BLAW 2203 – Legal Environment of Business
Fall Term 2016

Instructor: Cris S. Houston, Esq.
Section # and CRN: Z01

Virtual Office Hours – Please rely exclusively on the Message Feature in eCourses to send messages to Prof. Houston. Please do not use the email feature in eCourses or any other email address to contact Prof. Houston. To ensure a timely response to your email, please use the Message Center to keep all communications in eCourses.

If you need to schedule a telephone meeting, please contact Prof. Houston and arrange to talk via telephone to discuss any questions you have about the course. If you provide ample advance notice, Prof. Houston will make every effort to schedule a telephone meeting at a time that is mutually convenient.

Prof. Houston will respond to all messages sent through the Message feature in eCourses within forty-eight (48) hours. If you have an urgent need, please call Prof. Houston at the office telephone number below for a more immediate response.

Do not text Prof. Houston on the office telephone number below. Please be sure to call to ensure that you receive a response.

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Mode of Instruction: Online via eCourses
Course Location: Online via eCourses
Class Days & Times: M/T/W/R/F

Office Phone: 281-885-8805
Email Address: cshouston@pvamu.edu
This syllabus is not a contract and is subject to change with or without notice.

**Catalog Description:** A survey of the U.S. legal system with an emphasis on aspects relevant to business operations. Topics include legal systems, constitutional law, criminal law, property law, torts, and basic contract law.

**Prerequisites:** Prerequisite: Pass reading section of TSIA.

**Co-requisites:** None

**Required Texts:** *Business Law (5th Edition), by James Morgan (© 2015)*

- **Publisher:** BVT Publishing
- **ISBN:** 978-1-62751-343-2

**Recommended Texts:** N/A.

**Student Learning Outcomes:**

<table>
<thead>
<tr>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
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</thead>
<tbody>
<tr>
<td>1 State and apply the fundamental principles of the Common Law system, including the significance of precedent and the analytical methods used.</td>
<td>PLO 1, 3 CT</td>
</tr>
<tr>
<td>2 State and apply the primary sources of law in the United States and those sources’ relative importance.</td>
<td>PLO 1 CT</td>
</tr>
<tr>
<td>3 State and apply the role of the Commerce Clause of the U.S. Constitution in determining the application of state and federal laws to business activities.</td>
<td>PLO 1 CT</td>
</tr>
<tr>
<td>4 State and apply the rules protecting “real property” and “personal property” and their differing application to items and interests.</td>
<td>PLO 1, 3 CT, PR</td>
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<tr>
<td>5 Identify the distinctions between “intentional” and “unintentional” torts.</td>
<td>PLO 1 CT, PR</td>
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<tr>
<td>6 State and apply the elements of, and defenses against, a cause of action for negligence.</td>
<td>PLO 1 CT, PR</td>
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<tr>
<td>7 State and apply the requirements for creating (the “elements” of) a contract under Common Law contract law rules.</td>
<td>PLO 1, 3 CT</td>
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<tr>
<td>8 State and apply the principal distinctions between criminal law and civil law.</td>
<td>PLO 1, 3 CT, PR</td>
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Major Course Requirements

Course Grade Components:

Exam 1 15%
Exam 2 15%
Exam 3 15%
Homework – Weekly 15%
Learning Forum Posts 10%
Final Project 30%
TOTAL 100%

Grading Criteria and Conversion:
A = 90.00 – 100
B = 80.00 – 89.99
C = 70.00 – 79.99
D = 60.00 – 69.99
F = < 60.00

Successful fulfillment of the course objectives requires students to do the following:

1) Purchase the required textbook;
2) Read the textbook and supplemental readings according to the syllabus deadlines and prepare relevant questions before graded assignments and examinations are due;
3) Properly take notes when reading the textbook, class materials provided as supplements by the professor, and online class discussions;
4) Study (review) textbook reading assignments, supplemental class materials, and notes each week (especially prior to completing examinations or homework assignments);
5) Utilize the SQ3R Method (the professor will post an SQ3R Method Handout on eCourses) or another equally-effective reading, note-taking, and study-skills method to help you comprehend, learn, and master the course material that will be tested on homework assignments and examinations;
6) Complete the graded assignments per the deadlines listed in the course syllabus;
7) Utilize study groups to prepare for examinations and homework assignments (You may discuss homework assignments in your study groups to aid your understanding of the material, but you cannot receive aid in completing the written homework assignments or copy another student’s answers for the homework assignments that you submit for a grade); and
8) Schedule telephone meetings with the professor to clarify your understanding of assigned reading and other graded assignments and examinations prior to completion of graded assignments and examinations.

NOTE: Additional University information and policies are included in the Syllabus copy available online in eCourses. Please see below in this soft-copy of the Syllabus copy as
This syllabus is not a contract and is subject to change with or without notice. well for the additional University information policies.
## SEMESTER CALENDAR (Subject to Change/Update during Semester)

(ver. 1.0)

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Chapter</th>
<th>Topic</th>
<th>Due Dates, etc.</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Course Intro; Syllabus Review</td>
<td>9/2</td>
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<td></td>
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<td>Assignments: Learning Forum Post (LFP) - Week 1 (Ice Breaker)</td>
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<tr>
<td>1, 2</td>
<td>1</td>
<td>Law: Importance, Purposes, and Sources; Handout for Ch. 1 (Read and complete exercises)</td>
<td>9/2</td>
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<tr>
<td>2</td>
<td>2</td>
<td>Legal Reasoning, Ethical Behavior, and Social Responsibility; Handout for Ch. 2 (Read and complete exercises)</td>
<td>9/4</td>
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<td></td>
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<td>Assignments: Learning Forum Post – Week 2; Homework: Ch. 1 Review Questions &amp; Problems (RQ&amp;P) – 1, 2, 5, 6, &amp; 9; Ch. 2 RQ&amp;P – 1 &amp; 2</td>
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<td>3</td>
<td>3</td>
<td>Court Systems; Handout for Ch. 3 (Read and complete exercises)</td>
<td>9/11</td>
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<td>Assignments: Learning Forum Post – Week 3; Homework: Ch. 3 RQ&amp;P – 2-10</td>
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<td>4</td>
<td>4</td>
<td>Litigation</td>
<td>9/18</td>
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<td>Assignments: Learning Forum Post – Week 4; Homework: Ch. 4 RQ&amp;P – 1-4, 7, 10</td>
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<td>5</td>
<td>5</td>
<td>Alternatives for Resolving Disputes</td>
<td>9/25</td>
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<td></td>
<td>Assignments: Learning Forum Post – Week 5; Homework: Ch. 5 RQ&amp;P – 1-5, 7-9</td>
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<th>6</th>
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<th>Constitutional Grounds for Regulating Businesses</th>
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<td></td>
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<td>Assignments: Learning Forum Post – Week 6; Homework: Ch. 6 RQ&amp;P 1, 4-7, 9, &amp; 10</td>
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<td>NOTE: Exam 1 – Next Week</td>
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<td>7</td>
<td>Exam 1</td>
<td>Exam 1 (Chs. 1-6, Learning Forums Topics, Supplemental Reading Materials)</td>
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<td>Assignments: Learning Forum Post – Week 7 NOTE: No Reading Assignments or Homework for this Week</td>
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<td>8</td>
<td>7</td>
<td>Criminal Law and Business</td>
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<td>Assignments: Learning Forum Post – Week 8; Homework: Ch. 7 RQ&amp;P 1-3, 5-10</td>
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<td>9</td>
<td>10</td>
<td>Property: Introduction, Personal Property, &amp; Wills</td>
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<td>Assignments: Learning Forum Post – Week 9; Homework: Ch. 10 RQ&amp;P 1, 4-6, 8-10</td>
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<tr>
<td>10</td>
<td>11</td>
<td>Property: Real Property</td>
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<td>Assignments: Learning Forum Post – Week 10; Homework: Ch. 11 RQ&amp;P 1, 5-10</td>
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<td>11</td>
<td>12</td>
<td>Intellectual Property and Cyber Law</td>
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<td>Assignments: Learning Forum Post -Week 11; Homework: Ch. 12 RQ&amp;P 1-5</td>
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<td>NOTE: Exam 3 – Next Week</td>
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Exam 1 – Take Online by 10/9 LFP – 10/9

10/2

10/16

10/23

10/30

11/6
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<tr>
<td>12</td>
<td>Exam 2</td>
<td>Exam 2</td>
<td>(Chs. 7, 10, 11, &amp; 12, Learning Forum Topics, Supplemental Reading Materials)</td>
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<td>Assignments: Learning Forum Post – Week 12 NOTE: No Reading Assignments or Homework for this Week</td>
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<td>13</td>
<td>8</td>
<td>Torts: Introduction and Intentional Torts</td>
<td>11/20</td>
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<td>Assignments: Learning Forum Post – Week 13; Homework: Ch. 8 RQ&amp;P – 1-3, 5-10</td>
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<td>14</td>
<td>9</td>
<td>Torts: Negligence and Strict Liability</td>
<td>Tues., 11/29</td>
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<td>Assignments: Learning Forum Post – Week 14; Homework: Ch. 9 RQ&amp;P – 1-3, 5-9</td>
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<td>NOTE: Thanksgiving Break is this Week</td>
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<td>15</td>
<td>13</td>
<td>Nature of Contracts and Contract Remedies</td>
<td>11/29</td>
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<td>Assignments: Homework: Ch. 13 RQ&amp;P – 1-3, 6, 7, 9, &amp; 10</td>
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<td>NOTE: No Learning Forum Post this Week</td>
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<tr>
<td>16</td>
<td>Exam 3</td>
<td>Exam 3</td>
<td>(Chs. 8, 9, &amp; 13, Learning Forum Topics, Supplemental Reading Materials)</td>
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<td>Final Exam Pd.</td>
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**Final Project:**

Students may select any topic of their choice for the final project as long as the selected topic is within the scope of the subject matter of the course. A list of possible topics will be made available to students before the midterm period. Final projects are due on or before the last day of class. This due date cannot be extended in order to allow the professor ample time to grade all assignments and submit final grades for all students. Early submissions are allowed.

Students should begin thinking about potential final project topics as soon as the course begins because the presentation can cover any topic that is related to the subject matter of the course. The final project is the only ongoing assignment that students must work on throughout the course. The final project must consist of a written paper and an accompanying PowerPoint
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summary and bibliography. The written paper must be between eight (8) and ten (10) pages in length and contain a bibliography page that is not part of the eight (8) to ten (10) page requirement. The PowerPoint summary must contain eight (8) to ten (10) slides and a bibliography page that is not part of the eight (8) to ten (10) slide requirement.

Students must provide bibliographies containing all sources used in the preparation of the paper and presentation, and the bibliography must be included in the PowerPoint summary and paper. The PowerPoint summary can be very brief, entailing topical outlines and visual aids that add to the reader’s comprehension of the key points of the written paper topic. The bibliography must contain at least three (3) substantial sources. Wikipedia pages, internet blogs, and similar internet web sites are prohibited; however, students are permitted to consult these sources as supplemental sources for the final project as long as these sources are not the primary sources consulted for the final project and are not listed in the bibliography.

Students must submit selected final project topics for approval from Professor Houston before students begin the research and completion phases of the final project. Students are strongly encouraged to submit selected final project topics to Prof. Houston before Spring Break in order to enable students to have at least one full month to complete the final project.

Students must submit their selected final project topics to Professor Houston for approval by posting the topics on eCourses in the designated Learning Forum for the topics. No two students can select the same topic, so students must post their topics on eCourses for approval so that all students can see the approved topics.

This is an individual project, so students are prohibited from collaborating on the final project. Moreover, no two students can choose the same final project topic. Topics will be approved on a first-come-first-served basis; thus, if you identify a topic that you like, please submit it to Professor Houston for approval immediately.

Student must save the final project file with clear identifiers that contain your name and the words “final project” in the file name (e.g., “CrisHoustonFinalProject”). Students must post the final project (paper and PowerPoint summary) or a link to it on eCourses’ “Learning Forum” in order to receive a grade for the assignment.

LEARNING FORUMS:

Please enter your Learning Forums posts by accessing the “Learning Forums” tool in eCourses. Students must complete the assigned reading, audio, and/or video material and respond in detail to the material on the designated Learning forum.

The Evaluation Criteria and Instructions for Students’ Learning Forum posts include the following:

1) The professor will post one Learning Forum question each week.
2) Students must post one Learning Forum answer per month from August to December, i.e., student must post a total of five (5) posts for the entire semester.
3) To ensure quality posts, students are required to post answers between 150 and 200 words.
4) Students must also post at least one reply per week to posts submitted by classmates and/or the professor. Reply posts must be between 50 and 75 words.
5) Students must post well-reasoned, well-written posts and reply posts that are substantiated by the course reading and material, news information, personal experience, and/or pertinent unassigned reading.
6) Students must proofread posts and reply posts so that they are clear, coherent, and error-free. Posts and reply posts that are so riddled with errors that the author’s point is unclear will not receive full credit.
7) Posts and reply posts that do not reflect a thorough understanding of assigned reading and course material will not receive full credit.
8) References to assigned reading and other pertinent sources must be indicated in posts and reply posts.
9) Unoriginal posts and reply posts will not receive any credit. Students must make significant and unique contributions to the exchange of ideas in order to promote substantive learning experiences for all students in the course. For instance, students cannot post limited statements such as “I agree with Rahim.” and expect to receive any credit. Such posts will not receive any credit at all and will not count as a post or reply post in accordance with the rules for minimum posts and reply posts.
10) Learning Forums posts will be graded based on the quantity, quality and timeliness of your contributions.
11) Each week, the professor will post Learning Forum topics by Tuesday at midnight in order to give students some time to complete a large portion of the assigned reading for the week before the topics are posted.
12) Students who seek to earn credit for a Learning Forum post for a designated week must post their answers to the assigned question during the designated week by Friday at 11:59 p.m. to give other students who wish to reply to and discuss the posts ample time to do so before the next post is assigned the following Tuesday.
13) Students who do not post one answer per month for the Learning Forums topics posted by Prof. Houston will not receive credit for late posts made after the deadline. Students who do not post at least one reply post per week will not receive credit for late reply posts made after Sunday at 11:59 p.m.
14) Students can submit additional posts and reply posts above and beyond the minimum requirements. This is highly encouraged as a means of allowing everyone to freely contribute to the robust exchange of ideas that will enrich the learning process for all students.
15) Rude and disrespectful posts and reply posts will not be graded and will be deleted from the Learning Forum as if they were never posted in order to foster an environment conducive to learning and the open exchange of ideas. Everyone is worthy of respect, so please be sure to respect others’ opinions just as you expect others to respect your opinions.
16) Refrain from abusive language, foul language, and insults because such behavior does not stimulate learning and may have the intolerable effect of silencing students who have a right to participate in all dialogs in this course. If you are in
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doubt about whether a post or reply post is acceptable, operate by the Golden Rule: Do unto others as you would have them do unto you.

Professor’s Role in Learning Forums:

The professor will serve as a “guide” in the dialogs assigned in the Learning Forums. The professor will not respond to every post, but the professor will read what is posted and reply when necessary.

Expect professor posts in the following situations:

1) To assist students with making connections between discussions and textbook material.
2) To fill in important things that may have been missed.
3) To re-direct discussion when inappropriate posts are made.
4) To point out key points or to identify important posts.

EXAMINATIONS:

Examinations 1, 2, and 3 will cover the assigned reading from the required textbook reading as listed in the syllabus, required supplemental handouts posted on eCourses, and other course materials. Students should complete the assigned reading for each week in order to ensure that students are adequately prepared for the Examinations.

Examination formats will be true/false and multiple-choice, and Examinations will be administered online in the eCourses Quizzes feature. Learning Forums content provided by the professor, such as web links, video clips, and audio material, may be covered on the Examinations. Homework assigned on a weekly basis will be covered on the Examinations. The Examinations will not be cumulative; the Examinations will only cover required reading and course material that is not tested on the prior Examination.

HOMEWORK (WEEKLY):

Each week, the professor will assign homework questions. Students must upload the homework assignments in the designated Assignment Drop Box on eCourses. Homework will be due at the end of the week that the chapter is assigned on Sunday at 11:59 p.m. Late assignments will be graded according to the Late Assignment Submission Policy listed below.

Homework questions will usually be located at the end of the chapter in the required textbook. Please consult the syllabus for the weekly homework assignments, but please note that you must pay attention to eCourses announcements for changes in the homework assignments. Where circumstances dictate coverage of new or different material in a given week, the professor may change the homework assignment for that particular week.
Homework assignments will be the key way to prepare for the Examinations as well as the Final Project. The knowledge gained from the homework assignments will be useful for mastering the Examinations as well as the Final Project.

Moreover, the homework assignments will serve as a study guide and review for the Examinations. Material covered on the homework assignments will be tested on the Examinations. Please pay careful attention to the application exercises that you complete in the homework because your Examinations will require you to apply the information you read in the textbook to hypothetical or real-world situations. You may also be tested on the definitions of terms and concepts, but you should not stop here when you study for your Examinations. You must ultimately know how to apply the terms and concepts in a hypothetical or real-world business setting in order to succeed on the Examinations.

Homework assignments are open book, but students cannot discuss the homework with each other or anyone other than the professor. Students must complete their own homework assignments without aid from other students in the class. Students are prohibited from working on the homework together and turning in the identical assignments; this will be considered unauthorized collaboration in violation of the Cheating and Academic Dishonesty Policy. Students caught violating this rule against cheating and unauthorized collaboration are in violation of the University’s Academic Dishonesty Policy, and the professor will apply all relevant penalties permitted by the University when students violate the Academic Dishonesty Policy.

**Late Assignment Submission Policy:**

Assignments, homework, and examinations submitted late will not be graded. Because all course assignments, homework, and examinations will be released to students days or weeks before the assignments are due, late assignment submission is not allowed. Please note that the term “assignments” as used here covers any and all required work in this course. Assignments may always be submitted before the due date to avoid violation of the late assignment submission policy.

The exception to this policy is in the case of emergency circumstances, such as illness of the student (or close relative) or death in the family. The professor has the discretion to grant extensions on assignments, homework, and examinations in the case of emergency circumstances. However, such emergency circumstances must be documented with written paperwork, such as a doctor’s note, in order to allow the student to make-up any missed assignments or examinations. A student experiencing emergency circumstances that will prevent the student from submitting assignments, homework, or examinations on or before the due date must timely notify the professor. In the event that the student cannot contact the professor personally, the student should make every effort to have someone reliable contact the professor on the student’s behalf.
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ECOURSES FEATURES USED IN THIS CLASS:

The following eCourses features are used in the class:

1) Syllabus;
2) Professor Information;
3) Announcements;
4) Course Documents;
5) Learning Forums;
6) Messages;
7) Quizzes (Examinations are found here);
8) Assignments;
9) Tools;
10) Labels;
11) News Forums; and
12) Grade Center.

This is not an all-inclusive list of the eCourses features used in this class. The professor reserves the right to add additional features as the need arises.

Academic Dishonesty:

The Prairie View A&M University Cheating Policy can be found here: https://www.pvamu.edu/universitycollege/home/ae/testing/pvamu-cheating-policy/. The professor will strictly adhere to the Prairie View A&M University Cheating Policy and the College of Business academic dishonesty policy against unauthorized collaboration and cheating.

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. https://www.pvamu.edu/library/ Phone: 936-261-1500

The Learning Curve (Center for Academic Support)
The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561
The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)
The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center
The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

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: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing
The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and 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 of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

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
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coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

**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

**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: Evans Hall Rm. 217. Phone: 936-261-3570

**University Rules and Procedures**

**Disability Statement (Also See Student Handbook):**
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, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

**Academic Misconduct (See Student Handbook):**
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 Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

**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 mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)
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. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement
Prairie View A&M University (PVAMU) 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 sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. 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 Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

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
This syllabus is not a contract and is subject to change with or without notice.

A student has a right to appeal by the procedure listed in the Undergraduate 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 7; Mac with OS X; 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, Internet Explorer or Firefox

**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 email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

**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.

**Technical Support:**
Students should go to [https://mypassword.pvamu.edu/](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 Office of Distance Learning at 936-261-3283

**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 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, it/they should be copied and pasted to the discussion board.