



**CHEG 4247-P02: Senior Design and Professionalism
I Fall 2023 Syllabus**

General Course Information

Information Item	Information
Instructor:	Dr. Kazeem B. Olanrewaju, Ph. D.
Section # and CRN:	P02 CRN: 12307
Office Location:	C.L. Wilson 201C
Office Phone:	936-261-9415
Email Address:	kaolanrewaju@pvamu.edu
Office Hours:	10 am. – 1 p.m. Tuesday and Thursday
Mode of Instruction:	Hybrid Instructional Method
Course Location:	New Electrical Engineering Building 139
Class Days & Times:	T 3:30 pm - 4:20 pm R 3:00 pm - 5:50 pm
Catalog Description:	(0-3) Credit 2 semester hours. This is the first course of a two-semester capstone experience (CHEG 4248 must immediately follow 4247 or sequence must restart with 4247) involving engineering design of an industrial or advanced team project. Elements of ethics and professionalism in engineering practice are integrated into the project experience. The project will include application of relevant engineering codes and standards, as well as realistic constraints. Design achievements are demonstrated with written reports, and oral presentation, and professional standards and ethics examinations.
Prerequisites:	CHEG 3301 and CHEG 3302 and CHEG 3305 and CHEG 3306.
Co-requisites:	CHEG 4247-P82
Required Text(s):	None
Recommended Text(s):	<ol style="list-style-type: none"> 1. “Chemical Process Engineering: Design & Economics,” by Harry Silla, 2003, Marcel Dekker, ISBN 0-8247-4274-5. 2. “Analysis, synthesis and Design of Chemical Processes” by Richard Turton, Richard C. Bailie, Wallace B. Whitting, Joseph A. Schaeiwitz and Debangsu Bhattacharrya, 4th Edition, 2012, Prentice Hall, ISBN-13: 9780132618120 3. “Plant Design and Economics for Chemical Engineers” by Peters, M.S., K.D. Timmerhaus and R.E. West, 5th edition, 2003, McGraw-Hill, ISBN 0—07-239266-5. 5. “Fundamentals of Engineering Design”, by Barry Hyman, 2nd edition, 2003, Pearson Education, Inc. (Prentice Hall), ISBN 0-13-046712-X 5. “Chemical Engineering Process Design and Economics: A practical Guide” by Gael D. Ulrich and Palligarnai T. Vasudevan, 2nd Edition, 2004, Process(Ulrich) Publishing, ISBN0-9708768-2-3 6. “Senior Project Manual” by Prairie View A & M University College of Engineering

General Course Information Table

Access to Learning Resources:

PVAMU Library:
phone: (936) 261-1500;
web: <http://www.tamu.edu/pvamu/library/>
University Bookstore:
phone: (936) 261-1990;
web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

Course Goals or Overview:

The goal of this course is to provide a capstone design experience for chemical engineering students who have completed all of their design coursework at the junior level and below.

Course Outcomes/Objectives

At the end of this course, the student will have achieved and demonstrated the following outcomes.

- 1 Be able to design a system, component, or process to meet desired needs.
- 2 Demonstrate an understanding of professional and ethical responsibility.
- 3 Be able to demonstrate the broad education necessary to understand the impact of engineering solutions in a global and societal context.
- 4 Be able to recognize the need for and ability to engage in life-long learning.
- 5 Demonstrate a knowledge of contemporary issues

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. Continuous assessment of students' homework assignments, oral presentations and written design reports will be used to evaluate their competence in ABET student outcomes 2 (ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors), 4 (ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts), and 7 (ability to acquire and apply new knowledge as needed, using appropriate learning strategies).

Presentation – oral presentations, some of which are graded, to develop and demonstrate an ability to communicate effectively in oral mode.

Homework Exercises – written assignments, often in letter report format, designed to supplement and reinforce course material. The letter report format serves to develop and demonstrate an ability to communicate effectively in written mode.

Quizzes – announced or surprise in-class assignments to promote student accountability

Project Report – the central feature of this course is an open ended design project on a relevant, contemporary, technical problem in the student's discipline. The report is the medium by which design accomplishments are demonstrated and also serves to develop and demonstrate an ability to communicate effectively in written mode.

Class Participation – daily attendance and participation in class discussions

Grading Matrix (points will vary according to instructor's grading system)

Instrument	Total
Homework Assignments	5%
Midterm progress report	5%
Final presentation	70%
Final project report	20%
Total	100%
Discount for lack of participation	-10%
<i>Extra credit (as assigned by instructor)</i>	

Grade Determination:

A = 100 – 90pts;

B = 89 – 80pts;

C = 70 – 79pts;

D = 60 – 69pts;

F = 59pts or below

Course Procedures

Textbook Policy

Students must acquire the textbook that is listed as “required” on the course syllabus. The textbook must be acquired by the 10th class day. Students are not allowed to share textbooks with other students who are currently registered in the same class. Failure to acquire (or show proof of purchase) the required textbook by the 10th class day will result in the student being administratively dropped from the course. The University will assess financial obligations for the course to the student as with any other dropped class according to the fee schedule. In addition, your financial aid may be affected by the subsequent registration action(s).

Go to <http://www.pvamu.edu/pages/195.asp> for the Roy G. Perry College of Engineering Textbook Policy.

Conduct:

- Students will conduct themselves in a manner that is respectful to their fellow classmates and the instructor at all times.
- **Cell phones, ipads and smart phones or similar electronic devices MUST** be turned off and stowed away during class time. Students are **NOT** allowed to leave class to answer cell phones or use these devices.
- Students caught using ipads and smart phones or similar electronic devices during exams will receive **ZERO** for the exam and be subject to sanctions as stipulated under **Academic Misconduct**.
- Students should be prepared to stay in the classroom for the duration of the exam. Students who have any condition that may require them to leave the exam room should make prior arrangements with the Instructor. Students who decide to leave the exam room for any other reason must handover their exam paper and consider the exam over for them.
- Students should dress professionally and are **NOT** allowed to wear caps/hats in class.
- Students are **NOT** allowed to bring food to the classroom or eat in class
- Arrive to class prepared to discuss lesson with your project binder.

Submission of Assignments:

There will be project assignments, reports and presentations. All presentations will be team presentations and each student is required to contribute to the success of the team. It is recommended that a member of

the group be assigned the duty of recorder, and maintain the minutes of meetings (with listing of attendees) and a notebook with pertinent information. Individual reports are to be submitted at mid term and at the end of the semester detailing the contribution of each team member. A team report is to be submitted at midterm and a final report is to be submitted at the end of the semester. In the event that it becomes necessary to remove a member from a team, the following procedure must be followed:

- The team minus the affected member, must meet to discuss the action to be taken.
- The team must then meet with the affected student and discuss the action to be taken.
- A letter must be submitted to the instructor giving justification for the action to be taken. The letter must be signed by all team members and a copy must be sent to the affected student.
- The instructor will then schedule a meeting with the team members and the affected student for final discussion and appropriate action.

All homework assignments are due directly to the Instructor, prior to the start of class or the assignment will not be accepted. All homework assignments and exams should be written on one side of the page only, and should use the appropriate cover sheet, with the name, assignment title and date. All pages should be numbered. Failure to use the correct cover sheet will result in the assignment grade being reduced by 20%.

Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

Exam Policy

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).

Professional Organizations and Journals

As directed by instructor.

References

As directed by instructor.

Semester Calendar

Modules	Topic	Assignment/Activity (Face-to-Face[F2F])	Assignment/Activity (Online)
Start Here/ Course Introduction Module:	Course overview & Manual: Projects Selection; Meeting Agreement; The Nine Step Model of Design Process; Group Dynamics	<ul style="list-style-type: none"> • Homework 1 	<ul style="list-style-type: none"> • TBD

Modules	Topic	Assignment/Activity (Face-to-Face[F2F])	Assignment/Activity (Online)
Module 1:	Project goals and planning: Project goals and objectives; constraints applicable to project; planning concepts, Tasks and GANTT charts	<ul style="list-style-type: none"> • Homework 2 	<ul style="list-style-type: none"> • TBD
Module 2:	Comprehensive literature review: Information gathering and communication	<ul style="list-style-type: none"> • Homework 3 	<ul style="list-style-type: none"> • TBD
Module 3:	Process design: Process sorting; evaluation of alternatives selection	<ul style="list-style-type: none"> • Reading: Impact of engineering on society 	<ul style="list-style-type: none"> • TBD
Module 4:	Process Design: Process selection and description	<ul style="list-style-type: none"> • Reading: Professionalism and ethics 	<ul style="list-style-type: none"> • TBD
Module 5:	Process Design: Block flow diagrams and material balances	<ul style="list-style-type: none"> • Homework 4 	<ul style="list-style-type: none"> • TBD
Module 6:	Process Design: Heat/energy balances	<ul style="list-style-type: none"> • Reading: Codes and standards 	<ul style="list-style-type: none"> • TBD
Module 7:	Process Design: Process flow diagram and detailed process description	<ul style="list-style-type: none"> • Mid Term 	<ul style="list-style-type: none"> • TBD
Module 8:	Process		<ul style="list-style-type: none"> • TBD

Modules	Topic	Assignment/Activity (Face-to-Face[F2F])	Assignment/Activity (Online)
	Design: Process design: Process simulation using HYSYS/ASP EN and Safety Review; Hazards, operability and inherent safety (HAZOP analysis)		
Module 9:	Process Design: Process design: Process simulation using HYSYS/ASP EN and Safety Review; Hazards, operability and inherent safety (HAZOP analysis)	<ul style="list-style-type: none"> • Homework 4; Professionalism and ethics 	<ul style="list-style-type: none"> • TBD
Module 10:	Process Design and analysis: Materials selection	<ul style="list-style-type: none"> • Reading: Codes and standards 	<ul style="list-style-type: none"> • TBD
Module 11:	Process Design and analysis: Materials selection	<ul style="list-style-type: none"> • Homework 5; Reading: Codes and standards 	<ul style="list-style-type: none"> • TBD
Module 12:	Process Design and analysis:	<ul style="list-style-type: none"> • Mass and energy 	<ul style="list-style-type: none"> • TBD

Modules	Topic	Assignment/Activity (Face-to-Face[F2F])	Assignment/Activity (Online)
	Outline of final report	balances and converged HYSYS simulation	
Module 13*:	Process Design and Analysis: Outline of project presentation	<ul style="list-style-type: none"> • Completion of mass and energy balances and converged HYSYS simulation 	<ul style="list-style-type: none"> • TBD
Module 14*:	Course Review	<ul style="list-style-type: none"> • Final draft of project report due 	<ul style="list-style-type: none"> • TBD
Final: November 30, 2020		Final Project Report Due	<ul style="list-style-type: none"> • TBD

*- if time permits

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. 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; 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, 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: aetesting@pvamu.edu; Website: 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, 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

[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) 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. More information can be found at www.pvamu.edu/titleix, 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.

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.

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-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to covid-19@pvamu.edu. Proof for self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly 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. 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. 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 may qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to www.pvamu.edu/coronavirus or email covid-19@pvamu.edu.