



**BLAW 2203 – Legal Environment of Business**  
**Fall Term 2020**

**College of Business**  
**Dept. of Accounting, Finance & M.I.S.**

**Instructor:** Professor Lea Williams, Esq.  
**Section #:** Z03 and Z04  
**Office Location:** Adjunct Office, Facetime, or Zoom (please feel free to contact me to establish an appointment)  
**Office Phone:** 703-517-9791  
**Email Address:** [Lewilliams@pvamu.edu](mailto:Lewilliams@pvamu.edu) or [Learwilliams08@gmail.com](mailto:Learwilliams08@gmail.com)  
**Office Hours:** Fridays 10:00 - 11:00 am, 2:00 pm – 3:00 pm via ZOOM live (& by appointment)  
**(please use my personal zoom link invitation-please see the details in eCourse)**  
**Mode of Instruction:** Online Instruction  
**Course Location:** Online via Canvas, eCourse  
**Class Days & Times:** BLAW 2203-Z03 - T/R: 7:00AM – 8:20 AM  
BLAW 2203-Z04 - T/R: 10:10 AM - 11:30AM

**Catalog Description: BLAW- Legal Environment of Business**

Welcome to the Legal Environment of Business (BLAW 2203-Z03)! I'm excited to facilitate your learning! This course is a survey of the U.S. legal system with an emphasis on business operations. More specifically, the course is designed to equip you with legal pragmatic knowledge that explores the intersectionality between law, business, and yourself. Topics include legal systems, constitutional law, criminal law, business formation, property law, torts, and basic contract law.

**Prerequisites:** Passing University admissions reading test

**Co-requisites:** None

**Required Texts:** *Business Law: Text and Cases* (15th Edition), by Kenneth W. Clarkson, Roger LeRoy Miller & Frank B. Cross (© 2019)  
Publisher: Cengage  
ISBN: 978-0-357-12963-0  
Available in various formats: eBook only, or with various paper book options  
At PVAMU bookstore.

**Recommended Texts:**

1. *Why Should White Guys Have All the Fun? How Reginald Lewis Created a Billion-Dollar Business Empire*, Reginald F. Lewis and Blair S. Walker
2. *Good to Great : Why Some Companies Make the Leap... and Others Don't*, James Collins
3. *The Art of Being Indispensable at Work: Win Influence, Beat Overcommitment and Get the Right Things Done*, Bruce Tulgan
4. *The Pact: Three Young Men Make a Promise and Fulfill a Dream*, Lisa Frazier Page and The Three Doctors
5. *On Her Own Ground, The Life and Times of Madam C.J., Walker, A'Lelia Perry Bundles*
6. *Vernon Can Read! A Memoir*, Annette Gordo -Reed and

Vernon Jordan

7. *Equal Justice Under Law*, Constance Baker Motley
8. *All Deliberate Speed: reflection on the First Half Century of Brown v. Board of Education*, Charles Ogletree
9. *Powernomics, The National Plan to Empower Black America*, Dr. Claud Anderson
10. *Lean In: Women, Work, and the Will to Lead*, Sheryl Sandberg
11. *The 7 Habits of Highly Effective People*, Stephen Covey

**I. STUDENT LEARNING OUTCOMES:**

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome # Alignment</b>
1	State and apply the fundamental principles of the Common Law system, including significance of precedent and the analytical methods used.	BBA 1a
2	Identify the primary sources of U.S. law and those sources' relative importance.	BBA 1a
3	State and apply the role of the Commerce Clause of the U.S. Constitution in determining the application of state and federal laws to business activities.	BBA 1a
4	State and apply the rules protecting "real property" and "personal property" and their differing application to items and interests.	BBA 1a
5	Identify the distinctions between "intentional" and "unintentional" torts.	BBA 1a
6	State and apply the elements of, and defenses against, a cause of action for negligence.	BBA 1a
7	State and apply the requirements for creating (the "elements" of) a contract under Common Law contract law rules.	BBA 1a BBA 1a
8	State and apply the principal distinctions between criminal law and civil law.	BBA 1a
9	State and apply the fundamental principles of Antitrust Law-Regulatory Environment	BBA 1a
10	State and apply the fundamental principles of Employment Law	BBA 1a
11	State and apply the fundamental principles of Corporate Governance	BBA 1a
12	Ethics: Students will recognize and analyze a legal ethical problem and be able to choose and defend a solution.	BBA 2a

**II. METHOD OF DETERMINING FINAL COURSE GRADE:**

<b>18 Eligible Reaction Summaries/Key Takeaways:</b>	<b>Attendance &amp; participation- combined score</b>	<b>Class Presentation</b>	<b>Mid-Term and Final Exams/Papers</b>
50%	25%	5%	20% [10% each]
Please limit to 1 page max. The purpose of the reaction summary is to demonstrate your comprehension	You may have questions to work on in groups that we will review in class. Attendance and class participation is essential. You must engage in class discussions when called,	Oral communication is an important skill that permeates every facet of life. You will be required to participate in	The mid-term & final exams are multiple choice and short answer. The exams may change to papers based on COVID/School Technological

of assigned reading material. Specifically, please provide evidence that you have completed the reading assignments. Outline format is acceptable, please include corresponding page numbers.	upon. You may also utilize the Daily Discussion Forums. I employ a Socratic method so, attendance/participation constitutes a significant portion of your grade.	legal discussions to analyze legal issues and demonstrate your critical thinking skills. Each group will be responsible for presenting your findings to the class.	Resources. You are encouraged to study your notes and prepare outlines based on your reaction summaries.
---	--	--	--

**TOTAL:**

**Grading Criteria and Conversion:**

900 + points = A	A = 90.00 – 100%
800 – 899 = B	B = 80.00 – 89.99%
700 – 799 = C	C = 70.00 – 79.99%
600 – 699 = D	D = 60.00 – 69.99%
599 And Under = F	F = 50.00 – 59.99%

**III. DETAILED DESCRIPTION OF MAJOR ASSIGNMENTS:**

**ASSIGNMENT TITLE OR GRADE REQUIREMENT**

**DESCRIPTION**

**REACTION SUMMARIES**

Brief summaries that students prepare demonstrating that they have completed the assigned readings and have a basic comprehension of the material.

**EXAMS**

Mid-term and final exams (multiple choice and short essay questions) covering assigned and covered chapters in text and class discussions designed to measure knowledge of presented course material Subject to change based on COVID Crisis.

**SPEAKER KEY TAKEAWAYS**

This course features professional guest speakers who are industry leaders. They will discuss their respective careers and how their business intersects with the law. Students will be required to provide key takeaway summaries following each guest speaker.

**BONUS\***

Select one of the recommended reading texts and write a paper. The paper must not exceed 3 pages and address the following:

1. Summary of the Book
2. How the book integrates with your life? Alternatively, how the book does *not* integrate with your life?
3. What are some of your key takeaways that you can use to empower yourself and others?

*N.B.* You must address *all* of the enumerated points and present a thoughtful essay/analysis. You are not eligible for partial bonus points. You may present a complete essay which meets all requirements, or you will not receive the full bonus credit. The Bonus Essay is due on the last instruction day of class by 11:59PM via eCourse.

#### IV. ABOUT THE INSTRUCTOR:



Ms. Lea Williams is an Attorney, Entrepreneur, Law Professor, and Community Servant. Ms. Williams considers every opportunity is a blessing and believes to whom much is given much is required.

A proud native Houstonian, Ms. Williams is a business-oriented and highly skilled Attorney with over 8 years' experience in corporate law firm and in-house settings: (i) structuring, negotiating, and drafting complex commercial contracts (including Healthcare Agreements, Technology Agreement including SaaS, cloud computing, and enterprise software Agreements); (ii) managing formal and informal disputes; (iii) providing regulatory guidance for operations, trade, investigations, litigation, and mergers and acquisitions; (iv) identifying and executing process efficiency and effectiveness; and (v) partnering with business teams to support the design, implementation and administration of compliance programs.

Ms. Williams' diverse experience spans across industries and sectors—including healthcare, technology, finance, public law, energy, and commercial goods. Her service includes key leadership functions with notable roles as General Counsel, Compliance Officer, and Litigation Team Lead. Ms. Williams also has experience practicing international law and litigation in her second fluent language—French. Currently, she negotiates and handles all aspects of complex commercial transactions both domestically and abroad supporting Legal Departments through her own venture.

While Ms. Williams is humbled by the opportunity to practice law; she is most passionate about empowering others through education and service. She views her role as more than merely a Law Professor. She zealously serves as Mentor and advocate for her students. Ms. Williams' believes in fostering a positive teaching environment where students learn pragmatic skills, coupled with substantive legal knowledge. Her goal is to help students secure meaningful job opportunities leading to economic advancement.

Additionally, Ms. Williams frequently accepts invitations to present as a guest lecturer, speaker, and innovation champion around the country. She is a featured Presenter at the 2020 National Society of Corporate Compliance and Ethics Conference where she will advise Compliance and Legal Professionals on cultivating a culture of compliance in a multigenerational workplace. One of her more memorable opportunities includes her service as a Bush Policy Institute Representative. Here, Ms. Williams met with the former President and First Lady Bush to present policies and advocate for expanding female educational opportunities abroad.

Ms. Williams' advocacy also extends to children of Casa D' Esperanza (House of Hope), as a current member of the Junior League of Houston. At Casa D'Esperanza, she volunteers her time and helps provide a loving and secure place for young children experiencing extraordinary challenges--such as abandonment and physical abuse.

Ms. Williams earned her Bachelor of Arts from the University of North Carolina at Chapel Hill, and her Juris Doctorate from Southern Methodist University, Dedman School of Law.

<u>DATE</u>	<u>READING/CHAPTER</u>	<u>TOPIC</u>
<u>Week One</u> August 25	Read IRAC! IRAC!: How To Brief Any Legal Issue, <i>available at</i> <a href="http://ssrn.com/abstract=2827285">http://ssrn.com/abstract=2827285</a>	Welcome! About me... Introductions-Who are you?  Course Intro, how to read the syllabus, expectations The Importance of Reading-Dr. Ruth J. Simmons What is Law?– U.S. Constitution <ul style="list-style-type: none"> <li>• <b>READING ASSIGNMENT:</b> Read the Syllabus fully, Read IRAC! IRAC!: How To Brief Any Legal Issue, <i>available at</i> <a href="http://ssrn.com/abstract=2827285">http://ssrn.com/abstract=2827285</a> or  Organizing a Legal Discussion, Columbia Law School's Writing Center: <a href="https://web.law.columbia.edu/sites/default/files/microsites/writing-center/files/organizing_a_legal_discussion.pdf">https://web.law.columbia.edu/sites/default/files/microsites/writing-center/files/organizing_a_legal_discussion.pdf</a></li> <li>• <b>WRITING ASSIGNMENT 1:</b> Write a brief summary (not to exceed 1 page) about what you learned from reading either option &amp; why significant. Please note that Assignment 1 is due via eCourse before beginning of next class!!</li> </ul>
August 27	Chapter 1 and 2	<u>Assignment 1 due before class starts.</u> Discussion of Reading Re: Reaction Summary Assignment #1. The Importance of Legal Writing <ul style="list-style-type: none"> <li>• <b>READING ASSIGNMENT:</b> <b>OPTION 1:</b> Read Chapters: 1(Law and Legal Reasoning) and 2(Business and the Constitution).  <b>OPTION 2:</b> <a href="https://www.history.com/topics/black-history/dred-scott-case#section_2">https://www.history.com/topics/black-history/dred-scott-case#section_2</a></li> <li>• <b>WRITING ASSIGNMENT 2:</b> Write a Reaction Summary covering your reading option due via eCourse before beginning of class September 1.</li> </ul>
<u>Week Two</u> September 1	Chapter 3	<u>Assignment 2 due before class starts.</u> What is Law? Precedents, Stare Decisis, Courts of Equity The Legal System Courts & Jurisdiction Sources of our Law

September 3 Chapter 5/ *Governance of the Facebook Privacy Crisis*, available at <http://ssrn.com/abstract=3363002>

- **READING ASSIGNMENT:** Read Chapter 3 (Ethics in Business)
- **WRITING ASSIGNMENT 2:** Write a Reaction Summary covering Chapter 3. Assignment 2 is due before September 3<sup>rd</sup> class.

**Assignment 2 due before class starts.**

Is Business Ethics an Oxymoron?  
What does Ethics mean to you?  
Is it important to have ethics?

- **READING ASSIGNMENT:** Read Chapter 5 and *Governance of the Facebook Privacy Crisis*, available at <http://ssrn.com/abstract=3363002>..
- **WRITING ASSIGNMENT 3:** Write a Reaction Summary on the *Governance of the Facebook Privacy Crisis*, available at <http://ssrn.com/abstract=3363002>.. Assignment 3 is due before the beginning of class September 8th.

**Week Three**

September 8 Chapter 4

**Assignment 3 due before class.**

Constitutional Law  
The U.S. Constitution and business activities  
State-Federal conflicts  
Interstate/Intrastate Commerce Clause

- **READING ASSIGNMENT:** Read pages 65-78

September 10 Chapter 4/ A Descriptive Analysis of the Fourth Amendment and the Third-Party Doctrine in the Digital Age!, 28 *ALBANY LAW JOURNAL OF SCIENCE & TECHNOLOGY* 73 (2018), available at <https://ssrn.com/abstract=3005714>

Constitutional Law- Continued

- **READING ASSIGNMENT:** Read pages 79-85
- **WRITING ASSIGNMENT 4:** Write a Reaction Summary on A Descriptive Analysis of the Fourth Amendment and the Third-Party Doctrine in the Digital Age!, 28 *ALBANY LAW JOURNAL OF SCIENCE & TECHNOLOGY* 73 (2018), available at <https://ssrn.com/abstract=3005714> and chapter 4 (Courts and Alternative Dispute Resolution). Assignment 4 due before beginning of September 15<sup>th</sup> class.

**Week Four**

September 15 Chapter 4

**Assignment 4 due before class.**

Analyzing constitutional issues through scrutiny test by the Courts  
Equal Protection of the law  
Due Process  
1<sup>st</sup> Amendment

- 6
- **READING ASSIGNMENT:** Chapter 43

(Administrative Agencies)

- **WRITING ASSIGNMENT 5:** Write a Reaction Summary on Chapter 43 due before September 17<sup>th</sup> class.

September 17 Chapter 43/ *The SEC & The Internet: Regulating the Web of Deceit*, 68 THE CONSUMER FINANCE LAW QUARTERLY REPORT 262 (2014), available at <http://www.ssrn.com/abstract=1951148>

**Assignment 5 due before class.**  
Administrative Law (SEC, FTC, Others)  
Antitrust Law

- **READING ASSIGNMENT:** Chapter 44 (Consumer Law) and *The SEC & The Internet: Regulating the Web of Deceit*, 68 THE CONSUMER FINANCE LAW QUARTERLY REPORT 262 (2014), available at <http://www.ssrn.com/abstract=1951148>
- **WRITING ASSIGNMENT 6:** Write a Reaction Summary on *Chapter 44*. Assignment 5 is due prior to the September 22<sup>nd</sup> class

**Week Five**

September 22 Chapter 44

**Assignment 6 due before class.**

Administrative Law Continued  
Securities Fraud  
*Tentative Guest Speaker -Key Takeaways due next class*

- **READING ASSIGNMENT:** Chapter 6 (Tort Law), Chapter 7 (Strict Liability and Product Liability)
- **WRITING ASSIGNMENT 7:** Write a **Reaction Summary on Chapter 6 and 7 due prior to the start of the September 24<sup>th</sup> Class. (Tentative-Key Takeaways due)**

September 24 Chapter 6  
Chapter 7

**Assignment 7 due before class.**

Introduction to Torts Law (basic Tort theories/assault/battery)  
Intentional Torts – Elements of Negligence  
Intentional Torts in Business Activities/Defenses

- **READING ASSIGNMENT:** Read Chapter 10, pgs. 187-200 (Criminal Law and Cyber Crime)

**Week Six**

September 29 Chapter 10

Criminal Law – Elements of crimes  
Criminal – Sixth amendment  
Criminal Liability

- **READING ASSIGNMENT:** Read Chapter 10, pgs. 201-214 (Criminal Law and Cyber Crime)
- **WRITING ASSIGNMENT 8:** Write a Reaction Summary on Chapter 10 due prior to the start of the October 1<sup>st</sup> Class.

October 1 Chapter 10

**Assignment 8 due before class.**

Degrees in Crimes (petty, misdemeanor, felony)  
Embezzlement/Arson/Conspiracy/Accomplice/Murder

- **READING ASSIGNMENT:** Read Chapter 8 (Intellectual Property Rights)
- **WRITING ASSIGNMENT 9:** Prepare a Reaction Summary on Chapter 8 due prior to October 6<sup>th</sup> Class.

**Week Seven**  
October 6

Chapter 8/Midterm Review

**Assignment 9 due prior to class.**

Intellectual Property Rights  
Review all Topics in Preparation of Midterm

October 8- Midterm  
October 10

**TBD**

**Week Eight**  
October 13

Chapter 9

Internet Law, Cyber Crime, Social Media & Privacy

- **READING ASSIGNMENT:** Read Chapter 9 (Internet Law, Social Media & Privacy)
- **WRITING ASSIGNMENT 10:** Prepare a Reaction Summary on Chapter 9 due prior to October 15<sup>th</sup> class.

October 15 Chapter 9

**Assignment 10 due prior to class.**

Internet Law, Cyber Crime, Social Media & Privacy  
*Tentative Guest Speaker-Key Takeaways Due next class*

- **READING ASSIGNMENT:** Read Chapter 36 (Small Businesses and Franchises)
- **WRITING ASSIGNMENT 11:** Prepare Reaction Summary on Chapter 36 due prior to October 20<sup>th</sup> class

**Week  
Nine**

October 20 Chapter 36

**Assignment Number 11 due prior to class.**

Business Organizations  
Small Businesses & Franchises

- **READING ASSIGNMENT:** Read Chapter 37 (All Forms of Partnerships)/ Lessons About Franchise Risk From YUM! Brands and Schlotsky's, available at <http://ssrn.com/abstract=3442905>.
- **WRITING ASSIGNMENT 12:** Prepare Reaction Summary on Chapter 37 and Lessons About Franchise Risk From YUM! Brands and Schlotsky's, available at <http://ssrn.com/abstract=3442905>. Due prior to October 27<sup>th</sup> class.

October 22 Chapter 36/Chapter 37/ Lessons About Franchise Risk From YUM! Brands and Schlotsky's, available at <http://ssrn.com/abstract=3442905>.

**Assignment Number 12 due prior to class**

Business Organizations (continued)  
All Forms of Partnership

- **READING ASSIGNMENT:** Read Chapter 38 (Limited Liability Companies and Special Business Forms)
- **WRITING ASSIGNMENT 13:** Prepare a Reaction Summary on Chapter 38 due prior to October 27<sup>th</sup> Class

**Week Ten**  
October 27

Chapter 38

**Assignment Number 13 due prior to class**

Business Organizations  
Limited Liability Companies and Special Business Forms

- **READING ASSIGNMENT:** Read Chapter 39
- **WRITING ASSIGNMENT 14:** Prepare a Reaction Summary on Chapter 39 due prior to class start on October 29<sup>th</sup>.

October 29 Chapter 39

**Assignment Number 14 due prior to class**

Corporate Formation and Financing  
Tentative Guest Speaker -Key Takeaways due

- **READING ASSIGNMENT:** Read Chapter 40
- **WRITING ASSIGNMENT 15:** Prepare a Reaction Summary on Chapter 40, Tentative Key Takeaways due prior to class start on November 3rd

**Week  
Eleven**

November  
3

Chapter 40

**Assignment 15 due before class.**

Business Organizations-Corporate Directors, Officers and Shareholders

- **READING ASSIGNMENT:** Read Chapter 42(Investor Protection, Insider Trading, and Corporate Governance)
- **WRITING ASSIGNMENT 16:** Prepare a Reaction Summary on Chapter 42 due prior to November 10<sup>th</sup> class.

November  
5

Chapter 42

**Assignment 16 due before class.**

Investor Protection, Insider Trading, and Corporate Governance

- **READING ASSIGNMENT:** Read Chapter 12(Agreement)
- **WRITING ASSIGNMENT 17:** Prepare a Reaction Summary on Chapter 12 due prior to November 12<sup>th</sup> class.

**Week  
Twelve**

November  
10

Chapter 12

**Assignment 17 due before class.**

Agreement  
Contracts- Basics and Formation  
Concepts of Offer and Acceptance

- **READING ASSIGNMENT:** Read Contracts in Brief [link to be provided], Read Chapters 13(Consideration) and 14 (Capacity and Legality)

- **WRITING ASSIGNMENT 18:** Prepare a Reaction Summary on Chapter 13 and Chapter 14 due prior to November 12<sup>th</sup> class.

November 12 Chapter 13/ Chapter 14

**Assignment 18 due before class.**  
 Consideration/Capacity and Legality  
 Minor/alcoholics/Insane/Duress

- **READING ASSIGNMENT:** Read Chapter 48 (Personal Property and Bailments) and Chapter 49 (Real Property and Landlord-Tenant Law)
- **WRITING ASSIGNMENT 19:** Prepare a Reaction Summary on Chapters 48 and 49 due prior to November 17<sup>th</sup> class.

**Week Thirteen**

November 17 Chapter 48/Chapter 49

**Assignment 19 due before class.**  
 Property/ Personal Property  
 Bailments  
 Real Property  
 Landlord Tenant Law

- **READING ASSIGNMENT:** Read Chapter 34 (Employment, Immigration, and labor Law)
- **WRITING ASSIGNMENT 20:** Prepare a Reaction Summary on Chapter 34 due prior to November 19<sup>th</sup> class

November 19 Chapter 34

**Assignment 20 due before class.**  
 Employment, Immigration, and labor Law

- **READING ASSIGNMENT:** Read Chapter 35 (Employment Discrimination)
- **WRITING ASSIGNMENT 21:** Prepare a Reaction Summary on Chapter 35 due prior to November 24<sup>th</sup> class

**Week Fourteen**

November 24 Chapter 35

**Assignment 21 due before class.**  
 1 Employment Law Recap

**November  
25-27**      **THANKSGIVING HOLIDAY**

**Week  
Fifteen**  
December  
1

Final Exam Review/ Preparation

**December  
3- 9 (TBD)**      **FINAL EXAMS**

**FINAL EXAM--TBD**

**Please Note: This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs. \*\***

### **Course Procedures or Additional Instructor Policies**

#### **TASKSTREAM**

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One or more of your assignments may be required for submission 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.

#### **EXAMS**

Each exam may include "objective" questions, which may be "True/False," "fill in the blank," "Matching," and/or "Multiple Choice." Exams may also include "story" or "essay" questions without suggested answers. All exams are "closed book, closed notes."

**There will be NO "MAKE-UP" for any missed exam unless under documented emergencies. (See the Prairie View A&M University Student Handbook)**

*Cumulative scores on regular exams is used to determine the course grade. The regular exams will be on the course material covered since the preceding exam and given on the dates shown in the Schedule of Classes.*

#### **EXAMS**

***There will be NO "MAKE-UP" for any missed exams.***

#### **SUBMISSION OF ASSIGNMENTS**

Each assignment must be submitted via eCourse or eCourse, by specified due date. I will NOT accept late submissions. Everyone deserves grace, so I will drop three (3) of your lowest Reaction Summary Assignment

scores.

### **OTHER POLICIES & INFORMATION**

Other class policies and information available on eCourses are incorporated in this syllabus and are equally applicable to this course's grade and other policies.

**Items, policies, information and schedules may change during the term.** Information on any changes will be distributed via in-class handouts and/or posting on eCourses. Students are individually responsible for keeping current on all class-related matters.

### **REFERENCES**

Westlaw, Lexis/Nexis – both available through University library website

## **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](mailto: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 eCourse 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, 2<sup>nd</sup> 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, 3<sup>rd</sup> 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, 2<sup>nd</sup> 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](mailto: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](mailto: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) <sup>1</sup>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.
  - 1<sup>st</sup> incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  - 2<sup>nd</sup> 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](mailto:studentconduct@pvamu.edu)