# Syllabus

## ACCT 3333 P01 Federal Income Taxation I

**Fall 2022**

<table>
<thead>
<tr>
<th>Department of</th>
<th>Accounting, Finance, and MIS</th>
<th>College of Business</th>
</tr>
</thead>
</table>

**Instructor Name:** Limin (Priscilla) Zhu (DBA candidate, CPA)

**Office Location:** Agriculture & Business Multipurpose Building #462

**Office Phone:** 936-261-9264

**Fax:** 936-261-9273

**Email Address:** przhu@pvamu.edu

**Snail Mail (U.S. Postal Service) Address:** Prairie View A&M University

<table>
<thead>
<tr>
<th>P.O. Box</th>
<th>519</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail Stop</td>
<td>2310</td>
</tr>
<tr>
<td>Prairie View, TX 77446</td>
<td></td>
</tr>
</tbody>
</table>

**Office Hours:** MW 9:00am -9:55am, 11:00am -11:55am by appointment and F 9:00am-11:00am virtually

**Virtual Office Hours:** YES

**Course Location:** To be arranged

**Class Meeting Days & Times:** MWF 10:00 am -10:50 am (flipped course mode)
<table>
<thead>
<tr>
<th>Course Abbreviation and Number:</th>
<th>ACCT 3333</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog Description:</td>
<td>ACCT 3333. Federal Income Tax I. (3-0) Credit 3 semester hours. This course addresses U.S. federal income tax laws as they apply to individuals. In this course, you will learn about filing status, requirements to claim dependents, and when income, expenses, and credits are recognized for federal income tax purposes. This course introduces you to the Internal Revenue Code and to other sources of information you may utilize in the future.</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>ACCT 2113, ACCT 2123, and junior/senior classification.</td>
</tr>
<tr>
<td>Co-requisites:</td>
<td>None.</td>
</tr>
</tbody>
</table>
You will also be required to complete a variety of assignments that will be delivered via McGraw-Hill Connect, an innovative online learning system proven to help students achieve greater success. **The purchase of Connect is mandatory for this course.** |
| Purchase from Connect integrated in Canvas: | Purchase Connect access through your Canvas account. Login to your school’s Canvas 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.

<table>
<thead>
<tr>
<th>Recommended Text:</th>
<th>N/A</th>
</tr>
</thead>
</table>

| Access to Learning Resources: | PVAMU Library:  
phone: (936) 261-1500;  
web: [http://www.pvamu.edu/library/](http://www.pvamu.edu/library/)  
University Bookstore:  
phone: (936) 261-1990;  
web: [https://www.bkstr.com/Home/10001-10734-1?demoKey=d](https://www.bkstr.com/Home/10001-10734-1?demoKey=d) |

| Course Goals or Overview: | The primary objective of this course is to introduce the student to Federal Individual Income Taxation concepts and principles. Some of the topics we will cover are: definition of income, exclusions, dependents, itemized deductions, deductible business expenses, data analysis, tax research, and tax return preparation. Understanding tax rules often requires prior knowledge taught in other courses, or learned by experience, such as general legal rules (contract, constitution, business organization formation/operation, etc.), general accounting principles (debit, credit, amortization, time-value of money, etc.), micro- and macro-economics, and basic computer-use, research, and writing skills. Some general knowledge about politics, history, and human nature would not hurt, either. Taxation involves the practical application of all those things. |

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In accordance with course objectives, students should show:

**Mastery of Content:** Students will be able to integrate and use knowledge from multiple business disciplines, and they will be proficient in the business discipline of accounting. (MC)

**Teamwork:** Students will be able to work well in a team environment. (T)

**Ethics:** Students will have an ethical perspective. (ET)

**Global Perspective:** Students will have a global perspective. (GP)

**Communications:** Students will be effective communicators. (C)

At the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>COURSE OBJECTIVES:</th>
<th>Demonstrates Course Objective Goals: (See Listing Above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify the major types of taxes and their major characteristics.</td>
<td>MC, ET, GP, C</td>
</tr>
<tr>
<td>2. Define what constitutes a tax, basic tax rate structures and calculate a tax</td>
<td>MC</td>
</tr>
<tr>
<td>3. Explain the requirements for determining dependent status and a taxpayer’s filing status</td>
<td>MC</td>
</tr>
<tr>
<td>4. Identify which income tax concepts support, or are advanced by, particular provisions of the federal income tax code</td>
<td>MC, C, ET</td>
</tr>
<tr>
<td>5. Define what is “income” for purposes of the federal income tax code and discuss how that is similar to, and/or different from “income” for financial accounting purposes and general public opinion.</td>
<td>MC, C, T</td>
</tr>
<tr>
<td></td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>6. Determine if a particular economic event produces “income” for federal income tax purposes and whether that is or is not included in the affected party’s taxable income.</td>
<td>MC, C</td>
</tr>
<tr>
<td>7. Understand the concepts that underlie the deduction of business or individual expenses for federal income tax purposes and determine if any expenditure is deductible</td>
<td>MC, C</td>
</tr>
<tr>
<td>8. Describe the general steps in calculating individual income taxes and the place in that calculation of, among other things, “dependent,” “adjusted gross income, “tax credits,” and “itemized deductions.”</td>
<td>MC, C, GP</td>
</tr>
<tr>
<td>9. Distinguish the tax impact of taxable and tax-exempt Investment</td>
<td>MC, C,</td>
</tr>
<tr>
<td>10. Understand the tax consequences of home ownership</td>
<td>MC, C</td>
</tr>
<tr>
<td>11. Determine basis and calculate gain or loss on the sale of an asset</td>
<td>MC</td>
</tr>
<tr>
<td>12. Compute cost recovery depreciation under MACRS</td>
<td>MC</td>
</tr>
<tr>
<td>13. Prepare a Form 1040 including Schedules A, B, C, D, E.</td>
<td>MC, C</td>
</tr>
</tbody>
</table>

**Course Evaluation Methods**

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.
Exams – two midterm exams and one final exam
Online Homework – 10 online assignments, McGraw Hill Connect, designed to supplement, and reinforce course material.
Smart book – 10 adaptive reading assignments from McGraw Hill Connect
Midterm Reflection - three questions in discussion board for midterm reflection. Grading is based upon completion
Tax Return Project – comprehensive tax problem
Data Analytics project – Tableau dashboard assignment

Grading Matrix

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Midterm Exams - 100 points each**</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam**</td>
<td>100</td>
</tr>
<tr>
<td>10 Weekly homework assignment - 10 points for each chapter</td>
<td>100</td>
</tr>
<tr>
<td>10 weekly smart book assignment – 10 points for each chapter</td>
<td>100</td>
</tr>
<tr>
<td>Midterm reflection</td>
<td>10</td>
</tr>
<tr>
<td>Data Analysis project</td>
<td>10</td>
</tr>
<tr>
<td>Tax Return Project</td>
<td>80</td>
</tr>
<tr>
<td>Assessment Total</td>
<td>600</td>
</tr>
</tbody>
</table>

** See make-up exam policy

Grade Determination (based on the traditional grading scale of:

A = 600 –540pts; 100%-90%
B = 539 – 480 pts; 89%-80%
C = 479 – 420 pts; 79%-70%
D = 419 – 360pts; 69%-60%
F = 359 pts or below. 59% below
COURSE PROCEDURES

I adopt a “flipped classroom” mode to increase the students’ engagement and learning for this course. Each week, students are expected to use Smart book to read chapter materials before the face-to-face meeting time on Mondays and Wednesdays. On Fridays, students are expected to do self-study such as reading assigned materials, doing homework, completing projects.

Connect, the textbook publisher’s online software is included in the purchase of the textbook and is mandatory for the course. The software and an online e-book is available for 2 weeks at no cost. At the end of the free 2-week period, the e-textbook with Connect must be purchased. If a student is unable to purchase the textbook within the free 2-week period, then the student should not register for this class. Assignment deadlines will not be extended.

Communication for this course will take place primarily via e-Courses postings, emails, and discussion boards. Proper email etiquette should be observed. Please avoid sending messages in all caps (ALL CAPS) and try to be as grammatically correct as possible. Respect for the instructor and your classmates must be given at all the times in all electronic communication modes. Please avoid negative comments. Profanity is prohibited. Discussion boards will be created and will be open for general use. Restricted rooms and boards for designated groups may be created as necessary during the course. Please observe the electronic communication standards listed above.

Students may send email via e-Courses anytime that is convenient to them. Instructor will respond to email message(s) during the work week by the close of business (5:00 PM CST) on the day following the receipt of the message(s) from the student(s).

PowerPoint:
Video lectures on the PowerPoint slides are provided for each chapter covered. Other supplemental videos are also provided. Students are expected to watch all videos as part of the course.

Submission of Assignments
**Homework and Smart book**

Students will receive homework and smart book adaptive reading assignments during the semester. The grade given to a student for each homework assignment will rely heavily on the student’s ability to follow the reading material and complete assignments on time. All homework assignments and smart book assignments should be submitted by the due date and late submissions will not be accepted. There will be no extensions for any reason. It is best for students to stay ahead in assignments in case there are unforeseen problems like emergencies, sickness, school events, job interviews etc.

**Exams**

There are two midterm exams and one final exam. Additional information will be furnished before the final exam.

**Exam Policy**

Exams should be taken as scheduled.

**THERE ARE NO MAKE-UP EXAMS GIVEN FOR MIDTERM EXAMS WITHOUT THE PRIOR APPROVAL OF THE INSTRUCTOR.** With *prior approval of the instructor*, if you miss one of the midterm exams you may be given a weighted average score based on your ranking on the other midterm and the final. All the exams will be graded within one week of due date.

**Tax Return Project:**

This project is designed to give students a more complete understanding of the types of income and deductions that are reported on an individual tax return and the flow of information through the more common individual tax forms. Students will complete this project in Connect.

**Data Analysis Project**
This project is designed to help students understand how to utilize data visualization application to locate tax depreciation information. Students will complete this project in Connect.

**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.

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**ASSIGNMENT SCHEDULE FALL 2022**

(Schedule is subject to update and change.)

<table>
<thead>
<tr>
<th>Week</th>
<th>Week Beginning</th>
<th>Course content/ alignment with course objectives (COs)</th>
<th>Due dates for assignments in Connect and eCourse</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/22</td>
<td>Chapter 1 – An Introduction to Tax (CO 1, 2) MW-f2f, F -self study</td>
<td>SB: Sep 4 at 11:59pm HW: Sep 4 at 11:59pm</td>
</tr>
<tr>
<td>2</td>
<td>8/29</td>
<td>Chapter 2 – Tax Compliance, the IRS, and Tax Authorities (CO 1) MW-f2f, F -self study</td>
<td>SB: Sep 4 at 11:59pm HW: Sep 4 at 11:59pm</td>
</tr>
<tr>
<td>3</td>
<td>9/5</td>
<td>Chapter 4 - Individual Income Tax Overview, Dependents and Filing Status (CO 3, 4) M-Labor Day off, W-f2f, F-self study</td>
<td>SB: Sep 4 at 11:59pm HW: Sep 11 at 11:59pm</td>
</tr>
<tr>
<td>4</td>
<td>9/12</td>
<td>Chapter 5 - Gross Income and Exclusions (CO 5,6) MW-f2f, F -self study</td>
<td>SB: Sep 11 at 11:59pm HW: Sep 18 at 11:59pm</td>
</tr>
<tr>
<td>5</td>
<td>9/19</td>
<td>Review and First Midterm MW-f2f, F -self study</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9/26</td>
<td>Chapter 6 - Individual Deductions (CO 7) MW-f2f, F -self study</td>
<td>SB: Sep 25 at 11:59pm HW: Oct 2 at 11:59pm</td>
</tr>
</tbody>
</table>

9
<p>| | | | |</p>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Midterm Reflection</td>
<td>Oct 2 at 11:59pm</td>
</tr>
</tbody>
</table>
| 7  | 10/3| Chapter 7 – Investments *(CO 9)*          | SB: Oct 2 at 11:59pm  
|    |     | MF-f2f, W -self study                    | HW: Oct 09 at 11:59pm |
| 8  | 10/10| Chapter 8 – Individual Income Tax        | SB: Oct 9 at 11:59pm  
|    |     | Computation and Tax Credits *(CO 8)*     | HW: Oct 16 at 11:59pm |
|    |     | MW-f2f, F -self study                    |          |
| 9  | 10/17 | Review and Second Midterm               |          |
|    |     | M-self- study, WF-f2f                    |          |
| 10 | 10/24 | Chapter 9-Business Income, deductions,  | SB: Oct 23 at 11:59pm  
|    |     | and accounting methods *(CO 7)*         | HW: Oct 30 at 11:59pm |
|    |     | MW-f2f, F -self study                    |          |
| 11 | 10/31| Chapter 10 – Property Acquisition        | SB: Oct 30 at 11:59pm  
|    |     | and Cost Recovery *(CO 12)*              | HW: Nov 6 at 11:59pm |
|    |     | MW-f2f, F -self study                    |          |
| 12 | 11/7 | Tax Return Project in Connect *(CO 13)*  | Nov 13 at 11:59pm  
|    |     | Data Analysis Project *(CO 12)*         | Nov 13 at 11:59pm |
|    |     | MW-f2f, F -self study                    |          |
| 13 | 11/14| Chapter 11 –Property Dispositions *(CO 11)* | SB: Nov 13 at 11:59pm  
|    |     | MW-f2f, F -self study                    | HW: Nov 20 at 11:59pm |
| 14 | 11/21| Chapter 14 – Tax Consequences of Home   | No assignment for chapter 14 |
|    |     | Ownership *(CO 10)*                      |          |
|    |     | MW- f2f, F- Happy Thanksgiving           |          |
| 15 | 11/28| final review                            |          |
|    |     | M-f2f, W -self study                    |          |
| 16 | Between 12/1 and 12/7 | Final Exam – Comprehensive |          |
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, 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. 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

12
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.

Protections and Accommodations for Pregnant and Parenting Students
The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

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/](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**
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-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](https://www.pvamu.edu/coronavirus). Proof of off-campus and self-administered home test results must be sent to [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu). Proof for self-administered home test is a picture of the test with a photo ID in the same photo.

- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.

- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly 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. Communication with the student’s instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. 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 may 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).

- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to [www.pvamu.edu/coronavirus](https://www.pvamu.edu/coronavirus) or email [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu).