ANSC 3352 Meat Science
Fall 2022

Course Information

Description

Instructor: Dr. Lea Ann Kinman
Section # and CRN: ANSC 3352 CRN 18988
Office Location: Meat Lab rom 112
Office Phone: 936-261-5053
Email Address: lakinman@pvamu.edu
Office Hours: M 1:00-2:00
W 1:00-2:00

Mode of Instruction: Face-to-face
Course Location: Agri and Business Bldg. room 112 - Lecture
Meat Science Center - Lab
Class Days & Times: M & W 3:00-4:50 Lecture (odd weeks)
M & W 3:00-4:50 Lab (even weeks)

Catalog Description: Credit 3 Semester Hours. Meat Science encompasses everything from growth and development to meat processing. This class is designed to expose students to every aspect of meat science. Particular attention will be given to muscle chemistry and muscle biology, anatomy and nomenclature, carcass evaluation, fresh meat processing, processed meats, and food safety. An integration of principles of value-added meat products, quality control, HACCP/FSIS food safety regulations, consumer safety, and meat cookery will also be included in this course.

Prerequisites: ANSC 1513 or AGRI 1319
Co-requisites: None
Required Text(s): None

Course Learning Objectives:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Student Learning Outcome #</th>
<th>Core Curriculum Objective Alignment</th>
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</thead>
<tbody>
<tr>
<td>Identify and describe the basic physical and chemical components of meat and their influence on specific attributes of meat and meat products.</td>
<td>The degree program is designed to provide a generalist emphasis that serves as the foundation for diverse careers and as a springboard for advanced study in agriculture and natural resource sciences and related fields.</td>
<td>Help satisfy the requirements for a B.S. degree in Agriculture.</td>
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<td></td>
<td>Describe the scientific and technological procedures involved in the processing of food animals and preservation of food products.</td>
<td>Acquire the ability and understanding in the application of the fundamental principles in animal and poultry production systems.</td>
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<tr>
<td>3</td>
<td>Acquaint students with food safety issues related to the meat industry as well as the principles of Hazard Analysis Critical Control Points.</td>
<td>Acquire the ability and understanding in the application of the fundamental principles in animal and poultry production systems.</td>
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<tr>
<td>4</td>
<td>Describe the various aspects of the meat industry and how they interrelate and function</td>
<td>The Agriculture program prepares the graduate to perform as an entry level professional in a broad range of areas.</td>
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</tbody>
</table>

**Major Course Requirements**
Your grade in this course will be based on weighted points accumulated on quizzes, homework, attendance and participation in labs, 4 major exams. You will be responsible for all material covered in class, labs, and any assigned work to the point of each major exam.

**Method of Determining Final Course Grade**

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
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<tbody>
<tr>
<td>1) Major Exam I</td>
<td>18%</td>
<td>18</td>
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<tr>
<td>2) Major Exam II</td>
<td>18%</td>
<td>18</td>
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<tr>
<td>3) Major Exam III</td>
<td>18%</td>
<td>18</td>
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<tr>
<td>4) Final Exam</td>
<td>23%</td>
<td>23</td>
</tr>
<tr>
<td>5) Special Project</td>
<td>11%</td>
<td>11</td>
</tr>
<tr>
<td>6) Quizzes and lab homework's</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Lab attendance/participation</td>
<td>7%</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>100%</strong></td>
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</table>

**Grading Criteria and Conversion:**
A = 90-100%
B = 80-89.9%
C = 70-79.9%
D = 60-69.9%
F = 0-59.9%

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

**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.
Lab Sessions:
The lab sessions are scheduled for approximately 2 hours, one day a week. It is your responsibility to arrive at the meat lab and be prepared for class on time. The days we are on the processing floor it will be very cold. Be prepared with sweaters and jackets. Long pants and closed toed shoes are required on the processing floor.

Lab participation points will be awarded based on participation. During the first full week of lab, you will become familiar with the Standard Operating Procedures (SOP’s) and Good Manufacturing Practices (GMP’s). This set of procedures must be followed during each lab session.

Quizzes are listed on the syllabus schedule and posted on Canvas. They will open on Wednesday’s at 5:00pm and will close the following Monday at 3:00pm. You will have 5 days to take the quizzes as many times as you want, the highest score will be recorded. It is your responsibility to check Canvas frequently and often to complete these quizzes. Quizzes cannot be made up.

Lab homework assignments will be handed out during lab. If you have an excused absence from lab you can pick up a copy of the lab homework from the professor. Homework assignments are due the following lab period. If your absence is unexcused you cannot make up the homework assignment.

MAKE-UP:
There will be no make-up quizzes or labs. Because meat is perishable and expensive, we do not have the luxury of keeping the product available for prolonged periods of time. If you miss a class and there is a valid reason for your absence, you will be given the excused attendance points for that day. If you do not have a valid reason for missing the class, there will be no credit awarded for the class. Because quizzes are posted for a week, no make-up quizzes will be given unless an activity or event corresponds with each day of the week that the quiz is posted. If you know you are going to miss class for a field trip, judging contest, or other school related activity, it is to your advantage to inform the professor of the planned absence prior to the missed class periods.

Make-up exams will not be offered unless there is an excused absence brought to the attention of the professor at least one day prior to missing the exam. (Excused absences are listed in the attendance section below). The make-up exam must be taken within one week of the regularly scheduled date and time. Students that miss an examination without an excused reason will not be allowed to make up the exam. If you are late to an exam you cannot take an exam once the first student has completed his/her exam and left the classroom.

ATTENDANCE POLICY:
Attendance is mandatory. Attendance will be monitored in numerous ways and recorded throughout the semester. Class attendance is viewed as an individual’s responsibility and reflection of maturity. The only absences that will be excused are:

1) Absence for a University-approved field trip or activity,
2) Absence for a death or serious illness in the immediate family,
3) Absence resulting from personal illness which are documented (signed note) by a physician or accompanied with a hospital receipt, and
4) Absences resulting from extenuating circumstances not covered above, but discussed with the professor prior to the absence.

Vacation plans, oversleeping, illness not sufficient to require medical attention, social activities (including fraternity, sorority, and residence hall activities), etc., are not sufficient reasons to miss a scheduled quiz or examination.
PROFESSIONAL STUDENT CONDUCT:
Students should be in your seats ready to begin on time. Stragglers are disruptive to those who are in their seats and ready to go. I will begin and end on time so that students can go to other classes. Being prompt in laboratory is also important. Be on time.

While I am lecturing, I expect students to be listening, writing, thinking, etc., but not talking to each other. Talking in class disrupts those around you who are trying to listen and it disrupts me as I lecture. I will do my best to make lectures lively and entertaining so you won't be bored. Cellular phones are strictly prohibited during lab.
<table>
<thead>
<tr>
<th>Week One:</th>
<th>Semester Calendar</th>
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<tbody>
<tr>
<td>Topic Description</td>
<td>Lecture</td>
</tr>
<tr>
<td>M 8/22 - Introduction, class overview &amp; expectations, Meat as Food &amp; Historical perspective</td>
<td></td>
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<tr>
<td>W 8/24 – Meat as Food &amp; Historical perspective; Growth &amp; Development of Carcass Tissues</td>
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<tr>
<td><strong>Assignment:</strong> Quiz 1</td>
<td>W 8/24 – Quiz 1 covers info from 8/22-8/24</td>
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<tr>
<th>Week Two:</th>
<th>Topic Description</th>
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<tbody>
<tr>
<td>Lab #1</td>
<td>M 8/29 – Orientation &amp; lab safety</td>
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<tr>
<td>W 8/31 – Orientation &amp; lab safety</td>
<td></td>
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<tr>
<td><strong>Assignment (s): Quiz 2</strong></td>
<td>W 8/31 – Quiz 2 covers info from lab #1</td>
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<tr>
<td>Lab homework #1</td>
<td>Lab #1 homework assignment</td>
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<th>Week Three:</th>
<th>Topic Description</th>
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<tr>
<td>Lecture</td>
<td>M 9/5 <strong>NO CLASS – LABOR DAY</strong></td>
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<tr>
<td>W 9/7 – Growth &amp; Development of carcass tissues; Structure &amp; Properties of Muscle</td>
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<tr>
<td><strong>Assignment: Quiz 3</strong></td>
<td>W 9/7 – Quiz 1 covers info from 9/7</td>
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<th>Week Four:</th>
<th>Topic Description</th>
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<tr>
<td>Lab #2</td>
<td>M 9/12 – Orange Activity</td>
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<td>W 9/14 – Orange Activity</td>
<td></td>
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<tr>
<td><strong>Assignment (s): Quiz 4</strong></td>
<td>W 9/14 – Quiz 2 covers info from lab #2</td>
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<tr>
<td>Lab homework #2</td>
<td>Lab #2 homework assignment</td>
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<th>Week Five:</th>
<th>Topic Description</th>
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<tr>
<td>Lecture</td>
<td>M 9/19 – Structure &amp; Properties of meat, Mechanism of muscle contraction</td>
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<tr>
<td>W 9/21 – EXAM I</td>
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<tr>
<td><strong>Assignment: Quiz 5</strong></td>
<td>W 9/21 – Quiz 5 covers info from 9/19-9/21</td>
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<tr>
<th>Week Six:</th>
<th>Topic Description</th>
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<tr>
<td>Lab #3</td>
<td>M 9/26 – Anatomy &amp; Terminology</td>
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<tr>
<td>W 9/28 – Anatomy &amp; Terminology</td>
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<tr>
<td><strong>Assignment (s): Quiz 6</strong></td>
<td>W 9/28 – Quiz 6 covers info from lab #3</td>
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<tr>
<td>Lab homework #3</td>
<td>Lab #3 homework assignment</td>
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<th>Week Seven:</th>
<th>Topic Description</th>
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<tr>
<td>Lecture</td>
<td>M 10/3 – Conversion of Muscle to Meat; Role of Federal Agencies &amp; HACCP</td>
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<tr>
<td>W 10/5 – Role of Federal Agencies &amp; HACCP; Fresh Meat Color</td>
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<tr>
<td><strong>Assignment: Quiz 7</strong></td>
<td>W 10/5 – Quiz 7 covers info from 10/5</td>
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<th>Week Eight:</th>
<th>Topic Description</th>
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<tr>
<td>Lab #4</td>
<td>M 10/10 – Goat Carcass Fabrication</td>
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<tr>
<td>W 10/12 – Goat Carcass Fabrication</td>
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<tr>
<td><strong>Assignment (s): Quiz 8</strong></td>
<td>W 10/12 – Quiz 8 covers info from lab #4</td>
</tr>
<tr>
<td>Lab homework #4</td>
<td>Lab #4 homework assignment</td>
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</tbody>
</table>
**Week Nine:**
**Topic Description**
Lecture  
M 10/17 – **NO CLASS**
W 10/19 – **EXAM II**

Assignment: Quiz 9  
W 10/19 – Quiz 9 covers info from 10/19

**Week Ten:**
**Topic Description**
Lab #5  
M 10/24 – Beef Forequarter Fabrication
W 10/26 – Beef Forequarter Fabrication

Assignment (s): Quiz 10  
W 10/26 – Quiz 10 covers info from lab #5
Lab homework #5  
Lab #5 homework assignment

**Week Eleven:**
**Topic Description**
Lecture  
M 10/31 – Fresh Meat Fabrication, Storage, Preservation & Packaging
W 11/2 – Principles of Processed Meats, Sausages. Emulsions & Casings

Assignment: Quiz 11  
W 11/2 – Quiz 11 covers info from 11/2

**Week Twelve:**
**Topic Description**
Lab #6  
M 11/7 – Beef Hindquarter Fabrication
W 11/9 – Beef Hindquarter Fabrication

Assignment (s): Quiz 12  
W 11/19 – Quiz 12 covers info from lab #6
Lab homework #6  
Lab #6 homework assignment

**Week Thirteen:**
**Topic Description**
Lecture  
M 11/14 – **EXAM III**
W 11/16 – Palatability & Cookery of Meat; Microbiology & Deterioration of Meat

Assignment: Quiz 13  
W 11/16 – Quiz 13 covers info from 11/14-11/16

**Week Fourteen:**
**Topic Description**
Lab #7  
M 11/21 – Pork Carcass Fabrication
W 11/23 – Pork Carcass Fabrication

Assignment (s): Quiz 14  
W 11/23 – Quiz 14 covers info from lab #7
Lab homework #7  
Lab #7 homework assignment

**Week Fifteen:**
**Topic Description**
Lecture  
M 11/28 – Meat in the Diet; By-Products of the Meat Industry
W 11/30 – **NO CLASS – STUDY DAY** (DROP DAY for PROJECT)

Assignment: Quiz 15  
W 11/30 – Quiz 15 covers info from 11/28

**FINAL EXAM**
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

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

Veterans 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/ 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. Proof of off-campus and self-administered home test results must be sent to 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.

- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to www.pvamu.edu/coronavirus or email covid-19@pvamu.edu.