

BIOL 2416 GENETICS
January 16, 2024 – May 8, 2024

Instructor:	Dr. D. Vaden
Section # and CRN:	P01, 23338 P61, 23339 OR P62, 23342
Office Location:	E.E. O'Banion Science Building, Biology Department, Suite 430AB
Office Phone:	(936) 261-3172
Email Address:	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)
Office Hours:	Wednesday 11:00 AM – 1:00 PM or by appointment
Mode of Instruction:	Face to Face (F2F)
Course Location:	E.E. O'Banion Science Building, for lecture Rm. A101 and lab Rm. 407
Class Days & Times:	Lecture, P01 - TR, 8:00 AM – 8:50 AM, E.E. O'Banion Science Building A101 Laboratory, P61, MW, 8:00 AM – 9:50 AM, E.E. O'Banion Science Building, Rm. 407 OR Laboratory, P62, MW, 10:00 AM – 11:50 AM, E.E. O'Banion Science Building, Rm. 407
Catalog Description:	BIOL 2054 Genetics. (2-4) Credit 4 semester hours. Analysis of the structure, function, and transmission of genetic materials. Laboratory fee required. **
Prerequisites:	BIOL 1501, 1502, 1411, or equivalent
Co-requisites:	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.

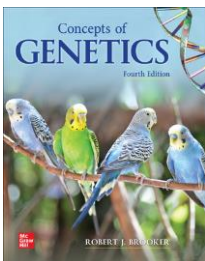
- **Digital access** to a comprehensive online learning platform
- Includes **homework, study tools, eBook, and adaptive assignments**
- Download the **free** ReadAnywhere app to access the eBook offline

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 Thursday, January 18, 2024

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, genetic analysis of individuals and population.	#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) Lecture Exams	50%	50
2) Class assignments: LearnSmart Assignments/ SmartBook Assignments/ Connect Quizzes / lecture quizzes, etc.	20%	20
3) Lab assignments, lab quizzes, virtual lab stimulation assignments and lab exercises	25%	20
4) Lecture & Lab performance/participation	5%	5
Total:	100%	100

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
Lecture Exams	At least four lecture 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 (50%) 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) problem solving worksheets (Investigations), 6) case studies (classroom discussions and small group learning), 7) class quizzes and “Draw It To Know It” educational platform assignments. Unannounced quizzes may be given by the instructor in order 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 virtual lab simulations, online assignments, and face-to-face investigations to reinforce genetics concepts through experimentation. The lab will be comprised of hands-on activities, virtual lab stimulation assignments, lab exams, and lab reports. The average of all graded lab assignments will count for 25% of the total grade. Virtual stimulation platforms include: Connect Virtual Labs, and Labster. There are no alternative lab activities for students that do not attend F2F lab activities.
Performance/participation	The lab and lecture performance components are determined by complying with student attendance, use of in class/ in lab assignments during synchronous class times, submitting assignments on time, participation & interaction with team. 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 days and times specified. The instructional type is takes place in the 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)

Absence Verification/Temporary Illness

Please use the Online Reporting Forms link to access the Request for a University Excused Absence form to submit your request for an excuse and support documentation.

Please provide any support documentation (e.g., doctor’s note, medical discharge paperwork, court document paperwork (victim/witness), etc.) to this office for an official university excuse. Additionally, please indicate the date(s) for which the university class excuse is to cover. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable.

Please read the following information carefully before requesting a university excused absence.

Please do not submit a request for a university excused absence unless you are required to do by at least on of your faculty AND you have the documentation to support the absence available in a format that can be uploaded. Supporting documentation must indicate the dates requested for the absence. Incomplete request forms, requests submitted after five (5) business days from the last day of absence, or insufficient documentation supporting the absence will be denied.

The Dean of Students Office does not provide an official university excuse for illness without support documentation, transportation issues (mechanical issues, breakdowns, lack of transportation, etc., court appearance (non-victim/witness), personal trips, non-university sponsored meetings/activities/trips, etc. for missed classes. Please work directly with your professor to help you resolve this matter.

While a student who is issued a university excused absence will not be penalized for missing class, the student is still responsible for obtaining the material discussed in any class(es) missed. Students who miss in-class work (i.e.. tests, quizzes, laboratory assignments) are expected to make up and complete all missed work, In the event a student’s excused absence(s) becomes excessive, a faculty member may recommend that the student withdraw from the course(s) or award an ‘incomplete grade.’

Please allow 5 business days for the university excused absence request to be processed. Students will received an email when the request has been processed. If the request is approved, it is the student’s responsibility to forward the excused absence letter to the appropriate faculty. Requests for university

excused absence after the last day of classes will be denied.

If there are any questions, please do not hesitate to contact the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

COVID-19 and Course Attendance

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.
- Mandatory self-reporting will no longer be required by students. 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. (A doctor's note is required.)
- 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.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.
- Due to the previous university policy, any student who tests positive will be considered a previous positive for the next 90 days and will not be allowed to receive an excuse due to COVID.

The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). In the meantime, you are encouraged to communicate and work with your professors in your respective classes.

If there are any questions, please do not hesitate to contact the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Official University Excuse for Family Death Request

Please use the Online Reporting Forms link to access the Request for a University Excused Absence form to submit your request for an excuse and support documentation.

Please provide any support documentation (hardcopy of funeral program or obituary) to the Office for Student Conduct for an official university excuse within five (5) business days of your return to campus. Be advised that the obituary or funeral program needs to include you as a named immediate family member. (Immediate family member is defined on the Request for a University Excuse Absence form.) The Office for Student Conduct is located in Anderson hall, 3rd Floor, RM 305 or 307. The official university excuse will cover a maximum of five (5) business days inclusive of travel.

Immediate family member is defined as student's spouse or life partner; child; parent; legal guardian; sibling; grandparent; grandchild, step-, half- and in-laws of the same relationship.

Recognizing the impact of such a loss on our students, Student Counseling Services is available to offer support during this difficult time. Student Counseling Services can be reached at (936) 261-3564.

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 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 are typically available for 1-2 weeks before the submission deadline. It is especially important not to wait until the deadlines 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. An official excuse will be required to make up a missed exam. If you are unable to provide an official excuse, students can complete the university's absence verification/temporary illness process.

<https://www.pvamu.edu/sa/dean-of-students/absence-verification-temporary-illness/>

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 teaching of the class 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 report to the university. For this hybrid course, student presence during Zoom meeting and course activity will be used to document attendance. Attendance in class is documented and report to the university. It is the responsibility of each faculty member to accurately record and report student attendance during the 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 are accumulated beginning with 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 participation 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. It is the responsibility of students and faculty members to maintain academic integrity at the University by refusing to participate in or tolerate academic dishonesty.

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 phone 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.

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.

Example of Tentative Course Activities See eCourses for weeks 2 - 16

Week One	Description
Lecture & Lab	<p>Tuesday – Announcement for online assignment due to inclement weather</p> <p>Wednesday – Read and complete the Biology Laboratory Safety Contract and complete training for Academic Integrity Certificate</p> <p>Thursday – Lecture: Class introduction, review syllabus, guide to using your electronic textbook & online resources, watch video, register for Connect</p>
Assignment (s):	<p>See eCourses</p> <p>Wednesday – Submit the Biology Laboratory Safety Contract and upload your Academic Integrity Certificate on eCourses</p>

Thursday – Connect assignments available: Connect Orientation Videos, SmartBook Orientation Videos, Virtual Labs Tutorial, Connect Personal Lab Safety - Adaptive Learning Assignment, SmartBook (SB) Chp. 1: Overview of Genetics, other Connect assignments available (Connect Lab: Cell Division - Examining Mitosis, Connect Lab: Cell Division - Examining Meiosis).

TENTATIVE LECTURE & LAB SCHEDULE AND COURSE OUTLINE:

PART	Chapter	Lecture
PART I INTRODUCTION	1	Overview of Genetics
PART II PATTERNS OF INHERITANCE	2	Reproduction and Chromosome Transmission
	3	Mendelian Inheritance
	4	Sex Determination and Sex Chromosomes
	5	Extensions of Mendelian Inheritance
	EXAM	
	6	Extranuclear Inheritance, Imprinting, and Maternal Effect
	7	Genetic Linkage and Mapping in Eukaryotes
	8	Variation in Chromosome Structure and Number
	EXAM	
PART III MOLECULAR STRUCTURE & REPLICATION OF THE GENETIC MATERIAL	11	Molecular Structure of DNA and RNA
	12	Molecular Structure and Organization of Chromosomes and Transportation
	13	DNA Replication and Recombination
	EXAM	
PART IV MOLECULAR PROPERTIES OF GENES	14	Gene Transcription and RNA Modification
	15	Translation of mRNA
	16	Gene Regulation in Bacteria
	17	Gene Regulation in Eukaryotes
	18	Non-Coding RNAs
	19	Gene Mutation and DNA Repair
EXAM		
Chapters Cover in Laboratory		
PART II PATTERNS OF INHERITANCE	9	Genetics of Bacteria
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 | 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, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be

identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pv tutoring@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.

Pregnancy, Pregnancy-related, and Parenting Accommodations

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

Non-Discrimination Statement

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

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

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

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

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

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

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

McGraw Hill Connect system requirements

If you have questions or need technical assistance with McGraw Hill Connect, please visit

<https://createwp.customer.mheducation.com/wordpress-mu/success-academy/connects-system-requirements/>

Access the links for [online support site](#) or email our [online support team](#). McGraw Hill Connect is pleased to announce that Connect now offers chat functionality and expanded weekend hours of technical support. A McGraw Hill Connect goal is to provide you with the service you need to get the most out of Connect.

Operating Systems

- Windows 7, Windows 8.1, Windows 8, Windows 10
- Apple iOS: Mac OSX Mavericks 10.9, Yosemite 10.10, El Capitan 10.11, Sierra 10.12, High Sierra 10.13, Mojave 10.14
- Android, ChromeOS

Browsers

- Firefox (latest version and up to three previous versions)
- Google (latest version and up to three previous versions)
- Safari (latest version and up to three previous versions)
- Note: Connect is not supported on IE11

Plug-ins

- Flash 11+
- Java SE7, SE8
- QuickTime 7.7+

Recommended Display Resolution:

- 1024 x 768 resolution or better

Troubleshooting: See if your computer meets the requirements for Connect. [Check My Computer](#)

<https://createwp.customer.mheducation.com/wordpress-mu/success-academy/connects-system-requirements/>

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

Labster system requirements

The simulations are accessible online and require memory on your computer, so a reliable internet connection and a computer with at least the following specifications are important:

- **Processor:** Dual-core 2 GHz or higher
- **RAM:** 4 GB or more
- **Graphics 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**, same internet capacity as a low-quality YouTube video (500 kbps) - To check your internet speed, please use this [link](#).
- Steps on how to check your [Windows System Information](#) and [Mac System Information](#)
-

For the best user experience on Chromebooks or iPads, consider downloading the Labster app:


- Download the new Labster app from the Apple store
- Download the new Labster app from Google Play

Chromebook Support

Labster's virtual lab simulations are accessible on Chromebooks that meet the minimum specifications above. There are Chromebooks that will present issues due to their integrated graphics card, most specifically the **Lenovo**

Best Practices

To ensure the best experience, have a look at the best practices to play Labster!

1. Check your device compatibility:  [Can my computer run Labster?](#)
2. Follow our recommendations to play Labster:

Do	Don't
Play from a supported browser: Chrome and Firefox	Play from Safari, Edge, or Opera
Use a compatible device: Laptop, Computer	Use your iPhone or any smartphones
Download Labster App if you play from your Chromebook or Ipad <i>(not all the LMS are supported by the app with the Ipad)</i>	Play Labster with other programs & tabs opens
Clear your Browser cache & cookies	Reload the simulation from the mission tab to many times
Contact our Support team anytime	Click away while loading the simulation

Basic Labster Troubleshooting

Browser

- Clear cache and cookies, and enable 3rd Party Cookies
- Try it in another browser (we currently support Google Chrome and Mozilla Firefox)
- Update your browser to its latest version: Labster simulations work best on the latest versions of browsers. If you're using an older browser, consider updating to the newest version.

If you are accessing Labster through Canvas, these browser requirements need to be checked.

Device & Network

- Restart your computer
- If you are using an Ipad, a tablet or Chromebook consider playing from the app.
- If you are using a Chromebook, try to optimize the performance [here](#)
- Check Your Internet Connection: Labster simulations require a stable internet connection. If you're experiencing issues, check your connection and try to reconnect if necessary.

Simulation

- Start the simulation from the beginning (instead of loading a checkpoint)
- In simulations where there is an equation or a panel, you won't see an error message. In these cases, you

will need to visit the Theory tab to learn how to solve your question and continue with your simulation!

Please do not hesitate to reach out to our Support Team if you have any questions or are in need of assistance. Labster has a dedicated Help Center for students so you can search for your solution or speak with a live representative without asking your teacher for help. Use these support features if you are stuck.

- Student Help Center - Search our help articles for common troubleshooting answers
- Live chat - Located on Labster.com by either clicking "LIVE CHAT" in the top right corner of the navigation bar or by clicking the chat icon at the bottom right corner to expand our chatbot window. Learn more about all our live support services here
- Loading difficulties - Depending on your computer and internet speeds, the simulation might take up to five minutes to load. Otherwise, this link will help you troubleshoot common loading difficulties
- How can I clear the browser cache and cookies? Learn how to clear your browser's cache and cookies, and why it's important

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably. Please note that face coverings are highly recommended indoors and outdoors when physical distancing is not possible. At present, not everyone has been vaccinated; therefore, asymptomatic, unvaccinated individuals pose a risk, and face coverings help reduce that risk. Face masks will be made available to all departments for use and distribution when needed in the classroom and other spaces.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
- **COVID-19 Testing and Vaccinations**
Testing is required of students moving into on-campus residential housing, but vaccination is the most effective way to mitigate the impact of COVID-19. Vaccinations are, therefore, strongly encouraged. Contact Health Services at 936-261-1410 to schedule an appointment for vaccinations. Testing will be offered at the main campus through the Curative kiosk through the fall semester.

Academic Calendar Spring 2024 – Full Term

The Prairie View A&M University Academic Calendar subject to change as state, system, and local guidelines evolve in relation to COVID. Any updates will be posted to <https://www.pvamu.edu>

The National Weather Service has advised that a cold front is expected to pass through the Gulf Coast Region area beginning Sunday, January 14, 2024, which will include extremely low temperatures resulting in a hard freeze. The safety of our students, staff, and faculty is paramount, therefore, all PVAMU campuses will shift to virtual operations through Wednesday, January 17, 2024. All face-to-face classes scheduled through Wednesday, January 17, 2024, will be conducted online. Students, please check eCourses (powered by Canvas) or campus email for specific class instructions.

Jan 15 Monday	Dr. Martin Luther King, Jr. Day Holiday (University Closed)*Subject to approval by The Texas A&M University System Board of Regents and may change.
Jan 16 Tuesday	Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
Jan 16 Tuesday	First Class Day
Jan 16 Tuesday	Tuition & Fees Payment Due Date @ 5:00 p.m.
Jan 16 - Jan 23 Tuesday through Tuesday	Late Registration/Late Registration Fee Begins (\$50.00)
Jan 16 - Jan 25 Tuesday through Thursday	Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled
Jan 30 Tuesday	Financial Aid Refunds begin
Jan 31 Wednesday	12th Class Day (Census Date)
Jan 31 Wednesday	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Feb 01 Thursday	Withdrawal from Courses with Academic Record (“W”) Begins
Feb 06 Tuesday	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Feb 12 Monday	20th Class Day

Mar 07 - Mar 09 Thursday through Saturday	Mid-Semester Examination Period
Mar 11 - Mar 16 Monday through Saturday	Spring Break (Student Break)
Mar 13 Wednesday	Mid-Semester Grades Due
Mar 15 Friday	Spring Break (University Closed)*Subject to approval by The Texas A&M University System Board of Regents and may change
Mar 20 Wednesday	Founders Day/Honors Convocation
Mar 26 Tuesday	Final Date to Apply for Spring 2024 Graduation (ceremony participation)
Mar 27 Wednesday	Application for Graduation-Degree Conferral only for Spring 2024 Graduation Begins (no ceremony participation or name listed in the program)
Mar 29 Friday	Good Friday (No Classes)*Subject to approval by The Texas A&M University System Board of Regents and may change.
Apr 01 Monday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Special Populations)
Apr 02 Tuesday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Doctoral, Masters, Post-Bacclaureate, Seniors)
Apr 03 Wednesday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Juniors)
Apr 04 Thursday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Sophomores)
Apr 05 Friday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Freshmen)
Apr 06 Saturday	Registration for all students for Summer/May Summer 2024, Mini-Mester 2024 and Fall 2024 Begins
Apr 12 Friday	Final Day to Apply for Degree Conferral only for Spring 2024 Graduation (no ceremony participation or name listed in the program)
Apr 26 Friday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2024
Apr 26 Friday	Last Class Day
Apr 26 Friday	Final Day to Withdraw from a Course or the University (“W”) for the Spring 2024 16- week session
Apr 29 Monday	Study Day(No Classes in Session)
Apr 30 - May 08 Tuesday through Wednesday	Final Exams
May 09 Thursday	Final Grades due for Graduation Candidates (12:00 pm)
May 11 Saturday	Commencement
May 14 Tuesday	Final Grades due for all other students (11:59 p.m.)

FINAL EXAM SCHEDULE Spring 2024 SEMESTER EXAM WEEK

TBA

*The final exam period is April 30 – May 8 (Tuesday through Wednesday). **Students should be physically available to take the final exam according to the University’s final exam schedule from April 30 – May 8.***