BIOL 1102 Biology Seminar
Fall Semester 2022

Instructor: Dr, George E. Brown
Section # and CRN: Section P01 and 17934
Office Location: 430F E. E. O'Banion Science Building
Office Phone: 936-261-3161
Email Address: gebrown@pvamu.edu
Office Hours: 5:00 p. m. to 5:50 p. m. by appointment in classroom
Mode of Instruction: [Face to Face student participation in classroom. The course instructor conducts face-to-face student participation discussion type lecture and lab classes to engage students to demonstrate their knowledge learned from reading the assigned topics. Therefore, students are encouraged to read the textbook chapter power points to be covered in class prior to the start of classes. Students should read and make notes of what they have read before the instructor discusses the topics in class.]

Course Location: Classroom 122, first floor, east wing of E. E. O'Banion Science Building
Class Days & Times: Mondays 4:00 p. m. to 4:50 p. m.
Education enhancement session on Wednesdays, 4:00 p. m. (attendance is voluntary and not required)
Catalog Description: [Discussions and presentations of current biological topics by students, faculty, and invited Professionals]

Prerequisites: [This is a high impact first year experience seminar for freshmen biology majors, therefore freshmen biology majors usually benefit from the specific academic enhancement information presented in this course. Upper class biology majors and non-biology majors demonstrated interest with this course.]

Co-requisites: None
Required Text(s): None

Supplementary Materials will be provided by the Department of Biology

1. Presentations by biology department graduates that have achieved success as professionals.
2. University Catalog Requirements for Graduation
3. Class handouts on career opportunities in the professions
4. Selected materials provided by graduate and professional schools
5. Topics are posted on e-course weekly modules for students to study prior to class in order to prepare for quizzes conducted by the instructor.
6. Instructions will be provided in class for students to maintain a file with all class handouts, graded exams, reports, and quizzes attached to the file.
7. Presentations by recruiters for professional schools and graduate schools
8. Announcements of summer internship opportunities for biology majors
9. Announcement of early admissions affiliation agreements between the Biology Department and specific health professions schools.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
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</thead>
<tbody>
<tr>
<td>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal &amp; Social Responsibility</td>
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</tbody>
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<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon successful completion of this course, students will be able to: [NOTE: BEGIN each outcome with a VERB]:</td>
<td>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal &amp; Social Responsibility</td>
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<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop strategies in time management.</td>
<td>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal &amp; Social Responsibility</td>
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<tr>
<td>2</td>
<td>Establish career goals and objectives.</td>
<td>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal &amp; Social Responsibility</td>
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<td>3</td>
<td>Demonstrate mastery of the scientific method.</td>
<td>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal &amp; Social Responsibility</td>
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<td>4</td>
<td>Develop good study habits.</td>
<td>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal &amp; Social Responsibility</td>
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<td>5</td>
<td>Demonstrate mastery of reading in the scientific content area.</td>
<td>All University's Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>1. Critical Thinking 2. Communication</td>
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<td></td>
<td>Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>3.Problem Solving 4.Personal &amp; Social Responsibility</td>
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<td>6</td>
<td>Demonstrate mastery of test taking strategies.</td>
<td>All University’s Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
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<tr>
<td>7</td>
<td>Develop a career plan to successfully complete the biology curriculum and graduation requirements within four years.</td>
<td>All University’s Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
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<td>8</td>
<td>Develop strategies to become a qualified competitive applicant to graduate or professional school.</td>
<td>Critical Thinking Problem Solving Personal &amp; Social Responsibility</td>
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<tr>
<td>9</td>
<td>Demonstrate exposure experiences learned about careers opportunities in professions of the biosciences, the health professions, and health professions schools.</td>
<td>Critical Thinking Communication Problem Solving Personal &amp; Social Responsibility</td>
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<tr>
<td>10</td>
<td>Demonstrate knowledge of opportunities to participate in summer biological research internships and health careers opportunity summer internships.</td>
<td>Critical Thinking Communication Problem Solving Personal &amp; Social Responsibility</td>
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</tbody>
</table>
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) Student’s Plan for Career Success Assignment</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>2) Student’s Plan to graduate within four years with a B. S. degree in Biology</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>3) Exam 01, Monday, October 3, 2022</td>
<td>30%</td>
<td>30</td>
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<tr>
<td>4) Final Exam scheduled by the University between Thursday, December 01 and Wednesday, December 07, 2022.</td>
<td>50%</td>
<td>50</td>
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<td>5)</td>
<td></td>
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<td>6)</td>
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<td>7)</td>
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<tr>
<td><strong>Total:</strong></td>
<td>100%</td>
<td>100</td>
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</tbody>
</table>

Grading Criteria and Conversion:
A = 90% to 100%
B = 80% to 89%
C = 70% to 79%
D = 60% to 69%
F = 0% to 59%

Detailed Description of Major Assignments: [Describe each assignment valued at 10% of grade or more]

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Plan for career success</td>
<td>Evaluated on inclusions of strategies taught in this course.</td>
</tr>
<tr>
<td>Plan to graduate within 4 years</td>
<td>Evaluated on how students plan to complete graduation requirements to achieve the specific goal.</td>
</tr>
<tr>
<td>Exam 02</td>
<td>Achieve passing scores on the cumulative exam.</td>
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<tr>
<td>Final Exam</td>
<td>Demonstrate achievement of course student learning outcomes by achieving a passing score on the final exam.</td>
</tr>
</tbody>
</table>

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.

I. Type of Course:
This is part one of a comprehensive introduction of the concepts of enhancing academic success in the biological sciences and career opportunities in modern biology, for first year students majoring in biology. This section (BIOL 1102-P01) concentrates on preparation for graduation from PVAMU and facilitated entry to professional and graduate schools.

II. Course Purpose and Objectives:
The purpose of this course is to provide first year biology majors with an in-depth knowledge of the biology curriculum, graduation requirements, prerequisites for entry into health profession schools and graduate biomedical programs, and academic enhancement of cognitive strategies by learners. This course is oriented toward the improvement and information processing. Students are encouraged to monitor their ability to acquire and retain scientific knowledge. Developing good study habits, improving retention of information, eliminating problems encountered during test taking, and managing time for effective learning are topics that will be emphasized in this course. Career information and training activities will be used to achieve the student learning outcomes listed. This seminar is designed to assist students with their transition from high school environment to the university environment, which has been shown to be difficult for many freshmen. This course should be the main source of academic, career, and social advisement and counseling. This course will also ensure that you meet with your academic and career advisor at least once a week.

Students are encouraged to read each of the class handouts, class materials, and the week modules posted on e-course to be able to perform each of the course student learning outcomes, and be prepared to ask questions at the beginning of each class about concepts requiring more explanations.

The class instructor conducts discussion type classes. These classes require student participation and demonstrations. The instructor will ask students questions, present problems to solve and use audio visuals. You should be prepared to actively participate in class by going to the marker board to demonstrate your knowledge of concepts.

When you meet with your Biology Research instructor for class or study conferences, you are required to bring your course file and related class materials with you. Don’t come without them. They will enhance your study sessions.

IV. Course Evaluation Methods:

The University’s Academic Catalog grading policy is used in this course. All lecture exams will be cumulative in terms of topics tested on. Each exam covers all chapters and topics taught from the first day of class to the day immediately before the exam. The average of all lecture exams will constitute fifty percent (50%) of the semester grade. The average of laboratory practical exams, quizzes, reports, and test will count as an equivalent lecture exam, The cumulative final exam will constitute the remaining 50% of the semester grade. Two cumulative exams (exam 01 and final exam) will be conducted during the semester. The dates for each exam will be announced at least one week prior to the administration of the exam. However unannounced quizzes may be given by the instructors in order to evaluate how well students are learning the most recent biology concepts taught. Exam 01 is scheduled for, Monday, October 10, 2022.

The final exam; All final exams are required to be given as scheduled by the University’s Fall Semester Final Exam Schedule (From December 01 to December 7, 2022). Therefore, you are encouraged to plan and schedule your activities and other choices to avoid a conflict with your final exam.

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

Read University’s Attendance Policy in this syllabus. It requires students to be present for each scheduled class. Students are required to demonstrate their knowledge of each concept covered by this course. Students with or without official excuses for missing class will be tested and evaluated the same as students who were present for class. However, students attending class have the advantage of being taught knowledgeable information which they are expected to know.

Recommended Student Conduct:

1. Arrive early for class, be seated, and be prepared to participate in class discussions.

2. Dress for success. Students may also wear medical scrubs and laboratory coats to classes. It is appropriate to wear these in lecture classes because they are worn in the profession of your choice.

3. Start your preparation for the final exam and standardized pre-entry exams such as the MCAT at the beginning of this semester.

4. Be serious about the final exam.

VI. Conduct That Is Not Allowed:

1. Cellular phones, I-Pads, I-Pods, Palm pilots, CD players, Radios, Cameras, Lab top Computers and other sorts of high technology communication instruments are not allowed to be used for cheating on exams and tests.

2. Smoking is not allowed in the New Science Building.

3. Food and beverages are not allowed in the classrooms. Do not bring food into the class room.

4. Cheating on exams, quizzes, reports, or any graded activity is not allowed. Failing grades (zero) are assigned to students that cheat.

   a. Please go to the rest room before starting your exam. Once a student leaves the classroom during an exam they will not be permitted to return to that exam.

   b. Students are not permitted to communicate with each other during an exam. Therefore students cannot talk to, pass written materials to, or show answers or questions to other students in the class.

   c. Assignments and presentations must be the work of the individual student. Evidence of copying your work from others, including the world wide net, is cheating.

   d. Students should read the section on Offenses and Appropriate Disciplinary Actions in the current PVAMU web site. They are provided below.

2022 Fall Semester Calendar

The Academic Calendar for fall 2022 is published on the University’s web site. (Subject to change as guidelines evolve in relation to health and safety. Any updates will be posted to https://www.pvamu.edu)

1. The First Class Day. Instruction begins for this class on Monday, August 22, 2022.

2. August 22, 2022 is the due date for payment of tuition and fees by 5:00 p. m.
3. Attendance reporting period is August 22 to August 31. Students that do not attend class during this period will have their enrollment in courses removed and financial aid reduced or cancelled.

4. **August 23 through August 29** is the period when a $50.00 late registration fee and late registration is allowed.

5. **Friday, September 02, 2022** Financial aid refunds begin.

6. **Monday, September 05, 2022** is Labor Day (No Class)

7. **Tuesday, September 13, Students will be Dropped** for non-payment of tuition and fees by 5:00 p.m.

8. **Monday, September 19, 2022** is the **Last day to withdraw from a course** without it being part of the academic record (However a financial aid record will still exist)

9. **Tuesday, September 20, 2022 through November 29, 2022** is the period that students are allowed to Withdraw from courses and earn a "W" on the academic record.

10. **Mid-Semester Examination Period** occurs from Thursday, October 13 through Friday, October 14, 2022.

11. Thanksgiving is a Student Holiday that occurs **Thursday, November 25, 2022 to Sunday, November 27, 2022. Classes resume on Monday, November 28, 2022. Only three class days remain before the start of final exams on Thursday, December 01, 2022**

12. Course Review Days occur on **Monday, November 28, 2022.**

13. **Last Class Day** Tuesday, November 29, 2022.

14. **Wednesday, November 30, 2022** is student study day.

15. The cumulative final exam for this section is scheduled for 8:00a.m. – 10:00a.m., ( It may be scheduled for **Thursday, December 01, 2022**). The cumulative final exam will constitute the remaining 50% of the final semester grade. **It will test all topics covered during the semester. Final exams are required** to be given only at the times and dates announced in the 2022 Fall University Final Exam Schedule. Students must arrange their schedule and activities so that they are prepared and present for final exams.

### Semester Calendar

**Week One:** Freshman Biology Seminar Introduction

**Topic Description**

**Readings:**

Monday: Read information posted on Week One Module covering best practices in selecting courses to enroll to achieve student learning outcomes

**Assignment (s):**

Monday: Biology freshman seminar course introduction covers the course syllabus and assignment to start their plan to organize their specific degree plan based on where they are on August 23, 2021 and the objectives to be achieved to graduate.

Wednesday: **Voluntary academic enhancement session:** This first session will provide examples of successful student.

**Week Two:** Implementing Effective Time Management

**Topic Description**

**Readings:**

Monday: Read information posted on Week Two Module covering strategies for effective time management

**Assignment (s):**

Monday: Assignment to start their plan to organize their specific degree plan based on where they are on August 23, 2021 and the objectives to be achieved to graduate.

Wednesday: **Voluntary academic enhancement session:** This first session will provide examples of successful student.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic Description</th>
<th>Readings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three</td>
<td>Developing Effective Attitudes</td>
<td>Monday: Establish career goals and objectives.</td>
</tr>
<tr>
<td>Four</td>
<td>Motivation Enhances Studying the Sciences</td>
<td>Monday: Develop good study habits.</td>
</tr>
<tr>
<td>Five</td>
<td>Improving Concentration</td>
<td>Monday: Read material on concentration posted on Week Five Module</td>
</tr>
<tr>
<td>Six</td>
<td>Mid-semester Evaluation</td>
<td>Monday Exam 01 covers all topics studied in the first five weeks</td>
</tr>
<tr>
<td>Seven</td>
<td>Distractions that affect Academic Performances</td>
<td>Monday: Read materials posted on Week Seven Module</td>
</tr>
</tbody>
</table>
Assignment (s): Wednesday Voluntary academic enhancement session:
   a. Provide additional information requested by students

Week Eight:
Topic Description: Anxiety Levels
Readings: Monday: Read material on anxiety levels posted in Studying the Sciences on Week Eight Module.

Assignment (s): Wednesday Voluntary academic enhancement session:
   a. Provide additional information requested by students

Week Nine:
Topic Description: Self-Testing
Readings: Monday: Read topic on self-testing in Studying the Sciences posted on Week Nine Module

Assignment (s): Wednesday Voluntary academic enhancement session:
   a. Provide additional information requested by students

Week Ten:
Topic Description: Plan for Success
Readings: Monday: Read topics on aiming high and delayed gratification posted on Week Ten Module.

Assignment (s): Wednesday Voluntary academic enhancement session:
   a. Provide additional information requested by students

Week Eleven:
Topic Description: Accomplishing Qualifications to become qualified competitive applicants to specific health professional schools and graduate schools.
Readings: Monday: Read materials posted on Week Eleven Module.

Assignment (s): Wednesday Voluntary academic enhancement session:
   a. Provide additional information requested by students
Week Twelve:
Topic Description: Preparations for Successful Interviews for Admission to Specific Health Professions Schools.
Readings: Monday: Read materials posted on Week Twelve Module.

Assignment(s):
Wednesday Voluntary academic enhancement session:
a. Provide additional information requested by students

Week Thirteen:
Topic Description: Preparation for Admission Entry Exams
Readings: Monday: Read materials posted on Week Thirteen Module.

Assignment(s):
Wednesday Voluntary academic enhancement session:
a. Provide additional information requested by students

Week Fourteen:
Topic Description: Funding for Graduate and Specific Health Professions Schools
Readings: Monday: Read materials posted on Week Thirteen Module.

Assignment(s):
Wednesday Deadline for submitting course assignments

Week Fifteen:
Topic Description: FINAL EXAM Period
Readings: Monday Review all materials for final exam

Assignment(s):
Wednesday Voluntary academic enhancement session:
a. Provide additional information requested by student

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/psyplace/). 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/careerservices/

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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.