

**BIOL 2416 P01 GENETICS**  
**August 26, 2024 – December 11, 2024**

<b>Instructor:</b>	Dr. D. Vaden
<b>Section # and CRN:</b>	P01, 10516 P81, 10517 or P82, 10518
<b>Office Location:</b>	E.E. O'Banion Science Building, Biology Department, Suite 430AB
<b>Office Phone:</b>	(936) 261-3172
<b>Email Address:</b>	dlvaden@pvamu.edu (eCourses powered by Canvas email preferred). Instructor email responds to students within 48 hours during the work week, Monday through Friday (excluding weekends)
<b>Office Hours:</b>	Monday, 12:00 – 2:00 PM or by appointment.
<b>Mode of Instruction:</b>	Face to Face (F2F)
<b>Course Location:</b>	E.E. O'Banion Science Building, for lecture Agri and Business Bldg. 233 and for lab Rm. 407
<b>Class Days &amp; Times:</b>	Lecture, P01 - TR, 9:30 AM – 10:20 AM, Agri and Business Bldg 233 Laboratory, P81, TR, 11:00 AM – 12:50 AM, E.E. O'Banion Science Building, Rm. 407 OR Laboratory, P82, TR, 1:00 PM – 2:50 PM, E.E. O'Banion Science Building, Rm. 407
<b>Catalog Description:</b>	BIOL 2054 Genetics. (2-4) Credit 4 semester hours. Analysis of the structure, function, and transmission of genetic materials. Laboratory fee required. **
<b>Prerequisites:</b>	BIOL 1501, 1502, 1411, or equivalent
<b>Co-requisites:</b>	BIOL 2416 is a combined lecture-laboratory course. Students must be enrolled in both a lecture section and a laboratory section

**Required Texts:**

**REQUIRED DIGITAL LEARNING PLATFORM:**

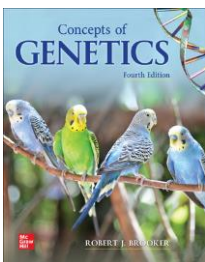
Students CANNOT complete the course successfully without the required electronic textbook and resources. Students are required to purchase McGraw Hill's Connect, a digital teaching and learning environment with an electronic textbook (SmartBook/LearnSmart Prep). Purchasing Connect is required for access to the eBook, homework and adaptive assignments, videos, and study resources. Connect with LearnSmart Prep is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, with their instructors, and with the important concepts that they will need to know. Connect with LearnSmart Prep is the only electronic book required for this course. The SmartBook (SB) is an adaptive reading experience designed to transform the way students read. It creates a personalized reading experience that focuses on content based on a student's understanding and evaluates students' knowledge in real time to adapt the course textbook.

- **Digital access** to a comprehensive online learning platform
- Includes **homework, study tools, eBook, and adaptive assignments**
- Download the **free** ReadAnywhere app to access the eBook offline

Concepts of Genetics Robert Brooker, 4th Edition with Connect (electronic textbook) (~\$107.07, 180 days from McGraw Hill or ~\$135.00 access card from PVAMU bookstore)  
ISBN10: 1265124566 | ISBN13: 9781265124564  
Author(s) Robert Brooker  
Publisher: McGraw-Hill Higher Education

**See eCourses for registration (McGraw-Hill CONNECT tab), available August 29**

**\*\*Connect courtesy access (free access) available for 14 days\*\***



**Student Learning Outcomes:**

Program Learning Outcome # Alignment: Knowledge of #1) the chemical basis of life, #2) the central concepts of Genetics; #3) Cell Biology; #4) Organismal Biology; and #5) scientific communication

Core Curriculum Outcome Alignment: Critical Thinking, Communication, Empirical and Quantitative Skills, and Teamwork

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Define and explain the concepts of classical/Mendelian, molecular, and population genetics. These concepts include patterns of Inheritance, molecular structure and replication of the genetic material, molecular properties of the gene, genetic technologies, and genetic analysis of individuals and populations.	#1 - #2	Critical Thinking
2	Apply critical thinking skills to scientific inquiry.	#1 - #4	Critical Thinking
3	Analyze and interpret empirical and quantitative genetic data.	#1 - #4	Empirical and Quantitative Skills
4	Demonstrate the ability to effectively communicate the fundamentals of genetics.	#1 - #4	Communication
5	Demonstrate the ability to engage in productive teamwork.	#2 - #5	Teamwork

**Major Course Requirements****Method of Determining Final Course Grade**

Course Grade Requirement	Value	Total
1) Exams	55%	55
2) Class assignments: LearnSmart Assignments/ SmartBook Assignments/ Connect Quizzes, eCourses quizzes, Draw It to Know It, etc.	20%	20
3) Lab assignments and lab exercises	20%	20
4) Lecture & Lab performance/participation	5%	5
<b>Total:</b>	<b>100%</b>	<b>100</b>

**Grading Criteria and Conversion:**

A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = Below 60

*This syllabus is subject to change at the discretion of the instructor*

**Detailed Description of Major Assignments:**

Assignment	Description and Grade Requirement
Exams	At least four exams will be administered during the semester. The dates for each exam will be available on eCourses. The final lecture exam will be cumulative in terms of genetic topics tested. Some of the content of the other exams may cover chapters that had been taught from the first day of class to the class day immediately before the exam. The average of all exams will constitute fifty percent (55%) of the final grade
Class assignments	Class assignments that assess a student's proficiency and knowledge within the genetics course will consist of: 1) LearnSmart Prep - adaptive modules aid in learning the topics needed to be successful in your course, 2) SmartBook (SB) Assignments (online interactive, adaptive study tool) - help students maximize their studying and be better prepared for class, 3) Adaptive Learning Assignment - provides a learning experience that adapts to the unique needs of each learner through ongoing formative assessment, feedback, and learning resources, 4) Connect Quizzes, 5) Connect Virtual Labs, 6) problem solving worksheets (Investigations), 7) case studies (classroom discussions and small group learning), 8) class quizzes. Unannounced quizzes may be given by the instructor to evaluate how well students are learning the most recent genetics

	concepts taught. The average of all graded class assignments will count for 20% of the total grade.
Lab	Genetics lab activities will be comprised of online and face-to-face investigations to reinforce genetics concepts through experimentation. The lab will be comprised of hands-on activities, virtual lab simulation assignments, lab quizzes, and lab communication/written documents. Students will use Pixton, a web-based comic creation platform designed for classroom use. The average of all graded lab assignments will count for 20% of the total grade.
Performance/participation	The lab and lecture (5%) performance components are determined by complying with the student attendance, use of in-class/ in-lab assignments during synchronous class times, submitting assignments on time, participation & interaction with student teams. The average of all graded performance/participation assignments will count for 5% of the total grade. Clickers (also known as “classroom response systems”) will be used in lecture and lab classes to assess student attendance and participation.

## Course Procedures or Additional Instructor Policies

1. INSTRUCTIONAL TYPE: BIOL 2416 is a synchronous Face to Face course. This course type is NOT an online course (an asynchronous or synchronous course delivered fully online). The class is synchronous, meaning the course instruction/activities will be delivered on the specified days and times. The instructional type occurs face-to-face (professor and students together in one location). Attendance will be taken during scheduled times.

This is NOT a self-paced course. Students must submit work throughout each week. Failure to submit work could lead to failure of the course.

It is not recommended that you take this course if you:

1. DO NOT plan to purchase the electronic textbook
2. DO NOT plan to participate regularly at the specified times and
3. DO NOT have the minimum hardware (computer) and software requirements (see course syllabus, Technical Considerations, Minimum Recommended Hardware and Software)

## COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Students will no longer require mandatory self-reporting. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at [timelycare.com/pvamu](https://timelycare.com/pvamu).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.

## Course Attendance

To provide a safe, equitable, and inclusive experience for students who are sick or who are self-quarantining, the following online requirements are necessary for successful completion of the course: 1) acquire reliable internet access, 2) meet all computer requirements, require course participation at scheduled times via Zoom ([when available](#)).

If possible, students who miss class due to illness should:

- Notify the instructor by email in advance of missing class.
- Attend and/or review materials to stay abreast of all class materials and activities.
- Contact the instructor regularly regarding assignments, etc., via email or the Synthetic Biology eCourses “Course Attendance Excuses”. Students must acknowledge access to the class materials for the day/week.

- Submit assignments electronically if permissible
- Reschedule all face-to-face exams and/or assignments with the instructor

2. **COMMITMENT TO LEARNING:** Please note that this course requires effective time management by students to remain on schedule. Students should plan to allocate, at a minimum, the time required for the course when offered in an on-campus/face-to-face setting. As a rule of thumb, it is recommended that a student spend 2 hours of study for each 1 hour in class. Therefore, for a 4.0 credit hour course, a minimum of 8 hours of study per week (15-week semester) may be required. The course is comprised of over 15 Chapters, and multiple assignments organized to correspond to a standard semester. The course is NOT self-paced; approximately 1 - 2 chapters must be completed each week. Each chapter includes the following learning activities: 1) assigned mandatory readings from the electronic textbook. 2. Depending on the chapter, completion of quizzes, eCourses quizzes, and discussion forums are required, and 3) Participation assignments that state the daily or weekly activities and due dates

3. **LATE ASSIGNMENTS:** Online assignments can have varying submission deadlines; some assignments are available for 1 week, and others can have submission deadlines within the time allotted for lecture and/or lab. It is especially important not to wait until the deadline to complete assignments. Technical issues before the deadline are not a valid excuse for not completing assignments. Official excuses must be documented for the assignment period for accommodations to be made. There are no extensions for online lecture and lab assignments without official excuse.

4. **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 if an official excuse is provided. However, the instructor will schedule the time and place of the make-up exam, which will not interrupt the class's teaching or delay the complete coverage of the course topics. Students who 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 that was missed.

5. **CLASS ATTENDANCE:** The University Attendance Policy requires students to be present for each scheduled class, whether face-to-face, online, or hybrid. Attendance in class is documented and reported to the university. Student presence during Zoom meetings and course activities will be used for a hybrid course to document attendance. Attendance in class is documented and reported to the university. Each faculty member is responsible for accurately recording and reporting student attendance. Students with or without official excuses for missing class will be tested and evaluated the same as students who attend class. However, students attending class will have the advantage of being taught knowledgeable information which they are expected to know. Students are responsible for materials covered during their absences. Classes will start at the prescribed time and end at the prescribed time. Absences accumulate beginning on the first day of class. The University catalog provides more detailed information.

6. **CHEATING.** Students caught cheating will receive a grade of F for the course. Students are prohibited from participating in acts of academic dishonesty, including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who, alone or with others, engages in any act of academic fraud or deceit. The undergraduate catalog provides more detailed information. Students and faculty members are responsible for maintaining academic integrity at the University by refusing to participate in or tolerate academic dishonesty.

7. **CLASSROOM CIVILITY:** Each student is encouraged to help create an environment during class that promotes learning, dignity, and mutual respect for everyone. Students who speak at inappropriate times, sleep in class, display inattention, take frequent breaks, interrupt the class by coming to class late, engage in loud or distracting behaviors, use cell phones in class, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others could be asked to leave the class and subjected to disciplinary action under the Code of Student Rights, Responsibilities and Disciplinary Procedures.

**Example of Tentative Course Activities**  
**See eCourses for Weeks 2 - 16**

<b>Week One</b>	<b>Description</b>
<b>Lecture &amp;</b>	<b>Tuesday</b> – Lecture: Review course syllabus

<b>Lab</b>	<p><b>Tuesday</b> – Lab: Work independently to complete Biology Laboratory Contract (see eCourses)</p> <p><b>Thursday</b> – Lecture: Class introduction, review syllabus, guide to using your electronic textbook &amp; online resources, watch videos, register for Connect Lecture - Overview of Genetics (Chapter 1)</p> <p><b>Thursday</b> – Lab</p>
<b>Assignment (s):</b>	<p>See eCourses</p> <p><b>Tuesday</b> - Submit the Biology Laboratory Safety Contract, Upload you Academic Integrity Certificate</p>

**TENTATIVE LECTURE & LAB SCHEDULE AND COURSE OUTLINE:**

<b>PART</b>	<b>Chapter</b>	<b>Lecture</b>
PART I INTRODUCTION	1	Overview of Genetics
PART II PATTERNS OF INHERITANCE (Chp. 1 – 8)	2	Reproduction and Chromosome Transmission
	3	Mendelian Inheritance
	5	Extensions of Mendelian Inheritance
	EXAM	
	4	Sex Determination and Sex Chromosomes
PART III MOLECULAR STRUCTURE & REPLICATION OF THE GENETIC MATERIAL (Chp.12)	8	Variation in Chromosome Structure and Number
	12	Molecular Structure and Organization of Chromosomes and Transposition
	EXAM	
	6	Extranuclear Inheritance, Imprinting, and Maternal Effect
	7	Genetic Linkage and Mapping in Eukaryotes
EXAM		
PART III MOLECULAR STRUCTURE & REPLICATION OF THE GENETIC MATERIAL (Chp. 13)	13	DNA Replication and Recombination
	14	Gene Transcription and RNA Modification
	15	Translation of mRNA
EXAM		
PART IV MOLECULAR PROPERTIES OF GENES (Chp. 14 – 19)	16	Gene Regulation in Bacteria
	17	Gene Regulation in Eukaryotes
	18	Non-Coding RNAs
	19	Gene Mutation and DNA Repair
EXAM		
<b>Chapters Cover in Laboratory</b>		
PART III MOLECULAR STRUCTURE & REPLICATION OF THE GENETIC MATERIAL	11	Molecular Structure of DNA and RNA
PART V GENETIC TECHNOLOGIES	20	Molecular Technologies
	21	Biotechnology
PART VI GENETIC ANALYSIS OF INDIVIDUALS AND POPULATIONS	22	Population Genetics
	23	Quantitative Genetics
	24	Evolutionary Genetics

**\*\* PART V and PART VI I, Chapters 20 - 24 GENETIC TECHNOLOGIES and PART VI GENETIC ANALYSIS OF INDIVIDUALS AND POPULATIONS will be covered during Genetics Laboratory.**

## Student Support and Success

### John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, foster intellectual curiosity, and promote lifelong 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. [Library Website](#); Phone: 936-261-1500

### Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect 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 within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). 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 and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); [University Tutoring Website](#)

### **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; [Writing Center Website](#); [Grammarly Registration](#)

### **Panther Navigate**

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

### **Student Counseling Services**

The Student Counseling Services 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: Owens Franklin Health Center, Suite 226; Phone: 936-261-3564; [Health & Counseling Center Website](#)

### **Mental Health Telehealth Resources**

As part of our commitment to the well-being of our students, Prairie View A&M University provides essential knowledge and tools to understand and support mental health. We now offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code below to download the app and explore the resources available for guidance and support whenever you need it.



### **Office of Testing Services**

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution,

exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); [Testing Website](#)

### **Office of Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for people with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodations of their disabilities. If you believe you have a disability and need an accommodation, please visit the [Accommodate](#) online platform to register and submit the necessary documentation. Location: Owens Franklin Health Center, Rm 222; Phone: 936-261-3583; [Disability Services Website](#)

### **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 classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

### **Veteran Affairs**

Veteran 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; [Veteran Affairs Website](#)

### **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; [Student Engagement Website](#)

### **Center for Careers & Professional Development**

This center supports students through professional development, career readiness, and placement and employment assistance. The center 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 center website for information regarding services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

### **Hilltop Reserve**

The Hilltop Reserve is an emergency resource center that provides currently enrolled students access to free resources to assist with food insecurity, housing insecurity, and other basic needs. Students must complete the required online [Intake Form](#) to receive resources provided such as free food, casual/business casual clothing, personal hygiene items, and referrals to community resources for housing, childcare, etc. Location: Owens Franklin Health Center, Basement 025; Phone: 936-261-1419; [Hilltop Reserve Website](#)

### **Student Health**

Students have access to medical care by appointment Monday – Friday from 8 am – 5 pm. The clinic closes daily for lunch from 12 pm-1 pm. The clinic offers women’s health, sexual health, physicals, and other ambulatory care. Students also have access virtually to behavioral and physical health support, 365 days 24/7, via [Timelycare](#). Timelycare can be used on the weekends, after hours, while traveling, and back home while on break. Location: Owens Franklin Health Center, 1<sup>st</sup> floor; Phone: 936-261-1410; [Health Services Website](#)

## 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.

#### PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

#### 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 ability 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](mailto: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, Dr. Zakiya Brown, at 936-261-2166 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [Title XI Website](#), 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](mailto:titleixteam@pvamu.edu) or visit the office's [Pregnancy & Parenting Student Resource Page](#). 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 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.

### **Makeup Work for Legitimate Absences**

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

### **Absence Verification Process**

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: [deanofstudents@pvamu.edu](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu) or phone: (936) 261-3524.

### **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 Catalina
- Smartphone or iPad/tablet with Wi-Fi\*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- 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

\* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

### **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 (Zoom)

### **Labster simulations requirements**

Labster is an externally provided resources (e.g., publisher-supplied online materials and activities and third-party, vendor-provided software, materials, and activities)

If you have any problems with Labster please Contact Labster Support ASAP with the link below or go to eCourses powered by Canvas, Modules, "Contact Labster Support".

<https://help.labster.com/en/articles/1391733-contact-labster-support> (Links to an external site.)

On the Labster Support page, there are compiled help articles, FAQ's, how to's and useful information in the Labster Help Center. Students can access it 24/7 help.

### **Contact for Labster Support and FAQ**

<https://help.labster.com/en/articles/1391733-contact-labster-support>

Labster simulations can **only** be used on a **laptop or desktop-based** computers, which meet the following requirements:

- **Processor:** Dual-core 2 GHz or higher
- **Memory:** 4 GB or more
- **Graphic card:** Intel HD 3000 / GeForce 6800 GT / Radeon X700 or higher
- **OS:** Latest version of Windows (64-bit) or Mac OS or ChromeOS
- **Supported browsers:** Latest version of [Firefox](#) and [Chrome](#)
- A **stable** internet Connection

### **iPad/Phone/Tablets not yet supported**

*Important: Labster simulations do not yet run on mobile devices such as smartphones and tablets. We are working on adding this in the future.*

### **Chromebook Support**

Labster's virtual lab simulations are accessible on Chromebooks that meet the minimum specifications above. Since there are many different Chromebooks, it can be difficult to determine if your specific Chromebook meets those specifications.

Labster's virtual lab simulations are accessible on Chromebooks that meet the minimum specifications above. This applies to most Chromebooks, but older or very low-end Chromebooks with low memory especially may not work.

### **How do I determine if my Chromebook is supported?**

Since there are many different Chromebooks, it can be difficult to determine if your specific Chromebook meets those specifications.

To help you determine this, we recommend you

2. Check the Chromebook brand and device model (e.g. Acer Chromebook 15)
3. Search on [ChromeBookSpecs.com](http://ChromeBookSpecs.com) for this model
4. Look especially for the amount of memory (**minimum 4GB SDRAM**) and processor speed (**minimum dual-core 2 GHz CPU**).

*Note example laptop below: It has enough memory but too slow processor. Labster might still run on this laptop, but loading and performance will be slow. Therefore this laptop is not recommended, and not supported by Labster.*

### **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 [Password Reset Tool](#) 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](mailto: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.

### Fall 2024 Full Term 16-Week Session

The Prairie View A&M University Academic Calendar is subject to change to state, system, and local guidelines.

Aug 26 Monday	First Day of Class
Aug 26 Monday	Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
Aug 26 - Sep 03 Monday through Tuesday	Late Registration for Graduate and Doctoral Students/Late Registration Fee (\$50.00)
Aug 26 - Aug 31 Monday through Saturday	Late Registration for Undergraduate Students/Late Registration Fee (\$50.00)
Aug 26 - Sep 04 Monday through Wednesday	Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or canceled
Sep 02 Monday	Labor Day Holiday (University Closed) *Subject to approval by The Texas A&M University System Board of Regents and may change.
Sep 04 Wednesday	Tuition & Fees Payment Due Date @ 5:00 p.m.
Sep 09 Monday	Financial Aid Refunds Begin
Sep 11 Wednesday	12th Class Day (Census Date)
Sep 11 Wednesday	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Sep 12 Thursday	Withdrawal from Courses with Academic Record ("W") Begins
Sep 18 Wednesday	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Sep 23 Monday	20th Class Day
Oct 14 Monday	Student and Faculty Non-Class Day
Oct 15 - Oct 19 Tuesday through Saturday	Mid-Semester Examination Period
Oct 23 Wednesday	Mid-Semester Grades Due
Oct 29 Tuesday	Final Date to Apply for Fall 2024 Graduation (ceremony participation)
Oct 30 Wednesday	Application for Graduation-Degree Conferral only for Fall 2024 Graduation Begins (no ceremony participation or name listed in the program)
Nov 04 Monday	Priority Registration for continuing students for Spring 2025 semester including December/January Mini-Mester (Special Populations)
Nov 05 Tuesday	Priority Registration for continuing students for Spring 2025 semester including December/January Mini-Mester (Doctoral, Masters, Post-Baccalaureate, Seniors)
Nov 06 Wednesday	Priority Registration for continuing students for Spring 2025 semester including December/January Mini-Mester (Juniors)
Nov 07 Thursday	Priority Registration for continuing students for Spring 2025 semester including December/January Mini-Mester (Sophomores)
Nov 08 Friday	Priority Registration for continuing students for Spring 2025 semester including December/January Mini-Mester(Freshmen)
Nov 09 Saturday	Registration for "All Continuing Students" begins for the Spring 2025 semester including December/January Mini-Mester

Nov 19 Tuesday	Final Day to Withdraw from a course or the university with Academic Record ("W") for the Fall 2024 16 week term
Nov 28 - Nov 30 Thursday through Saturday	Thanksgiving Holiday (University Closed)
Dec 02 Monday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Fall 2024
Dec 02 Monday	Final Day to Apply for Degree Conferral only for Fall 2024 Graduation (No ceremony participation or name listed in the program)
Dec 02 Monday	Last Class Day – 16 week session
Dec 03 Tuesday	Study Day(No Classes in Session)
<b>Dec 04 - Dec 11 Wednesday through Wednesday</b>	<b>Final Exams</b>
Dec 12 Thursday	Final Grades Due for Graduation Candidates (12:00 p.m.)
Dec 14 Saturday	Commencement
Dec 17 Tuesday	Final Grades due for all other students (11:59 p.m.)
Dec 24 - Jan 01, 2025 Tuesday through Wednesday	Winter Break (University Closed)*Subject to approval by The Texas A&M University System Board of Regents and may change.

**FINAL EXAM SCHEDULE Fall 2024 SEMESTER EXAM WEEK**

*TBA*

***The final exam period is Dec. 4 – Dec. 11 (Wednesday through Wednesday).  
Students must be physically available to take the final exam according to the  
University's final.***