



# SYLLABUS

## BIOL 4106 RESEARCH January 16, 2024 – May 8, 2024

**Instructors:** Dr. D. Vaden and Dr. V. Mgbemena  
**Section # and CRN:** P01 23406  
**Office Location:** E.E. O'Banion Science Building, Suite 403xx, Biology Department  
**Office Phone:** (936) 261-3172  
**Email Address:** dlvdaden@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 Bldg., room 407

**Class Days & Times:** Mondays, 2:00 pm – 3:50 pm

**Catalog Description:** Research. (0-1) Credit 1 semester hour each. Library and laboratory work in specific biological problems.

In the Research course, students will apply scientific process skills to a relevant inquiry-based research project. The course will address developing universal research skills to use in an inquiry and discovery-based project that includes interactive laboratory activities, field biology studies, and molecular biology techniques. Class activities will engage students in understanding research relevant to the discipline of biology while deepening students' learning experience beyond what they would learn in a classroom. Students will connect their research skills with core concepts in biology. Students will synthesize the connection between their research skills and research projects by presenting their findings in a written document and oral presentation.

**Prerequisites:** NA  
**Co-requisites:** NA

**Required Texts:** No required text. Literature, research papers, and reviews that cover diverse topics will be provided on eCourses.

**Other Required Course Materials:** Lab notebook (composition book) required. All other instructional materials will be supplied.

### 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	Discuss social and ethical implications of scientific discoveries and understand the potential of science and technology to address problems of the contemporary world. Understand how scientific process skills can be applied to everyday problems as well as larger contemporary societal	#1-4	Critical Thinking, Empirical and Quantitative Skills

	issues.		
2	Integrate meaningful research, apply knowledge in practical situations, and develop skills from the experience of connecting theory with practice.	#1-4	Critical Thinking, Empirical and Quantitative Skills
3	Demonstrate knowledge of experimental design, basic data collection methods, and data interpretation. Summarize key findings from the primary literature. Analyze and interpret figures/tables published in scientific publications.	#1-4	Critical Thinking, Empirical and Quantitative Skills
4	Demonstrate mastery of the scientific method and laboratory skills.	#1-4	Critical Thinking, Empirical and Quantitative Skills
4	Summarize and communicate scientific information from different sources, including print and digital media.	#5	Critical Thinking, Communication, Empirical, Quantitative Skills and Teamwork
5	Demonstrate the ability to engage in productive teamwork.	#2 - #5	Teamwork

## Major Course Requirements

### Method of Determining Final Course Grade

#### COURSE EVALUATION METHODS:

The University's Academic Catalog grading policy is used in this course.

Course Grade Requirement	Value	Total
1) Lab assignments/activities	45%	45
2) Mid-term Exam and Final Exam	25%	25
3) Written Assignments and Presentation	25%	25
4) Participation/Performance	5%	5
<b>Total:</b>	<b>100%</b>	<b>100</b>

### Grading Criteria and Conversion:

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

### Detailed Description of Major Assignments:

#### Assignment Title or Grade Requirement

#### Description

Class assignments

Students will complete weekly assignments. Class assignments will consist of eCourses quizzes, lecture quizzes, discussion forums, etc. Various class assignments are given to evaluate how well students are learning the concepts taught. Research on biology, inquiry-based service-learning and a variety of text and web-based material is required of all students. This research will assist students in designing, implementing, and evaluating their inquiry-based service-learning project. The average of all graded class assignments will count for 50% of the total grade.

Exams

Two lecture exams will be administered during the semester. The dates for each exam will be available on eCourses. The average of the exams will constitute 25% of the final grade

Written Assignments/  
Presentation

The average of the written assignments will constitute 25% of the final grade. As a final project, students will complete an action plan for using inquiry-based service-learning approaches. Students are expected to work independently on the final action plan project throughout the course. Each student is expected to submit a summary of their inquiry-based service-learning project. Completion of a narrative assessment of the inquiry-based service-learning project (based on research). This final assessment will reflect on the inquiry-based service-learning design, execution, and outcomes and demonstrate the student's knowledge of biology and inquiry-based service-learning.

Performance/  
participation

The class performance component (5%) is determined by complying with: the student attendance, use of in class/ in lab assignments during synchronous class times, submitting assignments on time, participation & interaction with team. The average of all graded performance/participation assignments will count for 5% of the total grade.

## Tentative Schedule for Course-based Undergraduate Research Experiences (CUREs)

Module	Description	Assignment (s):
Weeks 1 - 2	Research Project Laboratory Safety Research Compliance Training	<ul style="list-style-type: none"> <li>- In-class Assignments</li> <li>- Laboratory Notebook</li> <li>- eCourses Homework</li> <li>- Laboratory Task</li> <li>- Practical Exams</li> <li>- Group Research Paper</li> <li>- Poster Presentations</li> </ul>
Weeks 3-5	Laboratory Skills Laboratory Equipment Laboratory Notebooks Numerical Data Preparing Solutions	
Weeks 6-7	Writing a Standard Operating Procedure developing a research project, Library work in specific biological topics, Research and Community Outreach Planning	
Week 8	Field Research	
Weeks 9 -10	Tissue Culture (Plant)	
Weeks 10-14	DNA Analysis: DNA extraction, qualitative and quantitative analysis, PCR, Sequencing and Analysis Protein Analysis: Isolation, Quantitation, Turbidimetric Analysis, SDS-PAGE, Analysis of Proteins	
Week 15-16	Communicating Research	

### 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 receive 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](https://timelycare.com/pvamu).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.
- 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 Excused 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.

## **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](http://www.pvamu.edu/advising). Phone: 936-261-5911

### **The University Tutoring Center**

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

### **Writing Center**

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

### **Academic Early Alert**

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

### **Student Counseling Services**

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://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, 2<sup>nd</sup> 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](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://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.

#### **Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

### **Netiquette (online etiquette)**

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

### **Video Conferencing Etiquette**

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

### **Technical Support**

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

### Communication Expectations and Standards

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

### Discussion Requirement

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

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

### 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	Mid-Semester Examination Period

Saturday	
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)
<b>Apr 30 - May 08 Tuesday through Wednesday</b>	<b>Final Exams</b>
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.***