

**ELEG 2315-CRN 23191-P01-INTRODUCTION TO ELECTRICAL ENGINEERING – SPRING 2024**

**General Course Information**

<b>Information Item</b>	<b>Information</b>
<b>Instructor:</b>	A. Anil Kumar, Ph.D., Professor
<b>Section # and CRN:</b>	P01, CRN 23191
<b>Office Location:</b>	Room 316, New Electrical Engineering Building
<b>Office Phone:</b>	936-261-9909
<b>Email Address:</b>	aakumar@pvamu.edu
<b>Student Support Hours:</b>	Mondays: 1:00 PM – 2:00 PM Wednesdays: 2:00 PM – 4:00 PM. Tuesdays and Thursdays: 11:30 PM – 2:00 PM I can also set up special Zoom sessions in the evening, upon request.
<b>Mode of Instruction:</b>	Face-to-Face, Classroom Setting
<b>Course Location:</b>	Lectures: NENR 115 Recitations: NENR 221
<b>Class Days &amp; Times:</b>	Lectures: Tuesdays and Thursdays, 9:30 AM – 10:50 AM Recitations: Fridays, 9:00 AM – 9:50 AM. Via Zoom
<b>Catalog Description:</b>	ELEG 2315. Introduction to Electrical Engineering (3-0) Credit 3 semester hours. Introductory course for non-majors. Basic circuit theory, analysis of DC circuits; transient analysis of RLC circuits; steady state analysis; transformers; dc machines and induction motors; diode circuits; operational amplifiers; numbering systems, logic gates and combinational circuits.
<b>Prerequisites:</b>	<a href="#">MATH 2320</a> Minimum Grade of C and <a href="#">PHYS 2326</a> Minimum Grade of C
<b>Co-requisites:</b>	None
<b>Required Text(s):</b>	Fundamentals of Electrical Engineering, by Giorgio Rizzoni, 2 <sup>nd</sup> Edition, McGraw-Hill (2022) ISBN 9780073380568. First edition is OK as well.
<b>Supplementary Material:</b>	1. Handouts 2. University of Utah <a href="http://www.ece.utah.edu/~ece2210/">http://www.ece.utah.edu/~ece2210/</a> This website has a lot of excellent material. 3. Schaum's Outline of Basic Circuit Analysis, Author: John O'Malley, 2nd Edition, ISBN13: 9780070478244

**Student Learning Outcomes:****Upon successful completion of this course, students will be able to:**

- |   |
|---|
| 1. Apply circuit analysis techniques to resistive, capacitive and inductive networks.   |
| 2. Design simple circuits given broad requirements such as power dissipation, time constants and power sources.                                 |
| 3. Convert decimal to binary and binary to decimal formats.   |
| 4. Design digital logic circuits given specific requirements.   |
| 5. Demonstrate a knowledge of modern developments in each individual's major discipline and how this course might help advance their knowledge. |

**Why is this Course Relevant to You?**

As you are aware, you're surrounded by electrical, electronic and electromechanical devices. Electrical motion, measurement and control are powerful and cheap, so they're used everywhere and are part of every technical career. This course will introduce engineering majors to some of the basics of electrical engineering. The goal of this course is to provide you with an exposure to the field of electrical engineering and a working knowledge of concepts related to everyday electrical, electronic and electromechanical systems.

Additionally, the world in which you live and work is fundamentally different from the one in which your parents, grandparents and teachers grew up. The economy is global. The digital revolution connected the entire world but also made it more dangerous. Such occurrences demand a new kind of graduate, who is not only technically competent, but also understands the economic, social and cultural issues.

*Specifically, globally competent students are able to perform the following four competences (from Veronica Boix Mansilla, in "Educating for Global Competence: Learning Redefined for an Interconnected World."):*

- *Investigate the world beyond their immediate environment, framing significant problems and conducting well-crafted and age-appropriate research. (Global Awareness)*
- *Recognize perspectives, others' and their own, articulating and explaining such perspectives thoughtfully and respectfully.*
- *Communicate ideas effectively with diverse audiences, bridging geographic, linguistic, ideological, and cultural barriers. (Cultural Knowledge)*
- *Take action to improve conditions, viewing themselves as players in the world and participating reflectively.*

**TOPICS COVERED:**

1. Introduction to Electrical Engineering
2. Fundamentals of Electrical, Electronic and Electromechanical Systems
3. Decimal to Binary and Binary to Decimal Format Conversions
4. Digital Logic Circuits
5. Network Analysis – Resistive, Capacitive, Inductive
6. Transient Analysis
7. Operational Amplifiers
8. Semiconductors and Diodes
9. Electric Machines

<b>Course Grade Requirement</b> [Name each major requirement]	<b>Value</b>
1. Examination I	10%
2. Project 1	10%
3. Examination II (Mid-Term)	15%
4. Project 2	10%
1. Project 3	10%
4. Examination III (Final – Cumulative)	20%
6. Quizzes	20%
7. Class Attendance	5%
<b>Total:</b>	<b>100%</b>

**Detailed Description of Major Assignments:**

<b>Assignment Title or Grade Requirement</b>	<b>Description</b>
<b>1. Examinations</b>	There will be three examinations, including the mid-term and the final. Every student must take all exams on the assigned dates. Any student who misses an exam without a valid excuse will automatically receive zero for that exam. Make-up exams will be administered in accordance with university policy.
<b>2. Homework</b>	I will be assigning several problems throughout the semester. They need not be submitted. They are assigned for the purpose of giving you practice.
<b>3. Quizzes</b>	Typically one every two weeks.
<b>4. Classwork</b>	During most class sessions, a classwork will be given to you to practice on a new topic covered in the class. This "Practice As You Learn" approach should give you a better understanding of the concepts discussed in the class.
<b>5. Projects</b>	Three projects will be assigned to you: one before the midterm, one after the midterm and a third one three weeks before the final. They will be on analyzing an electrical circuit for a given application or designing a logic circuit for a given outcome or conducting research on a topic of relevance to your major. It will require critical thinking, capability to analyze, choosing relevant parameters to describe circuit behavior and submitting a short paper.
<b>Please Note:</b>	No makeup examinations will be given except in cases of emergency. No "WP"s will be given, except under very special circumstances, and even then only while passing. No "I"s will be given, unless the stringent conditions specified in the University Catalog are satisfied.

**CONDUCT AND ETHICS**

A strict code of ethics will be imposed in the class and in the examinations. It is a sign of impoliteness and disrespect to your professor and to your colleagues if you make a practice of coming to the class late. Your presence is necessary for everyone's success in this course. You are allowed to miss three class meetings. Any absence after the third may impact your engagement with content and ideas shared in class, so I encourage you to remember this. Please be proactive in situations where you will be absent, if you experience an emergency, or anticipate a prolonged absence for any reason.

Absolutely no cheating will be permitted during the examinations. You shall take a pledge that

you will not copy, steal or plagiarize someone else's work nor will you tolerate anyone else doing the same. It shall be the policy in this course to discourage any such activity to the extent possible rather than punish. HOWEVER, IN FAIRNESS TO ALL CONCERNED, CHEATING AND PLAGIARISM WILL BE DEALT WITH SEVERELY WHEREVER THEY ARE FOUND.

Most importantly, as aspiring engineers, you re expected to conduct yourselves according to the IEEE (Institute of Electrical and Electronics Engineers) Code of Ethics. (See below.)

You are advised to read and abide by the rules and the regulations of the University as mentioned in the Catalog, in particular the topics Student Life and Academic Regulations. Graduating means more than completing a certain number of hours and obtaining a reasonable GPA. You must strive to develop a code of strict conduct, acquire a sense of discipline, serve as a role model to your juniors and in particular experience the feeling of accomplishment.

***If you have any questions or have any problems that you think I may be able to help with, please do not hesitate to contact me. I am here to help.***

**LET US WORK TOGETHER TO EXPERIENCE A PRODUCTIVE AND AN ENJOYABLE SEMESTER!**

**Spring 2024 – Full Term**

<https://www.pvamu.edu/registrar/academic-calendars/spring-2024-16-week-session/>

Oct 16, 2023 Monday	Priority Deadline to Submit Financial Aid Verification Documents
Nov 06, 2023 Monday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Special Population)
Nov 07, 2023 Tuesday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Doctoral, Graduate, Post-Baccalaureate, Seniors)
Nov 08, 2023 Wednesday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Juniors)
Nov 09, 2023 Thursday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Sophomores)
Nov 10, 2023 Friday	Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Freshmen)
Nov 11, 2023 Saturday	Registration for all students for the December/January Mini-Mester and Spring 2024 Begins
Jan 15 Monday	Dr. Martin Luther King, Jr. Day Holiday (University Closed)*Subject to approval by The Texas A&M University System Board of Regents and may change.

Jan 16 Tuesday	Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
Jan 16 Tuesday	First Class Day
Jan 16 Tuesday	Tuition & Fees Payment Due Date @ 5:00 p.m.
Jan 16 - Jan 23 Tuesday through Tuesday	Late Registration/Late Registration Fee Begins (\$50.00)
Jan 16 - Jan 24 Tuesday through Wednesday	Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled
Jan 30 Tuesday	Financial Aid Refunds begin
Jan 31 Wednesday	12th Class Day (Census Date)
Jan 31 Wednesday	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Feb 01 Thursday	Withdrawal from Courses with Academic Record ("W") Begins

Feb 06

Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.

Tuesday

Feb 12

20th Class Day

Monday

Mar 07 - Mar 09

Thursday through  
Saturday

Mid-Semester Examination Period

Mar 11 - Mar 16

Monday through  
Saturday

Spring Break (Student Break)

Mar 13

Wednesday

Mid-Semester Grades Due

Mar 15

Friday

Spring Break (University Closed)\*Subject to approval by The Texas  
A&M University System Board of Regents and may change

Mar 20

Wednesday

Founders Day/Honors Convocation

Mar 26

Tuesday

Final Date to Apply for Spring 2024 Graduation (ceremony  
participation)

Mar 27

Wednesday

Application for Graduation-Degree Conferral only for Spring 2024  
Graduation Begins (no ceremony participation or name listed in the  
program)



Mar 29 Friday	Good Friday (No Classes)*Subject to approval by The Texas A&M University System Board of Regents and may change.
Apr 02 Tuesday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Doctoral, Masters, Post-Bacclaureate, Seniors)
Apr 06 Saturday	Registration for all students for Summer/May Summer 2024, Mini-Mester 2024 and Fall 2024 Begins
Apr 12 Friday	Final Day to Apply for Degree Conferral only for Spring 2024 Graduation (no ceremony participation or name listed in the program)
Apr 26 Friday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2024
Apr 26 Friday	Final Day to Withdraw from a Course or the University ("W") for the Spring 2024 16- week session
Apr 26 Friday	Last Class Day
Apr 29 Monday	Study Day(No Classes in Session)
Apr 30 - May 08 Tuesday through Wednesday	Final Exams

May 09

Final Grades due for Graduation Candidates (12:00 pm)

Thursday

May 11

Commencement

Saturday

May 14

Tuesday

## 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](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 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, 2<sup>nd</sup> 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, 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. 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](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 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, 2<sup>nd</sup> 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](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, Dr. Zakiya Brown, at 936-261-2144 or [titleixteam@pvamu.edu](mailto: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](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 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](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 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](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.