PRAIRIE VIEW A&M UNIVERSITY

SYLLABUS

General Organic Chemistry II - 10087 - CHEM 2304 - P02

August 21, 2023 – Dec 07, 2023

Instructor:	Dr. Sameh Abdelwahed
Section # and CRN:	17065 - CHEM 2304 - P02
Office Location:	E.E. O'bannion Science Building, 230F & 239
Office Phone:	936-261-3192
Email Address:	shabdelwahed@pvamu.edu
Office Hours:	MW **9:00 pm - 12:00** pm
Mode of Instruction:	Face-Face
Course Location:	O'bannion Science Building, A104
Class Days & Times:	MWF 8:00 pm - 8:50 am
Instructor:	Dr. Sameh Abdelwahed
Catalog Description:	General Organic Chemistry II. (3-0) Credit 3 semester hours. For chemistry majors and minors, chemical engineering, and science majors. This section will focus on organic synthesis with mechanistic detail, in addition to the spectroscopic characterization of organic compounds and identification of functional group transformation. Specifically, substitution and elimination; conjugated compounds. benzene and aromaticity with electrophilic aromatic substitution; alcohols and ethers; carbonyl compounds and derivatives; and amines will be studied in this course. Designed for chemistry majors and minors, chemical engineering, and science majors.
Prerequisites:	CHEM 2033/CHEM 2303, General Organic Chemistry I
Co-requisites:	N/A
Required Texts:	Organic Chemistry, 4th Edition by David Klein; The online edition is the only available text, and is found on www.Wileyplus.com
Recommended Texts:	Organic Chemistry As a Second Language – Second Semester Topics, ISBN: 978-119-11066-9

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to: [NOTE: Begin each outcome with a verb]:	**Program Learning Outcome # Alignment**	**Core Curriculum Outcome Alignment**
1	Be able to understand Substitution and elimination reactions	2	Critical Thinking
2	Be able to analyze organic compounds by spectroscopic methods	2	Critical Thinking
3	Demonstrate an understanding of reactions of substituted benzenes	2	Critical Thinking
4	Demonstrate an understanding of reactions of carbonyl compounds	2	Critical Thinking
5	Be able to understand special topics in organic chemistry	2	Critical Thinking
6	Be able to do well on organic section of standardized exams	2	Critical Thinking

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement [Name each major requirement]	Value	Total
1) Homework (WileyPlus)	50 points	50 points
2) Exam I	100 points	100 points
3) Mid-Term Exam (Exam II)	100 points	100 points
4) Exam III	100 points	100 points
5) Exam IV	100 points	100 points
6)Final Exam	100 points	100 points
7) Attendance	50 points	50 points
8) Quiz (usually on Fridays)	5 point/each (10 Quizzes)	50 points
Total:		**650 points**

Exam 1 = Covers Chapter 8-12
Exam 2 (Mid-term) = Covers Chapter 13-15
Exam 3 = Covers Chapter 16-18
Exam 4 = Covers Chapter 19, 22
Final Exam = comprehensive (Chapter **8-22**)

Grading Criteria and Conversion:
A = 100-90 %
B = 90-80%
C = 80-70%
D = 70-60%
F = less than 60%

Assignment Title or Grade Requirement	Description
Quizzes/Homework/At 1. Attendance/Quiz.	Counts as 23% of total grade. Quizzes will be scheduled after each chapter At least one quiz per chapter is planned, though more quizzes may be assigned to ensure that student understanding of course material before the regular exam. The quiz average will be compared to the lowest of four regular exams. The higher grade will be applied towards the final grade.
2. Regular Exams	Counts as 62% of total grade
3. Final Exam	Counts as 15% of total grade. The final exam will be comprehensive, covering all chapters completed for this semester.
Extra Credit	Additional credit will be awarded based on your level of participation and engagement during the lecture

Course Procedures or Additional Instructor Policies
Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in Canvas.

[NOTE: If there are any special instructions relating to assignment submissions, formatting, or other course policies, they should be included here. Include individual policies on tardies, cell phones and other class disruptions. If you have additional classroom rules that do not fit on a single page, consider posting them in canvas instead.]

Semester Calendar

Week	Description
Week One-Three:	**Semester Introduction and Syllabus Review** **Review Chapter 8 – Chapter 10:**
Topic Description	Review Syllabus and Course Design
Week One	8.1 – Introduction to Addition Reactions 8.2 – Alkenes in Nature and in Industry 8.3 – Addition vs. Elimination: A Thermodynamic Perspective 8.4 – Hydrohalogenation 8.5 – Acid-Catalyzed Hydration 8.6 – Oxymercuration-Demercuration 8.7 – Hydroboration-Oxidation 8.8 – Catalytic Hydrogenation 8.9 – Halogenation and Halohydrin Formation 8.10 – Anti-Dihydroxylation 8.11 – Syn Dihydroxylation 8.12 – Oxidative Cleavage 8.13 – Predicting the Products of an Addition Reaction 8.14 – Synthesis Strategies
Week Two	**Chapter 9: Alkynes**
Topic Description	9.1 – Introduction to Alkynes 9.2 – Nomenclature of Alkynes 9.3 – Acidity of Acetylene and Terminal Alkynes 9.4 – Preparation of Alkynes 9.5 – Reduction of Alkynes 9.6 – Hydrohalogenation of Alkynes 9.7 – Hydration of Alkynes 9.8 – Halogenation of Alkynes 9.9 – Ozonolysis of Alkynes 9.10 – Alkylation of Terminal Alkynes 9.11 – Synthesis Strategies
Week Three:	**Chapter 10: Radical Reactions**

Readings: Chapter 10

10.1 – Radicals
10.2 – Common patterns in Radical Mechanisms
10.3 – Chlorination of Methane
10.4 – Thermodynamic Consideration for Halogenation Reactions
10.5 – Selectivity of Halogenation
10.6 – Stereochemistry of Halogenation
10.7 – Allylic Bromination
10.8 – Atmospheric Chemistry and the Ozone Layer
10.9 – Autooxidation and Antioxidants
10.10 – Radical Addition of HBr: Anti-Markovnikov Addition
10.11 – Radical Polymerization
10.12 – Radical Processes in the Petrochemical Industry
10.13 – Halogenation of a Synthetic Technique

Week Four: **Chapter 11: Synthesis**
Topic **Description**
Readings: Chapter 11

11.1 – One-Step Syntheses
11.2 – Functional Group Transformations
11.3 – Reactions That Change the Carbon Skeleton
11.4 – How to Approach a Synthesis Problem
11.5 – Multi-Step Synthesis and Retrosynthetic Analysis
11.6 – Green Chemistry
11.7 – Practical Tips for Increasing Proficiency

Week Five:
Topic **Description** **Chapter 12: Alcohols and Phenols**
Readings: Chapters

12.1 – Structure and Properties of Alcohols
12.2 – Acidity of Alcohols and Phenols
12.3 – Preparation of Alcohols via Substitution or Addition
12.4 – Preparation of Alcohols via Reduction
12.5 – Preparation of Diols
12.6 – Preparation of Alcohols via Grignard Reagents
12.7 – Protection of Alcohols
12.8 – Preparation of Phenols
12.9 – Reactions of Alcohols: Substitution and Elimination
12.10 – Reactions of Alcohols: Oxidation
12.11 – Biological Redox Reactions
12.12 – Oxidation of Phenol
12.13 – Synthesis Strategies

Week Six: **Chapter 13: Ethers and Epoxides; Thiols and Sulfides**

13.1 – Introduction to Ethers
13.2 – Nomenclature of Ethers
13.3 – Structure and Properties of Ethers
13.4 – Crown Ethers
13.5 – Preparation of Ethers
13.6 – Reactions of Ethers
13.7 – Nomenclature of Epoxides
13.8 – Preparation of Epoxides
13.9 – Enantioselective Epoxidation
13.10 – Ring-Opening Reactions of Epoxides
13.11 – Thiols and Sulfides
13.12 – Synthesis Strategies Involving Epoxides

Week Seven: **Chapter 14: Infrared spectroscopy and mass spectrometry**

Week Eight: **Chapter 15: Nuclear magnetic resonance spectroscopy**

Week Nine:

Topic **Description**

Readings: Chapter

Chapter 16: Conjugated Pi Systems and Pericyclic Reactions

16.1 – Classes of Dienes
16.2 – Conjugated Dienes
16.3 – Molecular Orbital Diagrams
16.4 – Electrophilic Addition
16.5 – Thermodynamic Control vs. Kinetic Control
16.6 – An Introduction to Pericyclic Reactions
16.7 – Diels-Alder Reactions
16.8 – MO Descriptions of Cycloadditions
16.9 – Electrocyclic Reactions
16.10 – Sigmatropic Rearrangements
16.11 – UV-Vis Spectroscopy
16.12 – Color
16.13 – Chemistry of Vision

Week Ten: **Chapter 17: Aromatic Compounds**

Topic **Description**

Readings: Chapter 17

17.1 – Introduction to Aromatic Compounds
17.2 – Nomenclature of Benzene Derivatives
17.3 – Structure of Benzene
17.4 – Stability of Benzene
17.5 – Aromatic Compounds Other Than Benzene
17.6 – Reactions at the Benzylic Position
17.7 – Reduction of Benzene and Its Derivatives
17.8 – Spectroscopy of Aromatic Compounds

Week Eleven: **Chapter 18: Aromatic Substitution Reactions**

Topic **Description**

Readings: Chapter 18

18.1 – Introduction to Electrophilic Aromatic Substitution
18.2 – Halogenation
18.3 – Sulfonation
18.4 – Nitration
18.5 – Friedel–Crafts Alkylation
18.6 – Friedel–Crafts Acylation
18.7 – Activating Groups
18.8 – Deactivating Groups
18.9 – Halogens: The Exception
18.10 – Determining the Directing Effects of a Substituent
18.11 – Multiple Substituents
18.12 – Synthesis Strategies
18.13 – Nucleophilic Aromatic Substitution
18.14 – Elimination-Addition
18.15 – Identifying the Mechanism of an Aromatic Substitution Reaction

Week Twelve: **Chapter 19: Aldehydes and Ketones**

Topic **Description**

Readings: Chapter 19

19.1 – Introduction to Aldehydes and Ketones
19.2 – Nomenclature
19.3 – Preparing Aldehydes and Ketones: A Review
19.4 – Introduction to Nucleophilic Addition Reactions
19.5 – Oxygen Nucleophiles
19.6 – Nitrogen Nucleophiles
19.7 – Hydrolysis of Acetals, Imines, and Enamines
19.8 – Sulfur Nucleophiles
19.9 – Hydrogen Nucleophiles
19.10 – Carbon Nucleophiles
19.11 – Baeyer–Villiger Oxidation of Aldehydes and Ketones
19.12 – Synthesis Strategies
19.13 – Spectroscopic Analysis of Aldehydes and Ketones

Week Thirteen: **Chapter 20: Carboxylic Acid Derivatives**

Topic **Description**
Readings: Chapter 20

20.1 – Introduction to Carboxylic Acids
20.2 – Nomenclature of Carboxylic Acids
20.3 – Structure and Properties of Carboxylic Acids
20.4 – Preparation of Carboxylic Acids
20.5 – Reactions of Carboxylic Acids
20.6 – Introduction to Carboxylic Acid Derivatives
20.7 – Reactivity of Carboxylic Acid Derivatives
20.8 – Preparation and Reactions of Acid Chlorides
20.9 – Preparation and Reactions of Acid Anhydrides
20.10 – Preparation of Esters
20.11 – Reactions of Esters
20.12 – Preparation and Reactions of Amides
20.13 – Preparation and Reactions of Nitriles

Week Fourteen: **Chapter 21: Alpha Carbon Chemistry; Enols and Enolates**
Topic **Description**
Readings: Chapter 21

21.1 – Introduction to Alpha Carbon Chemistry: Enols and Enolates
21.2 – Alpha Halogenation of Enols and Enolates
21.3 – Aldol Reactions
21.4 – Claisen Condensations
21.5 – Alkylation of the Alpha Position
21.6 – Conjugate Addition Reactions
21.7 – Synthesis Strategies

Week Fifteen: **Chapter 22: Amines**
Topic **Description**
Readings: Chapter 22

22.1 – Introduction to Amines
22.2 – Nomenclature of Amines
22.3 – Properties of Amines
22.4 – Preparation of Amines: A Review
22.5 – Preparation of Amines via Substitution Reactions
22.6 – Preparation of Amines via Reductive Amination
22.7 – Synthesis Strategies
22.8 – Acylation of Amines
22.9 – Hofmann Elimination
22.10 – Reactions of Amines with Nitrous Acid
22.11 – Reactions of Aryl Diazonium Ions
22.12 – Nitrogen Heterocycles
22.13 – Spectroscopy of Amines

Week Sixteen: Review
Topic **Description**
Readings:

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 in the UTC, in virtual face-to-face sessions, 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*
- 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.

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 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.

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 COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including 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 difficult to reliably maintain.

- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

- **Classroom Ingress/Egress** - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- **Face-to-face Class** - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day's class remotely for all students.

- **COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
    - 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
    - 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
    - Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional information on Conduct Probation and Suspension.

Personal Illness and Quarantine - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Off

Disclaimer

The instructor reserves the right to amend or change the syllabus at any time