SYLLABUS

BIOL 4051 RESEARCH
August 24, 2020 - December 9, 2020

Instructor: Dr. Vaden,
Section # and CRN: Z01, 17135
Office Location: E.E. O’Banion Science Building, Suite 403AB, Biology Department
Office Phone: (936) 261-3172
Email Address: dlvaden@pvamu.edu (eCourses powered by Canvas email preferred)
Office Hours: 12 PM - 2:50 PM or by appointment
Mode of Instruction: Online synchronous
Course Location: NA
Class Days & Times: Wednesday, 7 PM - 7:50PM
Catalog Description: Research. (0-2) Credit 1 semester hour each. Library and laboratory work in specific biological problems.

The course will focus on research compliance and biological research at Prairie View A&M University. Research compliance refers to measures taken to ensure research activities conform to federal and state laws and institutional regulations. Ethics and compliance in research covers a broad range of activity from general guidelines about conducting research responsibly to specific regulations governing a type of research (e.g., human subject research, etc.). Research Compliance which oversees all compliance requirements at the university related to research under one coordinated unit. Students will gain an understanding of the policies, procedures, and guidelines designed to support the responsible and ethical conduct of university research and to ensure adherence to all laws and regulations guiding research. Major areas of compliance responsibilities covered in the course include: Animal Subjects/ IACUC, Human Subjects/IRB, and Institutional Biosafety / IBC.

Prerequisites: NA
Co-requisites: NA

Required Texts: No required text. Literature, research papers and reviews that cover diverse topics will be provided on eCourses.

Other Required Course Materials: Students are required to purchase proctoring service. All other instructional materials will be supplied.

Student Learning Outcomes:
Program Learning Outcome # Alignment: knowledge of #1) the chemical basis of life, #2) the central concepts of Genetics; #3) Cell Biology; #4) Organismal Biology; and #5) scientific communication
Core Curriculum Outcome Alignment: Critical Thinking, Communication, Empirical and Quantitative Skills, and Teamwork

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Understand research compliance and complete training.</td>
<td>#1-4</td>
<td>Critical Thinking, Empirical and Quantitative Skills</td>
</tr>
<tr>
<td>2 Summarize key findings from primary literature.</td>
<td>#1-4</td>
<td>Critical Thinking</td>
</tr>
</tbody>
</table>
Demonstrate knowledge of experimental design, basic data collection methods, and data interpretation.

Develop scientific communications skills including writing scientific protocols and completing research compliance applications.

**Major Course Requirements**

**Method of Determining Final Course Grade**

COURSE EVALUATION METHODS:
The University's Academic Catalog grading policy is used in this course.

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) CITI Program Training</td>
<td>12.5%</td>
<td>12.5</td>
</tr>
<tr>
<td>2) Literature Review</td>
<td>12.5%</td>
<td>12.5</td>
</tr>
<tr>
<td>3) Class assignments</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>4) IRB Protocol</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>4) IBC Teaching Protocol</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Grading Criteria and Conversion:**
A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = Below 60

**Detailed Description of Major Assignments:**

**Assignment Title or Grade Requirement**

**Description**

CITI Program Training
An online series of tutorial modules on the responsible conduct of research and biosafety presented by the Collaborative Institutional Training Initiative (CITI). Students are required to complete CITI trainings 1) CITI IRB Social and Behavioral Researchers online Training 2) CITI Basic Biosafety Training. Modules include instructional material, case studies, and additional suggested readings. At the end of each module is a short quiz. The results of each quiz are recorded, and you must have a cumulative score to pass/complete the online course. Training will be discussed and described in class. Please go to [https://about.citiprogram.org/en/homepage/](https://about.citiprogram.org/en/homepage/) to register and complete the training. Specific instructions can be found on eCourses. You can take this training over and over to improve your grade up until the deadline; take advantage to improve grade and submit your best possible grade. The average of the CITI training will count for 12.5% of the total grade.

Literature Review
Introduction to writing a literature review. Addresses what a literature review is, what it includes and how students should approach researching and writing a review. The average of all graded class assignments will count for 12.5% of the total grade.

Class assignments
Class assignments will consist of eCourses quizzes, lecture quizzes, discussion forums, etc. Various class assignments are given by the instructor in order to evaluate how well students are learning the most recent concepts taught. The average of all graded class assignments will count for 25% of the total grade.

IRB Protocol Application
Students will design a research project that requires an IRB Protocol submission. The average of IRB protocol application will count for 25% of the total grade.

IBC Teaching Protocol Application
Student will develop a teaching lab for biology and submit an IBC Protocol Application. The average of IRB protocol and teaching protocol application will count for 25% of the total grade.
Course Procedures or Additional Instructor Policies

1. ONLINE INSTRUCTIONAL TYPE: BIOL 4051 is synchronous and delivered fully online. Instructors post all course content on eCourses. An online course may have mandatory F2F or synchronous sessions totaling no more than 15 percent. At PVAMU, online courses are identified by a three-character section number that starts with the letter Z (for example: Z01). The instructor determines how much time is spent F2F within the parameters noted. eCourses is used for the web-based elements of the course. The class is synchronous meaning the course instruction/activities will be delivered on the days and times specified. This synchronous hybrid course will adopt a "same time-different place" mode when necessary. To provide a safe, equitable, and inclusive online experience for students requesting online instruction, the following online requirements are necessary for successful completion of the course: 1) Acquire reliable internet access, 2) Meet all computer requirements, require course participation at scheduled times via Zoom. Attendance will be taken during scheduled times. To maintain academic integrity, exams will be administered in a proctored environment. Proctorio, a proctoring service will be used in this course. This service will require a webcam to verify identity and record video, audio, room, screen and web traffic. The service will also restrict browser activity. As stated by the university, proctoring fees are paid by the student. https://www.pvamu.edu/dlearning/dl-testing-proctoring/. The cost of the service will be documented in the course syllabus.

2. COMMITMENT TO LEARNING: Please note that this course requires effective time management by students in order to remain on schedule. Students should plan to allocate, at a minimum, the time required for the course when offered in an on-campus/face-to-face setting. As a rule of thumb, it is recommended that a student spend 2 hours of study for each 1 hour in class. Therefore, for a 4.0 credit hour course, a minimum of 8 hours of study per week (15-week semester) may be required. The course is comprised of 15 Chapters, and multiple assignments organized to correspond to a standard semester. The course is NOT self-paced; approximately 1 - 2 chapters must be completed each week. Each chapter includes the following learning activities: 1) assigned mandatory readings from the electronic textbook. 2. Depending on the chapter, completion of quizzes, eCourses quizzes, and discussion forums are required and 3) Participation assignments that state the daily or weekly activities and due dates.

3. LATE ASSIGNMENTS: Online assignments are typically available for 1-2 weeks before the submission deadline. It is especially important not to wait until the deadlines to complete assignments. Technical issues before the deadline are not a valid excuse for not completing assignments. Official excuses must be documented for the assignment period for accommodations to be made. There are no extensions for online lecture and lab assignments without official excuse.

4. MAKE-UP EXAMS: Students are strongly advised to take all exams at the scheduled time. Plan and schedule your activities so that you can present to take all exams at the scheduled time. Students with non-valid or non-official excuses for missing an exam will earn a grade of zero (0) for the missed exam. Students may request a make-up exam if an official excuse is provided. However, the instructor will schedule the time and place of the make-up exam which will not interrupt the teaching of the class or delay the complete coverage of the course topics. Students who are scheduled for the make-up exam and miss it will not be provided a second opportunity to take an exam for the original exam that was missed.

5. CLASS ATTENDANCE: The University Attendance Policy requires students to be present for each scheduled class, whether face-to-face, online or hybrid. Attendance in class is documented and report to the university. For
this hybrid course, student presence during Zoom meeting and course activity will be used to document attendance. Attendance in class is documented and report to the university. It is the responsibility of each faculty member to accurately record and report student attendance during the Students with or without official excuses for missing class will be tested and evaluated the same as students who attend class. However, students attending class will have the advantage of being taught knowledgeable information which they are expected to know. Students are responsible for materials covered during their absences. Classes will start at the prescribed time and end at the prescribed time. Absences are accumulated beginning with the first day of class. The University catalog provides more detailed information.

6. CHEATING: Students caught cheating will receive a grade of F for the course. Students are prohibited from participation in acts of academic dishonesty, including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. The undergraduate catalog provides more detailed information. It is the responsibility of students and faculty members to maintain academic integrity at the University by refusing to participate in or tolerate academic dishonesty.

CLASSROOM CIVILITY: Each student is encouraged to help create an environment during class that promotes learning, dignity, and mutual respect for everyone. Students who speak at inappropriate times, sleep in class, display inattention, take frequent breaks, interrupt the class by coming to class late, engage in loud or distracting behaviors, use cell phone in class, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others could be asked to leave the class and subjected to disciplinary action under the Code of Student Rights, Responsibilities and Disciplinary Procedures.

TASKSTREAM: Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an “artifact,” an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

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](mailto: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

**PVAMU 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

**Proctorio Minimum System Requirements**
Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The system requirements are dependent on the exam settings. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work.

<table>
<thead>
<tr>
<th>Windows</th>
<th>Mac</th>
<th>Linux</th>
<th>Chrome OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Intel Pentium or better</td>
<td>Intel</td>
<td>Intel or ARM</td>
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<tr>
<td>OS</td>
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<td>macOS 10.11+</td>
<td>Ubuntu 18.04+</td>
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<td>Disk</td>
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<td>2 GB¹</td>
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<td>Upload Speed</td>
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</tr>
<tr>
<td>Microphone</td>
<td>Any Microphone, either internal or external³</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webcam</td>
<td>320x240 VGA resolution (minimum) internal or external³</td>
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**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.

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

- **Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
# Academic Calendar Fall 2020 – Full Term

The Prairie View A&M University Academic Calendar subject to change as state, system, and local guidelines evolve in relation to COVID. Any updates will be posted to https://www.pvamu.edu/coronavirus.

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<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 24 Monday</td>
<td>Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline</td>
</tr>
<tr>
<td>Aug 24 Monday</td>
<td>First Class Day</td>
</tr>
<tr>
<td>Aug 24 Monday</td>
<td>Tuition &amp; Fees Payment Due Date</td>
</tr>
<tr>
<td>Aug 24 - Aug 26</td>
<td>Late Registration Fee Begins ($50.00)</td>
</tr>
<tr>
<td>Aug 24 - Aug 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 Wednesday</td>
<td>Final Day to Register with Late Fee</td>
</tr>
<tr>
<td>Sep 07 Monday</td>
<td>Labor Day Holiday (University Closed)</td>
</tr>
<tr>
<td>Sep 07 Monday</td>
<td>Financial Aid Refunds Begin</td>
</tr>
<tr>
<td>Sep 09 Wednesday</td>
<td>12th Class Day (Census Date)</td>
</tr>
<tr>
<td>Sep 09 Wednesday</td>
<td>Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)</td>
</tr>
<tr>
<td>Sep 10 Thursday</td>
<td>Withdrawal from Courses with Academic Record (&quot;W&quot;) Begins</td>
</tr>
<tr>
<td>Sep 15 Tuesday</td>
<td>Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.</td>
</tr>
<tr>
<td>Oct 08 - Oct 10</td>
<td>Mid-Semester Examination Period</td>
</tr>
<tr>
<td>Oct 13 Tuesday</td>
<td>Mid-Semester Grades Due</td>
</tr>
<tr>
<td>Oct 29 Thursday</td>
<td>Final Date to Apply for Fall 2020 Graduation (ceremony participation)</td>
</tr>
<tr>
<td>Nov 02 Monday</td>
<td>Application for Graduation-Degree Conferral only for Fall 2020 Graduation Begins (no ceremony participation or name listed in the program)</td>
</tr>
<tr>
<td>Nov 02 Monday</td>
<td>Final Day to Withdraw from Course(s) with Academic Record (&quot;W&quot;)</td>
</tr>
<tr>
<td>Nov 09 - Nov 13</td>
<td>Priority Registration for continuing students for Spring 2021 semester</td>
</tr>
<tr>
<td>Nov 13 Jan 20, 2021</td>
<td>Registration for all other student 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 Wednesday</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 Wednesday</td>
<td>Final Day to Submit Application for Tuition Rebate for Fall Graduation 2020 (Undergraduate Candidates)</td>
</tr>
<tr>
<td>Dec 02 Wednesday</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 Wednesday</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>Date Range</td>
<td>Event</td>
</tr>
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<td>----------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Dec 03 - Dec 09 Thursday through Wednesday</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Dec 09 Wednesday</td>
<td>Final Grades Due for Graduation Candidates (12:00 p.m.)</td>
</tr>
<tr>
<td>Dec 12 Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>Dec 14 Monday</td>
<td>Final Grades due for all other students (11:59 p.m.)</td>
</tr>
<tr>
<td>Dec 24 - Jan 01, 2021</td>
<td>Winter Break (University Closed)</td>
</tr>
</tbody>
</table>

**TBA - FINAL EXAM SCHEDULE FALL 2020 SEMESTER EXAM WEEK**