BIOL 3307 Molecular Biology I  
Fall 2022

General Course Information

<table>
<thead>
<tr>
<th>Information Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Dr. H. Howard-Lee Block</td>
</tr>
<tr>
<td>CRN #</td>
<td>Section P01 CRN #: 18009</td>
</tr>
<tr>
<td>Office Location</td>
<td>O'Banion Science Building Room 430C</td>
</tr>
<tr>
<td>Office Phone</td>
<td>936-261-3160</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:hiblock@pvamu.edu">hiblock@pvamu.edu</a></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday and Wednesday 9 am – 11 am</td>
</tr>
<tr>
<td>Course Location</td>
<td>O'Banion Science Bldg. Room A101</td>
</tr>
<tr>
<td>Class Days &amp; Times</td>
<td>MWF 1:00 pm – 1:50 pm</td>
</tr>
<tr>
<td>Catalog Description</td>
<td>Credit 3 semester hours. The dynamics of carbohydrate, fat, protein, and nucleic acid metabolism; recombinant DNA evolution, gene structure, and function in specialized eukaryotic systems.</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>CHEM 2303 and CHEM 2304</td>
</tr>
<tr>
<td>Required Text(s)</td>
<td>Lehninger Principles of Biochemistry 8th Ed.</td>
</tr>
<tr>
<td>Recommended Text(s)</td>
<td>Here is a link to your ISBN for the Lehninger e-text &amp; Achieve.</td>
</tr>
</tbody>
</table>

General Course Information Table

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate knowledge of thermodynamics.</td>
<td>1, 3</td>
<td>Discipline Specific Knowledge</td>
</tr>
<tr>
<td>2. Demonstrate an understanding of oxidation and reduction reactions in metabolic pathways.</td>
<td>1, 3 and 4</td>
<td>Discipline Specific Knowledge</td>
</tr>
<tr>
<td>3. Demonstrate knowledge of cellular metabolism.</td>
<td>1, 3 and 4</td>
<td>Integration of Broad Knowledge</td>
</tr>
<tr>
<td>4. Demonstrate knowledge of oxidative phosphorylation</td>
<td>1, 3 and 4</td>
<td>Discipline Specific Knowledge</td>
</tr>
<tr>
<td>5. Demonstrate an understanding of all functions of mitochondria.</td>
<td>1, 3 and 4</td>
<td>Integration of Broad Knowledge</td>
</tr>
<tr>
<td>6. Demonstrate critical thinking skills and scientific problem solving skills to make informed decisions.</td>
<td>1, 5</td>
<td>Critical Thinking, Problem Solving</td>
</tr>
</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>Exam I</td>
<td>23.00%</td>
<td>100</td>
</tr>
<tr>
<td>Exam II</td>
<td>23.00%</td>
<td>100</td>
</tr>
<tr>
<td>Exam III</td>
<td>23.00%</td>
<td>100</td>
</tr>
<tr>
<td>Exam IV</td>
<td>23.00%</td>
<td>100</td>
</tr>
<tr>
<td>Discussion I</td>
<td>8.00%</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
<td><strong>420</strong></td>
</tr>
</tbody>
</table>

Course Grading Policy

1. Four exams will be given during the course for a total of 400 percentage points. All exams will be given on Friday of the scheduled week for the exam. The final exam is the fourth exam and it is not a comprehensive exam.
2. One online course discussion board will be assigned and required to be posted. The online discussion board will have a maximum of 20 points possible. Please review the Online Discussion Board Grading Rubric on the next page to have a clear understanding on how the online discussions will be graded. The Discussion Forum will consist of questions relevant to the instructional content covered in the course. As your instructor, I will assign the topic of discussion. Students must post their response to the question before they respond to another student’s posts.
3. If additional assignments are given during the course, the assignments will be extra credit and points will be given. The extra points will be added to the total points you have accumulated at the end of the semester. Extra credit assignments must be submitted by the posted or announced due date. No late extra credit assignments will be accepted.
4. Documentation explaining why a scheduled exam was not taken at the scheduled time is required before a make-up exam will be considered. An example of documentation would be a legitimate doctor’s note, court appearance or professional school interview. Not being prepared for an exam or needing more study time for an essay exam is not a documented excuse.

The instructor reserves the right to implement measures to ensure active and meaningful learning while securing academic integrity in the face-to-face instruction mode.

TOTAL Points Possible (420) AND GRADE EQUIVALENCIES:

378 - 420       A
336 - 377       B
294 - 335       C
250 - 293       D
249 and below   F

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.
**Grading Rubric for Discussion Postings**

<table>
<thead>
<tr>
<th></th>
<th>5 (Excellent)</th>
<th>3-4 (Good)</th>
<th>2 (Fair)</th>
<th>1 (Poor)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contribution to the discussion</strong></td>
<td>Posting is insightful, thorough, and interesting.</td>
<td>Posting is thorough and interesting.</td>
<td>Posting is interesting but lacks insight and depth.</td>
<td>Posting is uninteresting and/or too brief for the assignment. Low to no participation</td>
</tr>
<tr>
<td><strong>Inspires Reply Postings from Other Students</strong></td>
<td>A serious effort is made to frame the discussion posting in such a way as to encourage others to reply. Posting generates questions and opens up new avenues for discussion.</td>
<td>A serious effort is made to frame the discussion posting in such a way as to encourage others to reply.</td>
<td>Some effort is made to frame the discussion posting in such a way as to encourage others to reply.</td>
<td>No effort is made to frame the discussion posting in such a way as to encourage others to reply.</td>
</tr>
<tr>
<td><strong>Demonstrated Understanding of the Reading Assignment</strong></td>
<td>Posting demonstrates a thorough understanding of the reading assignment and is substantiated by several examples from the textbook and/or companion website.</td>
<td>Posting demonstrates an understanding of the reading assignment and is substantiated by at least one example from the textbook and/or companion website.</td>
<td>Posting demonstrates an understanding of the reading assignment but is not substantiated by examples from the textbook and/or companion website.</td>
<td>Posting demonstrates very little understanding of the reading assignment.</td>
</tr>
<tr>
<td><strong>Grammar, Mechanics, Spelling, and Sentence Structure</strong></td>
<td>Posting is highly polished; no grammar or spelling errors.</td>
<td>Posting is polished; maximum of one grammar or spelling error.</td>
<td>Posting is adequate; maximum of two grammar or spelling errors.</td>
<td>Inadequate posting; more than two spelling or grammar errors.</td>
</tr>
</tbody>
</table>

*No late submissions will be accepted.*
Course Description
This course is designed for students with a strong background in General Biology 1501, 1502, and Organic
Chemistry 2303, 2304. Its purpose is to help students fully appreciate the major organic compounds and the
metabolism of these major organic compounds. Emphasis will be placed on thermodynamically favorable
reactions, the importance of water, medical relevance of topics, fatty acid catabolism, amino acid oxidation, and
oxidative phosphorylation.

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

Tentative Educational Tool (In Process)
My intent is to implement “Draw It to Know It”. Students may have the opportunity to use “Draw It to Know It”, an
innovative online educational platform used to study and review biological concepts. It provides multiple ways for
students to learn and demonstrate learning: through watching and reading, drawing and labeling, and taking
quizzes. “Draw It to Know It” is an active learning approach that begins with tutorials, then with a blank screen, and
proceeds in hand-drawn steps that students master through active engagement, which, greatly enhances the
learning experience. Students will review the visuals (systems, processes, diagrams, and more), and strategies to
help them internalize the course content. Students can review class content by hearing and reading the material,
and test their knowledge by drawing and illustrating the scientific content being studied, as well as by taking
quizzes.

Draw It to Know It includes:
• Tutorials (6-8 Minute Animated, Narrated Tutorials, Bulleted Notes & Final Drawings)
• Active Learning (Web-based Drawing Pad, Drag/Drop Labels, Downloadable Starter Images)
• Quiz Questions (Rapid Review, Clinical Correlations, Real-Life Correlations, and Scientific References)

I have not received the information to set this up on eCourses. When the information is received, you will be
required to set an account up. To learn more about creating your account through PVAMU, the information will be
provided in eCourses. When all information is received please see eCourses for the platform’s technical
requirements and instructions.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One:</td>
<td>Course Introduction and <strong>Chapter 13</strong></td>
</tr>
</tbody>
</table>
| Assignment(s): | M **Introduction**  
|            | W (465 – 472)  
|            | F (465 – 472)  
|            | Read all information in Chapter 13.  
|            | Read with understanding.  
|            | Box 1-3 Pages 22-23  
|            | Box 13-1 Page 477 and Box 13-2 Page 486  
|            | **Study Figures and Tables**                                                 |
| Week Two:  | **Chapter 13 continued**                                                   |
| Assignment(s): | M (472 - 478)  
|            | W (479 - 486)  
|            | F (486 - 492)  
|            | Water Log (4 week project)                                                  |
| Week Three: | **Chapter 13 continued**                                                   |
| Assignment(s): | M (492 -498)  
|            | W (498 - 503)  
|            | F (Study Skills for BIOL 3307 - Dr. Sanders)                                |
| Week Four: | **Chapter 13 continued**                                                   |
| Assignment(s): | M (Reading Day)  
|            | W (498 - 503)  
|            | F (Review)                                                                  |
| Week Five: | Read all information in Chapter 17  
|            | Read with understanding  
|            | Box 17-1 and Box 17-2  
|            | Figs. 17-1, 17-2, 17-4 – 17-8, 17-10 – 17-18  
|            | M (601 - 612)  
|            | W (613 – 615)  
|            | F (Exam I)                                                                  |
| Week Six:  | **Chapter 17 continued**                                                   |
| Assignment(s): | M (616 – 621)  
|            | W (619 - 620)  
|            | F (619 – 621)  
| Week Seven: | **Chapter 17 continued**                                                   |
| Assignment(s): | M (Chapter 17)  
|            | W (Chapter 17)  
|            | F (Chapter 17)  
| Week Eight: | **Chapter 17 continued**                                                   |
| Assignment(s): | **Chapter 18**  
|            | M (625 - 627)  
|            | W (627 - 629)  
|            | F (**Exam II Chapter 17**)                                                 |
|            | Read all information in Chapter 18.  
|            | Read with understanding.  
|            | Box 18-1, Box 18-2  
|            | Figs. 18-1 – 18-19 and 18-21 – 18-29  
|            | Table 18-1, 18-2  
|            | **Discussion Board**                                                       |
| Week Ten:             | Chapter 18 continued  
|                     | M (630 - 635)  
|                     | W (636 -639)  
|                     | F (639 -641)  
| Week Eleven:        | Chapter 18 continued  
|                     | M (642 -647)  
|                     | W (648-650)  
|                     | F (650 – 654)  
| Week Twelve:        | M (650 - 654)  
|                     | W (Begin Chapter 19 Pages 659 - 664)  
|                     | F (Exam III Chapter 18)  
| Assignment(s):      | Read all information in Chapter 19.  
|                     | Read with Understanding.  
|                     | Box 19-1  
|                     | Tables 19-2, 19-3, 19-4  
|                     | Figs. 19-1 – 19-9, 19-15, 19-16, 19-18 – 19-21, 19-30-  
|                     | Discussion Board  
| Week Thirteen:      | Chapter 19 continued  
|                     | M (665 -670)  
|                     | W (670 -676)  
|                     | F ((683 –686)  
| Week Fourteen:      | Chapter 19 continued  
|                     | M (686 -696)  
|                     | W (686 -696)  
|                     | Thanksgiving  
| Week Fifteen:       | Chapter 19 continued  
| Week Sixteen:       | 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/

**The Writing Center**

The Writing Center provides well-trained peer tutors that assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

**Academic Early Alert**

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/early-alert/

**Student Counseling Services**

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/

**Office of Testing Services**

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior
Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: https://www.pvamu.edu/disabilityservices/

Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

Veteran Affairs
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: https://www.pvamu.edu/studentengagement/

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: https://www.pvamu.edu/careerservices/

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

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the University Administrative Guidelines on Academic Integrity, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the University Administrative Guidelines on Academic Integrity, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).
Forms of Academic Dishonesty:

1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a “cheat sheet” on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another’s work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another’s paper or answers, failure to identify information or essays from the Internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another’s words with quotation marks.

3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

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

5. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

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

Sexual Misconduct
Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university’s sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

Pregnancy, Pregnancy-related, and Parenting Accommodations
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students’ Office for additional information and to request accommodations.

Non-Discrimination Statement
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in its programs and activities. The University is committed to supporting students and complying with the Texas A&M University System non-
discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies, and can be reached at Harrington Science Building, Suite 109 or by phone 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, Good internet connection
- Most current version of Google Chrome, Safari or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

*Smartphone, 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 emails
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette
When using Zoom, WebEx or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during session. Before class session begins, test audio, video and lighting to alleviate technology issues.

**Technical Support**
Students should go to [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. 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 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 (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. 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.
### Questions
- For answers regarding COVID-19 policies and/or procedures, students should refer to [www.pvamu.edu/coronavirus](http://www.pvamu.edu/coronavirus) or email covid-19@pvamu.edu

#### Academic Calendar – Fall 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 22 – Aug 29 Mon. - Mon.</td>
<td>Late registration for the fall semester for all students who have not yet registered. Late registration fee begins ($50.00).</td>
</tr>
<tr>
<td>Aug 22 – Aug 31 Mon. – Wed.</td>
<td>Attendance reporting period [NS/SH]. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled.</td>
</tr>
<tr>
<td>Sep 02, Fri.</td>
<td>Financial Aid Refunds Begin</td>
</tr>
<tr>
<td>Sep 05, Mon.</td>
<td>Labor Day Holiday [University Closed] This may change if not approved by the TAMU System Board of Regents</td>
</tr>
<tr>
<td>Sep 07, Wed.</td>
<td>12th Class Day (Census Date) Last Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)</td>
</tr>
<tr>
<td>Sep 13, Tues.</td>
<td>Drop for Non-Payment of Tuition and Fees @ 5:00 pm</td>
</tr>
<tr>
<td>Sep 19, Mon.</td>
<td>Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist).</td>
</tr>
<tr>
<td>Sep 19, Mon.</td>
<td>20th class day</td>
</tr>
<tr>
<td>Sep 20, Tues.</td>
<td>Withdrawal from Courses with Academic Record (&quot;W&quot;) Begins</td>
</tr>
<tr>
<td>Oct 13 – Oct 15 Thurs. – Sat.</td>
<td>Mid-Semester Examination Period</td>
</tr>
<tr>
<td>Oct 17, Mon.</td>
<td>Student and Faculty Non-Class Day</td>
</tr>
<tr>
<td>Oct 19, Wed.</td>
<td>Mid-Semester Grades Due</td>
</tr>
<tr>
<td>Oct 27, Thurs</td>
<td>Final Date to Apply for Fall 2022 Graduation (ceremony participation)</td>
</tr>
<tr>
<td>Oct 28, Fri.</td>
<td>Application for Graduation Degree Conferral only for Fall 2022 Graduation Begins (no ceremony participation or name listed in the program)</td>
</tr>
<tr>
<td>Nov 07, Mon.</td>
<td>Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester ( Special Populations)</td>
</tr>
<tr>
<td>Nov 08, Tues.</td>
<td>Priority Registration for continuing students begins for Spring 2023 semester including December/January Mini-Mester ( Doctoral, Masters, Post-Baccalaureate, Seniors)</td>
</tr>
<tr>
<td>Nov 09, Wed.</td>
<td>Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester (juniors)</td>
</tr>
<tr>
<td>Nov 10, Thurs.</td>
<td>Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester ( Sophomores)</td>
</tr>
<tr>
<td>Nov 11, Fri.</td>
<td>Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester ( Freshmen)</td>
</tr>
<tr>
<td>Nov 12, Sat.</td>
<td>Registration for all students begins for the Spring 2023 semester including December/January Mini-Mester</td>
</tr>
<tr>
<td>Nov 24 – Nov 26 Thurs- Sun.</td>
<td>Thanksgiving Holiday [University Closed]</td>
</tr>
<tr>
<td>Nov 29, Tues.</td>
<td>Final Day to Withdraw from a Course or the University (‘‘W’’) for the Fall 2022 16 -week session Last Class Day</td>
</tr>
<tr>
<td>Nov 30, Wed.</td>
<td>Study Day (No Classes in Session)</td>
</tr>
<tr>
<td>Dec 02, Fri.</td>
<td>Final Day to Apply for Degree Conferral only for Fall 2022 Graduation (no ceremony participation or name listed in the program) Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Fall 2022</td>
</tr>
<tr>
<td>Dec 01 – Dec 07 Thurs. – Wed.</td>
<td>Final Examination Period</td>
</tr>
<tr>
<td>Dec 08, Thurs.</td>
<td>Final Grades Due for Graduating Candidates by noon</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Dec 10, Sat.</td>
<td>Commencement</td>
</tr>
<tr>
<td>Dec 13, Tues.</td>
<td>Final Grades Due for all other students by 11:59 pm</td>
</tr>
</tbody>
</table>