

## EDBA 7326 – N01, Business Analytics and Supply Chain Spring 2024

### General Course Information

Information Item	Information
<b>Instructor:</b>	Jaeyoung Cho
<b>Section # and CRN:</b>	EDBA 7326 N01, CRN 24560
<b>Office Location:</b>	Agri and Business bldg., #344
<b>Office Phone:</b>	512-222-9479 (text only)
<b>Email Address:</b>	<a href="mailto:jacho@pvamu.edu">jacho@pvamu.edu</a>
<b>Office Hours:</b>	Saturday 08:00 am – 1:00 pm, or by appointment
<b>Mode of Instruction:</b>	Face-to-Face
<b>Course Location:</b>	Northwest Houston Center 205
<b>Class Days &amp; Times:</b>	Friday 1 pm – 5:50 pm
<b>Catalog Description:</b>	This course offers an in-depth exploration of business analytics, emphasizing the role of decision-making processes and models in effective supply chain management. The curriculum encompasses topics such as data analytics 101, AI-assisted analytics, data visualization, and optimization modeling and algorithms. Through this comprehensive study, students will be equipped to pinpoint opportunities where business analytics can drive improvements in supply chain performance.
<b>Required Text(s):</b>	None
<b>Recommended Text(s):</b>	<ol style="list-style-type: none"> <li>1. Winston, Wayne L. <i>Operations research: applications and algorithms</i>. Cengage Learning, 2022.</li> <li>2. Rosenthal, Richard E. "A gams tutorial." <i>GAMS-A User's Guide 5</i> (2007): 26.</li> <li>3. Sanders, N. R. (2014). <i>Big data driven supply chain management: A framework for implementing analytics and turning information into intelligence</i>. Pearson Education. (ISBN-13: 978-0133801286)</li> <li>4. <i>Principles of Supply Chain Management: A Balanced Approach 2e</i> Wisner, J.D., Tan, Keah-Choon, and Leong, G.K. (ISBN: 978-0-324-65791-3)</li> </ol>

### Learning Outcomes

Upon completion of this course, students will have the ability to:

- Demonstrate a comprehensive understanding of data-driven supply chain management
- Apply strategies to enhance supply chain visibility and effectively utilize large amounts of data
- Utilize analytical skills to evaluate, identify and propose solutions for complex problems
- Effectively communicate analytical solutions to diverse audiences, such as organizational leadership, customers, stakeholders, and others, using clear and understandable language.

### Course Grading Requirements

#### Method of Determining Final Course Grade

Through active and consistent participation in this course, students are expected to:

- Obtain a deeper understanding on data-driven supply chain management
- Explore how to improve supply chain visibility and leverage large amounts of data
- Investigate big data analysis techniques to cope with supply chain risks
- Enable to describe, diagnose, forecast, and prescribe problems from simple phenomena to very complex and special situations, using Big Data

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes.

- Quizzes (3 times): 15% (5% each)
- Final exam: 10%
- Class Participation (attendance and engagement in discussions): 10%
- Research Proposal Presentation (Residency #2): 10%
- Research Progress Presentation (two times, Residency #3, #4): 20% (10% each)
- Project Report (Mathematical Optimization Model, GAMS Code, Residency #5): 15%
- Research Presentation (Residency #5): 20%

### **Grading**

A: 90% +  
B: 80-89 %  
C: 70-79 %  
D: 60-69%

### **Detailed Description of Major Assignments:**

**Quizzes (3 times):** Students are required to take a total of 3 quizzes. Each quiz consists of multiple-choice, short-answer, true/false questions.

**Final Exam:** At the end of the semester, students will be required to complete a final exam consisting of 20 multiple choice, short answer, and true/false questions, as well as one mathematical formulation question and one GAMS coding question.

**Class Participation (attendance and engagement in discussion):** Attendance and active engagement in class discussion is mandatory for this 100% face-to-face class. In case of unavoidable absence, the instructor must be notified and appropriate action taken.

**Research Proposal Presentation:** Students are required to select and report their individual research project topics to the instructor for approval. The presentation should include the approved research project topic, sample GAMS models to be referenced, and expected conclusions.

**Research Progress Presentation (two times):** Students are required to present their research progress a total of two times. The presentations should include the degree of progress made, problems encountered, and future tasks to be performed. The presentations should also provide an opportunity for peers and the instructor to provide feedback and advice.

**Project Report (Mathematical Optimization Model, GAMS Code):** Upon completion of the research, students must submit a report to the instructor. The report should include the mathematical optimization model and GAMS code used in the research, along with adequate explanations for each.

**Research Presentation:** Upon completion of the research, students are required to make a final research presentation, which should include an overview of the research project, an explanation of the developed mathematical optimization model, an introduction to the GAMS code, and future research directions."

**Communication:** The only way to communicate with me is through email. All emails will receive a response from the instructor, most likely within 24 hours, and definitely within 48 hours. Emails should be sent to the instructor by PVAMU email ([jacho@pvamu.edu](mailto:jacho@pvamu.edu)).

### **Class Schedule**

*\*The instructor may update/change the syllabus and class schedule*

## [MODULE 1]

### Task 1: Familiarize with Mathematical Optimization Concepts

- Read an introductory textbook on mathematical optimization and familiarize with the basic concepts, such as linear programming, nonlinear programming, and mixed-integer programming.

### Task 2: Choose a Supply Chain Problem and Formulate it Mathematically

- Research different supply chain problems and select one that you find interesting.
- Read literature on the selected problem to gain a deeper understanding of it.
- Formulate the selected problem mathematically using optimization concepts learned in task 1.

### Task 3: Learn GAMS and Implement Your Formulation

- Read the GAMS User's Guide and start coding your formulation from task 2 in GAMS.
- Practice running different optimization algorithms and compare the results.
- Prepare a research proposal presentation, including the problem statement, mathematical formulation, and GAMS implementation.

## [Residency #1, 1/19]

- (1hr) Ice-breaking / Course Overview
- (1.5hr) Introduction to Business Analytics and Supply Chain Management, AI-assisted Analytics
- (2hr) Prescriptive Analytics: Mathematical Optimization a. Basics of Mathematical Optimization b. Basics of GAMS modeling c. GAMS installation d. Structure of optimization model: transportation problem (see chapter 2: [https://www.un.org/en/development/desa/policy/mdg\\_workshops/training\\_material/gams\\_users\\_guide.pdf](https://www.un.org/en/development/desa/policy/mdg_workshops/training_material/gams_users_guide.pdf)) e. Transportation problem in GAMS ([https://www.gams.com/latest/gamslib\\_ml/libhtml/gamslib\\_trnsport.html](https://www.gams.com/latest/gamslib_ml/libhtml/gamslib_trnsport.html)) f. Two cases: Liquefied Natural Gas Production-Inventory-Ship Routing Problem, Drone-aided Healthcare Service Delivery Problem
- (0.5hr) Explanation about a research project a. Choosing a GAMS code from the website (needs approval from the instructor): [https://www.gams.com/latest/gamslib\\_ml/libhtml/](https://www.gams.com/latest/gamslib_ml/libhtml/) b. Show mathematical models with notations c. Goal is to make a revised GAMS code to solve your problem related to your problem

## [MODULE 2]

### Task 1: Study Reference Models

- Visit the website [https://www.gams.com/latest/gamslib\\_ml/libhtml/](https://www.gams.com/latest/gamslib_ml/libhtml/) and study reference models relevant to your research problem.
- Read research papers related to the reference models to gain a deeper understanding of how they were used to solve similar problems.
- Some examples of relevant journals in mathematical optimization are:
  - Management Science
  - Operations Research
  - Journal of Operations Management
  - Production and Operations Management
  - European Journal of Operational Research
- Read and critically evaluate papers from these journals to gain a deeper understanding of the state of the art in mathematical optimization in your chosen research area.

### Task 2: Formulate Your Research Problem as a Mathematical Optimization Model

- Use the knowledge gained from task 1 to formulate your research problem as a mathematical optimization model.
- Choose appropriate optimization algorithms and parameters to solve the model.

### **Task 3: Implement and Test Your Model**

- Use GAMS software to implement and test your optimization model.
- Compare the results of your model with the reference models and analyze the differences.
- Prepare a research progress presentation, including the problem definition, mathematical formulation, implementation and results.

### **[Residency #2, 2/16]**

- (0.5hr) Review of Residency #1
- (0.5hr) Quiz #1 - Multiple-Choice and True/False, Short-Answer questions
- (0.5hr) Case: Port of Houston Port Call Scheduling
- (1hr) Simple Warehouse Problem in GAMS  
([https://www.gams.com/latest/gamslib\\_ml/libhtml/gamslib\\_warehouse.html](https://www.gams.com/latest/gamslib_ml/libhtml/gamslib_warehouse.html))
- (1.5hr) Elementary Production and Inventory in GAMS  
([https://www.gams.com/latest/gamslib\\_ml/libhtml/gamslib\\_robert.html](https://www.gams.com/latest/gamslib_ml/libhtml/gamslib_robert.html))
- (1hr) Research Proposal Presentation. Discussion and Q&A on Research Project

### **[MODULE 3]**

#### **Task 1: Refine Your Mathematical Model**

- Based on the results obtained in the previous tasks, refine your mathematical model to better address your research problem.
- Consider alternative optimization algorithms and parameters to improve the performance of your model.

#### **Task 2: Implement Your Refined Model**

- Use GAMS software to implement your refined mathematical model.
- Run simulations and evaluate the results to ensure that the refined model is working as expected.

#### **Task 3: Analyze Results and Prepare Progress Report**

- Analyze the results of your refined model and compare them with the reference models and previous results.
- Prepare a progress report that includes a summary of your research problem, mathematical model, implementation, results and conclusion.
- Identify potential future directions for your research and how you plan to continue developing your mathematical model.
- Consider preparing a visual representation of your results for your progress report, such as graphs, plots or tables.

### **[Residency #3, 3/8]**

- (0.5hr) Review of Residency #2
- (1.5hr) Forecasting, practice with MS Excel
- (0.5hr) Quiz #2 - Multiple-Choice and True/False, Short-Answer questions

- (0.5hr) Case: Multi-UAV assisted Infrastructure Management
- (1hr) Production Mix Problem in GAMS  
([https://www.gams.com/latest/gamslib\\_ml/libhtml/gamslib\\_prodmix.html](https://www.gams.com/latest/gamslib_ml/libhtml/gamslib_prodmix.html))
- (1hr) Research Progress Presentation

## [MODULE 4]

### Task 1: Study Business Analytics in Quality Management

- Investigate the various business analytics techniques that are applicable to quality management in supply chain problems, including statistical process control chart.
- Study the concepts and theories behind statistical process control chart, including how to interpret and use control charts.
- Practice using Microsoft Excel to create and analyze control charts for various supply chain problems.
- Investigate the limitations and strengths of different statistical process control chart techniques.
- Familiarize yourself with reference models that are available from the website:  
[https://www.gams.com/latest/gamslib\\_ml/libhtml/](https://www.gams.com/latest/gamslib_ml/libhtml/).

### Task 2: Develop/Revise Mathematical Optimization Model and GAMS Code

- Write GAMS code to implement the mathematical optimization model that was developed/revised.
- Ensure that the GAMS code is well-documented, efficient, and easy to understand.
- Validate the GAMS code by running simulations and comparing the results with the reference models and previous results.
- Familiarize yourself with the GAMS software, including the various features and functionalities that are relevant to your research project.

## [Residency #4, 4/19]

- (0.5hr) Review of Residency #3
- (1.5hr) Quality Management – Statistical Process Control Chart, Practice with MS Excel
- (0.5hr) Quiz #3 - Multiple-Choice and True/False, Short-Answer questions
- (1hr) Case study: TBD
- (1hr) Research Progress Presentation
- (0.5hr) Instruction on Research Presentation, Q&A

## [MODULE 5]

### Task 1: Finalize Your GAMS Code and Validate Your Model

- Based on the results obtained in the previous tasks, finalize your GAMS code.
- Ensure that the code is well-documented, efficient, and easy to understand.
- Run a comprehensive set of simulations to validate your mathematical model and GAMS code.
- Compare the results of your model with the reference models and previous results to confirm that it is working as expected.

### Task 2: Review for Final Exam

- Review the course material, including the topics related to mathematical optimization and GAMS code.
- Familiarize yourself with the exam format and the types of questions that may be asked.

- Practice solving problems related to mathematical optimization and GAMS code.

### **Task 3: Prepare for Final Presentation and Final Exam**

- Prepare a final presentation that summarizes the research problem, mathematical model, implementation, results, and conclusion.
- Highlight the key contributions of your research and the impact of your results.
- Consider including visual representations of your results to help communicate your findings.
- Rehearse your presentation to ensure that you are confident and comfortable presenting your work.
- Review the key concepts and results of your research project to prepare for the final exam.
- Develop a study plan to ensure that you are well-prepared for both the final presentation and final exam.

### **[Residency #5, 5/3]**

- (2 hr) Final Exam: Multiple-Choice and True/False questions (20), mathematical formulation (1), and GAMS coding (1) question
- (2hr) Research Presentation: Students will present their research on a topic determined in Residency #1. They will also submit a report including: (a) The title of the research project, (b) Mathematical Notations used, (c) Mathematical Optimization Model, and (d) GAMS code (gms file)
- (1hr) Summary and Wrap-up of the course.

## **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: [pv tutoring@pvamu.edu](mailto:pv tutoring@pvamu.edu); Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

### **Writing Center**

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register

for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

### **Academic Early Alert**

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

### **Student Counseling Services**

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

**COVID-19 Campus Safety Measures** [NOTE: Delete this section when the COVID-19 pandemic is over]

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](mailto:studentconduct@pvamu.edu).