

BIOL 3403 General Microbiology Spring 2024

Instructor:	Victoria Mgbemena, Ph.D.
Section # and CRN:	P02/23350 P62/23352
Office Location:	E.E. O'Banion Science Building room 430 AC
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Office Hours:	MW 4 p.m.- 5 p.m.; TR 3 p.m.-5 p.m., by appointment
Mode of Instruction:	Face to Face
Course Location:	E.E. O'Banion Science Building, MW Lecture: 103 / TR Lab: 308
Class Days & Times:	MW Lecture: (P02) 8:00 a.m.-8:50 a.m. TR Lab: (P62) 8:00 a.m.-9:50 a.m.
Catalog Description:	4 credit hours. Morphology, physiology, classification, and cultivation of the microorganism relevant to agriculture, pre-medicine, and industry. Prerequisites: <u>CHEM 1303</u> , <u>BIOL 1501</u> , or equivalent. Laboratory fee required.
Prerequisites:	Undergraduate level CHEM 1303 Minimum Grade of C and Undergraduate level BIOL 1501 Minimum Grade of C
Co-requisites:	None
Required Text:	Required Resource: Lecture Textbook: Prescott's Microbiology 12 ed., Connect is required for class MHHE Willey et al: ConnectPlus Access Card with LearnSmart for Prescott's Microbiology © 2022 ISBN PVAMU Bookstore: https://www.bkstr.com/prairieviewamunivstore/home Select 'BIOL 3403 Section P02' Please contact instructor for other alternatives. Registration: Visit your Canvas Course Shell for Registration Link
Additional Course Materials:	A notebook for laboratory (Required) , Blue / black pens, #2 lead pencils, colored pencils (recommended), notebook paper, 882-E scantrons, calculator, access to computer / printer

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning/ Outcome Alignment	Core Curriculum Outcome Alignment
1	Students will demonstrate knowledge of the basic principles and concepts of life as it pertains to microbes at the microscopic level.	Critical Thinking	Critical Thinking
2	Students will explain the concepts of microbial evolution and diversity as they relate to understanding the role of microbes in disease	Critical and Analytical Thinking	Critical Thinking Communication Teamwork
3	Students will analyze the interrelationships among the microorganisms and between microorganisms and higher living forms.	Critical Thinking	Critical Thinking
4	Students will demonstrate the proper techniques and procedures to handle microscopic living organisms, to understand the role of microorganisms in infection and disease.	Discipline Specific Knowledge	Critical Thinking
5	Students will apply lab techniques and assess scientific literature for use as a basis for future studies; including Agriculture, Biology, Commercial Foods, Dietetics, Medical Technology, Medicine, Dentistry, Nutrition, Public Health and Biological Research.	Integration of Broad Knowledge	Critical Thinking Communication Team Work

Purpose of Course: Microorganisms are important life forms to the welfare and the endeavors of humans. This is especially true in fields of study such as Agriculture, Biology, Commercial Foods, Dietetics, Medical Technology, Medicine, Dentistry, Nutrition, Public Health and Biological Research. Therefore, persons whose major or minor interests are in one of these areas, or in a related area, should benefit with information about microorganisms and microscopic living forms. This course is designed to provide the information and explanations about microorganisms.

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value (each)	Total
1) 3 Lab Quizzes	10 points	30 points
2) 1 Lab Examination	100 points	100 points
3) 1 Group Project Presentation	25 points	25 points
4) 4 Lecture Quizzes (Connect)	12.5 points	50 points
5) 3 Lecture Exams	50 points	150 points
6) 1 Final Exam	100 points	100 points
7) 5 Homework Assignments (Connect)	5 points	25 points

Total: total points earned/480 X 100 = percentage

Grading Criteria and Conversion:

A = 429.34 to 480 points=(89.45% to 100%)
 B = 381.34 to 429.33 points=(79.45% to 89.44%)
 C = 333.34 to 381.33 points=(69.45% to 79.44%)
 D = 285.34 to 333.33 points=(59.45% to 69.44%)
 F = 0 to 285.33 points=(0% to 59.44%)

This grading criteria is set and will not change

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Lab Quizzes	Three (3) lab quizzes will be assigned. To be completed in Lab. The content for the lab quizzes will be drawn from in-lab assignments and activities. Students will be required to keep a notebook containing notes and activities. Each lab activity will be completed during the assigned lab period. There will be Pre-Lab materials with corresponding virtual lab activities if applicable, posted in Canvas/eCourses for each module. Students must read the pre-lab materials prior to each lab. Quizzes: Questions on the quiz will be based on laboratory activities, and application of concepts learned in the laboratory. Quizzes consist of multiple choice, short answer/essay, true or false, fill in blank, practice of technique and may be graded by the instructor in lab or awarded points for completion. Worth 10 points each, 30 points total possible.
2. Lab Examination	One (1) lab exam will be taken. Must be completed in lab. Based on all laboratory activities and techniques learned in the laboratory. Exams consist of multiple choice, short answer/essay, true or false, calculations, fill in blank. Up to 100 questions. Worth 100 points each, 100 points total possible.
3. Group Project Presentation	Toward the end of the semester, part of the lab period will be dedicated to working on a Project Presentation in a small group. Students will present their chosen case study in their groups on an assigned day. Students must present with their group on their assigned day to qualify for full points toward the case study presentation. Worth 25 points each, 25 points total possible.
4. Lecture Quizzes	Four (4) lecture quizzes will be taken. Quizzes based on up to three chapters at a time; derived from lecture content. Must be completed through Connect resource. Usually 10-20 questions in length. Worth 12.5 points each.
5. Lecture Exams	Three (3) lecture exams will be taken. Must be completed in class. Exams will cover those topics covered in class, from the textbook and laboratory exercises. Exams will be a combination of multiple choice, true or false, fill in the blank and free response. Lecture exams will be no more than 50 questions long. Worth 50 points each, 150 points total possible.
6. Final Examination	Taken at the end of the semester. A culmination of all content learned in the lecture component. Consist of multiple choice, short answer, free response/essay, true or false, fill in blank. Up to 100 questions. Worth 100 points each, 100 points total possible
7. Homework Assignments	Five (5) homework assignments will be assigned. They must be completed in Connect. Assignments should be submitted by the due date to qualify for full points. Worth 5 points each, 25 points total possible.

Course Procedures or Additional Instructor Policies

Connect: Connect through McGraw-Hill is **required** for the course. It contains the eBook, homework assignments, and additional practice (see *Practice Assignments_LearnSmart (LS) or SmartBook (SB) in Connect* section below). If the **trial access option** is chosen, it is the student's express responsibility to make sure an upgrade to the subscription is made in a timely manner. Students will need to visit eCourses within the first week for instructions on how to register for Connect access. It is important that access be obtained **within the first week** to facilitate timely completion of assignments. Connect usually offers a minimum 2-week trial period. Please visit the P02 Canvas module called "**Course Materials**" for more information. **Contact the instructor as soon as possible if there are any concerns or questions.**

Practice Assignments LearnSmart (LS) or SmartBook (SB) in Connect: SmartBook and/or LearnSmart activities are **additional practice material** that will be suggested for students to complete over the course of the semester to

help with studies. They are provided through the Connect resource and **are not for a grade**. The instructor may also provide other forms of practice throughout the semester.

Lab Activities and Quizzes: One copy of each lab activity will be handed to each student in lab. It is the student's responsibility to **read the pre-lab reading and/or virtual lab activity** prior to each lab activity. The corresponding **Lab Quizzes will be taken in lab on due date specified in the course calendar (below)**. Lab activity handouts are to be kept in the lab notebook or folder and brought to each lab period. Each student will report to laboratory on time, participate in the laboratory for that day, and maintain laboratory notes and activity records to help them prepare for quizzes and exams. The lab activity handouts will not be taken for credit, unless the instructor decides otherwise. The modules designated for each week are designed to provide practice for lab assignments. With a valid and verifiable excuse, a missed quiz may be dropped from the overall point total, unless the instructor provides another course of action. If a lab quiz is missed for an invalid reason, a grade of zero will be assigned at the discretion of the instructor. Missing a lab activity does not excuse the student from being responsible for the material covered, and it is the student's responsibility to get the missed material and ask the instructor questions. If a lab activity is missed for a valid, verifiable reason, it will be the student's responsibility to get the missed material and ask the instructor questions.

Lab Examination: There will be one laboratory exam worth 50 points (please see the course schedule for dates). The lab exam will be timed at **1 hour and 50 minutes**. The laboratory exam will be an assessment that evaluates the student's mastery of laboratory instruction and techniques up until the point of examination. As such, it is the student's responsibility to seek clarification and guidance for techniques throughout the course. Exams will be taken in person at the start of each specified period. Students will not be permitted to sit for an exam during the period if an exam has already been submitted during that period, and the test taker(s) has left the exam room. It will be the responsibility of every student to sign in upon handing in their exam.

Group Project Presentation: Each student will be placed into a group with three other students to analyze and present a case study in lab at the end of the semester. Groups will be allotted time to meet during the lab period. A grading rubric will be posted in the lab section of eCourses. Students must present with their group on their assigned day to qualify for full points toward the case study presentation. If a student is absent with a valid, verifiable excuse, the student will be required to submit a report alongside the project and schedule an appointment to make up the presentation at the discretion of the instructor at a later date. If a student is absent for the Group Project presentation with an unverifiable, invalid excuse, the student may receive a grade of **zero (0)**.

Lecture Quizzes: The instructor will provide content for preparing for each lecture quiz. Each individual quiz is worth 20 pts each and should be completed **online through Connect** (please see the course schedule for dates). You must notify the instructor as soon as possible if you are not able to get this resource. **There will be no alternative assessments for missed quizzes.**

Pop Quizzes: A pop quiz is an unannounced mini-assessment. The instructor may assign a pop quiz at the beginning or end of the instruction period for lecture and/or lab respectively. Pop quizzes will be opportunities to earn extra points, and will be worth one (1) point each, unless otherwise decided by the instructor. **In order to receive full points for each quiz, a grade of 70% or higher must be scored.** Pop quizzes can only be completed in class during the assigned time. A student may make up to one lecture and lab pop quiz respectively, with a valid and verifiable excuse, at the end of the semester.

Lecture Exams: There will be three lecture examinations, each worth **50** points, and a final examination, worth **100** points. The examinations will cover topics covered in class, from the textbook, and laboratory exercises. All exams will be completed in class during the scheduled period for the assigned day, unless otherwise specified. Students will not be permitted to sit for an exam during the period if an exam has already been submitted during that period, and the test taker(s) has left the exam room. It will be the responsibility of every student to sign in upon handing in their exam. Exams will be a combination of multiple choice, true or false, matching, fill in the blank, and free response/essay. Lecture exams will be no more than 50 questions long (see course schedule below).

Final Exam: The **final exam** for this course will be scheduled for the **week of May 1-8**. The instructor will post the final exam day and time once they have been announced. **The student must allot time to take the exam during the final exam window.** The instructor will be unable to accommodate the final before or after the scheduled final exam period. The student should plan accordingly.

Other Policies

Participation: Students are expected to frequently check eCourses/Canvas and their emails for updates on assignments for all scheduled lectures and laboratories. Lectures and labs will be held in person. Study materials, assignments and announcements will be **posted on eCourses regularly**. Students will be expected to be actively engaged in discussions, discussion boards and lab activities. The student must access these items frequently to stay current. Lectures will be held, laboratory demonstrations will be conducted, and exercises will be assigned. **It is the student's express responsibility to access the instruction pertinent for completing assignments and assessments.** Should a student have any questions, the student should request an office-hour meeting by email, or in person.

Lecture Team Leading Discussions: Each student will be assigned as a discussion team leader for three (3) class periods during the semester. As team leader, the student will be required to lead group discussions in small groups at the end of class. Each group will be required to submit an activity at the end of the class period. Each activity will be worth up to 0.5 points each added to a lecture exam. A student may make up to one team leading discussion, at the end of the semester, with a valid and verifiable excuse, in a format at the instructor's discretion.

Other Assignments and provisions: The instructor reserves the discretion to include extra credit opportunities, or drop a lowest grade assignment if deemed necessary.

Late Policies: Please read the information below concerning each type of assignment:

Lab Quizzes: To qualify for grading at full credit, the assignment must be submitted on the day the quiz is taken. Quizzes will begin no later than 5 minutes into the class period. As soon as the first quiz is submitted, no more quizzes will be given out.

Lecture Quizzes (Connect): To qualify for grading at full credit, the assignment must be submitted by 11:59pm on the day of the deadline. If the assignment is late, or otherwise not submitted by the original deadline, the student will be able to submit the assignment by the last day (**May 1, by 11:59pm**) for **10% off (before grading)**. For example, if a student misses the deadline for Lecture Quiz #2, the student will be able to submit the assignment for 10% off (before grading) by **May 1st, by 11:59pm. If the student is unable to access the quiz in Connect, the student must first notify the instructor of the missing quiz(zes) prior to May 1st.**

Project Presentation: Each student will be placed into a group with four other students to craft and present a project in lab at the end of the semester. Failure to participate and present with your group at the end of the semester will result in a grade of **zero** for this course requirement. If the student presents verifiable, valid excuse, the activity will be completed at the discretion of the instructor with additional required components such as a written report and individual presentation.

Lecture Examinations: Exams will be taken in person at the start of each specified period. Students will not be permitted to sit for an exam during the period if an exam has already been submitted during that period, and the test taker(s) has left the exam room. Excused reasons for missing an exam include illness, attendance at university approved functions, civil or military services, or family bereavements. Documentation **must** be provided to the instructor prior to the as soon as possible and a minimum of two days prior. The instructor may request verification from The Office of Student Conduct for any reported absence. After verification, the student must take a make-up exam at the discretion of the instructor. The lecture examinations cannot be dropped. A missing lecture examination will result in a zero for the record. Only verifiable, excused reasons will be accepted.

Laboratory Examination: Excused reasons for missing an exam include illness, attendance at university approved functions, civil or military services, or family bereavements. Documentation **must** be provided to the instructor prior to the as soon as possible and a minimum of two days prior. The instructor may request verification from The Office of Student Conduct for any reported absence. After verification, the student must take a make-up exam at the discretion of the instructor. The lab examination cannot be dropped. A missing lab examination will result in a zero for the record. Only verifiable, excused reasons will be accepted.

Final Lecture Examination: The final lecture examination cannot be dropped. A missing final lecture examination will result in a zero for the record.

General Microbiology **BIOL 3403**

Instructor: Dr. Victoria Mgbemena

Weekly Schedule for Spring 2024

The following schedule is **TENTATIVE** only. The academic schedule is subject to change.

The student is advised to read the assigned chapter for each class day **before** coming to class. Dr. Mgbemena reserves the right to change the calendar as she deems fit for the class. All times are Central Standard Time (CST).

Key: **Homework**, **Lecture Quiz**, **Lab Quiz**, **Exam**

	<u>Date (week)</u>	<u>Lecture (Mon & Wed)</u>	<u>Tuesday Lab (see modules for Pre-Read)</u>	<u>Thursday Lab (see modules for Pre-Read)</u>
Module 1	Jan 16-Jan 19 Week 1	<u>Wed:</u> <i>Course Introduction Survey/Q&A (Zoom)</i>	Pre-Read: Intro to Lab Safety Module Contract <i>Introduction to Course, Syllabus (Zoom)</i>	Lab Activity: Lab Safety Lecture/Watch Video, Sign Lab-Safety Contract Team Assignment Planning
	Jan 22-Jan 26 Week 2	<u>Mon:</u> <i>CH 1 Microbiology</i> <u>Wed:</u> <i>CH 1 Microbiology</i> Lecture Quiz #1 (Ch1&3): Posted: 1/22/24 Due: (Connect): 2/16/24, 11:59 pm Homework Assignments 1,2, 3, 4&5; open on 1/22/24 Due:(Connect): 5/1/24, 11:59 p.m.	Pre-Read: Scientific Notation Lab Talk: Scientific Notation Lab Activity: Scientific Notation Practice	Pre-Read: -Chapter 2 Prescott's Microbiology pg 22-41 -Chapter 2 slides, Lab Talk: Microscopy: Types of microscopes, operating and characterizing using the microscope Lab Activity: Intro to Microscopy/Slides Slides practice
	Jan 29-Feb 2 Week 3	<u>Mon</u> <i>CH1/CH 3 Bacterial Cell Structure</i> <u>Wed:</u> <i>CH 3 Bacterial Cell Structure</i>	Pre-Read: Bacterial Morphology Lab Talk: Bacterial Morphology Lab Activity: Characterization of bacteria/colonies	Lab Activity 4 (cont): Characterization of bacteria/colonies Lab Activity: Characterization of bacteria/colonies Lab Activity: Classifications Taxonomy Lab Quiz #1: 2/1
	Feb 5-Feb 9 Week 4	<u>Mon:</u> <i>CH 3 Bacterial Cell Structure</i> <u>Wed:</u> <i>CH 3 Bacterial Cell Structure</i>	Pre-Read: Prescott's Microbiology Chapter 5 Eukaryotic Microorganisms Section 5.1-5.3 Lab Talk: Chapter 5 Eukaryotic Cell Structure Lab Activity: Microscopy/Slides Activity #2- Eukaryotic cell Characterization	Lab Activity 6 (cont)
	Feb 12-Feb 16 Week 5	<u>Mon:</u> <i>CH 6 Viruses</i>	Pre-Read: Chapter 7 (7.5-7.6) Prescott's Microbiology, Microbial Growth and Culture module	Lab Activity 7 (cont) & Motility Test Agar Assay

Module 2	Feb 12-Feb 16 Week 5 (cont'd)	Lecture Quiz #2 (Chp 6&7) Posted: 2/14/24 Due (Connect): 3/9/24, 11:59 pm	Lab Talk: Bacterial Culture Media, Nutrient Broth and Nutrient Agar Preparation Lab Activity: Aseptic Transfers and Inoculation Methods-Streak Plate Technique	
	Feb 19-Feb 23 Week 6	<u>Mon/Tues: CH 6 Viruses</u> <u>Wed/Thurs: CH 6 Viruses</u> Wed: Lecture Exam #1: CH 1 & 3 Wed., 2/21	Pre-Read: Simple Stain and Gram Stain Procedure Handout Lab Talk: Simple Staining and Gram Staining Lab Activity: Simple Stain	Lab Activity 8 (cont) Gram Stain
	Feb 26-Mar 1 Week 7	<u>Mon/Tues: CH 6 Viruses</u> <u>Wed/Thurs: CH 7 Bacterial and Archaeal Growth</u>	Pre-Read: Prescott's Microbiology Chapter 8 and 9, Control of Microbial Growth Lab Talk: Control of Microbial Growth and Antibiotics Lab Activity: Antibiotic disks/Kirby-Bauer	Pre-Read: CH 37 Notes, Clinical Microbiology and Immunology (37.1-37.3) Lab Talk: Biosafety, Biochemical Tests Review: Antibiotic disks/Kirby-Bauer Lab Quiz #2: 2/29
	Mar 4-Mar 8 Week 8	<u>Mon/Tues: CH 7 Bacterial and Archaeal Growth</u> <u>Wed/Thurs: CH 7 Bacterial and Archaeal Growth/ CH 13.1 Bacterial Genome Replication</u>	Pre-Read: CH 37 Notes, Clinical Microbiology and Immunology (37.1-37.3) Lab Talk: Immunofluorescence, Agglutination Tests Group Project Introduction	Groups for Project Presentation Reading/Discussion
	Mar 11-Mar 15 Week 9	Spring Break	Spring Break	Spring Break
	Mar 18-Mar 22 Week 10	<u>Mon/Wed: (Read) CH 13.1 Bacterial Genome Replication</u> Lecture Quiz#3 (Chp 13.1&27): Posted: 3/6/24 Due (Connect): 4/1/24, 11:59 p.m.	Groups for Project Presentation Reading/Discussion Planning	Groups for Project Presentation Reading/Discussion Planning Lab Quiz #3: 3/21
	Mar 25-Mar 29 Week 11	<u>Mon/Tues: CH 27 Microbial Interactions</u> <u>Wed/Thurs: CH 27 Microbial Interactions</u> Wed/Thurs: Lecture Exam #2: CH 6, 7, & 13.1* W, 3/27	Groups for Project Presentation Reading/Discussion Lab Review	Groups for Project Presentation Reading/Discussion Planning Presentations Prep

Module 3	Apr 1-Apr 5 Week 12	<u>Mon/Tues:</u> CH 27 Microbial Interactions <u>Wed/Thurs:</u> CH 34 Pathogenicity and Infections	Groups for Project Presentation Reading/Discussion Planning Presentations Prep	<u>Lab Exam</u> R, Apr 4
		Lecture Quiz#4 (Chp 34&35): Posted: 4/3/24 Due (Connect): 5/1/23, 11:59 pm		
	Apr 8-Apr 12 Week 13	<u>Mon/Tues:</u> CH 34 Pathogenicity and Infections	Groups for Project Presentation Reading/Discussion Planning Presentations Prep	Groups for Project Presentation Reading/Discussion Planning Presentations Prep
	Apr 15-Apr 19 Week 14	<u>Mon:</u> CH 35 Epidemiology and Public Health Microbiology <u>Wed:</u> CH 35 Epidemiology and Public Health Microbiology	Groups for Project Presentation Reading/Discussion Planning Presentations Prep	Groups for Project Presentation Reading/Discussion Planning Presentations Prep
		<u>Wed/Thurs:</u> Lecture Exam #3: CH 27 &34 W, 4/17		
Apr 22-Apr 26 Week 15	Review and Study Days	<u>Group Presentations</u> Groups 1-3	<u>Group Presentations</u> Groups 4-6	
Apr 29-May 8 (Week 17)	Final Exam, Day and Time TBA Ch 1, 3, 6, 7, 13.1, 27, 34, 35 Homework assignments due by Wednesday, May 1, 11:59 pm			

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. [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; [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: Hobart Taylor, 2nd floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

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, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; [Testing Website](#)

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; [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.

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, 2nd floor; Phone: 936-261-3570; [Center for Careers & Professional Development 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) 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 936-261-2144 or 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. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The

University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

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

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

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 or phone: (936) 261-3550 or Office for Student Conduct via email: 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)

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.

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

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.
- 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](https://www.pvamu.edu/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://www.pvamu.edu/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.

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/coronavirus>.

Oct 16, 2023 Monday	Priority Deadline to Submit Financial Aid Verification Documents
Nov 06, 2023 Monday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Special Population)
Nov 07, 2023 Tuesday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Doctoral, Graduate, Post-Baccalaureate, Seniors)
Nov 08, 2023 Wednesday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Juniors)
Nov 09, 2023 Thursday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Sophomores)
Nov 10, 2023 Friday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Freshmen)
Nov 11, 2023 Saturday	Registration for all students for the December/January Mini-Mester and Spring 2024 Begins

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	Withdrawal from Courses with Academic Record ("W") Begins

Thursday	
Feb 06	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Tuesday	
Feb 12	20th Class Day
Monday	
Mar 07 - Mar 09	Mid-Semester Examination Period
Thursday through Saturday	
Mar 11 - Mar 16	Spring Break (Student Break)
Monday through Saturday	
Mar 13	Mid-Semester Grades Due
Wednesday	
Mar 15	Spring Break (University Closed)*Subject to approval by The Texas A&M University System Board of Regents and may change
Friday	
Mar 20	Founders Day/Honors Convocation
Wednesday	
Mar 26	Final Date to Apply for Spring 2024 Graduation (ceremony participation)
Tuesday	
Mar 27	Application for Graduation-Degree Conferral only for Spring 2024 Graduation Begins (no ceremony participation or name listed in the program)
Wednesday	

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.)

Please visit <https://www.pvamu.edu/registrar/academic-calendars/spring-2024-16-week-session/> for the Spring 2024 calendar and important dates.