CHEM 1306
Introduction to General Chemistry I
Fall 2023

August 21st – December 11th 2023

General Course Information

Information Item	Information
Instructor:	Dr. Esther Obi
Section # and CRN:	Z02- *10075*
Office Location:	Virtual
Office Phone:	(903) 484-4861 (Google number)
Email Address:	esobi@pvamu.edu
Office Hours:	VIRTUALLY (scheduled by appointment)
Mode of Instruction:	Online Asynchronous
Course Location:	Online Asynchronous
Class Days & Times:	Online Asynchronous
Catalog Description:	***CHEM 1306 Introduction to General Chemistry I: 3 semester hours***. An introductory course to essential chemical principles including atoms, atomic structure, molecules, compounds, elementary stoichiometry, and calculations, type of chemical reactions and fundamental principles. The interpretation and evaluation of case studies to develop fundamental knowledge and skills. This course will require a fair amount of writing and teamwork. For health science and non-majors.
Prerequisites:	
Co-requisites:	
Required Text(s):	**An Introduction to General, Organic, and Biological Chemistry 13th Edition Author(s): Timberlake, Karen Textbook ISBN-13: 9780134421353** web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d University Bookstore: phone:(936) 261-1990; web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d **MASTERING VERSION MUST BE PURCHASED. ACCESS CODE IS NEEDED FOR ONLINE HOMEWORK & DYNAMIC STUDY MODULES**
Recommended Text(s):	

General Course Information Table

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
1. Recognize and apply the basics of the scientific approach		
2. Identify the structure of atoms and molecules and the nature of chemical bonds between atoms		
3. Analyze and evaluate properties of acids, bases, and inorganic salts		
4. Recognize Redox reactions and illustrate the reaction mechanisms		
5. Identify radiation and evaluate its effect on cells and organs		
6. Apply chemical naming rules to inorganic and molecular compounds		
7. Formulate the relationship and calculate P, V, n and T using gas laws		

Student Learning Outcomes Table

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
10 Unit Modules		
1. Dynamic Study Modules (15)	15.0%	150 pts
2. Homework (5)	7.5%	75
3. Quizzes (5)	7.5%	75 pts
4. Exams (5)	50.0%	500 pts
5. Final examination	20.0%	200 pts.
Total:	**100**	**1000 points**

Course Grade Requirement Table

Grading Criteria and Conversion:
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = 59% or below

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Getting Started	Syllabus Video + Syllabus Quiz + Introduction to Mastering HW
Module 1 (Chapter 1)	DSM + Homework + Quiz
Module 2 Chapter 2)	DSM + Homework + Test
Module 3 (Chapter 3)	DSM + Homework + Quiz
Module 4 (Chapter 4)	DSM + Homework + Test
Module 5 (Chapter 5)	DSM + Homework + Quiz
Module 6 (Chapter 6)	DSM + Homework + Test
Module 7 (Chapter 7)	DSM + Homework + Quiz
Module 8 (Chapter 8)	DSM + Homework + Test
Module 9 (Chapter 9)	DSM + Homework + Quiz
Module 10 (Chapter 10)	DSM + Homework + Test
Exams	5 exams covering 2 modules each & Final Exam covering topics from all modules

Assignment Title or Grade Requirement	Description
Dynamic Study Modules (DSM)	These assignments are worth 10 points each. DSMs assess what the student already knows and focus their study on the concepts that they do not **15%**
Homework	Students will complete homework assignments in CANVAs. Assignments range from $15-30$ questions per chapter tested. **7.5%**
Quizzes	Quiz will cover chapter concepts covered in text, DSMs, homework, and lecture videos. Student will quiz over every other chapter (module). Quizzes must be completed in eCourses by close date. **7.5%**
Exams	Exams will cover 2 chapters each (Ch. 1-2 exam, Ch. 3-4 exam Ch. 5- 6exam, Ch. 7-8 exam, Ch. 9-10 exam,). **50.0%**
Final Examination	Final exam covering concepts from modules 1-10 **20.0%**

Course Procedures or Additional Instructor Policies

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.

Pearson Mastering

All homework assignments and DSMs will be completed in Mastering Chemistry provided by Pearson Learning. To register:

Enter Your Canvas Course:
1. Sign in to Canvas and enter your Canvas course.

2. Do one of the following:

   ➢ Select any Pearson link from any module.

   ➢ Select **the MyLab & Mastering** in the Course Navigation, and then select any course link on the Pearson page.

Get Access to Your Pearson Course Content:
1. Enter your Pearson account **username** and **password** to **Link Accounts**.
   You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.
   ➢ If you don't have a Pearson account, select **Create** and follow the instructions.
2. Select an access option:
   ➢ Enter the access code that came with your textbook or was purchased separately from the bookstore.
   ➢ Buy access using a credit card or PayPal account.
   ➢ If available, get temporary access by selecting the link near the bottom of the page.
3. From the You're Done page, select **Go to My Courses**.

Note: We recommend you always enter your MyLab & Modified Mastering course through Canvas.

Get Your Computer Ready
For the best experience, check the system requirements for your product at:
http://www.pearsonmylabandmastering.com/system-requirements/
Need help?
For help with MyLab & Modified Mastering with Canvas, go to:
http://help.pearsoncmg.com/mylabmastering/canvas/student/en/index.html

Submission of Assignments:

To obtain full credit in a module, all assignments in the module must be completed by the designated due date. A 3-day grace period will be applied to late assignments, however, 10% of the grade will be deducted for each day that the assignment is late. The highest obtainable grade for a lab assignment submitted 3 days late is a 70%. Assignments 4 days late will lock and no further submissions will be allowed. A zero be awarded for unsubmitted assignments.

Exam Policy

Online exams and quizzes will be taken using the third-party testing resources **Respondus Lock Down Browser (LDB**) and **Respondus Monitor** (PV-paid subscription. Free for student use). Respondus LDB "locks" a student into a test and prevents students from opening additional tabs before submitting the assessment. Respondus Monitor requires webcam and microphone access to proctor and record students as they complete their exams and quizzes. **The use of these monitoring resources is solely for the purpose of providing a proctored testing environment and deterring academic dishonesty.** All recorded exams will be reviewed by your instructor.

Requirements to take exams include:
- A reliable computer, desktop or laptop (phones, tablets, Chromebooks, and iPads are not allowed).
- Windows: 10, 8, 7 • Mac: OS X 10.10 or higher
- Adobe Flash Player (bundled with the LockDown Browser installation) • Web camera (internal or external) & microphone
- A reliable internet service provider. A broadband internet connection.
- A room to take the exam where you are alone (other individuals in the room are not allowed)

Download the Respondus Lockdown Browser to your computer.

Watch these overview videos to understand the tools your will be using to take the exam

Respondus LockDown Browser: https://www.youtube.com/watch?v=XuX8WoeAycs#action=share

Respondus Monitor (Webcam): https://www.youtube.com/watch?v=hv2L8Q2NpO4#action=share

I. **Setting Up Respondus Monitor:** To ensure Respondus Monitor and your webcam are set up properly, do the following:
   1. Login into Canvas and enter the Respondus Lockdown Browser and Monitor Statement.
   2. Click ""Launch LockDown Browser" button
   3. Locate and select the Help Center button on the LockDown Browser toolbar.
   4. Run the Webcam Check and System and Network Check, if necessary, resolve any issues.
   5. Exit the Help Center then start the quiz
   6. Follow Steps 1-5. At this point the Startup Sequence for the webcam begins. You will first need to review and agree to the Terms of Use.
   - The Webcam Check will confirm that your webcam and microphone are working properly.
   - The first time the Webcam Check is performed on a computer, Adobe Flash Player will require you to select Allow and Remember.
   - The remaining steps of the Startup Sequence will depend on settings chosen by your instructor**.**
   - Follow the instructions and note your progress along the top of the screen. If you encounter a problem, select the It's not working link for troubleshooting tips.
   - Upon completing and submitting the Respondus Lockdown Browser and Monitor Statement, exit LockDown Browser.
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II. **Exam Guidelines:** When taking an online exam, follow these guidelines:
   - Have your ID available
   - Ensure you're in a location where you won't be interrupted
   - Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
   - **Students are required to test in front of a medium to full sized mirror to reflect and show their laptop screen and testing area to the camera while testing**.
   - Testing with dual monitors is not allowed.
   - Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it. Also be sure that your computer is attached to a power source and

will not lose power while testing
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
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To produce a good webcam video, do the following:
- Avoid wearing baseball caps or hats with brims, hoodies, hair bonnets, or any head covering.
- Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
- If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
- Take the exam in a well-lit room but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

III. **Exam Assistance:**
1. The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.
2. Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product.
3. If you're still unable to resolve a technical issue with LockDown Browser, go to www.support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.
4. If your computer freezes during a quiz or exam and the timer shows time available, stop taking the quiz/exam. Close the window and contact your instructor right away.

IV. **Academic Violations during LockDown Browser + Respondus Monitor (Webcam) Exams:** You will receive a zero on your exam for violating any of the following rules:
    A. Your webcam check must show that you are working alone in an isolated room.
    B. Your webcam check must show that all accessible academic resources are stored away during the exam such as textbook, written or digital notes, anything attached to your monitor/computer that can be considered notes (i.e. post-its) must be put away and out of sight while taking the exam.
    C. During your webcam check with an internal webcam and throughout the duration of your exam, you will need to use a mirror to show that the computer and monitor are free of any attachments using the mirror reflection of the work area.
    D. No one should be in the room with you at any time during the exam. Lock the door and inform everyone not to enter the room during the exam.
    E. Do not get up and leave your computer at any point during the exam.
    F. No restroom breaks or breaks of any kind are allowed.
    G. You must take the exam on a table or desk. Do not take exams in your bed, on the floor, etc.
    H. Your entire face, head, and torso must be visible during the exam.
    I. Do not deviate your head and/or eyes away from the monitor.
    J. Do not play any background noise such as TV or radio during the exam.
    K. Do not use headphones/earbuds during the exam.
    L. The room must be well illuminated during the exam. Do not take the exam in the dark.
    M. Do not take the exam in a public location. You must be in an isolated room.
    N. No eating or drinking during the exam.
    O. No pets/animals in the room during the exam.

Missed Exams
Exams and quizzes should be taken as scheduled. No makeup examinations will be allowed without proper documentation of a university approved absence (check the Student Handbook for the definition of a "University Approved Excuse"). Should an exam be missed for a University Excused Absence:

- Student will notify faculty prior to exam
- Notification in itself does not indicate acceptance of excuse; excuse must be one as described in the University Catalog and accompanied by proper documentation; Unexcused absence will result in a grade of "0"
- The weight of the missed exam will be added to the weight of the final exam
- Should a second exam be missed for any reason; a grade of "0" will be applied and the student will be advised about withdrawing from the course or the semester
- If final exam is missed for a University Excused Absence, the exam will be taken at a time mutually agreed upon between the faculty and student
    - Unexcused Absences from the final exam will result in a grade of "0"

Fall 2023 Semester Calendar

Modules	Topic	Assignment/Activity (Online)	Due Date
Start Here/ Course Introduction:	Course Introduction	- Read the syllabus - Watch the CANVAS Orientation Video **Complete the syllabus quiz** **Complete "Introduction to Mastering" Homework**	08/24/2023 11:59pm
Module 1:	Chemistry in Our Lives	- Read Chapter 1 in your textbook book / Watch chapter 1 lectures **Complete 3 DSMs (Key Math Skills: Scientific Notation/ Key Math Skills: Percentages / Chapter 1)** **Complete homework assignment** - Complete chapter 1 quiz	09/02/2023 11:59pm
Module 2:	Chemistry & Measurements	- Read Chapter 2 in your textbook book / Watch chapter 2 lectures **Complete 3 DSMs (Key Math Skills: Significant Figures / Key Math Skills: Converting Units & Conversion Factors / Chapter 2)**	09/09/2023 11:59pm

Modules	Topic	Assignment/Activity (Online)	Due Date
		• Complete homework assignment • **Complete Test #1: Chapter 1 and Chapter 2 only.**	
Module 3:	Matter and Energy	• Read Chapter 3 in your textbook book / Watch chapter 3 lectures • **Complete 1 DSM (Chapter 3)** • **Complete homework assignment** • **Complete chapter 3 quiz**	09/23/2023 11:59pm
Module 4:	Atoms and Elements	• Read Chapter 4 in your textbook book / Watch chapter 4 lectures • **Complete 1 DSM (Chapter 4)** • Complete homework assignment **Complete Test #2: chapter 3 and Chapter 4 only.**	10/07/2023 11:59pm
Module 5:	Nuclear Chemistry	• Read Chapter 5 in your textbook book / Watch chapter 5 lectures	10/21/2023 11:59pm

Modules	Topic	Assignment/Activity (Online)	Due Date
		• **Complete 1 DSM (Chapter 5)** • **Complete homework assignment** • **Complete chapter 5 quiz**	
Module 6:	Ionic and Molecular Compounds	• Read Chapter 6 in your textbook book / Watch chapter 6 lectures • **Complete 1 DSM (Chapter 6)** • **Complete homework assignment** • **Complete Test #3: chapter 5 and Chapter 6 only.**	10/28/2023 11:59pm
Module 7:	Chemical Quantities and Reactions	• Read Chapter 7 in your textbook book / Watch chapter 7 lectures • **Complete 1 DSM (Chapter 7)** • **Complete homework assignment** • **chapter 7 quiz**	11/04/2023 11:59pm

Modules	Topic	Assignment/Activity (Online)	Due Date
Module 8	Gases	- Read Chapter 8 in your textbook book / Watch chapter 8 lectures **Complete 1 DSM (Chapter 8)** **Complete homework assignment** **Complete Test #4: chapter 7 and Chapter 8 only.**	11/11/2023 11:59pm
Module 9:	Solutions	- Read Chapter 9 in your textbook book / Watch chapter 9 lectures **Complete 1 DSM (Chapter 9)** **Complete homework assignment** **Chapter 9 quiz**	11/18/2023 11:59pm
Module 10:	Acids & Bases & Equilibrium	- Read Chapter 10 in your textbook book / Watch chapter 10 lectures **Complete 1 DSM (Chapter 10)** **Complete homework assignment**	12/02/2023 11:59pm

Modules	Topic	Assignment/Activity (Online)	Due Date
		• **Complete Test #5: chapter 9 and Chapter 10 only**	
Final Exam 12/05/2023	**Final Exam**	**Complete online final**	**12/05/2023 11:59pm**

Student Support and Success

John B. Coleman Library
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library.

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 the student is unsure of the best resource for their needs. Some students are supported by faculty advisors 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. You can find your advisor's location by academic major at the Academic 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 is offered face-to-face , and through online sessions at 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: University Tutoring Center.

The Writing Center
The Writing Center provides well-trained peer tutors that 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. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

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 Alert helps 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 PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: [Academic 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 provides assistance to 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: [Student Counseling Services](#).

Office of Testing Services
Testing Services serves to create opportunities by offering 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: [Testing Services](#).

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 hardware and software, adapted furniture, proctoring of 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: [Disability Services](#).

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-assisted and 2-way video course delivery. For more details and contact information, visit: [CIITS Student Webpage](#); Phone: 936-261-3283.

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; Website: [Veteran Affairs](#).

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: [Office for Student Engagement](#).

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: Career Services.

University Rules and Procedures

Academic Misconduct (See Student Planner)
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see *University Administrative Guidelines on Academic Integrity*). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, 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 or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

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. 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.

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

5. Fabrication of Information/Forgery: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Nonacademic Misconduct (See Student Planner)
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, or (2) the ability of students to benefit from the instructional program, or (3) the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Office for Student Conduct 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 the Title IX Webpage 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 condition, 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. More information can be found at this webpage.

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 936-261-1744 or 1792.

Class Attendance Policy (See Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports 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 internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in 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 rests 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 Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this webpage.

Technical Considerations

Minimum **Recommended Hardware and Software:**
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra* (Proctoring for Exams and Quizzes will not work with Chromebook, smartphones, or tablets)
- 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

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

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

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving emails
- 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 discussions 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 session. Before class session begins, test audio, video and lighting to alleviate technology issues.

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

Students can click the Resources button in the Canvas Navigator to see a list of support resources. This tab also contains a link to several training and tutorial videos and a FAQ page to help you navigate and troubleshoot issues in Canvas. The Support Hotline and Chat will connect you to real-time Canvas support from Instructure (24/7). To get assistance, you can
- call (936) 261-3283
- Email ciits@pvamu.edu

For text or course material support you access the [Library](#), [Bookstore](#), or the publisher website. For assistance with third-party applications, please refer to their individual technical support resources. Some useful sites for applications such as Zoom and Respondus are listed below:

- Respondus- https://web.respondus.com/student-help/

- Zoom- https://support.zoom.us/hc/en-us

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. Instructor feedback on assignments will usually be available within 3 days from the close date of the assignment. When contacting your instructor, please follow professional communication guidelines. Please include your name and your course name and section in email communications. Email communications must be held at reasonable, respectable hours (BEFORE 8pm). 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 take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

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.