics*
  https://www.youtube.com/watch?v=ibQLrBdoXN8&list=PL8tOln8mesDvo7BzV5TEUq_XNjvfVmTrr

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Demonstrate knowledge of the 1st, 2nd and 3rd laws of thermodynamics	1, 2, 3, 4	N/A
2	Apply knowledge of 1st and 2nd laws of thermodynamics to identify, formulate and solve problems in energy conservation, power cycles, refrigeration cycles and liquefaction systems	1, 2, 3, 4	N/A
3	Apply knowledge of multi-component mixture physical equilibrium, and chemical equilibrium to identify, formulate and solve problems in reacting and non-reacting systems	1, 2, 3, 4	N/A
4	Demonstrate use of modern tools of the profession in solving multi-component mixture physical equilibrium problems in reacting and/or non-reacting systems	1, 2, 3, 4	N/A

COURSE OUTCOMES IN RELATION TO D1: DEPARTMENTAL OUTCOME 1

Course Outcome 1 (D1): This outcome is a departmental outcome.
Students will have an ability to identify, formulate, and solve fundamental engineering problems by applying principles of engineering, science, and mathematics, using tools appropriate to the profession.

1. Identify (classify and describe) chemical engineering problems based on their mathematical nature and the thermodynamics and material & energy balance concepts that need to be applied.
Students are able to:
- (i) Given a problem statement, identify chemical engineering measurement variables, the units of the variables, and systems of units.
- (ii) Perform unit conversions for common chemical engineering measurements.
- (iii) Classify problem as continuous or steady-state, or transient, static or dynamic, ideal or non-ideal.
- (iv) Sketch a diagram depicting a scenario given in the problem statement.
- (v) List the given information, data and/or constraints, annotating on the sketch as appropriate.
- (vi) List the goals.

2. Formulate calculations in chemical engineering problems using thermodynamics and material & energy balances concepts.
Students are able to:
- (i) Select the best approach for solving a problem.
- (ii) List the key equations, tables, graphs, methods, etc., needed to reach the goals.
- (iii) List assumptions and whether a basis is needed to reach the goals.
- (iv) Simplify the key equation(s) to show the path forward to a solution.

3. Solve calculations in chemical engineering problems using thermodynamics and material & energy balances concepts.
Students are able to:
- (i) Solve a system of equations using algebraic techniques.
- (ii) Perform mass or mole balances on single or multiple units.
- (iii) Perform balances on batch or continuous systems.
- (iv) Determine balances for systems at steady state.
- (v) Calculate mole and mass fractions.
- (vi) Separate and integrate kinetic and fluid flow equations.

4. Use software such as ASPENTech's Aspen or HYSYS, and/or CHEMCAD to perform simple chemical engineering thermodynamics analysis and simulation.
Students are able to:
- (i) Use a chemical process simulator to represent simple processes and model material and energy balances.
- (ii) Use a chemical process simulator to access thermodynamic data for pure and binary mixtures.

Major Course Requirements

Method of Determining Final Course Grade

Item	Course Grade Requirement	Value	Total Points
1)	Discussion/Forum Activity	+10%	10
2)	Quiz, Notes, Exercise	+15%	15
3)	Video Presentation	+25%	25
4)	Project Report	+25%	25
5)	Exam (1st Partial at Midterm, 2nd Partial at Finals)	+25%	25
Total*		100%	100
Optional	**Non-Participation Discount***	–10%	**−10**

*Less discount, if applicable. Note that class attendance is required and unexcused absences earn points toward the non-participation discount. Also, late assignments are subject to a 10% per day penalty on each assignment.

Grading Criteria and Conversion:

A = 90 – 100%
B = 80 – 89.9%
C = 70 – 79.9%
D = 60 – 69.9%
F = less than 60%

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

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Discussion Grades (10%)	Topics for discussion will be posted by the instructor each week, to which students are expected to post a comment at the forum and also a response to another students post at that same forum.*
Quiz Grades (15%)	Reading assignments will be given, for which each student is required to take notes** for upload to complete the assignment. Likewise, screencasts (video lectures) will be assigned, for which students will likewise take notes for later upload. Exercises (similar to the homework concept) will be assigned for completion and submission by upload to Canvas/eCourses. Quizzes will be administered both in class and in Canvas/eCourses.
Video Upload Grades (25%)	The video upload assignments will be individual or team based, as identified by instructor in each assignment. Each video assignment will require each student to be recorded (seen and heard) explaining and/or demonstrating a concept that the student has learned via assigned readings, screencasts (video lectures), class meetings, individual or group study, etc. Typical length will be 5-8 minutes.
Exam Grades (25%)	Students are expected to be present (face-to-face) for exams, of which there will be a minimum of 2, one in October during the scheduled midterm examination period and one in May during the scheduled final exam period.
Project Grades (25%)	The projects will be individual or team based, as identified by instructor in each assignment. Each project will require open ended problem solution, in some cases using computing tools such as Aspen or HYSYS simulation software, accessible via VDI. The results are to be communicated in a letter report, with style and content requirements as communicated by the instructor.

* The first student to post will have to return to the forum later, after another student has also posted, in order to post a comment to another students post.

** The style of note taking is the Bullet Point Notes method, used in the Guaranteed 4.0 Plan, for which guidance will be posted at the Canvas/eCourses site.

Course Procedures or Additional Instructor Policies

This section will be updated as needed.

Semester Calendar*

Preliminary Plan*	**1**	**2**
	Week 1	
	Tue 22 Aug	**Thu 24 Aug**
Topic	Course Overview and Orientation	Review: Physical Properties of Pure Compounds (Chapter 2)
Pre-Reading	**Syllabus, D&V 1.1-1.5**	**D&V 2.1-2.4**
Previewing-Playlist	PL1	PL2
Pre-Assignment	Online Quiz	Pre-Assignment
Activity 1	Review Syllabus	Lecture/Discussion
Activity 2	C: Terms & Concepts Quiz	C: Terms & Concepts Quiz
Activity 3		Introduce Project 1
Post-Assignment	Post-Assignment	Post-Assignment

	3	**4**
	Week 2	
	Tue 29 Aug	**Thu 31 Aug**
Topic	Review: Material and Energy Balances (Chapter 3)	Review: Entropy (Chapter 4)
Pre-Reading	**D&V 3.1-3.7**	**D&V 4.1-4.6**
Previewing-Playlist	PL3	PL4
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Exercise	C: Exercise
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	5	**6**
	Week 3	
	Tue 5 Sep	**Thu 7 Sep**
Topic	Chapter 5: Thermodynamic Processes and Cycles, Part A: Heat Engines	Chapter 5: Thermodynamic Processes and Cycles, Part B: Refrigeration
Pre-Reading	**D&V 5.1-5.2**	**D&V 5.3-5.5**
Previewing-Playlist	PL5A	PL5B
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Terms & Concepts Quiz	C: Exercise
Activity 3	TBD	TBD

Post-Assignment	Post-Assignment	Post-Assignment

	7	8
	Week 4	
	Tue 12 Sep	**Thu 14 Sep**
Topic	Chapter 6: Thermodynamic Models of Real, Pure Compounds, Part A: Mathematical Models, Maxwell's Relations	Chapter 6: Thermodynamic Models of Real, Pure Compounds, Part B: Heat Capacity and Residual Properties
Pre-Reading	**D&V 6.1-6.2**	**D&V 6.3-6.4**
Previewing-Playlist	PL6	(PL6)
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Terms & Concepts Quiz	C: Exercise
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	9	10
	Week 5	
	Tue 19 Sep	**Thu 21 Sep**
Topic	Exam 1 over Engines and Refrigeration	Chapter 7: Equations of State, Part A: Cubic Equations of State (EOS)
Pre-Reading		**D&V 7.1-7.2**
Previewing-Playlist		PL7A
Pre-Assignment	Upload Project 1 Report	Pre-Assignment
Activity 1	Upload Link to Project 1 Video	Introduce Project 2
Activity 2	Upload Project 1 Individual Assessment of Team Functioning	C: Terms & Concepts Quiz
Activity 3	TBD	TBD
Post-Assignment		Post-Assignment

	11	12
	Week 6	
	Tue 26 Sep	**Thu 28 Sep**
Topic	Chapter 7: Equations of State, Part B: Corresponding States. Virial EOS	Chapter 8: Modeling Phase Equilibrium for Pure Components, Part A: Mathematical Models of Phase Equilibrium
Pre-Reading	**D&V 7.3-7.5**	**D&V 8.1-3**
Previewing-Playlist	PL7B	PL8
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Exercise	C: Terms & Concepts Quiz
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	13	14
	Week 7	
	Tue 3 Oct	**Thu 5 Oct**
Topic	Chapter 8: Modeling Phase Equilibrium for Pure Components, Part B: Fugacity and Its Use in Modeling Phase Equilibrium	Chapter 9: Introduction to Mixtures, Part A: Ideal Solutions; Properties of Mixing
Pre-Reading	**D&V 8.4**	**D&V 9.1-9.2**
Previewing-Playlist	(PL8)	PL9
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Exercise	C: Terms & Concepts Quiz
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	15	16
	Week 8	
	Tue 10 Oct	**Thu 12 Oct**
Topic	Chapter 9: Introduction to Mixtures, Part B: Mathematical Framework for Solutions	Chapter 9: Introduction to Mixtures, Part C: Ideal Gas Mixtures
Pre-Reading	**D&V 9.3-9.5**	**D&V 9.6**
Previewing-Playlist	(PL9)	(PL9)
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Exercise	C: Exercise
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	17	18
	Week 9	
	Tue 17 Oct	**Thu 19 Oct**
Topic	Chapter 10: Vapor-Liquid Equilibrium (VLE), Part A: Raoult's Law and Presentation of Data	Chapter 10: Vapor-Liquid Equilibrium (VLE), Part B: Mixture Critical Points; Lever Rule; Flash Problem
Pre-Reading	**D&V 10.1-10.2**	**D&V 10.3-10.4**
Previewing-Playlist	PL10	(PL10)
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Terms & Concepts Quiz	C: Exercise
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	19	20
	Week 10	
	Tue 24 Oct	**Thu 26 Oct**
Topic	Exam 2 over Binary Mixtures	Chapter 10: Vapor-Liquid Equilibrium (VLE), Part C: Practice with VLE Problem Solving
Pre-Reading	Upload Project 2 Report	**D&V 10.5**
Previewing-Playlist	Upload Link to Project 2 Video	(PL10)
Pre-Assignment	Upload Project 2 Individual Assessment of Team Functioning	Pre-Assignment
Activity 1		Introduce Project 3
Activity 2		C: Terms & Concepts Quiz
Activity 3		TBD
Post-Assignment		Post-Assignment

	21	22
	Week 11	
	Tue 31 Oct	**Thu 2 Nov**
Topic	Chapter 11: Theories and Models for LVE for Mixture: Modified Raoult's Law Approaches, Part A: Phase Equilibrium for Mixtures; Fugacity in Mixtures; Gamma-Phi Modeling	Chapter 11: Theories and Models for LVE for Mixture: Modified Raoult's Law Approaches, Part B: Modified Raoult's Law; Excess Molar Gibbs's Energy Intro & Models
Pre-Reading	**D&V 11.1-11.5**	**D&V 11.6-11.9**
Previewing-Playlist	PL11	(PL11)
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Terms & Concepts Quiz	C: Exercise
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	23	24
	Week 12	
	Tue 7 Nov	**Thu 9 Nov**
Topic	Chapter 11: Theories and Models for LVE for Mixture: Modified Raoult's Law Approaches, Part C: Thermodynamic Consistency and Practice with VLE Problem Solving	Chapter 13: LLE, VLE, and SLE, Part A: Liquid-Liquid Equilibrium (LLE); Miscibility Gaps; Stability; Modelling LLE
Pre-Reading	**D&V 11.10**	**D&V 13.1-13.6**
Previewing-Playlist	(PL11)	Pre-Playlist
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Exercise	C: Terms & Concepts Quiz
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	25	26
	Week 13	
	Tue 14 Nov	**Thu 16 Nov**
Topic	Chapter 13: LLE, VLE, and SLE, Part B: VLLE; SLE; Modeling VLLE & SLE Systems	Chapter 14: Fundamentals of Chemical Reaction Equilibrium: Chemical Reaction Stoichiometry; Equilibrium Criterion Applied to Chemical Reaction
Pre-Reading	**D&V 13.7-13.11**	**D&V 14.1, 14.2, 14.3**
Previewing-Playlist	Pre-Playlist	PL14
Pre-Assignment	Pre-Assignment	Pre-Assignment
Activity 1	Lecture/Discussion	Lecture/Discussion
Activity 2	C: Exercise	C: Terms & Concepts Quiz
Activity 3	TBD	TBD
Post-Assignment	Post-Assignment	Post-Assignment

	27	
	Week 14	
	Tue 21 Nov	**Thu 23 Nov**
Topic	Chapter 14: Fundamentals of Chemical Reaction Equilibrium: Multiple Reaction Equilibrium	*Holiday*
Pre-Reading	**D&V 14.4, 14.5**	*Thanksgiving*
Previewing-Playlist	(PL14)	
Pre-Assignment	Pre-Assignment	
Activity 1	Lecture/Discussion	
Activity 2	C: Exercise	
Activity 3	TBD	
Post-Assignment	Post-Assignment	

	28	
	Week 15	
	Tu3 28 Nov	**Thu 30 Nov**
Topic	*Last Day of Class*: Exam 3 over Reaction Equilibrium Concepts	*Study Day*
Pre-Reading	Upload Project 3 Report	
Previewing-Playlist	Upload Link to Project 3 Video	
Pre-Assignment	Upload Project 3 Individual Assessment of Team Functioning	
Activity 1		
Activity 2		
Activity 3		
Post-Assignment		

	Final Exam Period
	Tue 5 Dec
Topic	No Final Exam
Pre-Reading	
Previewing-Playlist	
Pre-Assignment	
Activity 1	
Activity 2	
Activity 3	
Post-Assignment	

**This schedule represents a tentative schedule only and is subject to change at the instructor's discretion.*
*** Textbooks by Dahm & Visco (D&V); Elliott & Lira (E&L); and Smith, Van Ness, Abbot and Swihart (SVNA). Readings are in D&V, except where noted. PL means playlist. Playlists are not included in this syllabus; they will be supplied in Canvas when assigned.*

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

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

Panther Navigate

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

Student Counseling Services

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

Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the OTS – Proctoring Service website. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Testing Website

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

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

Center for Careers & Professional Development

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

University Rules and Procedures

Academic Misconduct

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

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the University's Administrative Guidelines on Academic Integrity and its underlying academic values.

Nonacademic Misconduct

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

Sexual Misconduct

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

Protections and Accommodations for Pregnant and Parenting Students

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

Non-Discrimination Statement

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

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

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

Makeup Work for Legitimate Absences

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

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the Online Reporting Forms to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university

excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process

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

Technical Considerations

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

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

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

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

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

Students should go to Password Reset Tool if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding Canvas/eCourses , call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

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

Discussion Requirement

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

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

COVID-19 Campus Safety Measures

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

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