



**Department of Accounting, Finance, & MIS  
College of Business  
Course: FINA 3310- Principles of Finance  
Semester: Spring 2024**

**Section:** P03 (CRN: 23961)  
**Instructor:** M. Moosa Khan, PhD  
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**Course Description:** Fundamental tools and techniques applicable to financial planning of businesses as well as institutions that play major roles in the financial world. Covers valuation of securities, risk-return relationship, capital budgeting, management of current assets and liabilities with extension to international areas.

**Prerequisites:** ACCT 2302 (old ACCT 2123) and junior/senior classification

**Co-requisites:** None

**Required Texts and materials:**

1. **Principles of Finance**, Scott Besley and Eugene F. Bringham, 6<sup>th</sup> ed, (ISBN-13: 9781285429649); or 5<sup>th</sup> ed. (ISBN: 9781111527365) (Required)
2. Handouts/Additional Materials (provided)

**Recommended Readings:**

1. *Wall Street Journal*, daily
2. *Yahoo!Finance*, daily

**Course Goal:** The primary objective of this course is to learn the fundamental tools and techniques in financial management and to emphasize the use of financial information in managerial planning and decision-making.

**Student Learning Outcomes:**

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome Alignment</b>	<b>Core Curriculum Outcome Alignment</b>
1	Understand the role and objectives of finance.	Mastery of Content, Global Perspective and Ethics	Not Applicable
2	Understand financial statement analysis of a corporation.	Mastery of Content, Global Perspective and Communication	Not Applicable

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3	Understand financial securities and markets.	Mastery of Content, Global Perspective and Ethics	Not Applicable
4	Understand the composition and function of the Federal Reserve System.	Mastery of Content	Not Applicable
5	Understand the time value of money.	Mastery of Content	Not Applicable
6	Able to compute the value of bonds and stocks.	Mastery of Content	Not Applicable
7	Understand the risk and return relationship of securities.	Mastery of Content	Not Applicable
8	Understand capital budgeting techniques and their application.	Mastery of Content	Not Applicable
9	Learn foreign exchange rates and their determination in the market.	Mastery of Content and Global Perspective	Not Applicable
10	Understand mutual funds and hedge funds	Mastery of Content	Not Applicable

### **Major Course Requirements**

#### **Method of Determining Final Course Grade:**

<b>Grading components</b>	<b>Points</b>	<b>Percentage of total</b>
Two tests (best two of three) @100	200	33%
Final examination*	200	33%
Quizzes	60	10%
Assignments/Problems	120	20%
Attendance	20	4%
<b>Total:</b>	<b>600</b>	<b>100%</b>

**\*The final exam is mandatory and comprehensive.** If performance on final exam is better than the worst test score, the latter will be dropped and replaced by equivalent score on the final exam.

**Students will have to earn their grades and the grades earned will be the grades received.** Grades will be based solely on performance in the above categories. **No credit for any extra work is allowed and the grades will not be curved except for a little.**

**Course Grade:** Letter grades will be assigned as per formula below. If your overall percent score is close to the next higher grade, a consideration will be made to award you the higher grade if you attended the class regularly and paid attention.

- A** = 90% or higher of total points;
- B** = 80% or higher of total points;
- C** = 70% or higher of total points;
- D** = 60% or higher of total points;
- F** = Below 59% of total points

A grade of FN will be assigned to students who stops attending classes. Further detail can be found in the "Examination Policy" section of the syllabus.

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## Incomplete (I) Status

An “Incomplete” status (I) is allowed only in case of a documented medical or other extenuating circumstances and a small portion of the course is missing. Also, the student must be passing the course in all tests/quizzes/HW taken to qualify for an “I”. The “Incomplete” status is not automatic and requires approval of the instructor

## Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Homework	All homeworks must be submitted via eCourses. The window for submission will be open for a limited time (e.g., a week). <b>Late submission of homework will not be accepted.</b>
Exams	Tests designed to measure knowledge of presented course material. These must be taken as scheduled.

## Additional Instructor Policies

### Course Procedures:

This is a face-to-face class and will meet in the scheduled classroom unless notified otherwise.

Lectures and discussions will be the primary format of class sessions in this course. The course, being technical in nature, will require regular and punctual attendance to properly understand the course material. Students are expected to read assigned materials and complete assignments by due dates. Opportunities will be provided to students throughout the semester to ask questions on materials that they do not understand or need further elaboration.

**Cheating will not be tolerated in this course. Without exception, those who are suspected of cheating, even if determined retroactively in this course, will be given an “F” for the course and will be prosecuted to the maximum extent. It will result in discipline at the University level that will likely to include suspension or termination from the program.**

### Examination Policy:

1. Exams will consist of multiple-choice and problem-solving questions
2. **No makeup examination will be allowed unless there is a documented emergency.**
3. **If anyone misses any tests without an emergency, a score of zero will be added to the cumulative points** earned up to that point in time. If anyone misses the final exam without prior approval then that student will have failed the course.
4. **For those with a university approved absence from an exam, it is the student’s responsibility to notify the instructor prior to the exam** in order to be eligible to sit for a make-up examination. Along with written excuse, arrangements to take the make-up exam will need to be made by the student within two (2) days of return.
5. **A calculator will be required for exams and a cell phone will not be allowed** to be used as a calculator during exams. Students won’t be allowed to share a calculator during an exam.
6. The final exam is **comprehensive** and **required** and will include selected materials covered during the semester including handouts, etc. If anyone misses the final exam without prior approval, the student will have failed the course.
7. **The final exam is mandatory.** If the performance on the final exam is better than the worst test score, the latter will be dropped and replaced by the equivalent score on the final exam.

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## Academic Dishonesty Policy:

Cheating will not be tolerated in this course. Without exception, those who are suspected of cheating, even if determined retroactively in this course, will be given an “F” for the course and will be prosecuted to the maximum extent. It will result in discipline at the University level that will likely to include suspension or termination from the program.

## Course Calendar – Important Dates:

- \* First day of class: January 16, Tuesday
- \* 12<sup>th</sup> Class Day: January 31 (Wednesday)- Census Day
- \* Last date to withdraw from a course without record: January 31 (Wednesday)- Census Day
- \* Attendance reporting period: January 16- 24 (Tuesday- Wednesday)- must be present to avoid being dropped from classes
- \* 20<sup>th</sup> class day: February 12 (Monday)
- \* Mid-semester exam period: March 3- March 9
- \* **Spring break:** March 11- March 16 (Monday-Saturday)
- \* Founder’s day and Honors convocation: March 20 (Wednesday)
- \* Last day to apply for May graduation (ceremony participation): March 26
- \* Last day to apply for May graduation (no ceremony participation): April 12
- \* Early registration for summer/ fall starts: April 2
- \* Last day to withdraw from a course or all classes (university): April 26 (Friday)
- \* Last day of class: April 26 (Friday)
- \* Study day: April 29 (Monday)- no classes
- \* Final exam period: April 30- May 8 (as per final exam schedule published by the university)
- \* Commencement: May 11 (Saturday)

## Semester Calendar

**Note: The weekly schedule below is tentative and subject to change depending on events during the semester and course progress**

### **Week One**

Chapter 1: An Overview of Finance  
Chapter 2: Financial assets

### **Week Two**

Chapter 2 continued  
Chapter 3: Financial Markets and the Investment Banking

### **Week Three**

Chapter 3 contd. ....  
Chapter 4: Financial Intermediaries and the Banking System

### **Week Four**

Chapter 4 contd.....

### **Week Five**

**Test 1**  
Chapter 5: Interest Rates  
Chap X1 – International Financial markets (outside of textbook)

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**Week Six**

Chapter 11: Risk and Rates of Return

**Week Seven**

Chapter 9: Time Value of Money

**Week Eight**

**Test 2 (Exchange rate, Chap. 5, 11, and 9)**

Chapter 9: Time Value of Money (continued)

**Week Nine**

Chapter 9: Time Value of Money (continued)

**Week Ten**

Chapter 9: Time Value of Money (continued)

**Week Eleven**

Chapter 10: Bond Valuation

**Week Twelve**

Chapter 10: Stock Valuation

**Week Thirteen**

**Test 3**

Chapter 12: Cost of Capital

**Week Fourteen**

Chapter 13: Capital Budgeting

**Week Fifteen**

Chapter 13: Capital Budgeting (continued)

Review for the Final exam

**Week Sixteen**

**FINAL EXAM (According to the final exam schedule published by the university)**

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## Student Support and Success:

- **Center for Business Communication** [Location: Room 200, New AG/BUS Building, (936) 261-9267]  
If you need someone to review or critique your writing assignment, you are encouraged to visit the Center for Business Communication during the posted hours. Tutorial assistance is provided for COB students with class and professional assignments such as resume writing, essays, reports, articles, biographical sketches, research papers, outlines, memoranda, book reviews and various business correspondences.
- **Textbook and Copy machine** [Room 200, New AG/BUS Building, Monday - Friday 9:00 a.m. - 5:00 p.m.]  
The CBC also has a copy machine for student use and a large reference library with some textbooks available for student checkout. Appointments are preferred. Please stop by, call (936) 261-9267, or send an e-mail to Ms. Edwina Garcia at [ecgarcia@pvamu.edu](mailto:ecgarcia@pvamu.edu).
- **Academic Enhancement, Progress Monitoring & Achievement Planning** [Location: Room 453]  
The College of Business has full-time dedicated personnel to help student succeed academically. Any student who is falling behind on his/her studies or having trouble coping academically is encouraged to seek the office's help. Students can stop by at any time during the working hours and should not wait until the end of the semester or the point of no return to seek help. The office can help in establishing study schedule, time management, goal setting, mentoring among many things. For questions or further detail please contact Mrs. Carolyn S. Davis at (936) 261-9237 or via email at [csdavis@pvamu.edu](mailto:csdavis@pvamu.edu).
- **Course Tutorial Assistance**  
Tutors are available in room 200 in for certain COB classes (namely, accounting, finance, economics, statistics, management systems, productions management, MIS) during the posted hours. Some tutors are also available in the John B. Coleman Library. Take advantage of this valuable resource made available by the College of Business.
- **Virtual Tutors**  
If you are not able to attend a tutorial session but still need help, you may e-mail a COB faculty member for help in the subject matter and a faculty member will respond. A list of e-mail contact information is listed below.

Discipline	E-mail Contact
Accounting	<a href="mailto:ACCTtutor@pvamu.edu">ACCTtutor@pvamu.edu</a>
Business Law	<a href="mailto:BLAWtutor@pvamu.edu">BLAWtutor@pvamu.edu</a>
Finance	<a href="mailto:FINtutor@pvamu.edu">FINtutor@pvamu.edu</a>
Economics	<a href="mailto:ECONtutor@pvamu.edu">ECONtutor@pvamu.edu</a>
Management	<a href="mailto:MGMTtutor@pvamu.edu">MGMTtutor@pvamu.edu</a>
Management Information Systems	<a href="mailto:MISYtutor@pvamu.edu">MISYtutor@pvamu.edu</a>
Marketing	<a href="mailto:MRKTtutor@pvamu.edu">MRKTtutor@pvamu.edu</a>

- **Homework Lab** [Location: Room 332 ]  
The College of Business has a homework lab with computers available for student use during the posted hours. Students with technical problems may contact the on-site lab technician for immediate assistance.  
**Hours of Operation** (Lab Technician present): Monday - Thursday 8:00 a.m. - 7:00 p.m., Friday 8:00 a.m. - 5:00 p.m., Saturday 10:00 a.m. - 2:00 p.m.
- **Student Lounge** [Location: Room 219]  
The COB Student Lounge is located on the second floor of the new AG/BUS building in room 219. Food and beverages are allowed in this area. Copies of The Panther, flyers for student organization activities, business magazines and scholarship information are available in this room. Hours are 8:00 am until 5:00 p.m. Monday through Friday.

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### - **Student Organizations**

Several student organizations such as National Association of Black Accountants (NABA), Scholars in Finance, Association of Information Technology Professionals (AITP), American Marketing Association (AMA), Beta Alpha Psi (BAP), Phi Beta Lambda, Toastmasters Club are operational at the COB. Join these clubs to sharpen your teamwork and leadership skills as well as boost up your résumé.

### **Technical Support**

Students should call the University Helpdesk at (936) 261-2525 or (877) 241-1752 for technical issues with accessing the eCourses. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, contact the Office of Distance Learning at [dlearning@pvamue.edu](mailto:dlearning@pvamue.edu) or (936) 261-3290 or (936) 261-3282.

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

### **Writing Center**

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

### **Academic Early Alert**

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising

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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/>

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## 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

### Disability Statement (Also See Student Planner):

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, please contact Disability Services, in Evans Hall, Room 317, or call (936) 261-3585/3.

### Academic Misconduct (See Student Planner):

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.

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### **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.

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## 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,

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lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

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

### **COVID-19 Campus Safety Measures**

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

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).

## **The Vision and Mission of the College of Business**

### ***Vision***

The Prairie View A&M University COB envisions becoming a nationally recognized business program known for its transformative impact on students through an education that empowers them to reach their full potential.

### ***Mission***

The Prairie View A&M University College of Business transforms students from diverse academic and socioeconomic backgrounds into ethical business professionals and leaders who are entrepreneurial, productive, and prepared to succeed in the global economy. We achieve this through our strong commitment to high-quality teaching, relevant and impactful research, and outreach to the community.

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