



**ELEG 1102 P01  
INTRODUCTION TO ELECTRICAL AND COMPUTER ENGINEERING LAB  
Spring 2024**

**Course Information**

**Description**

**Instructor:** Dr. Samir Abood  
**Section # and CRN:** ELEG 1102 Sections P01  
**Office Location:** New Electrical Engineering Building (NENGR BLDG), Room #351  
**Office Phone:**  
**Email Address:** [siabood@pvamu.edu](mailto:siabood@pvamu.edu)  
**Office Hours:** W, Thursdays, and Fridays: 1:00 pm – 2:00 pm  
**Mode of Instruction:** In-Person face-to-face  
**Course Location:** New Electrical Engineering Building Room #119  
**Class Days & Times:** Wednesday 3:00 pm – 4:50 pm  
**Catalog Description:** ELEG 1102. Introduction to Electrical and Computer Engineering Lab. (0-2) Credit 1 semester hours. An introduction to electrical and computer engineering practice, including identifying electronic components, operating electronic tests, and measurement instruments. Laboratory exercises include signal generators, passive components, and electronic circuits involving diodes, operational amplifiers, and sensors.

**Prerequisites:** None  
**Co-requisites:** None  
**Required Text(s):** Prof. Robert Bowman, "Electrical Engineering Practicum: Exploring the World of Electronics," Online edition. Please purchase the electronic version of the book at <http://www.trunity.net>  
**Recommended Text(s):** Textbooks, handouts, and electric circuit books are in the library.

Course Learning Objectives:

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Student Learning Outcome # Alignment</b>	<b>Core Curriculum Objective Alignment</b>
<b>1</b>	Use the Personal Test Lab instruments (PTL);		
<b>2</b>	Understand power supplies and electrical power.		
<b>3</b>	Recognize and generate different types of DC and time-varying waveforms.		
<b>4</b>	understand series and parallel circuits, resistors, and Ohm's Law.		
<b>5</b>	Understand simple diode properties, including rectification.		
<b>6</b>	Understand time constants and capacitor circuit elements;		
<b>7</b>	Understand resonance and inductor circuit elements.		
<b>8</b>	Build basic electronic circuits and experiment with them.		
<b>9</b>	Understand the operation of an electronic system.		
<b>10</b>	Write laboratory reports.		

## ABET Course Outcomes/Objectives

- d. ability to function in multi-disciplinary teams.
- f. ability to understand professional and ethical responsibility.
- k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

## Major Course Requirements

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

**Quizzes**– written tests designed to measure knowledge of presented course material

**In-class assignments** - assignments from text designed to supplement and reinforce course material

**Lab reports** – assignments from text designed to supplement and reinforce course material

**Exams** – written exams designed to assess the student's understanding of the course's subject matter.

## Method of Determining Final Course Grade

Item	Course Grade Requirement	Value	Total
1)	Laboratory Work and Reports; Building Circuits with Multisim	100	20
2)	Attendance & Participation	100	10
3)	Quiz (at least two quizzes)	100	5
4)	Mid-term Exam #1	100	20
5)	Exams 1 and 2	100	15
6)	Final Exam	100	30
<b>Total:</b>		<b>600</b>	<b>100</b>

## Grading Criteria and Conversion:

RANGE	LETTER GRADE
88% to 100 %	A
75 % to 87 %	B
62 % to 74 %	C
50% to 61%	D
0 % to 49 %	F

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

## Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Resistor and DC circuit, Report	Resistor color code and DC closed circuits, calculation of current in DC circuit.
2. Application of Resistors, Report	Resistor series and parallel circuits calculation of equivalent values
3. Power supplies and signal generator, Report	Ohms' law and calculation
4. Capacitor and time constants, Report	Capacitor charging and discharging time constant, applications

5. Diodes and applications, Report	Half and full-wave rectification
6. Microphones and speakers, Report	Principle of operation, construction, and application
7. Accelerators and sensors, Report	Circuit application
8. Thermistors and Thermocouples, Report	Instrumentation

## Course Procedures or Additional Instructor Policies

### Course Procedures

#### Submission of Assignments:

Lab reports should be submitted by the due date. The lab reports should be submitted to the instructor before the beginning of the class, one week after the scheduled lab date. Late reports will not be accepted. Only one laboratory report from your team will be accepted and graded.

#### Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, use the "save as" tool and save the document in either Microsoft Word, Rich-Text, or plain text format.

#### Exam Policy

Exams should be taken as scheduled in the course syllabus unless postponed by the instructor. No makeup examinations will be allowed.

#### 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 proves that course objectives are met. If applicable, your department will provide more information during the semester, but for general information, you can visit Taskstream via the link in eCourses.

[NOTE: If there are any special instructions relating to assignment submissions, formatting, or other course policies, they should be included here. Include individual policies on tardiness, cell phones, and other class disruptions. If you have additional classroom rules that do not fit on a single page, consider posting them in eCourses instead.]

## Semester Calendar

### Week One:

### Resistor and DC circuit, resistor color code

#### Topic Description

Resistor and DC circuit, resistor color code, tolerance, maximum and minimum value. Students to download MultiSim software.

Multisim:

Online Apps:

#### I. Multisim - <https://www.multisim.com/>

#### Students must Create an Account

#### Steps

1. Click on Signup
2. Fill out the form
  - a. Select the Role as a student
  - b. The company is Prairie View A&M University
  - c. Username: ( *Your email address*)
3. Click on Create account

4. Confirm the Email

5. Login

Create your 1<sup>st</sup> Circuit

Assignment (s): The assignment will be announced

**Week Two: Series and parallel circuit**

**Topic Description** Application of Resistors; Series and parallel circuit calculations. Report required

Assignment (s): The assignment will be announced.

**Week Three: Series and parallel circuit (cont.)**

**Topic Description** Continued; Application of Resistors, Series, and parallel circuit applications  
Draw series and parallel DC resistor circuits Using Multi-Sim software.  
Report required.

Assignment (s): The assignment will be announced

**Week Four: Power supplies and signal generators**

**Topic Description** Power supplies and signal generators, DC power supply, AC power supply, and pulse generator  
Circuit applications, locate and draw DC AC power supply and pulse generator, using Multi-Sim.

Assignment (s): The assignment will be announced.

**Week Five: Exam 1**

**Topic Description** **Exam 1:** Resistor color code, calculations for series, and parallel applications of resistors.  
Current and voltage calculations

Assignment (s): The assignment will be announced.

**Week Six: Capacitor Charging and discharging circuits**

**Topic Description** Capacitor Charging and discharging circuits. Time constant. Use Multi-Sim to draw an R-C circuit for charging and discharging the capacitor. You may use a pulse waveform of 1 kHz instead of a DC power supply.

Assignment (s): The assignment will be announced.

**Week Seven: Capacitor Charging and discharging circuits (cont.)**

**Topic Description** Continued from week six. Report is required

Assignment (s): The assignment will be announced.

**Week Eight: Half and full-wave rectification**

**Topic Description** Diodes: Half and full-wave rectification. Use 1 KOhm resistor and 60 Hz. Ac signal ( ac = alternating current)

Assignment (s): The assignment will be announced.

**Week Nine: Half and full-wave rectification (cont.)**

Topic Description Continue from Week Eight. A report is required.

Assignment (s): The assignment will be announced.

**Week Ten: Exam 2**

Topic Description Capacitor Charging and discharging circuits, Half and full-wave rectification.

Assignment (s): The assignment will be announced.

**Week Eleven: Microphone and Speaker**

Topic Description Microphone and Speaker, Concept, circuit diagram, and applications

Assignment (s): The assignment will be announced.

**Week Twelve: Accelerometer application as a control component**

Topic Description Accelerometer concept and application as a control component

Assignment (s): The assignment will be announced.

**Week Thirteen: Thermistors and Thermocouples as sensors**

Topic Description Thermistors and Thermocouples as sensors, concepts, and applications.

Assignment (s): The assignment will be announced.

**Week Fourteen: Economics of Power Plants**

Topic Description Inductive circuit simulation. Use inductance  $(L) = 1 \text{ mH}$ ,  $R = 1 \text{ k}\Omega$

Assignment (s): The assignment will be announced.

**Week Fifteen: Project presentation and review.**

**Week Sixteen: Final Exam**

## Student Support and Success

### John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, foster intellectual curiosity, and 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 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](mailto: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 writing tasks, from understanding assignments to 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 can access face-to-face and virtual tutoring services via email or 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 a problem that negatively affects their academic performance or ability to continue school may self-refer to 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 State of Texas licenses the staff and assists students with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and by Texas State Law. Location: Hobart Taylor, 2<sup>nd</sup> floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

### Office of Testing Services

The Office of Testing Services facilitates and protects 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 makeup exams. 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 before the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto: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. This legislation requires that all students with disabilities be guaranteed a learning environment that reasonably accommodates their disabilities. If you believe you have a disability requiring accommodation, contact the Office of Disability Services. As a federally mandated educational support unit, the Office of Disability Services is 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, a 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 traditionally. 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](mailto: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 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's website for information regarding the services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

## University Rules and Procedures

### Academic Misconduct

Academic dishonesty is 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 about a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this and all other courses. Ensure you are familiar with the *University Administrative Guidelines on Academic Integrity* 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 violates criminal law may 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 another has partially or wholly done 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 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, 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 violates the [University's Administrative Guidelines on Academic Integrity](#) and 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 university community member violating the University's sexual harassment policy will be subject to disciplinary action. By 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 free from sexual misconduct, discrimination, and 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](mailto:titleixteam@pvamu.edu). More information can be found on the [Title XI Website](#), including confidential resources available on campus.

## Protections and Accommodations for Pregnant and Parenting Students

The US Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972, among other statutes. 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, based on 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](mailto: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 based on 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 free of bias, discrimination, and harassment. If you experience 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, some individuals 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 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](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto: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 versions 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. Currently, only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are incompatible. Most other applications will work with Android or Apple tablets and smartphones.

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

- Sending and receiving email
- 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 with 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 the 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 and 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 not speaking, and avoid eating/drinking during the session. Before the class session, test audio, video, and lighting to alleviate technology issues.

#### Technical Support

Students should go to the [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](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 course's readings, lectures, materials, and other aspects 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.

**Students are strongly suggested to** 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

According to the latest guidelines from 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.
- Students will no longer require mandatory self-reporting. Students will be responsible for communicating with their professors regarding COVID-19, 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 [timely care](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll at TimelyCare at the semester's beginning at [timelycare.com/pvamu](https://timelycare.com/pvamu).
- Students can access COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.