



Concepts of Economic Analysis - ECON 5300 Z01
SPRING 2024

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Section and CRN:	Section Z01 and CRN: 23125
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Office Hours:	<p>9:30 a.m. -11:00a.m. and 12:30 p.m. -2:00p.m. In person office hours on Tue. & Thurs. 11a.m. – 1p.m. Virtual hours on Wednesdays.</p> <p>- To schedule virtual office hours on Zoom, please send me an e-mail giving me appropriate time (12hrs ahead) to respond and arrange a time to meet with you. - Your PVAMU e-mail account is the official medium of communication.</p> <p>Office Zoom Meeting: https://pvpanther.zoom.us/j/94903683577?pwd=dTJTVHJ0bTN3YmhoUXlMZWU1jZlJVdz09 Meeting ID: 949 0368 3577 Passcode: 277681</p>
Mode of Instruction:	On-Line (Hybrid/Blended)- Asynchronous
Course Location:	On-Line _ Notes and Recorded lectures will be posted in the modules
Class Days & Times:	On-Line
Catalog Description:	<p>This course is designed to provide an introduction to the concepts of economic analysis. Analysis of supply and demand, production and cost functions, price and output determination under different market conditions, and resource pricing. Means of national income and output determination, and issues related to unemployment, inflation, business cycles, monetary and fiscal policies, economic development and growth, and the global linkage of national economies.</p> <p>It will enhance many of the learning objectives of the economics including: critical thinking, problem solving, quantitative skills, communication, research and technology skills</p>
Prerequisites:	Must be enrolled in one of the following levels: Doctorate, Graduate, or Post Baccalaureate
Co-requisites:	None
Required Texts: <i>Textbook:</i>	<p><i>Principles of Economics (2e) from OpenStax, ISBN 978-1-947172-37-1.</i> <i>Download Textbook Hi Resolution PDF, Kindle Version, iBooks Version</i></p> <p>It is imperative that you download the text as soon as possible. You will be expected to read the material in the text before the material is presented in class. Furthermore, a percentage of the exam questions you will encounter may come from assigned reading in the text that will NOT be presented in class.</p>
Recommended Texts:	NA
Student Learning Outcomes:	<p>The goal of this course is to expose the student to various critical, ethical, global, political, social, legal/regulatory, environmental, technological, etc. which should enable the student to understand the important contemporary microeconomic policy</p>

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	<p>Think creatively and innovatively evaluate and synthesize information:</p> <ul style="list-style-type: none"> - Recognize the scope and nature of economics, and understand the difference between micro and macroeconomics. - Understand and apply the scope and nature of economics, and other key issues, such as the significance of globalization, monopolistic competition, monopoly and oligopoly - Understand and apply the fundamentals of demand and supply and the dynamics of market equilibrium and compute various measures of price elasticity - Demonstrate the ability to measure national income and understand its limitations. 	Mastery of Content, Communication	CT, PR
2	<p>Communicate effectively by interpreting and expressing ideas through written and visual communication:</p> <ul style="list-style-type: none"> - Understand the role of government within the economy. - Distinguish between various types of business structures. - Define, measure, and apply the cost of living indices. 	Communication	COM, EQS
3	<p>Improve empirical and quantitative skills:</p> <ul style="list-style-type: none"> - understand the factors that contribute to the production and economic growth. - Identify basic issues about savings and investment and their significance to the national economy. - Compute production and cost concepts (marginal product, average cost, etc.) - Understand different types of unemployment and their underlying factors. 	Mastery of Content, Communication	CT, EQS
4	<p>Understand social responsibilities:</p> <ul style="list-style-type: none"> - Social cost of pollution and other “bads.” - Understand and apply the basics of the monetary system and problems and issues associated with inflation. - Understand and apply business cycles, aggregate demand and supply, and how they determine national output - Understand and apply the means by which public policies affect national output through aggregate demand and supply. 	Global Perspective - Ethics	- PR

Major Course Requirements
<p><i>This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes :</i></p> <p>All the assignments come with deadlines.</p> <p>Exams – Written tests designed to measure knowledge of presented course material (Non- collaborative) Exams will focus on practical applications of concepts discussed in class.</p> <p>Homework/Media Analysis – written assignments designed to reinforce theories developed in class (Some may be team work).</p> <p>Late Homework Will Not be Accepted.</p> <p>Quizzes - Will be taken after each chapter to reinforce key concepts of the chapter</p> <p>Exercises – written assignments designed to supplement and reinforce course material</p> <p>Class Participation – daily attendance and productive participation in class discussions is encouraged</p>

Method of Determining Final Course Grade: Grading Matrix

	Course Grade Requirement	Value	Total
1	Quizzes	200 points	20%
2	Homework Assignments	100 Points	5%
3	Exam 1	100 points	15%
4	Exam 2	100 points	15%
5	Exam 3	100 points	15%
6	Discussions	100 points	15%
7	Final Exam	100 points	15%
	Total:		

****Please expect a quiz after each chapter**

Grading Criteria and Conversion:

Grade	Value	
	Points	Percentages (%)
A	810 – 900 points	90% - 100%
B	720 – 809 points	80% - 89%
C	630 – 719 points	70% - 79%
D	540 – 629 points	60% - 69%
F	450 points or below	0 – 59%

NOTE: (No Exception)

- **Assignments will be open until the total point for the assignment runs out to zero**
- **5 points will be lost for each day on quizzes and other assignments on-line until the points run out**
- **10 points will be lost for exams until the points run out.**
- **For in-class assignments, zero grade will be assigned unless there is a genuine reason that can be documented.**
- **For assignments missed because of other jobs, the concept of opportunity cost will be used to assign a zero grade.**

Detailed Description of Major Assignments:

Exams

There will be four exams, as shown in the tentative schedule above. A grade of zero will be given for a missed exam. Makeup exams are possible in urgent, exceptional, and documented circumstances. Any student who does not take an examination must obtain the instructor's permission to take a makeup test. A student who does not secure approval will receive a zero for the examination missed. Makeup exams must be taken as soon as possible following the original exam date and cannot be taken after one week following the original exam date. You will need a reliable computer, a webcam, and a reliable internet.

Participation

Class participation consists of all activities associated with online active learning, such as students being involved in class discussions and summaries. Students must regularly check into the class discussion channels to take advantage of all Participation activities. Students are required to respond to discussion questions thoughtfully.

The general criteria for posts are:

1. All discussion comments must be relevant and thoughtful. Superfluous commentary will result in zero points towards the discussion grade.
2. The grading rubrics for discussion can be found below.

It is strongly recommended that students type their discussion postings in Word before posting to the discussion board. This way, grammatical errors can be minimized by the use of Word's spell-check feature. The grammatical accuracy of your posts is important. Once the posts have been typed and corrected in Word, it can be pasted to the discussion board.

Homework assignments

Homework assignments are helpful reviews for the exams. **All the assignments come with deadlines.** Missing the deadline for a problem set for any reason will result in a grade of zero for that problem set.

Academic Dishonesty Warning: Students who are caught providing exam answers to another student, or looking at another student's exam, or copying answers from another person on an exam, or discussing an exam with another person (except for me) during the exam period, or receiving aid on the exam from any other person during the exam period, will be given an F grade for the semester and reported to the Management & Marketing Department Head for further actions.

Course Procedures

All exams will be given during the scheduled class sessions/times. Exams will consist of both multiple-choice and essay questions. **All known conflicts should therefore be drawn to my attention immediately. Failure to take any exam at the scheduled time may result in a score of zero for that exam. If you have an approved (university accepted) excuse, your final exam score may replace the missed exam score. If you miss an exam and fail to present your excuse the very next time you attend class, your excuse will not be accepted and you will receive a zero.**

Regardless of attendance, it is ultimately your responsibility to be aware of all announcements made in class on posted on canvas and materials discussed in class. You are responsible for the materials posted.

If there should be extra-credit assignments during the course of the semester, they must be turned in at the beginning of class on the day they are due. If you are absent, you **cannot** make up extra-credit assignments. Turning in extra-credit assignments early is always acceptable.

Your final class grade is your FINAL grade. I do not curve your final class grade. If your final class grade is 79.4%, you will receive a C for the semester. Do not waste your time or mine by asking me what you can do to make a better grade at the end of the term. I do not assign extra credit to individual students. However, if you suspect that I have made a clerical error in calculating and/or recording your final grade, please feel free to bring this to my attention as soon as possible and I will gladly recalculate your grade.

• Grading is usually a major area of concern for students. I am here to help you learn economics. Remember, I love economics and want to share that passion with you. I get no satisfaction from trying to fail students or lower their GPAs. However, that does not mean I accept **mediocre work or reward irresponsibility**. If you are having trouble, **do not wait until near the end of the semester to let me know!** At that point, there is little either of us can do to rescue your grade (I will not assign extra credit). Call, email, drop by my office, do something to let me help you as soon as possible!!

*****Please make a sincere effort to uphold the dignity of the classroom discussions, the College, and the University**

Semester Calendar: Weekly Course Calendar and Learning Objectives (subject to change)

Modules	Topics	Readings	Assignments Due or Special activities	Dates
Module 1	Chapter 1: Welcome to Economics	Chapters 1 & 2 from the book	Disc 1 & 2; and Quiz	January 22, 2024
	Chapter 2: Choice in a World of Scarcity	Lecture notes		
Module 2	Chapter 3: Demand and Supply	Chapters 3 & 4 from the book	Disc 3 & 4, (Jan 29), summary, HW1, Exam 1	Feb. 5, 2024
	Chapter 4: Labor and Financial Markets	Lecture notes		
Module 3	Chapter 5: Elasticity	Chapters 5 & 6 from the book	Disc 5 & 6, and HW2(Feb. 19) and Quiz 2 (Feb 12)	Feb. 12, & Feb. 19, 2024 Exam 2
	Chapter 6: Consumer Choice	Lecture notes		
Module 4	Chapter 7: Production, Costs, and Industry Structure	Chapters 7, 8, 9, and 10 from the book	Disc 7 & 8, Quiz 4&5, and Exam 2 (Over all the chapters)	Feb. 19, 2024 Exam 2
	Chapter 8: Perfect Competition & Monopoly	Lecture notes (+ Chapter 11, 12, 13)		
Module 5	Chapter 19, 20, 21 & 22: The Macroeconomic Perspective (e.g., Economic growth, unemployment,	Chapter 19-22 from the book	Disc 9 & 10, Quiz (Feb 23)	Feb. 23, 2024
		Lecture notes		
Module 6	International Economics	Chapters 23 & 24 from the book	Disc 11 & 12 (Mar1), and Quiz 7 (Mar. 2)	Mar 1, 2024 Exam 3
Module 7	Money and Banking	Chapters 27	Disc 13 & 14 (Mar 3)	Mar. 03, 2024
Final Exam				Tuesday, Mar. 05, 2024 Final Exam

Missed final exam: A student who misses the final exam will receive a zero score, except in extremely rare cases of documented dire personal need, in which case the student may qualify to receive an “incomplete” grade for the semester.

What if I have another University-sanctioned event the day of the exam?

You must notify me via email at least two weeks before the exam. I may ask for documentation. A conflict exam will be offered. A fraternity or sorority event is not considered an official University event.

What if I have some other event the day of the exam, like concert tickets, a plane ticket or a Greek event?

Take a different instructor this semester or take this class another semester. You WILL NOT be allowed to take the exam at another time.

What if I become ill or an emergency occurs the day of the exam?

Notify me as soon as possible, with official documentation. The exam will be waived and the weight will be added to the final.

What if I accidentally or on purpose miss the exam?

You will get a 0 on the exam and this score cannot be replaced by a high grade on the final.

Self-Discipline: It is important to adhere to the course schedule and not fall behind on reading or practice problems. You should devote 6-12 hours per week on this course, attending class, reading the assigned textbook chapters/handouts, doing practice problems, doing unassigned problems from the textbook for your own use, doing practice exams, and taking exams. If you fail to devote 6-12 hours per week on these things then you should not be surprised to receive a D or an F for your semester grade.

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](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.