ACCT 2301-P05 Principles of Financial Accounting
FALL 2021

Instructor: Daniela Misheva
Section # and CRN: ACCT 2301- P05 Principles of Financial Accounting
                   CRN 17341
Office Location: AGBU Building, Room 440
Office Phone: 936-261-9275
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Office Hours: Tuesday & Thursday (9.00am - 9.30pm) & (12.00pm - 1.00pm); Room 440
Mode of Instruction: Face to Face

Course Location: AGBU Building, Room 122
Class Days & Times: CLASS: Tuesday & Thursday (9.30am - 10.50am); Room 122
                    LAB: Tuesday & Thursday (11.00am - 12pm); Room 225
Catalog Description: An introduction to the communication of relevant financial information to investors, creditors, and analysts with an emphasis on the accounting information cycle and the preparation of the three major financial statements: the balance sheet, the statement of income and retained earnings and the statement of cash flows.
http://catalog.pvamu.edu/

Prerequisites: None
Co-requisites: None

Required Text(s): Financial Accounting with Connect; (5th edition) by Spiceland, Thomas, & Herrmann;
                  (Connect Online Access for Financial Accounting)
                  ISBN: 9781260118865
                  Publisher: McGraw-Hill
                  Formats: BryteWave Format
The e-book with Connect is available online from McGraw Hill. You may receive a two weeks’ courtesy access to your course material from McGraw Hill. After two weeks, your work will be saved, and you must purchase access. Students who do not expect to purchase the e-book with Connect within the free two weeks SHOULD NOT TAKE THE CLASS. More than half of your grade will be sourced from this resource, and there are no extensions of due dates for quizzes.

Purchase from Connect integrated in Canvas:
Purchase Connect access through your Canvas account. Login to your school’s Cavas account, and enter your course, then click on the Connect link, which will take you to the Connect registration page where you can follow the prompts. At that time, you will need to do one of the following:
- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

The following video outlines how to do your connect registration. http://video.mhhe.com/watch/4q72PpEpzkXAd3hW4o52c8?

Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf, print-version of the text through Connect. This is optional. If you choose to purchase a copy, a full-color, loose-leaf version will be shipped to you.

**Student Learning Outcomes:**

<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 Recognize the information conveyed in each of the basic financial statements: the balance sheet, the statement of income and retained earnings and the statement of cash flows. Identify the role of GAAP.</td>
<td>BBA 1, 2, 3, 4</td>
<td>EQS, CT, PR, SR, COM</td>
</tr>
<tr>
<td>2 Understand the accounting cycle. Record and post journal entries (JE)</td>
<td>BBA 1</td>
<td>EQS, CT</td>
</tr>
<tr>
<td>3 Prepare bank reconciliation. Know the importance of internal controls.</td>
<td>BBA 1, 4</td>
<td>EQS, CT, COM, TW</td>
</tr>
<tr>
<td>4 Record receivables and sales. Recognize uncollectible accounts.</td>
<td>BBA 1, 2, 4</td>
<td>EQS, CT, COM, ET</td>
</tr>
<tr>
<td>5 Recognize the difference between the various inventory methods.</td>
<td>BBA 1, 4</td>
<td>EQS, CT, COM, TW</td>
</tr>
<tr>
<td>6 Record asset acquisitions, disposal, and depreciation.</td>
<td>BBA 1, 4</td>
<td>EQS, CT, COM</td>
</tr>
<tr>
<td>7 Record and report liabilities.</td>
<td>BBA 1, 4</td>
<td>EQS, CT, COM</td>
</tr>
<tr>
<td>8 Record stockholders’ equity transactions.</td>
<td>BBA 1, 2, 3</td>
<td>EQS, CT, COM, SR</td>
</tr>
<tr>
<td>9 Prepare financial statements.</td>
<td>BBA 1, 2, 3, 4</td>
<td>EQS, CT, TW, PR, SR, COM</td>
</tr>
</tbody>
</table>
BBA Program Learning Goals
• Goal 1: Mastery of Content - Graduates will demonstrate an ability to integrate and use knowledge from multiple business disciplines, and will demonstrate proficiency in their major area business discipline.
• Goal 2: Ethics - Graduates will have an ethical perspective.
• Goal 3: Global Perspective - Graduates will have a global perspective.
• Goal 4: Communications - Graduates will demonstrate an ability to be effective communicators.

Core Learning Goals
• Communication (COM): Effective development, interpretation and expression of ideas through written, oral and visual communication
• Critical Thinking (CT): Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Empirical & Quantitative Skills (EQS): Manipulation and analysis of numerical data or observable facts resulting in informed conclusions
• Personal Responsibility (PR): Ability to connect choices, actions, and consequences to ethical decision-making
• Social Responsibility (SR): Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
• Teamwork (TW): Behaviors under the control of individual team members (effort they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to team discussions)
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) Homework</td>
<td>10 assignments - 20 points each</td>
<td>200</td>
</tr>
<tr>
<td>2) SmartBook (SB)</td>
<td>10 assignments - 10 points each</td>
<td>100</td>
</tr>
<tr>
<td>3a) Accounting Projects</td>
<td>2 projects - 40 points each</td>
<td>80</td>
</tr>
<tr>
<td>3b) Attendance (Projects)</td>
<td>10 points - (5 points each project)</td>
<td>10</td>
</tr>
<tr>
<td>4) Quizzes - Online</td>
<td>10 quizzes - 10 points each</td>
<td>100</td>
</tr>
<tr>
<td>5) Midterm exam</td>
<td>chapters 1 - 5</td>
<td>100</td>
</tr>
<tr>
<td>6) Midterm reflection</td>
<td>discussion board (answer a few questions for the midterm)</td>
<td>10</td>
</tr>
<tr>
<td>7) Exam 2</td>
<td>chapters 6 - 9</td>
<td>100</td>
</tr>
<tr>
<td>8) Final</td>
<td>Comprehensive (Chapters 1 - 10)</td>
<td>200</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>900</td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 810 - 900
B = 720 - 809
C = 630 - 719
D = 540 - 629
F = below 540

Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework (HW)</td>
<td>Written exercises designed to supplement and reinforce course materials to be completed and submitted online through the McGraw-Hill Connect software. All homework exercises are due before 11:59pm of December 01, 2021</td>
</tr>
<tr>
<td>Smartbook (SB)</td>
<td>Smart book includes an adaptive learning software. You will be asked a series of questions over topics in the chapter. Based on your confidence in your answer and your ability to answer the questions correctly, you will be guided through the reading until a sufficient level of mastery is achieved. This guided reading is to be completed and submitted online through the McGraw-Hill Connect software. Please see the semester calendar for various due dates.</td>
</tr>
<tr>
<td>Chapter Quizzes (CQ)</td>
<td>Each chapter has a quiz designed to measure the student's understanding of the chapter materials. The quizzes are proctored and are to be completed and submitted online. TESTING INSTRUCTIONS will be provided to take the quiz. Please see the semester CALENDAR for various due dates.</td>
</tr>
</tbody>
</table>
Midterm reflection
During the middle of the semester, you will be given a few questions in discussion board to do midterm reflection. Grading is based upon completion

Projects
There are two projects which are to be completed in the accounting lab. Each project covers a different key area of the materials. One project is about the completion of accounting cycle and the other project is related data analytics of A/R.

Midterm, Exam 2 and Final Exam
Examinations will be administered in a face-to-face setting and must be completed at the designated time. No exemptions allowed.

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 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, but for general information, you can visit Taskstream via the link in eCourses.

COURSE DELEVERY MODE:
Each week, students are expected to use Smart book to read chapter materials.
ACCOUNTING LAB: The accounting lab is intended to assist on topics you did not understand, answer questions and go over certain problems. Attendance at this lab (or one of the other 2 sections) will be incorporated into the grades for ACCT 2301 as part of your total points earned. The Lab grade is comprised of an Attendance grade, as well as the projects which are covered and worked on during the lab.
GRADING POLICY: Quizzes will be given on each chapter. ALL CHAPTER QUIZZES ARE ONLINE THROUGH the McGraw software with different due dates. Each quiz will be completed during a specified and limited window of time. Once begun, the exam must be completed within 60 minutes. Since the quizzes will be available to all students through an internet link, Make- Up Quizzes will not be given. In cases of documented emergencies with timely communication with the professor, a missed quiz may be substituted with the score earned on the comprehensive mid-term or final exam covering the relevant course material. See the class assignment schedule for quiz dates.
The Mid-Term Exam and Exam 2 will be given during your normal class period. No Make-ups are allowed. The final exam will be given as a Common Final on the scheduled Common Final Date and Time.
All Homework and Smart book assignments must be completed using the online software. In addition to learning and applying accounting concepts by using this software, the computerized assignments will allow the student to further develop computer skills and get immediate feedback on homework. The software will not allow a student to submit homework “after” the posted due date. In this course, each student must work homework problems to gain a complete understanding of the subject matter.
Students may be required to research topics related to ethical issues in 6 accounting and business. Students should bring the articles to class for discussion.
Week One:
Topic Description
(Aug 23 - 29)
**Chapter 1 Framework for Financial Accounting**
Readings:
T  Orientation/ Course Overview, CH 1
TH  CH 1
Assignment (s):
T  Connect registration
TH  Self study/ Connect registration due

Week Two:
Topic Description
(Aug 30 - Sep 5)
**Chapter 1 Framework for Financial Accounting**
Readings:
T  CH 1
TH  CH 1
Assignment (s):
T  Self study, SB, Quiz, HW
TH  Self study/ & SB - Chapter 1 is due before 11.59pm of **Sep 5**
   Quiz Chapter 1 due before 10pm Sep 5

Week Three:
Topic Description
(Sep 6 - Sep 12)
**Chapter 2: The Accounting Cycle During the Period**
Readings:
T  CH 2
TH  CH 2
Assignment (s):
T  Self study, SB, Quiz, HW
TH  Self study/ Quiz & SB - Chapter 2 is due before 11.59pm of **Sep 12**

Week Four:
Topic Description
(Sep 13 - Sep 19)
**Chapter 3: The Accounting Cycle: End of Period**
Readings:
T  CH 3
TH  CH 3
Assignment (s):
T  Self study, SB, Quiz, HW
TH  Self study/ Quiz & SB - Chapter 3 is due before 11.59pm of **Sep 19**

Week Five:
Topic Description
(Sep 20 - Sep 26)
**Chapter 4: Cash and Internal Controls**
Readings:
T  CH 4
TH  CH 4
Assignment (s):
T  Self study, Quiz, SB, HW
TH  Self study/ Quiz & SB - Chapter 4 is due before 11.59pm of Sep 26

Week Six:
Topic Description
(Sep 27 - Oct 3)
LAB; Chapter 5: Receivables and Sales
Readings:
T  LAB: Project 1: Accounting Cycle in Connect
TH  CH 5

Assignment (s):
T  Self study, Quiz, SB, HW
TH  Self study/ Quiz & SB - Chapter 5 is due before 11.59pm of Oct 3

Week Seven:
Topic Description
(Oct 4 - Oct 10)
Chapter 5: Receivables and Sales
Readings:
T  CH 5: LAB follow up
TH  CH 5

Assignment (s):
T  Self study, SB, Quiz, HW
TH  Self study/ Quiz & SB - Chapter 6 is due before 11.59pm of Oct 10

Week Eight:
Topic Description
(Oct 11 - Oct 17)
Review; Midterm Exam:
Readings:
T  Review for Midterm exam
TH  Midterm exam (Oct 14 - Chapters 1 - 5)

Assignment (s):
T  Review. Midterm reflection is due due before 11.59pm of Oct 12
TH  Midterm exam (Chapters 1 through 5; Oct 17)

Week Nine:
Topic Description
(Oct 18 - Oct 24)
Chapter 6: Inventory and Cost of Goods Sold (COGS); LAB
Readings:
T  CH 6
TH  LAB: Project 2: Data Analysis

Assignment (s):
T  Self study, SB, Quiz, HW
TH  Self study/ Quiz & SB - Chapter 6 is due before 11.59pm of Oct 24
Week Ten: Topic Description (Oct 25 - Oct 31)
Chapter 7: Long Term Assets

Readings:
T      CH 7
TH     CH 7

Assignment (s):
T      Self study, SB, Quiz, HW
TH     Self study/ Quiz & SB - Chapter 7 is due before 11.59pm of Oct 31

Week Eleven: Topic Description (Nov 1 - Nov 7)
Chapter 8: Current Liabilities

Readings:
T      CH 8
TH     CH 8

Assignment (s):
T      Self study, SB, Quiz, HW
TH     Self study/ Quiz & SB - Chapter 8 is due before 11.59pm of Nov 7

Week Twelve: Topic Description (Nov 8 - Nov 14)
Chapter 9: Long Term Liabilities

Readings:
T      CH 9
TH     CH 9

Assignment (s):
T      Self study, SB, Quiz, HW
TH     Self study/ Quiz & SB - Chapter 9 is due before 11.59pm of Nov 14

Week Thirteen: Topic Description (Nov 15 - Nov 21)
Exam2; Chapter 10: Stockholders’ Equity

Readings:
T      Exam 2 (Chapters 6 through 9; Nov 18)
TH     CH 10

Assignment (s):
T      Self study
TH     Self study/ Quiz & SB - Chapter 10 is due before 11.59pm of Nov 21

Week Fourteen: Topic Description (Nov 22 - Nov 28)
Chapter 11: Statement of Cash Flow

Readings:
T      CH 11 (introduction)
TH     Thanksgiving, school off
**Assignment(s):**

- **T**  Self study, SB, Quiz, HW
- **TH** Self study/ Quiz & SB - Chapter 11 is due before 11.59pm of **Nov 29**

**Week Fifteen:**

**Topic Description**

**(Nov 29 - Dec 5)**

**FINAL REVIEW**

**Readings:**

- **T**  Final Review (Nov 30)

VAR FINAL EXAM (Date TBD between Dec 2 - Dec 8)

**Assignment(s):**

- **T**  Self study
- **TH** Self study/ Quiz & SB - Chapter 11 is due before 11.59pm of Nov 29
Student Support and Success

John B. Coleman Library
The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: https://www.pvamu.edu/library; Phone: 936-261-1500

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 they are unsure of the best resource for their needs. Faculty advisors support some students 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. Find your advisor's location by academic major at www.pvamu.edu/advising. 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 are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/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: https://www.pvamu.edu/student-success/sass/university-tutoring-center/

Writing Center
The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorms, 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. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: https://www.pvamu.edu/student-success/writing-center/; Grammarly Registration: https://www.grammarly.com/enterprise/signup

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 Alerts help 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 PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/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 assists 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: https://www.pvamu.edu/healthservices/student-counseling-services/

Office of Testing Services
Testing Services serves to create opportunities by offering a 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: www.pvamu.edu/testing

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 hard and software, adapted furniture, proctoring 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: https://www.pvamu.edu/disabilityservices/

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-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

Veteran Affairs
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office 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: https://www.pvamu.edu/sa/departments/veteranaffairs/

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: https://www.pvamu.edu/studentengagement/

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: https://www.pvamu.edu/careerservices/

University Rules and Procedures
Academic Misconduct
Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student’s performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the University Administrative Guidelines on Academic Integrity, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the University Administrative Guidelines on Academic Integrity, the University Online Catalog, and the Student Code of Conduct, 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 academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).
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. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. **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.

Nonacademic Misconduct
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents 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 www.pvamu.edu/titleix, 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 conditions, 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.

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 at 936-261-1744 or 1792.

**Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**
Prairie View A&M University requires regular class attendance. Attending all classes supports the 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 the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the 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 rest 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 Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

**Technical Considerations**

**Minimum Recommended Hardware and Software:**
- Intel PC or Laptop with Windows 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

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

**Participants should have a basic proficiency of the following computer skills:**
- Sending and receiving email
- 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 discussion 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 the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

**Technical Support**
Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services 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 occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

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 coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **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.) are recommended in 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 challenging to maintain reliably.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to 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.