CHEG 3301-P01: Heat, Mass, and Momentum Transport  
Fall 2022 Syllabus

General Course Information

<table>
<thead>
<tr>
<th>Information Item</th>
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</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>Dr. Nabila Shamim, Ph.D.</td>
</tr>
<tr>
<td>Section # and CRN:</td>
<td>P01 CRN: 18060</td>
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<tr>
<td>Office Location:</td>
<td>C.L. Wilson 201G</td>
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<tr>
<td>Office Phone:</td>
<td>936-261-9410</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:nashamim@pvamu.edu">nashamim@pvamu.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>9:30 am. –11:30 a.m. Monday, 9:30 a.m. – 11:30 a.m Friday Virtual Via zoom</td>
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<tr>
<td>Mode of Instruction:</td>
<td>Face to Face</td>
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<tr>
<td>Course Location:</td>
<td>New Electrical Engr Bldg 137</td>
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<tr>
<td>Class Days &amp; Times:</td>
<td>TR 5:00 pm - 6:20 pm</td>
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Catalog Description: (3-0) Credit 3 semester hours. Viscosity and the mechanisms of momentum transport, shell momentum balances and velocity distributions in laminar flow, equations of change for isothermal systems, equation of motion, continuity, and energy, thermal conductivity and the mechanisms of energy transport, shell energy balances and temperature distributions in solids and laminar flow, diffusivity and the mechanisms of mass transport.

Prerequisites: CHEG 2053 Materials and Energy Balances  
MATH 2043 Differential Equations I

Co-requisites:

Required Text(s): Transport Processes and Separation Process Principles  
Geankoplis, C.J., Prentice Hall, 5th Edition

Recommended Text(s): Transport Phenomena, 2nd edition, Bird, Stewart and Lightfoot, Wiley, 2007,  

General Course Information Table

Student Learning Outcomes: The course is designed to give undergraduate student a fundamental grasp of the momentum and heat transfer that determines the detailed behavior of flowing fluids. Differential and integral balance equations for conservation of mass, energy and momentum will be derived and used to solve a wide range of fluid flow problems.

Upon successful completion of this course, students will be able to:  

<table>
<thead>
<tr>
<th>Program Learning Outcome Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
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<tbody>
<tr>
<td>D1</td>
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</table>

1. Understand the given fundamental problem and identify the subject area and concepts involved.  
   - Describe the difference between laminar and turbulent flow  
   - Explain basics of Newton’s law of Viscosity  
   - Understand the basics of Fourier’s law of conduction  
   - Recognize the driving force for heat transfer to take place  
   - Apply shell momentum balance on a fluid element in a cartesian and cylindrical system

2. Formulate the problem into a well labeled sketch (such as free body diagram, flow chart, functional block diagram, schematic diagram). Formulate the FEP into a mathematical model using basic, intermediate, and advanced mathematics

D1
- Perform simple mass and momentum balance on a fluid process
- Explain the concept of shell momentum balance
  Use shell momentum balance to determine the velocity profile.

3. Clearly defines the known and the unknown variables in the problem and solve an engineering problem into a mathematical model.
- Calculate pressure in a fluid at different heights
- Calculate pressure drop in a u-tube manometer
- Calculate diffusion fluxes for two species
- Calculate heat exchanger effectiveness and correction factor

<table>
<thead>
<tr>
<th>Student Learning Outcomes Table</th>
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<tr>
<td>D1</td>
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ABET OUTCOMES:
Course Outcome D1: This outcome is the same as program outcome D1.
Students will have an ability to identify, formulate, and solve fundamental engineering problems by applying principles of engineering, science, and mathematics.

The two performance criteria used to assess this outcome consist of

1. Ability to identify, and discuss concepts associated with Materials Science and Engineering.
Students are able to:
   (i) Identify the equation of continuity in cartesian and cylindrical coordinate,
   (ii) Understand the basics of Fourier’s law of conduction.
   (iii) Recognize the driving force for heat transfer to take place

2. Ability to formulate fundamental Materials science concepts such as strain, Modulus of Elasticity, toughness etc..
Given a problem, the student is able to:
   i. Perform simple mass and momentum balance on a fluid process
   ii. Derive the equation of motion for a volume element of fluid.
   iii. Explain the concept of shell momentum balance
   iv. Design and calculate heat exchangers area. Tube length

3. Ability to solve fundamental engineering problems using engineering problem solving strategies.
Given a problem, the student is able to:
   (i) Calculate heat exchanger effectiveness and correction factor.
   (ii) Calculate diffusion fluxes for two species
   (iii) Derive the velocity profile for fluid system using equation of motion

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<tr>
<th>Course Grade Requirement</th>
<th>Weight%</th>
<th>Total</th>
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<tr>
<td>1. Assignments and Quizzes (6 and more)</td>
<td>20%</td>
<td>20%</td>
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<tr>
<td>2. Discussion Board Posts (4)</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>3. Midterm Exams (2)</td>
<td>20% each</td>
<td>40%</td>
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<tr>
<td>4. Projects (2)</td>
<td>5% each</td>
<td>10%</td>
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<tr>
<td>5. Final Exam</td>
<td>25%</td>
<td>25%</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>100</strong></td>
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Grading Criteria and Conversion:
A = 90 and up
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 or below
A signifies that the student has mastered the subject matter and understands all concepts covered.
B signifies that the student has a good understanding of the subject matter with few exceptions.
C signifies that the student has an adequate understanding of the material and can follow most concepts.
D signifies that the student does not understand important class concepts needed to be successful in future courses.
F signifies that the student has missed significant assignments or does not understand several concepts.
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.

**Detailed Description of Major Assignments:**

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. Homework Assignments Online Quiz</td>
<td>The purpose of the homework is to aid in learning the material. Because of the tight timeline, late homework will not be accepted. The online quiz assignments designed to supplement and reinforce course material</td>
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<tr>
<td>2. Midterm Exam</td>
<td>The two tests designed to measure knowledge of presented course material covered during the first half and second half of the semester.</td>
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<tr>
<td>3. Discussion Board Posts</td>
<td>Students will have opportunity to interact with the instructor and peer. Read at least one of your peer's posts and point out at least one and least one recommendation to enhance that interaction.</td>
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<tr>
<td>4. Projects</td>
<td>focused on concepts within the course, are important in training student skills and for the student to acquire a professional approach to the subject</td>
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<tr>
<td>5. Final Exam</td>
<td>The final exam is a comprehensive test that covers the material taught during lecture, covered online.</td>
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</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 by your department, but for general information, you can visit Taskstream via the link in eCourses.

Students have two weeks to contest any grade. Matters unresolved between the student and instructor must be brought before the department head within 2 weeks of the student meeting with the instructor.

**TESTS & TESTING POLICY**

All tests are closed book. **No exams will be dropped.**

Make-up exams are only available for students with university excused absences. In most cases, the make-up exam is given BEFORE the student misses the exam.

No electronic device will be allowed including iPads and eReaders.

No graphing calculators are allowed for any test or quiz. Students must purchase a small scientific calculator to use on exams. A cell phone cannot be use as a replacement for a graphing calculator on an exam.

No bathroom breaks are allowed during a test or a quiz. If a student leaves the test area during this time, their exam/quiz will be collected and considered finished by the student.

Any act of cheating will result in a grade of zero for that student, and the student will be referred to the department head. Such meetings must take place within a week of the violation.

**QUIZZES**

Quizzes will be given throughout the semester. Quizzes will be based on material covered in class and homework assignments.

Quizzes will be scheduled at the beginning of the class.
Quizzes will be short maximum about 20 minutes
No graphing calculators are allowed for any test or quiz.

Assignment POLICY & GUIDELINES

Practice problems have been provided for students on the tentative lecture schedule. These problems are for your independent practice and not for weekly submission.
Specific assignments will be given throughout the semester as the instructor examines the specific need of the class.
Students must submit these specific assignments during a given time frame. No late or replacement assignments will be accepted.
If a student chooses to disobey the university’s honor code and copy the solution manual instead of submitting the student’s own independent work, the student will receive a grade of zero on the assignment and will be referred to the department head. Such meetings must take place within a week of the infraction.
All submitted assignments must be submitted on CANVAS.
Write only on the front of the paper
Write your name, date, and assignment number on the front page.
Number your pages! From time-to-time, students staple the pages out of order.
Homework is due in canvas. Late homework assignments will NOT be accepted!

CLASS ACTIVITIES AND PARTICIPATION GRADES

Class activities/e-discussions will often occur during the semester.
These activities may be computer based or involve the textbook.
As instructed Students will submit these assignments during a given time frame.

BOOK POLICY

The textbook for this course is REQUIRED. Students without textbooks will eventually fail the course;
Books can be purchased through the bookstore or online.

FINAL EXAM PROCEDURES

The comprehensive final exam will be closed book.
All students are required to take the final exam. No exemptions are given.
It is the student’s responsibility to take the exam on time and upload the test in canvas in the given time frame.
Any act of cheating will result in a grade of zero for that student, and the student will be referred to the department head. Such meetings must take place within a week of the violation.

CLASSROOM CONDUCT

Students are expected to attend class on a regular basis and are expected to participate in discussions. Students will conduct themselves in a manner that is always respectful to their fellow classmates and the instructor.
Cell phones MUST be turned off and stored during class time.
Students will arrive to class prepared to discuss and participate in the lesson. NOTICE: Class participation is added to the course grade.
Students should dress appropriately for class.
Students who disrupt class will be asked to leave. It is suggested to wear mask in class and maintain social distancing.
No headphones are allowed during class including quizzes and exams.
NOTICE: Class participation is a part of your grade.

Attendance Policy

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student’s
course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class.

**Instructor’s Absence due to Conference Commitments**
Schedule changes due to instructor’s absence will be announced at least one class day in advance in the class.

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**Tentitive Course Schedule**
Heat Mass and Momentum Transport CHEG 3301
Fall 2022

<table>
<thead>
<tr>
<th>Modules</th>
<th>Topic</th>
<th>Assignment/Activity (Online)</th>
<th>Assignment/Activity (Face-to-Face[F2F])</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| **Introduction Module:**  
[Week 1  
Aug 23 2022] | Course Introduction | • Read the syllabus | | |
| **Module 1:**  
[Week 1  
Aug 25 2022] | **Chapter 1:**  
Introduction to Engineering Principles and Units | • Read Chapter 1  
• Geankoplis Pages 36-43  
• View lecture notes  
• Discussion 1 on Transport Processes | Participate in in class activity | |
| **Module 2:**  
[Week 2  
Aug 30 and Sep 1 2022] | **Chapter 2**  
Introduction to Fluids and Fluid Statics (week 2) | • View lecture Notes in e-course  
• Read chapter 2 Pages 50-55 | • In class activity to calculate static pressure and pressure drop using nanometer).  
• **Review on MEB and differential equation** | **Discussion 1**  
Report due Sep 1 in Canvas |
| **Module 3:**  
[Week 3  
Sep 6 2022 and Sep 8 2022] | **Chapter 3**  
Fluid Properties and Fluid Flows (week 3) | • View lecture Notes in e-course  
• Read chapter 3 Pages 50-55  
• Watch video on Non-Newtonical fluid | • In class activity to calculate viscosity and describe types of flow (not graded).  
• Read Project description and form group  
• **Quiz 1 Fluid Statics** | **[Quiz 1: Sep 8 2022]** |
| **Module 4:**  
[Week 4  
Sep 13 2022 and Sep 15 2022] | **Chapter 4**  
Overall Mass Energy and Momentum balances Week 4 | • Read chapter 4  
• View lecture notes  
• Geankoplis Pages 61-64 | • In class activity Shell Momentum balance **Project 1 given** | |
| **Module 5:**  
[Week 5  
Sep 20 2022 and Sep 22 2022] | **Chapter 4**  
Overall Mass Energy and Momentum balances Week | • Watch lecture notes on shell momentum balance.  
• Discussion 2 on Shell Momentum Balance | • Geankoplis Pages 81-96  
• **HW 1 Due** | **[HW 1: Sep 24, 2022 time 11:59 PM]** |
<table>
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<tr>
<th>Modules</th>
<th>Topic</th>
<th>Assignment/Activity (Online)</th>
<th>Assignment/Activity (Face-to-Face[F2F])</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Module 6:</td>
<td>Chapter 8 Different Equation of fluid flow-Momentum Transfer of motion (week 6)</td>
<td>• Read chapter 8                                                                          • Quiz 2 Shell Momentum balance</td>
<td>Quiz 2 Sep 29, 2022</td>
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<tr>
<td>[Week 6 Sep 27 2022 and Sep 29, 2022]</td>
<td>• View lecture notes</td>
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<td></td>
<td>• Geankoplis Pages 202-211</td>
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<tr>
<td>Module 7:</td>
<td>Chapter 8 Different Equation of fluid flow-Momentum Transfer of motion</td>
<td>• Read chapter 8                                                                          • Exam 1 review session</td>
<td>Discussion 2 Due Oct 6 by 11:59 PM Quiz 3 Oct 6, 2022</td>
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<td>[Week 7 Oct 4 2022 and Oct 6 2022]</td>
<td>• View lecture notes</td>
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<td></td>
<td>• Read Geankoplis Pages 202-211</td>
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<td>Module 8:</td>
<td>Chapter 12 Energy and heat units. Conversation of energy, Introduction to conduction, Convection and Radiation Introduction to steady state heat transfer, Fourier Law of conduction. (Week 8)</td>
<td>• Read chapter 12                                                                          • Complete Exam #1</td>
<td>[Exam 1: F2F October 13, 2022 time 5:00 – 6:20 PM]</td>
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<tr>
<td>[Week 8 Oct 11 2022 and Oct 13, 2022 Time 5:00 -6:20 PM]</td>
<td>• View lecture notes</td>
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<td></td>
<td>• Geankoplis Pages 265-283</td>
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<td>Module 9:</td>
<td>Chapter 13 Conduction through Flat slab and hollow cylinders Multilayer Cylinders, Steady State conduction-Conduction through solids in series and parallel with convection, over all heat transfer coefficient</td>
<td>• Read chapter 13                                                                          • Project 2 given</td>
<td>[Project 1 Due Oct 18, 2022]</td>
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<td>[Week 9 Oct 18, 2022 and Oct 20, 2022]</td>
<td>• View lecture notes</td>
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<td></td>
<td>• Geankoplis Pages 299-304</td>
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<td>• Project 1 Due</td>
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<tr>
<td>Module 10:</td>
<td>Chapter 14 Principles of unsteady-State Heat Transfer</td>
<td>• Read chapter 14                                                                          • Complete HW 2</td>
<td>Quiz 4 Oct 27, 2021</td>
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<td></td>
<td>• Geankoplis Pages 332-342</td>
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<td>• Complete HW 2</td>
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<tr>
<td>Modules</td>
<td>Topic</td>
<td>Assignment/Activity (Online)</td>
<td>Assignment/Activity (Face-to-Face [F2F])</td>
<td>Due Date</td>
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<tr>
<td><strong>Module 11:</strong></td>
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<td>[Week 11 Nov 1, 2022 and Nov 3, 2022]</td>
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<td>Chapter 16: Heat Exchangers</td>
<td>• Read chapter 16</td>
<td>Discussion 2 Types of Heat Exchanger</td>
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<td>• View lecture notes</td>
<td>• Geankoplis Pages 444-458</td>
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<td>• HW 3 Given</td>
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<td><strong>Module 12:</strong></td>
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<td>• View lecture notes</td>
<td>• Report on Discussion 3 Due</td>
<td>Discussion 3: Nov 10, 2022</td>
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<td>• Geankoplis Pages 444-458</td>
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<tr>
<td><strong>Module 13:</strong></td>
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<td>F2F Meeting on</td>
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<td>• Read chapter 18</td>
<td>*Complete Exam # 2</td>
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<td>• View lecture notes</td>
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<td></td>
<td>• Geankoplis Pages 487-492</td>
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<tr>
<td><strong>Module 14:</strong></td>
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<td>[Week 14 Nov 22, 2022]</td>
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<td>• Read chapter 18</td>
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<td>• View lecture notes</td>
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<td>• Geankoplis Pages 487-492</td>
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<td><strong>Complete Project 2</strong></td>
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<td>[Project 2: Due on Nov 22, 2022 11:59 PM]</td>
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<tr>
<td><strong>Module 15:</strong></td>
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<tr>
<td>Week 15 Nov 29, 2022</td>
<td></td>
<td>Review Lecture notes</td>
<td>Review for Final Exam</td>
<td>HW 3 Nov 29, 2022</td>
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<tr>
<td><strong>Final Exam:</strong></td>
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<td>Dec 01 - Dec 07, 2022</td>
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<td>To Be Announced</td>
<td>Comprehensive Final Exam</td>
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<td>[To Be Announced]</td>
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</table>

*Instructor attends AIChE annual conference at Phoenix, AZ.

**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/](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](http://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

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

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

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

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

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

Forms of Academic Dishonesty:

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

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

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

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

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

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

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

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

**Non-Discrimination Statement**
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

**Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**
Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

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

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

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

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

Technical Support
Students should go to https://mypassword.pvamu.edu/ 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-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.