BIOL 3034  General Microbiology  
Fall 2020

Instructor: Victoria Mgbemena, Ph.D.

Section # and CRN:  Y03/15991  
Y82/15993  
Y83/15994

Office Location: E.E. O’Banion Science Building room 430 AC
Office Phone: 936-261-3171 (email preferred)
Email Address: vemgbemena@pvamu.edu

Office Hours: M 8-10 a.m.; TR 8-9 a.m.; 12-1pm by appointment, Zoom

Mode of Instruction: Hybrid

Course Location: Lecture: online, Lab: E.E. O’Banion Science Building room 308

Class Days & Times:  Lecture: TR 9:00-9:50 a.m.; Lab MW 11:00 a.m.-12:50 p.m. or TR 10:00 a.m. -11:50 a.m. (by assignment, contact instructor for details)

Catalog Description: Morphology, physiology, classification, and cultivation of the microorganism relevant to agriculture, pre-medicine, and industry. Prerequisites: CHEM 1033, BIOL 1015, or equivalent. Laboratory fee required.

Prerequisites: Undergraduate level CHEM 1033 Minimum Grade of C and Undergraduate level BIOL 1015 Minimum Grade of C

Co-requisites: None

Required Texts:  Required Resource:
Lecture Textbook: Prescott’s Microbiology  
MHHE Willey et al: ConnectPlus Access Card with LearnSmart for Prescott’s Microbiology  
© 2019 Purchase online price = $95.00 ISBN 9781260297683  
Connect is required for class. Registration dates are limited, so please register as soon as possible. There is a 4-week access period for registration.
Registration: https://connect.mheducation.com/class/v-mgbemena-biol-3034-general-microbiology_y03-y82-y83_fa-2020


Course Materials: Lab notebook (required), Blue / black pens, #2 lead pencils, colored pencils (recommended), notebook paper, calculator, access to computer / printer
Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Describe knowledge of the basic principles and concepts of life as it pertains to microbes at the microscopic level.</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>#2 Explain the concepts of microbial evolution and diversity as they relate to understanding the role of microbes in disease.</td>
<td>Critical and Analytical Thinking</td>
</tr>
<tr>
<td>#3 Analyze the interrelationships among the microorganisms and between microorganisms and higher living forms.</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>#4 Demonstrate the proper techniques and procedures to handle microscopic living organisms, to understand the role of microorganisms in infection and disease.</td>
<td>Discipline Specific Knowledge</td>
</tr>
<tr>
<td>#5 Apply novel techniques and assess new literature for use as a basis for future studies; including Agriculture, Biology, Commercial Foods, Dietetics, Medical Technology, Medicine, Dentistry, Nutrition, Public Health and Biological Research.</td>
<td>Integration of Broad Knowledge</td>
</tr>
</tbody>
</table>

Purpose of Course: Microorganisms are important life forms to the welfare and the endeavors of humans. This is especially true in fields of study such as Agriculture, Biology, Commercial Foods, Dietetics, Medical Technology, Medicine, Dentistry, Nutrition, Public Health and Biological Research. Therefore, persons whose major or minor interests are in one of these areas, or in a related area, should benefit with information about microorganisms and microscopic living forms. This course is designed to provide the information and explanations about microorganisms.

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>1) 5 Lab Assignments</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>2) 1 Lab Examination</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>3) 5 Lecture Quizzes (Connect)</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>4) 5 Lecture Assignments (eCourses)</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>5) 3 Lecture Exams</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td>6) 2 Homework Assignments (Connect)</td>
<td>12.5</td>
<td>25</td>
</tr>
<tr>
<td>7) 1 Final Exam</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>

Total: total points earned/675 X 100 = percentage

Grading Criteria and Conversion:
A = 89.45% to 100%
B = 79.45% to 89.44%
C = 69.45% to 79.44%
D = 59.45% to 69.44%
F = 0% to 59.44%

*This grading criteria is set and will not change under any circumstances*
Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lab Assignments</td>
<td>On Ecourses/Canvas. Questions based on laboratory activities; application of concepts learned in the laboratory. Consist of multiple choice, short answer/essay, true or false, fill in blank, practice of technique graded by the instructor in lab. Worth 20 points each.</td>
</tr>
<tr>
<td>2. Lab Examination</td>
<td>Taken at the end of the semester. Based off of all laboratory activities and techniques learned in the laboratory. Consist of multiple choice, short answer/essay, true or false, fill in blank. Up to 50 questions. Worth 100 points.</td>
</tr>
<tr>
<td>3. Lecture Quizzes</td>
<td>Quizzes based on up to two chapters at a time; derived from lecture content. Must be completed through Connect resource. Usually 10-20 questions in length. Worth 20 points each.</td>
</tr>
<tr>
<td>4. Lecture Exams</td>
<td>Exams will cover those topics covered in class, from the textbook and laboratory exercises. A combination of multiple choice, true or false, fill in the blank and essay. Lecture exams will be no more than 25 questions long. Worth 50 points each.</td>
</tr>
<tr>
<td>5. Lecture Assignments</td>
<td>On Ecourses/Canvas. Questions based on content discussed during lecture time, discussion boards, and individual study. Consist of multiple choice, short answer/essay, true or false, fill in blank, graded by the instructor. Worth 10 points each.</td>
</tr>
<tr>
<td>6. Homework assignments</td>
<td>Two assignments. Must be completed through Connect resource. Available for completion throughout the semester. There are up to 100 questions per assignment. There is no limit on the number of attempts per assignment. The highest grade per assignment will be recorded. Worth 12.5 points each.</td>
</tr>
<tr>
<td>7. Final Examination</td>
<td>Taken at the end of the semester. A culmination of all content learned in the lecture component. Consist of multiple choice, short answer, essay, true or false, fill in blank. Up to 50 questions. Worth 150 points.</td>
</tr>
</tbody>
</table>

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 eCourses.

**Connect:** Connect through McGraw-Hill is required for the course. It contains the eBook, lecture quizzes, homework assignments, and additional practice. If the trial access option is chosen, it is the student’s express responsibility to make sure an upgrade to the subscription is made in a timely manner. Students will need to visit eCourses within the first week for instructions on how to register for Connect access. It is important that access be obtained prior to September 9th to facilitate timely completion of assignments. Contact the instructor as soon as possible if there are any concerns or questions.

**Participation:** Students are expected to frequently check eCourses and their emails for updates on assignments for all scheduled lectures and laboratories. Lectures will be held from 9:00-9:50 am on Tuesdays and Thursdays via Zoom. Please be cognizant of proper Zoom etiquette during any meeting, including being aware of backgrounds and proper attire. Lab will be held during the regularly scheduled time for each group, determined by the instructor’s
assignment of each student. Please check your group listing in eCourses and by email, to know which days and times you should report to lab. Recorded lectures, study materials, assignments and announcements will be posted on eCourses/Canvas regularly. Students will be expected to be actively engaged in Zoom discussions, discussion boards and lab activities. The student must access these items frequently to stay current. Lectures will be given, laboratory demonstrations will be conducted, and exercises will be assigned. It is the student's express responsibility to access the instruction pertinent for completing assignments and assessments. Should a student have any questions, please feel free to arrange a Zoom conference meeting during office hours by email.

Practice Assignments: SmartBook activities are additional practice material that will be suggested for students to complete during the course of the semester. They are provided through the Connect resource and are not graded. The instructor may also provide other forms of practice throughout the semester.

Lecture Assignments: Lecture Assignments will be posted on eCourses/Canvas. The students should review the lecture as well as materials posted on eCourses/Canvas before completing each assignment. Completed assignments need to be submitted as a Word document and uploaded by the deadline (see course schedule). Each assignment is worth 10 points. Late submissions will not be accepted.

Evaluation for the Lecture: There will be three weekly examinations, each worth 50 points, and a final examination, worth 150 points. The exams will start during the week of September 15th. The examinations will cover those topics covered in class, from the textbook and laboratory exercises. All exams will be completed over eCourses/Canvas, or an otherwise announced online exam-taking tool, such as Proctorio. Exams will be a combination of multiple choice, true or false, matching, fill in the blank and essay. Lecture exams will be no more than 25 questions long. Each exam will be opened by 12:00 pm on the opening date and will be due by 11:59 pm on the closing date (see course schedule below).

The student should ensure the ability to complete exam essay questions using a keyboard or tablet; phones will not be suitable for this experience. The final exam for this course will be scheduled from 8am to 11:59pm on December 4th. The exam is timed at 3 hours, thus the student must allot time to take the exam uninterrupted during that window. The instructor will be unable to accommodate the final before or after the scheduled final exam period, so students should plan accordingly.

Lecture Quizzes: The instructor will provide instructions for preparing for each lecture quiz. Each individual quiz is worth 20 pts each and should be completed online through Connect (please see the course schedule for dates). The first lecture quiz can be taken on eCourses. You must contact the instructor before the due date of September 10th to use this option. The next four quizzes must be completed via Connect. If the student is not able to get this resource by the second week of class, the student is required to notify the instructor as soon as possible, and prior to September 9th.

Lab Assignments: Lab assignments will be posted in the lab section of eCourses as a Word document. Lab assignments are worth 20 points each. Each student will report to laboratory at their assigned time, and participate in the laboratory for that day to receive full points for the Lab assignment. Up to six (6) points out of 20 possible points should be completed in laboratory for each lab assignment. The modules designated for each week are designed to provide practice for lab assignments. Completed assignments need to be submitted as a Word document and uploaded by the deadline (see course schedule). Late submissions will not be accepted.

Evaluation for the Laboratory: There will be one laboratory exam worth 100 points. The laboratory exam will be taken on Thursday, October 15th from 8:00 am to 11:59pm. The exam is timed at 2 hours, thus the student must allot time to take the exam uninterrupted during that window. The laboratory exam will be an assessment that evaluates the student’s mastery of laboratory instruction and techniques up until the point of examination. As such, it is the student’s responsibility to seek clarification and guidance for techniques if necessary.

Homework Assignments: There will be two (2) homework assignments worth 12.5 points each. These assignments are to be completed online using Connect. All homework assignments will be due at the end of the course by 11:59 p.m. CST, December 8th. The student may pace themselves as necessary to complete these assignments, and will not be penalized for early submissions. As such, there will be no extensions granted to makeup incomplete or missed assignments for any reason.
Other Assignments and provisions: The instructor reserves the discretion to include extra credit opportunities, or drop a lowest grade assignment if she deems it necessary.

Late Policies: Students will be given at least five days to complete each assignment or assessment. Please read the information below concerning each type of assignment:

Lecture Assignments: To qualify for grading at full credit, the assignment must be submitted by 11:59pm on the day of the deadline. If the assignment is late, or otherwise not submitted by the original deadline, the student will be able to submit the assignment on an Assignment Makeup Day (November 23rd, by 11:59pm) for up to half-credit. For example, if a student misses the deadline for Lecture Assignment #2, s/he will be able to submit the assignment for up to half-credit on November 23rd, by 11:59pm.

Lab Assignments: To qualify for grading at full credit, the assignment must be submitted by 11:59pm on the day of the deadline. If the assignment is late, or otherwise not submitted by the original deadline, the student will be able to submit the assignment on an Assignment Makeup Day (November 23rd, by 11:59pm) for up to half-credit. For example, if a student misses the deadline for Lab Assignment #2, s/he will be able to submit the assignment for up to half-credit on November 23rd, by 11:59pm.

Lecture Quizzes (Connect): Late or otherwise missing lecture quizzes will not be accepted.

Lecture Examinations: If there are issues with technology and access to an exam, you must contact the instructor at least one day prior. Excused reasons for missing an exam are those that are due to unforeseen and irreparable issues with technology, illness, attendance at university approved functions, civil or military services, or family bereavements. Documentation must be provided to the instructor prior to the due date. Only verifiable, excused reasons will be accepted. In the event that the student has missed a lecture exam, the exam will be dropped from the overall grade total. Only one lecture exam can be dropped.

Laboratory (Final) Examination: The laboratory (final) examination cannot be dropped. A missing laboratory examination will result in a zero for the record.

Final Lecture Examination: The final lecture examination cannot be dropped. A missing final lecture examination will result in a zero for the record.
The following schedule is **TENTATIVE** only. The academic schedule is subject to change. The student is advised to read the assigned chapter for each class day before she/he comes to class. Dr. Mgbemena reserves the right to change the calendar as she deems fit for the class. All times are CST.

**Key:**  
- LA = Lecture Assignment  
- LQ = Lecture Quiz  
- LabA = Lab Assignment

<table>
<thead>
<tr>
<th>Date (week)</th>
<th>Lecture (Online)</th>
<th>Lab (one day: M-R, Face-to Face, Hy-Flex)</th>
</tr>
</thead>
</table>
| Aug 24–28         | *Tues: Introduction to Course, Syllabus Quiz*  
*Thurs: CH 1 Microbiology*  
LA#1: Posted: 8/26/20  
Due (eCourses): 9/9/20, 11:59pm  
LQ#1: Posted: 8/26/20  
Due (eCourses/Connect): 9/10/20, 11:59 pm  
Learning Outcome  
*Tues: CH 1 Microbiology*  
*Thurs: CH 3 Bacterial Cell Structure* | Read: Laboratory Safety and Introduction to the Lab  
(no lab meeting, week 1)  
LabA#1: Posted: 8/26/20  
Due (eCourses): 9/9/20, 11:59pm  
Read: Chapter 2 Prescott’s Microbiology pg 22-41  
Read: Lab Safety Review  
Read: Microscopy and survey of microorganisms handout  
Do: Intro to Microscopy/Slides Activity #1-Slides practice |
| Aug 31–Sept 4     | *Tues: CH 3 Bacterial Cell Structure*  
*Thurs: CH 6 Viruses* | Read: Chapter 5 Eukaryotic cell structure Section 5.1-5.3  
Prescott’s Microbiology  
Do: Microscopy/Slides Activity #2-Eukaryotic cell Characterization |
| Sept 7–11         | *Tues: CH 3 Bacterial Cell Structure*  
*Thurs: CH 6 Viruses* | Case Review and Worksheet  
LabA#2: Posted: 9/14/20  
Due (eCourses): 9/28/20, 11:59pm |
| Sept 14-18        | *Tues: CH 6 Viruses*  
*Thurs: CH 7 Bacterial and Archaeal Growth*  
LA#2: Posted: 9/14/20  
Due (eCourses): 9/28/20, 11:59pm  
LQ#2: Posted: 9/14/20  
Due (Connect): 9/29/20, 11:59 pm  
Exam 1: CH 1, 3 & 6 posted on eCourses Wed., 9/16, Due Sun. 9/20 at 11:59pm | Chapter 7 (7.5-7.6) Prescott’s Microbiology  
Read: Nutrient Broth and Nutrient Agar Preparation  
Do: Aseptic Transfers and Inoculation Methods |
| Sept 21-25        | *Tues: CH 7 Bacterial and Archaeal Growth*  
*Thurs: CH 13 Bacterial Genome Replication and Expression* | Learn: Serial Dilutions with Nutrient Broth  
Read: Bacterial Morphology  
Do: Characterization of colonies  
LabA#3: Posted: 10/03/20  
Due (eCourses): 10/17/20, 11:59pm |
| Sept 28-Oct 2     | *Tues & Thurs: CH 16 Mechanisms of Genetic Variation*  
LA#3: Posted: 10/03/20  
Due (eCourses): 10/17/20, 11:59pm  
LQ#3: Posted: 10/03/20  
Due (Connect): 10/18/20, 11:59 pm | Learn: Serial Dilutions with Nutrient Broth  
Read: Bacterial Morphology  
Do: Characterization of colonies  
LabA#3: Posted: 10/03/20  
Due (eCourses): 10/17/20, 11:59pm |
<table>
<thead>
<tr>
<th>Date</th>
<th>Days and Chapters</th>
<th>Assignments/Readings</th>
</tr>
</thead>
</table>
| Oct 5-9    | Tues: CH 27 Microbial Interactions | Read: Simple Stain and Gram Stain Procedure Handout  
Do: Simple Stain |
| Oct 12-16  | Tues: CH 27 Microbial Interactions  
Thurs: CH 35 Pathogenicity and Infections  
Exam 2: CH 7, 13, & 16 posted on eCourses Wed., 10/14, Due Sun. 10/18 at 11:59pm | Read: Simple Stain and Gram Stain Procedure Handout  
Do: Gram Stain  
Laboratory Exam: Thurs. 10/15; 8am-11:59 pm |
| Oct 19-23  | Tues & Thurs: CH 35 Pathogenicity and Infections  
LA#4: Posted: 10/22/20  
Due (eCourses):11/05/20, 11:59pm  
LQ#4: Posted: 10/22/20  
Due (eCourses):11/05/20, 11:59pm | Antimicrobial Chemotherapy  
Chapter 8 and 9  
Prescott’s Microbiology  
Do: Antibiotic disks/Kirby-Bauer  
LabA#4: Posted: 10/22/20  
Due (eCourses):11/05/20, 11:59pm |
| Oct 26-30  | Tues & Thurs: CH 36 Epidemiology and Public Health Microbiology | CH 37 Clinical Microbiology and Immunology (37.1-37.3)  
Learn: Immunofluorescence, Agglutination Assays  
Review: Antibiotic Disks/Kirby Bauer |
| Nov 2-6    | Tues: CH 36 Epidemiology and Public Health Microbiology  
Thurs: CH 39 Human Disease caused by Bacteria | Clinical Case Studies  
Read: Case Study: MRSA Outbreak  
Complete: Assignment-MRSA Outbreak |
| Nov 9-13   | Tues & Thurs: CH 39 Human Disease caused by Bacteria  
Exam 3: CH 27, 35 & 36 posted on eCourses Wed., 11/11, Due Sun. 11/15 at 11:59pm  
LA#5: Posted: 11/09/20  
Due (eCourses):11/23/20, 11:59pm  
LQ#5: Posted: 11/09/20  
Due (Connect): 11/24/20, 11:59 pm | Scientific Method  
Lab Final Review  
LabA#5: Posted: 11/09/20  
Due (eCourses):11/23/20, 11:59pm |
| Nov 16-20  | Tues: CH 39 Human Disease caused by Bacteria  
Thurs: Ch 41 Microbiology of Food  
Tues & Thurs: Ch 41 Microbiology of Food | Lab Final (eCourses, no meeting)  
No Lab Meetings |
| Nov 23-27  | Tues: CH 39 Human Disease caused by Bacteria  
Thurs: Ch 41 Microbiology of Food  
Tues & Thurs: Ch 41 Microbiology of Food | No Lab Meetings |
| Nov 30-Dec 2 | Tues & Wed: Study/Review Days | No Lab Meetings |
| Dec 4      | Final Exam, Ch 1, 3, 6, 7, 13, 35, 36, 37, 39, 41  
Homework assignments due by December 8, 11:59 pm |
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

*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

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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 15</td>
<td>Deadline to Submit Financial Aid Verification Documents- Fall 2020 16-week session</td>
</tr>
<tr>
<td>Aug 24</td>
<td>Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline</td>
</tr>
<tr>
<td>Aug 24</td>
<td>First Class Day</td>
</tr>
<tr>
<td>Aug 24</td>
<td>Tuition &amp; Fees Payment Due Date</td>
</tr>
<tr>
<td>Aug 24 - 26</td>
<td>Late Registration Fee Begins ($50.00)</td>
</tr>
<tr>
<td>Aug 24 - 31</td>
<td>Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled</td>
</tr>
<tr>
<td>Aug 26</td>
<td>Final Day to Register with Late Fee</td>
</tr>
<tr>
<td>Sep 07</td>
<td>Labor Day Holiday (University Closed)</td>
</tr>
<tr>
<td>Sep 07</td>
<td>Financial Aid Refunds Begin</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Sep 09</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Sep 09</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Sep 10</td>
<td>Thursday</td>
</tr>
<tr>
<td>Sep 15</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Oct 08 - Oct 10</td>
<td>Thursday through Saturday</td>
</tr>
<tr>
<td>Oct 13</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Oct 29</td>
<td>Thursday</td>
</tr>
<tr>
<td>Nov 02</td>
<td>Monday</td>
</tr>
<tr>
<td>Nov 02</td>
<td>Monday</td>
</tr>
<tr>
<td>Nov 09 - Nov 13</td>
<td>Monday through Friday</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Nov 13 - Jan 20, 2021</td>
<td>Registration for all other students for the Spring 2021 semester</td>
</tr>
<tr>
<td>Nov 25 - Nov 27</td>
<td>Thanksgiving Holiday (University Closed)</td>
</tr>
<tr>
<td>Dec 02</td>
<td>Final Day to Apply for Degree Conferral only for Fall 2020 Graduation (No ceremony participation or name listed in the program)</td>
</tr>
<tr>
<td>Dec 02</td>
<td>Final Day to Submit Application for Tuition Rebate for Fall Graduation 2020 (Undergraduate Candidates)</td>
</tr>
<tr>
<td>Dec 02</td>
<td>Final Day to Withdraw from the University (from all courses) for the Fall 2020 16-week session</td>
</tr>
<tr>
<td>Dec 02</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>Dec 03 - Dec 09</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Dec 09</td>
<td>Final Grades Due for Graduation Candidates (12:00 p.m.)</td>
</tr>
<tr>
<td>Dec 12</td>
<td>Commencement</td>
</tr>
<tr>
<td>Dec 14</td>
<td>Final Grades due for all other students (11:59 p.m.)</td>
</tr>
</tbody>
</table>
Monday

Dec 24 - Jan 01, 2021

Thursday through Friday  Winter Break (University Closed)