PRAIRIE VIEW A&M UNIVERSITY

SYLLABUS

CHEM 2304, General Organic Chemistry II
Spring 2024 Semester

Course Information	Description
Instructor:	**Marco Giles, Ph.D.**
Section # and CRN:	Section P01, CRN: 24168
Office Location:	New Science Building 230, Room G
Office Phone:	(936) 261-3110
Email Address:	mdgiles@pvamu.edu
Office Hours:	R: 1:00 pm to 4:30 pm
Mode of Instruction:	Face to Face
Course Location:	E.E. O'Banion Science Building, Room 101
Class Days & Times:	T/R 9:30 am to 10:50 am
Catalog Description:	General Organic Chemistry II. (3-0) Credit 3 semester hours. For chemistry majors and minors, chemical engineering, and science majors. This section will focus on organic synthesis with mechanistic detail, in addition to the spectroscopic characterization of organic compounds and identification of functional group transformation. Specifically, substitution and elimination; conjugated compounds; benzene and aromaticity with electrophilic aromatic substitution; alcohols and ethers; carbonyl compounds and derivatives; amines; and synthetic polymers will be studied in this course. Designed for chemistry majors and minors, chemical engineering, and science majors.
Prerequisites:	CHEM 2033/CHEM 2303, General Organic Chemistry I
Co-requisites:	N/A
Required Text(s):	Organic Chemistry, 4th Edition by David Klein; The online edition is the only available text, and is found on www.Wileyplus.com
Recommended Text(s):	Organic Chemistry As a Second Language – Second Semester Topics, ISBN: 978-119-11066-9

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Identify detailed mechanisms of various reaction types, and be able to provide accurate predictions about product formation		Critical Thinking
2	Analyze organic compounds by spectroscopic methods		Critical Thinking
3	Demonstrate an understanding of reactions involving substituted benzenes		Critical Thinking
4	Demonstrate an understanding of reactions of carbonyl compounds		Critical Thinking
5	Provide reasonable details toward the completion of organic reactions		Critical Thinking

Major Course Requirements

Method of Determining Final Course Grade

	Course Grade Requirement	Value	Total
1)	Quizzes	100 Points	100 Points
2)	Exam 1	100 Points	100 Points
3)	Exam 2: Mid-Term Exam	100 Points	100 Points
4)	Exam 3	100 Points	100 Points
5)	Exam 4	100 Points	100 Points
6)	Exam 5: Final Exam	100 Points	100 Points
7)	Quiz average replaces lowest exam grade (not final exam)		-100 Points
Total:		600 Points	500 Points

Grading Criteria and Conversion:
A = 500 – 448 (100% - 90%)
B = 447 – 398 (89% - 80%)
C = 397 – 348 (79% - 70%)
D = 347 – 298 (69% - 60%)
F = 297 – below (59% and below)

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, including the final exam, 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, including the final exam, 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. Quizzes	Counts as 20% of total grade. Quizzes will be scheduled as precursors to the regular exam. At least one quiz per chapter is planned, though more quizzes may be assigned to ensure that student understanding of course material before the regular exam. The quiz average will be compared to the lowest of four regular exams. The higher grade will be applied towards the final grade.
2. Regular Exams	Counts as 60% of total grade
3. Final Exam	Counts as 20% of total grade. The final exam will be comprehensive, covering all chapters completed for this semester. This score is not allowed to be dropped as a “lowest grade”.

Course Procedures or Additional Instructor Policies

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Semester Calendar	
Week	**Description**
Week One: Jan. 16 – Jan. 19 Topic **Description**	**Chapter 10: Radical Reactions**
Readings: Chapter 10	T = 10.1 – 10.6 10.1 – Radicals 10.2 – Common patterns in Radical Mechanisms 10.3 – Chlorination of Methane 10.4 – Thermodynamic Consideration for Halogenation Reactions 10.5 – Selectivity of Halogenation 10.6 – Stereochemistry of Halogenation R = 10.7 to 10.13 10.7 – Allylic Bromination 10.8 – Atmospheric Chemistry and the Ozone Layer 10.9 – Autooxidation and Antioxidants 10.10 – Radical Addition of HBr: Anti-Markovnikov Addition 10.11 – Radical Polymerization 10.12 – Radical Processes in the Petrochemical Industry 10.13 – Halogenation of a Synthetic Technique
Week Two: Jan. 22 – Jan. 26 Topic **Description**	**Chapter 11: Synthesis**
Readings: Chapter 11	T = 11.1 to 11.3 11.1 – One-Step Syntheses 11.2 – Functional Group Transformations 11.3 – Reactions That Change the Carbon Skeleton R = 11.4 to 11.7
	11.4 – How to Approach a Synthesis Problem 11.5 – Multi-Step Synthesis and Retrosynthetic Analysis 11.6 – Green Chemistry 11.7 – Practical Tips for Increasing Proficiency
Week Three: Jan. 29 – Feb. 2 Topic **Description**	**Chapter 12: Alcohols and Phenols**
Readings: Chapters 11 and 12	T = 12.1 to 12.7 12.1 – Structure and Properties of Alcohols 12.2 – Acidity of Alcohols and Phenols 12.3 – Preparation of Alcohols via Substitution or Addition 12.4 – Preparation of Alcohols via Reduction 12.5 – Preparation of Diols 12.6 – Preparation of Alcohols via Grignard Reagents 12.7 – Protection of Alcohols

	R = 12.8 to 12.13 12.8 – Preparation of Phenols 12.9 – Reactions of Alcohols: Substitution and Elimination 12.10 – Reactions of Alcohols: Oxidation 12.11 – Biological Redox Reactions 12.12 – Oxidation of Phenol 12.13 – Synthesis Strategies
Week Four: Feb. 5 – Feb. 9 Topic **Description**	**Chapter 13: Ethers and Epoxides; Thiols and Sulfides**
Readings: Chapters 12 and 13	T = 13.1 to 13.6 13.1 – Introduction to Ethers 13.2 – Nomenclature of Ethers 13.3 – Structure and Properties of Ethers 13.4 – Crown Ethers 13.5 – Preparation of Ethers 13.6 – Reactions of Ethers R = 13.7 to 13.12 13.7 – Nomenclature of Epoxides 13.8 – Preparation of Epoxides 13.9 – Enantioselective Epoxidation 13.10 – Ring-Opening Reactions of Epoxides 13.11 – Thiols and Sulfides 13.12 – Synthesis Strategies Involving Epoxides
Week Five: Feb. 12 – Feb. 16 Topic Description	**Chapter 14: Infrared Spectroscopy and Mass Spectrometry** **Exam 1 (Chapters 10 through 13)**
Readings: Chapter 14	T = 14.1 to 14.7 14.1 – Introduction to Spectroscopy 14.2 – IR Spectroscopy 14.3 – Signal Characteristics: Wavenumber 14.4 – Signal Characteristics: Intensity 14.5 – Signal Characteristics: Shape 14.6 – Analyzing an IR Spectrum 14.7 – Using IR Spectroscopy to Distinguish between Two Compounds R = Exam 1
Week Six: Feb. 19 – Feb. 23 Topic Description	**Chapter 14: Infrared Spectroscopy and Mass Spectrometry** **Chapter 15: Nuclear Magnetic Resonance Spectroscopy**
	T = 14.8 to 14.16 14.8 – Introduction to Mass Spectrometry 14.9 – Analyzing the (M)+• Peak 14.10 – Analyzing the (M+1)+• Peak

	14.11 – Analyzing the (M+2)+• Peak 14.12 – Analyzing the Fragments 14.13 – High-Resolution Mass Spectrometry 14.14 – Gas Chromatography–Mass Spectrometry 14.15 – Mass Spectrometry of Large Biomolecules 14.16 – Hydrogen Deficiency Index: Degrees of Unsaturation <u>R = 15.1 to 15.6</u> 15.1 – Introduction to NMR Spectroscopy 15.2 – Acquiring a 1H NMR Spectrum 15.3 – Characteristics of a 1H NMR Spectrum 15.4 – Number of Signals 15.5 – Chemical Shift 15.6 – Integration
Week Seven: Feb. 26 – Mar. 1 Topic Description	**Chapter 15: Nuclear Magnetic Resonance Spectroscopy**
Readings: Chapter 15 and Chapter 16	T = 15.7 to 15.13 15.7 – Multiplicity 15.8 – Drawing the Expected 1H NMR Spectrum of a Compound 15.9 – Using 1H NMR Spectroscopy to Distinguish between Compounds 15.10 – Analyzing a 1H NMR Spectrum 15.11 – Acquiring a 13C NMR Spectrum 15.12 – Chemical Shifts in 13C NMR Spectroscopy 15.13 – DEPT 13C NMR Spectroscopy <u>R = 16.1 to 16.6</u> 16.1 – Classes of Dienes 16.2 – Conjugated Dienes 16.3 – Molecular Orbital Diagrams 16.4 – Electrophilic Addition 16.5 – Thermodynamic Control vs. Kinetic Control 16.6 – An Introduction to Pericyclic Reactions
Week Eight: Mar. 4 – Mar. 8 Topic **Description**	**Chapter 16: Conjugated Pi Systems and Pericyclic Reactions** **Exam 2 (Chapters 13 and 14)**
Readings: Chapter 15	<u>T = 16.7 to 16.13</u> 16.7 – Diels-Alder Reactions 16.8 – MO Descriptions of Cycloadditions 16.9 – Electrocyclic Reactions 16.10 – Sigmatropic Rearrangements 16.11 – UV-Vis Spectroscopy 16.12 – Color 16.13 – Chemistry of Vision

	R = Exam 2
Week Nine: Mar. 13 – Mar. 17 Topic **Description**	**Chapter 17: Aromatic Compounds**
Readings: Chapter 16	T = 17.1 to 17.8 17.1 – Introduction to Aromatic Compounds 17.2 – Nomenclature of Benzene Derivatives 17.3 – Structure of Benzene 17.4 – Stability of Benzene 17.5 – Aromatic Compounds Other Than Benzene 17.6 – Reactions at the Benzylic Position 17.7 – Reduction of Benzene and Its Derivatives 17.8 – Spectroscopy of Aromatic Compounds R = 16.7 to 16.13
Week Ten: Mar. 20 – Mar. 24 Topic **Description**	
Readings: Chapter 17	R = **Chapter 18:** 18.1 – 18.5 18.1 – Introduction to Electrophilic Aromatic Substitution 18.2 – Halogenation 18.3 – Sulfonation 18.4 – Nitration 18.5 – Friedel–Crafts Alkylation
Week Eleven: Mar. 27 – Mar. 31 Topic **Description**	**Chapter 18: Aromatic Substitution Reactions**
Readings: Chapter 18	T = 18.6 to 18.10 18.6 – Friedel–Crafts Acylation 18.7 – Activating Groups 18.8 – Deactivating Groups 18.9 – Halogens: The Exception 18.10 – Determining the Directing Effects of a Substituent R = 18.11 to 18.15 18.11 – Multiple Substituents 18.12 – Synthesis Strategies 18.13 – Nucleophilic Aromatic Substitution 18.14 – Elimination-Addition 18.15 – Identifying the Mechanism of an Aromatic Substitution Reaction

Week Twelve: Apr. 3 – Apr. 7 Topic **Description**	**Chapter 19: Aldehydes and Ketones**
Readings: Chapter 19	T = 19.1 to 19.3 19.1 – Introduction to Aldehydes and Ketones 19.2 – Nomenclature 19.3 – Preparing Aldehydes and Ketones: A Review **Exam 3 (Ch. 16 – Ch. 18)** R = 19.4 – 19.13 19.4 – Introduction to Nucleophilic Addition Reactions 19.5 – Oxygen Nucleophiles 19.6 – Nitrogen Nucleophiles 19.7 – Hydrolysis of Acetals, Imines, and Enamines 19.8 – Sulfur Nucleophiles 19.9 – Hydrogen Nucleophiles 19.10 – Carbon Nucleophiles 19.11 – Baeyer–Villiger Oxidation of Aldehydes and Ketones 19.12 – Synthesis Strategies 19.13 – Spectroscopic Analysis of Aldehydes and Ketones
Week Thirteen: Apr. 10 – Apr. 14 Topic **Description**	**Chapter 20: Carboxylic Acid Derivatives**
Readings: Chapter 20	T = 20.1 – 20.6 20.1 – Introduction to Carboxylic Acids 20.2 – Nomenclature of Carboxylic Acids 20.3 – Structure and Properties of Carboxylic Acids 20.4 – Preparation of Carboxylic Acids 20.5 – Reactions of Carboxylic Acids 20.6 – Introduction to Carboxylic Acid Derivatives R = 20.7 – 20.13 20.7 – Reactivity of Carboxylic Acid Derivatives 20.8 – Preparation and Reactions of Acid Chlorides 20.9 – Preparation and Reactions of Acid Anhydrides 20.10 – Preparation of Esters 20.11 – Reactions of Esters 20.12 – Preparation and Reactions of Amides 20.13 – Preparation and Reactions of Nitriles
Week Fourteen: Apr. 17 – Apr. 21 Topic **Description**	**Chapter 21: Alpha Carbon Chemistry; Enols and Enolates**
Readings: Chapter 21	T = 21.1 – 21.7 21.1 – Introduction to Alpha Carbon Chemistry: Enols and Enolates 21.2 – Alpha Halogenation of Enols and Enolates 21.3 – Aldol Reactions 21.4 – Claisen Condensations

	21.5 – Alkylation of the Alpha Position 21.6 – Conjugate Addition Reactions 21.7 – Synthesis Strategies R = 22.1 – 22.5
Week Fifteen: Apr. 24 – Apr. 28 Topic **Description** Readings: Chapter 22	**Chapter 22: Amines**
	<u>T = 22.1 – 22.6</u> 22.1 – Introduction to Amines 22.2 – Nomenclature of Amines 22.3 – Properties of Amines 22.4 – Preparation of Amines: A Review 22.5 – Preparation of Amines via Substitution Reactions 22.6 – Preparation of Amines via Reductive Amination <u>R = 22.6 – 22.13</u> 22.7 – Synthesis Strategies 22.8 – Acylation of Amines 22.9 – Hofmann Elimination 22.10 – Reactions of Amines with Nitrous Acid 22.11 – Reactions of Aryl Diazonium Ions 22.12 – Nitrogen Heterocycles 22.13 – Spectroscopy of Amines
Week Sixteen: May 1 – May 5 Topic **Description**	**Chapter 27: Synthetic Polymers** **Exam 4 (Ch. 19 – 22)**
Readings:	

Student Support and Success

John B. Coleman Library
The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: https://www.pvamu.edu/library/; Phone: 936-261-1500

Academic Advising Services
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

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

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

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

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/

Office of Testing Services
Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: https://www.pvamu.edu/disabilityservices/

Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit:
https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

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

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

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

University Rules and Procedures

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

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive

or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

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

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

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

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

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

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

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

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.

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

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

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

COVID-19 Campus Safety Measures

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

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

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

Disclaimer: As the instructor for this course, I reserve the right to make appropriate changes. All students enrolled will be notified of any changes to this course and syllabus.