BIOL 1021 Biology Seminar  
Fall 2020

Instructor: Charcacia T. Sanders
Section # and CRN: Section#: P02 and CRN: 15889
Office Location: Physical Location: Elmer E. O’Banion Science Building, Rm 430R
Virtual Location: https://pvpanther.zoom.us/j/9680371418
Office Phone: 936-261-3162
Email Address: ctsanders@pvamu
Office Hours: Tuesdays and Thursdays 1:00 pm – 5:00 pm via Zoom
Set an appointment

Mode of Instruction: [Hybrid]
Course Location: Room 103 New Science Building
Class Days & Times: M 4:00pm – 4:50pm

Catalog Description: Seminar (1-0) credit 1. Discussion and presentations of current biological topics by students, faculty and guest lecturers.

Prerequisites: None
Co-requisites: None


Recommended Texts: Keys to Science Success, Authors-Janet R. Katz, Carol Carter, Joyce Bishop, and Sarah Lyman Kravits: Prentice Hall. Upper Saddle River, New Jersey 07458

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
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<td>3</td>
<td>5</td>
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<td>4</td>
<td>5</td>
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<td>5</td>
<td>5</td>
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</tbody>
</table>

This syllabus is subject to change at the discretion of the instructor. Students will be notified of such changes ahead of time via eCourse.
Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>16 Discussions</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15 Quizzes (5 points each)</td>
<td>15%</td>
</tr>
<tr>
<td>Success Journals</td>
<td>32 Success Journals</td>
<td>35%</td>
</tr>
<tr>
<td>6 Study Skills Activities: “Do One Different Thing This Week”</td>
<td>6 Study Skills Activities</td>
<td>15%</td>
</tr>
<tr>
<td>Final Essay</td>
<td>1 Essay</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 90% to 100%
B = 80% to 89%
C = 70% to 79%
D = 60% to 69%
F = 0% to 59%

Detailed Description of Major Assignments:

Assignment Title or Grade

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>Students will be given credit for actively participating in class discussions about weekly topics</td>
</tr>
<tr>
<td>Quizzes</td>
<td>To encourage and reward your preparation for active participation at every class, 15 unannounced quizzes on the readings will be given. If you have read the assignment and completed your journal entry, you should have no trouble earning the maximum points (5) for each quiz. No quiz may be made up.</td>
</tr>
<tr>
<td>Success Journals</td>
<td>Your Success Journals provide an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in On Course. During this semester, you will write journal entries from our textbook. These entries will be written outside of class.</td>
</tr>
<tr>
<td>6 Study Skills Activities: “Do One Different Thing This Week”</td>
<td>The creation of each Study Skills Activity will provide an opportunity to do one different thing for a week, something you have never done before. This experiment will help you determine the most effective way for you to deepen your learning in college and beyond, as well as raising your grades!</td>
</tr>
<tr>
<td>Final Essay</td>
<td>As your final project, you will choose one of the two topics and write an essay.</td>
</tr>
</tbody>
</table>

Course Procedures or Additional Instructor Policies

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments is REQUIRED to be submitted as 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 eCourses.

I. **ZOOM**: It is mandatory that you attend all scheduled ZOOM sessions during the scheduled class times. If you are unable to attend the live class session, you are required to watch the video of the recorded session.

II. **MINIMUM TECHNOLOGY REQUIREMENTS**: Students are required to maintain to have access to the following:
   A. A computer (desktop/laptop) or mobile device (tablet) that is less than 5 years old and can access Adobe Flash applications.
   B. Speakers/headphones/earbuds for listening to audio or videos presented in courses.
C. Webcam for interacting in course activities that require video feedback from students (such as VoiceThread),
video test proctoring (such as Respondus Monitor, Examity), or other third-party tools
D. An Internet Browser, such as Mozilla Firefox and Google Chrome preferred.
E. Adobe Acrobat Reader (latest version) - Download.
F. A stable high speed Internet connection

III. CLASS FORMAT: The class instructor facilitates an asynchronous, synchronous, and hybrid course. This class requires
student participation and demonstrations. The instructor will ask students questions, present problems to solve and use
audiovisuals to demonstrate concepts. Students should be prepared to actively participate in class to demonstrate their
knowledge of biological concepts.

IV. MATERIALS: Students are required to maintain a folder with all class notes, handouts, and reports. You will also need
access to a reliable internet connection and a computer.

V. SUBMITTING ASSIGNMENTS: All assignments must be submitted online via Canvas or Mastering Biology. The instructor
will not accept any assignments via email unless prior arrangements are made.

VI. MAKE-UP ASSIGNMENTS: You are required to complete assignments as scheduled with the rest of your class. No make-
up will be given automatically. If you cannot complete an assignment during the scheduled time you must contact the
instructor immediately to discuss your options (e-mail within 24 hours of missing the assessments and the make-up must
be taken within 72 hours after the assessments has been administered). Make-ups are will be given in a free-response
format during a designated day and time at the discretion of the instructor.

Do not assume that you are eligible to take a make-up. It is up to the instructor decide if a student is eligible for a make-
up pending the submission of the appropriate documentation. Appropriate documentation must be supplied before any
make-up will be scored (please discuss with instructor what is considered an appropriate documentation).

If students do not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their
rights for further makeup of that work and will receive a grade of a zero.

VII. LATE WORK: Late work is not accepted. Any assignment not submitted by the due date will receive a 0 grade, unless prior
arrangements are approved by the instructor.

VIII. CLASS ATTENDANCE: Success in this course is dependent on your active participation and engagement throughout the
course. As such, students are required to complete all assignments by the due date, and to actively participate in class
discussions.

Students are expected to:

• Log on at least 2 times a week – on different days in order to complete weekly assignments, assessments,
discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus

• Participate in the weekly activities, this means that, in addition to attending the schedule meetings, students
are expected to actively participate in live class discussions and class activities.

Your attendance will be taken in the form of your participation during live Zoom sessions and face-to-face meetings.
Attendance in this class is not only important to your success in this class, but also to the success of the entire class. This
course is designed to be inter-active and student-centered. In case of absence, it is the student’s responsibility to contact
the instructor.

In case of absence, it is the student’s responsibility to contact the instructor.

Excused absences will only be considered under extenuating circumstances and at the instructor’s discretion.
Extenuating circumstances include sickness requiring hospitalization (not doctor’s appointments), death of an immediate
family member (parent, sibling, spouse, children), military obligations, and religious holidays (which requires a written
notice to be provided to the instructor no later than the second class meeting of the semester). Official documentation must be provided in the case of an excused absence (i.e. medical paperwork, funeral acknowledgement in newspaper).

IX. **CLASS CONDUCT**: It is the goal of the instructor to maintain the integrity of the course and an environment conducive to learning. Students are expected to follow [Prairie View A&M University Code of Student Conduct](#) and adhere to the course procedures and policies.

   A. **Academic Dishonesty**: No cheating on exams, quizzes, reports, or any graded activity. Cheating will result in a grade of a zero.

   B. **Online Etiquette**: It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette. Please review the “NETIQUETTE GUIDE FOR ONLINE COURSES” posted on eCourses to familiarize yourself with the proper netiquette for this course.

X. **ASSIGNMENT FOLLOW-UP**: All assignments that are automatically graded will be available for review after the assignment due date. Assignments with open-ended responses will receive a grade and instructor feedback within a week after the due date.

   To review assignments that are not available to view online, you must set up an appointment during the instructor’s office hours. Students will have 7 days after the assignment grade has posted to discuss their performance on the assignment with the instructor. After the 7-day follow-up period, students will forfeit the opportunity to discuss the assignment with the instructor.

XI. **COMMUNICATION**: My primary means of communication with you will be through the email address listed in this syllabus and email messaging via Canvas. Do not expect instantaneous replies and responses. You can expect a response to communications within 24 hours Monday – Friday from 9:00 am – 5:00 pm.

   I expect you to check your PVAMU student email account and Canvas Inbox daily and to use these systems as your primary mode of communication with me. Failure to keep up with email communications from me will solely be your responsibility as the student. Only email me from your PVAMU student email account. In the subject line of the email please write the course code and term in the following format: BIOL 1021 Fall 2020. Any email that does not have the proper subject line will possibly be overlooked and receive a delayed response.

   If a student’s parent or guardian requests a meeting with the instructor, the student and a biology faculty member must be present.

II. **CLASS FORMAT**: The class instructor conducts discussion type classes. These classes require student participation and demonstrations. The instructor will ask students questions, present problems to solve and use audiovisuals to demonstrate concepts. Students should be prepared to actively participate in class to demonstrate their knowledge of biological concepts.

III. **MATERIALS**: Students are required to maintain a folder with all class notes, handouts, and reports. Number 2 pencils for exams and at least 2 SCANTRON forms 886-E for each lecture exam.

IV. **QUIZZES**: You are required to take the test as scheduled with the rest of your class. **No make-up exams will be given automatically**. If you cannot take the exam during the scheduled time you must contact the instructor immediately to discuss your options (e-mail or phone within 7 hours of missing the test). *Do not assume that you are eligible to a make-up. It is up to the instructor decide if a student is eligible for a make-up exam. Appropriate documentation must be supplied before any make-up exam will be scored (please discuss with instructor what is considered an appropriate documentation). Make up exam will be given during a designated day and time.

V. **CLASS ATTENDANCE**: Regular and punctual class attendance is expected. Student absences will be recorded from the first day the class meets. In case of absence, it is the student’s responsibility to contact the instructor. Students absent on official school business are entitled to make up coursework missed. In all other cases, the instructor will judge whether the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school. If students do not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their rights for further makeup of that work. Students who stop attending class for any reason should contact the instructor and the Registrar’s office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.
VI. CLASS CONDUCT:

A. The use of electronic devices in class is as follows and may be changed at the discretion of the instructor: Smartphones/Laptops/Tablets may be used for taking notes, participating in interactive teaching platforms, and following along with the PowerPoints. No chatting, texting, or engaging in social media will be allowed. If you violate your instructor's trust in this policy, you will no longer be allowed to bring your electronic devices into class. All electronic devices must be turned off and placed out of sight during exams and quizzes so that they can’t be seen or used. Anything recorded in class (audio or video) may not be distributed or published without instructor's permission.

B. No cheating on exams, quizzes, reports, or any graded activity. Cheating will result in a grade of a zero.

C. Students enrolled in this course are not permitted to wear hats, caps, head rags, helmets or any type of hear gear in the classrooms for this course. Dress for success

TENTATIVE Semester Calendar

TIMELINE

Week One: Aug 24
Readings:
“College Smart-Start Guide” and “Money Matters”
“Understanding the Culture of Higher Education”
Assignment(s):
Journal 1: “Understanding the Culture of Higher Education”

Week Two: Aug 31
Readings:
Understanding the Expectations of College and University Educators”
“Understanding Yourself ” (including self-assessment)
“Soft Skills at Work”
“Becoming An Active Learner” in A Toolbox for Active Learners. (including self-assessment)
Assignment(s):
Journal 2: “Understanding the Expectations of College and University Educators”

Week Three: Sept 7
Readings:
Reading” in A Toolbox for Active Learners
“Adopting a Creator Mindset”
“Mastering Creator Language”
Assignment(s):
“Reading: Do One Different Thing This Week” Written report due next week
Journal 4: “Adopting a Creator Mindset”

Week Four: Sept 14
Readings:
“Taking Notes” in A Toolbox for Active Learners
“Making Wise Decisions”
“Personal Responsibility at Work”
“Believing in Yourself—Change Your Inner Conversation”
Assignment(s):
“Taking Notes: Do One Different Thing This Week” Written report due next week
Journal 6: “Making Wise Decisions”
Journal 7: “Believing in Yourself—Change Your Inner Conversation”

Week Five: Sept 21
Readings:
“Organizing Study Materials” in A Toolbox for Active Learners
“Creating Inner Motivation”
“Designing a Compelling Life Plan”

Assignment(s):
“Organizing Study Materials: Do One Different Thing This Week” Written report due next week

Journal 8: “Creating Inner Motivation”
“Designing a Compelling Life Plan”

Week Six: Sept 28
Readings:
“Rehearsing and Memorizing Study Materials” in A Toolbox for Active Learners
“Committing to Your Goals and Dreams”
“Self-Motivation at Work”
“Believing in Yourself—Write a Personal Affirmation”

Assignment(s):
“Rehearsing and Memorizing Study Materials: Do One Different Thing This Week” Written report due next week

Journal 10: “Committing to Your Goals and Dreams”
Journal 11: “Believing in Yourself—Write a Personal Affirmation”

Week Seven: Oct 5
Readings:
“Taking Tests” in A Toolbox for Active Learners
“Acting on Purpose”
“Creating a Leak-Proof Self-Management System”

Assignment(s):
“Taking Tests: Do One Different Thing This Week” Written report due next week

Journal 12: “Acting on Purpose”

Week Eight: Oct 12
Oct 8 - Oct 10: Mid-Semester Examination Period
Readings:
“Writing” in A Toolbox for Active Learners
“Developing Self-Discipline”
“Self-Management at Work”
“Believing in Yourself—Develop Self-Confidence”

Assignment(s):
“Writing: Do One Different Thing This Week” Written report due next week

Journal 14: “Developing Self-Discipline”
Journal 15: “Believing in Yourself—Develop Self-Confidence”

Week Nine: Oct 19
Readings:
“Creating a Support System”
“Strengthening Relationships with Active Listening”
“Respecting Cultural Differences”
“Interdependence at Work”

Assignment(s):
Journal 16: “Creating a Support System”
Journal 17: “Strengthening Relationships with Active Listening”
Journal 18: “Respecting Cultural Differences”

Assignment(s):
Journal 16: “Creating a Support System”
Journal 17: “Strengthening Relationships with Active Listening”
Journal 18: “Respecting Cultural Differences”

Written Report:
“Taking Notes: Do One Different Thing This Week”

Written Report:
“Organizing Study Material: Do One Different Thing This Week”

Written Report:
“Rehearsing and Memorizing Study Material: Do One Different Thing This Week”

Written Report:
“Taking Tests: Do One Different Thing This Week”

Written Report:
“Writing: Do One Different Thing This Week”

Turn in Written Report:
“Rehearsing and Memorizing Study Material: Do One Different Thing This Week”

Turn in Written Report:
“Taking Tests: Do One Different Thing This Week”

Turn in Written Report:
“Writing: Do One Different Thing This Week”
Week Ten: Oct 26

**Readings:**
- “Believing in Yourself—Be Assertive”
- “Recognizing When You Are Off Course”
- “Identifying Your Scripts”

**Assignment(s):**
- Journal 19: “Believing in Yourself—Be Assertive”
- Journal 20: “Recognizing When You Are Off Course”
- Journal 21: “Identifying Your Scripts”

**Nov 2: Final Day to Withdraw from Course(s) with Academic Record ("W")**

Week Eleven: Nov 2

**Readings:**
- “Rewriting Your Outdated Scripts”
- “Self-Awareness at Work”
- “Believing in Yourself—Write Your Own Rules”
- “Developing a Learning Orientation to Life”

**Assignment(s):**
- Journal 22: “Rewriting Your Outdated Scripts”
- Journal 23: “Believing in Yourself—Write Your Own Rules”
- Journal 24: “Developing a Learning Orientation to Life”

Week Twelve: Nov 9

**Readings:**
- “Discovering Your Preferred Ways of Learning”
- “Employing Critical Thinking”
- “Lifelong Learning at Work”

**Assignment(s):**
- Journal 26: “Employing Critical Thinking”

Week Thirteen: Nov 16

**Readings:**
- “Understanding Emotional Intelligence”
- “Reducing Stress”
- “Increasing Happiness”

**Assignment(s):**
- Journal 28: “Understanding Emotional Intelligence”
- Journal 29: “Reducing Stress”
- Journal 30: “Increasing Happiness”

Week Fourteen: Nov 23

**Readings:**
- “Believing in Yourself—Develop Self-Acceptance”

**Assignment(s):**

Week Fifteen: Nov 30

**Readings:**
- “Planning Your Next Steps”

**Assignment(s):**
- Journal 32: “Planning Your Next Steps”

Final: Turn in Final Essay – Due Date to TBD
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](mailto: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.
  
  o 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  
  o 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
  
  o 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 Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).