

**COURSE SYLLABUS**  
**MGMT 2000: Professional Development for Business**

<b>Course Title: Professional Development for Business</b>		
<b>Course Prefix: MGMT</b>	<b>Course No.: 2000</b>	<b>Section Number: P01</b>
	Department of Management & Marketing, College of Business	
<b>Instructor Name:</b>	<i>Dr. Carolyn S. Davis, Ed.D.</i>	
<b>Office Location:</b>	<i>Agriculture/Business Multipurpose Building, Room 453</i>	
<b>Office Phone:</b>	<i>(936) 261-9237</i>	
<b>E-mail Address:</b>	<i>csdavis@pvamu.edu</i>	
<b>U.S. Postal Service Address:</b>	Prairie View A&M University	
	P.O. Box 519	
	Mail Stop 2300	
	Prairie View, TX 77446	
<b>Office Hours:</b>		
Wednesdays 2:00 – 4:00 p.m. & Thursdays 1:00 – 3:00 p.m. <i>Please use Microsoft Teams for chat, phone &amp; conferences</i> For other appointment times, please e-mail for availability in Canvas or schedule online M-F by email		
<b>Virtual Office Hours:</b> Please see Communications and Expectations below		
<b>Course Location:</b>	<i>Agriculture/Business Building Collins Auditorium (Room 127)</i>	
<b>Class Meeting Days &amp; Times:</b>	Tuesdays 5:00 p.m. – 6:20 p.m.   January 17 <sup>th</sup> – Mar 7 <sup>th</sup>   1 <sup>st</sup> 8 Weeks	
<b>Catalog Description:</b>		
<p><b>MGMT 2000. Professional Development for Business.</b> (0-0). This course is mandatory for College of Business students and highlights the internship process and resources available. The course will orient students toward career-related strategic decision-making and help them better understand the role of internships in future job success. Topics include: accessing and leveraging digital resources for career development, resume writing and analysis, interviewing, on-the-job performance and the assessment process, and career planning.</p>		
<b>Prerequisites:</b>	None	
<b>Co-requisites:</b>	N/A	
<b>Suggested Text:</b>	Course readings and materials will be provided in class and will be sourced from external lecturers, writings on professional and career development in business from journals, and other areas. Supplemental material will also be provided online through the University’s E-courses web portal.	
<b>Access to Learning Resources:</b>	PVAMU Library: phone: (936) 261-1500; web: <a href="http://www.tamu.edu/pvamu/library/">http://www.tamu.edu/pvamu/library/</a> University Bookstore: phone: (936) 261-1990; web: <a href="https://www.bkstr.com/Home/10001-10734-1?demoKey=d">https://www.bkstr.com/Home/10001-10734-1?demoKey=d</a>	

**II: Course Goals/ Overview:**

<p>The primary objectives of the course are to help students understand the importance of continuous professional development for career success and provide a practical skill set that encourages students to consistently engage in career planning early in their academic careers.</p>			
<p><b>Course Objectives/Accrediting Body:</b></p>		<p>The Association to Advance Collegiate Schools of Business (AACSB)</p>	
<p><b>At the end of this course, the student will:</b></p>			
<p><b><i>Alignment with Academic Program</i></b></p>		<p><b><i>Alignment with Core Curriculum</i></b></p>	
1	<p>Access and effectively utilize the online career placement web portals and resources available through PVAMU Career Services and College of Business.</p>	<p>The preparation of managers of organizations require a liberal arts education emphasizing an understanding of the economy, social and political issues in a multi-cultural environment. The major emphases in the business and management curriculum are on problem identification, analysis, solution, decision-making, business ethics, communications, team dynamics, and leadership, as well as understanding and integrating the functional areas of business operations.</p>	<p>To develop and communicate alternative explanations or solutions for contemporary social issues.</p>
2	<p>Understand the impact of internships, and experience on career success.</p>		
3	<p>Effectively engage in career-related strategic decision-making.</p>		
4	<p>Understand how to use resources and tools available through the College of Business and PVAMU Office of Career Services to better assess career options.</p>		
5	<p>Understand the role of goal setting, time management, and strategic academic planning.</p>		
6	<p>Be able to use both personal and career social media networks and secure references for job success and career growth.</p>		
7	<p>Apply and leverage classroom learning from the College of Business to real-world business situations.</p>		
8	<p>Be able to identify ways to secure an internship or other experiential learning opportunity and insight into career placement options.</p>		

*The objectives of the course can successfully be met by:*

1. Reading and studying the required materials as well as properly taking and reviewing notes after class.
2. Reading the text and supplemental readings before class and preparing relevant questions.
3. Attending class and utilizing resources made available to students.
4. Asking for help and seeking help during office hours and scheduled workshops.
5. Keeping all deadlines.

### **III. Course Requirements & Evaluation Methods**

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

***Assignments & Exercises*** – assignments designed to supplement and reinforce course material  
***Class Participation/Attendance*** – daily attendance and participation in class discussions

Details for assignments will be posted and should be submitted via Canvas using the format requested.

#### Late Assignments

Assignments submitted after the deadline will be deducted five (5) points for every 24 hours they are submitted after the due date up to 48 hours. To submit an assignment within this 48 time period, students should submit comments in the assignment section in Canvas and submit documents or links this way.

After 48 hours, assignments will not be accepted and no credit will be given for the assignment without a university-approved excuse.

*Students may use opportunities to attend in-person and virtual sessions to earn additional points or make up for the difference in assignment grades. Bonus points (see Assignment #2) are also available.  
Additional opportunities for “extra credit” are not available in this course.*

Students without access to a laptop can make use of the free resources available to them at PVAMU.

#### College of Business Computer Homework Lab

Agriculture/Business Building - Room 332

Hours: Monday – Friday      8:00 a.m. – 5:00 p.m.

#### Laptop Kiosks

Check out a laptop from one of the locations throughout the campus with your student ID  
Agriculture/Business Building (2<sup>nd</sup> floor, near the study rooms closest to the stairs),

John B. Coleman Library

Memorial Student Center

Several other campus locations are also available.

# ASSIGNMENT DETAILS

## ASSIGNMENT 1

16 Personalities  
Personal Introductions  
Values Assessment & Career Majors  
Handshake Registration

**16 Personalities Due in Class: January 31, 2023 | Points 5**

All other items below Due: February 7, 2023 | Points 15

Total points: 20

- Complete the assessment at 16personalities.com (5 points) bring it to class (01/31/2023).
- Draft a personal introduction statement and create a video; upload text & video to eCourses/Canvas (5 points)
- Register with PVAMU Career Services Handshake (2 points)
- Register for the Virtual or In-Person Career Fair (2 points)
- Identify 5 jobs/career paths in your major (3 points)
- Identify 5 companies to target at the PVAMU Career Fair that match your 6-12 month career goals. (3 points)



## ASSIGNMENT 3

LinkedIn Page

February 14, 2023

Total points: 10

Using the guides posted in Canvas and tips provided by the guests, create a LinkedIn page with the elements required:

1. Name
  2. Professional Photo/Headshot
  3. Unique/Vanity URL
  4. Headline & Summary
  5. Education
  6. Skills & Expertise
  7. Experience/Projects
- Bonus Points (2 points each)
- Identify 10 PVAMU Alumni in your field
  - Companies/Organizations/People Followed
  - More than 25 connections
  - Recommendations
  - LinkedIn Badge



## ASSIGNMENT 2

Resume

Due: February 7, 2023

Total points: 20

Using the template that best suits your career goals within the next 6-12 months, create a one-page resume using one of the five (5) templates posted in VMock or eCourses. Each resume should be properly formatted, and contain at a minimum, the information provided below.

- Contact information
- Education
- Work/Career Experience | Evidence of Ability
- Awards, Honors, Membership, Leadership

Resources:

PVAMU VMock

PVAMU Career Services

PVAMU Career Fair Preparation Reviewers

## ASSIGNMENT 4

Interviews

February 28, 2023

Total points: 15

Complete a behavioral or case mock interview and two informational interviews (career, graduate/professional school, small business owner/entrepreneur).

## ASSIGNMENT 5

Career Plan & Portfolio

March 7, 2023

Total points: 20

Using the information resources and tools provided in class, create your career portfolio. Details will be posted in eCourses/Canvas by 09/10/2022.

# COURSE CALENDAR

**\*Items marked with an \* are tentative and will be confirmed prior to respective class dates\***

	Day Date	Class Topic/Discussion	Assignments, readings, and due dates.
1	TUESDAY 01/17	<b>Topic #1   Course Overview</b>	Course Overview
2	TUESDAY 01/24	<b>Topic #2   Executing Your Career Plan</b> <u>Drive:</u> Personal Motivation & Planning for Success	Readings in Canvas
3	TUESDAY 01/31	<b>Topic #3   Executing Your Career Plan</b> <b>Matching Your Personality with Major &amp; Career Choice</b> <u>Drive &amp; Direction:</u> Assessing Values, Exploring Options, Job Targets & Career Direction	16 Personalities Readings in Canvas <b>5% of Final Grade</b>
4	TUESDAY 02/07	<b>Topic #4   Executing Your Career Plan via Personal Branding</b> <b>Professional Social Media</b> <u>Proof:</u> Resume, LinkedIn & Attire	Values Assessment Handshake Registration Personal Introductions Readings in Canvas <b>15% of Final Grade</b>  Resume Due <b>20% of Final Grade</b>
5	TUESDAY 02/14	<b>Topic #5   Exploration</b> <u>Search &amp; Solution:</u> Company Representatives in Class	LinkedIn Page <b>10% of Final Grade</b>
6	TUESDAY 02/21	<b>Topic #6   Alternative Paths*</b> <u>Direction &amp; Proof:</u> Group 1 - Externships & Service Learning <u>Direction:</u> Group 2 - Small Businesses & Entrepreneurs <u>Solutions:</u> Group 3 - Behavioral & Critical Thinking Interviews <u>Solutions:</u> Group 3 - Case Interviews <u>Proof &amp; Solutions:</u> Group 4 Licenses & Certifications <u>Solutions:</u> Group 5 – Emotional Intelligence & Managing Criticism	Rank Small Group Session Requests  Readings in Canvas
7	TUESDAY 02/28	<b>Topic #7   Accessing Resources &amp; Information</b> <u>Search:</u> PVAMU Resources for Assistance <u>Direction:</u> Business Major & Minor Exploration <u>Proof:</u> Student Organizations	Interview Assignment Due <b>15% of Final Grade</b>
8	TUESDAY 03/07	<b>Topic #8   Networking in Action</b> <u>Solutions:</u> Business Etiquette Reception,* PVAMU Business Student Intern Panel, Mentors*	Career Plan I Assignment Due <b>20% of Final Grade</b>
<b>Weekly</b>		<b>Attendance, Participation &amp; Attire</b> <i>(Business Casual or Business Professional)</i>	<b>15% of Final Grade</b>

# Course Policies



**Class Citizenship.** You're a PVAMU Panther so represent us well! Please be respectful of your classmates and the invited guests during discussions. No one should feel assaulted or attacked for their opinions and beliefs--even if you disagree.



**Cell phones.** Please respect the presenters and your fellow classmates and keep your **cell phones** on silent, focus, do not disturb, etc. while in class (or take it outside for emergencies) so that we can focus! Unless it is part of the assignment, please do not text or perform other tasks on your phone (or laptop) while you are in class. It's a respect thing!

**Attendance.** Some of the most important lessons learned in this class will be through hearing, participating and engaging with the speaker in class. Attendance matters so much that it is worth 20% of your grade.



***Arrive on time and ready to work!***

Class begins at 5:00 p.m. and ends at 6:20 p.m. Please be prepared to work and silence your mobile devices at the start of class.

If you are not able to make it to class, a course recap will be posted in eCourses/Canvas by Friday of each week. You can also check in with your PD group to catch up.



**Attire.** Most weeks, we have guests *who are hiring* or taking away an impression about YOU when they visit the course. Business attire (business casual attire is fine) is expected for EVERY class. Business casual is fine; if you need an exception (work, sports practice, etc. immediately following class, please let me know).



**Readings.** Readings supplement and are at the heart of class discussions, so please read or listen them before you come to class. Your contributions to the discussions are valuable.



## Free Applications Used/Needed for the Course

Adobe PDF  
Adobe Scan  
Calendar (*if you prefer paper to keep track of appointments and assignments, that's also great!*)  
Graduway  
Grammarly  
LinkedIn  
Microsoft Office (Excel, Word, PowerPoint, Teams)  
Zoom

## Grading

Professional Development for Business (MGMT 2000) is a pass/fail course. Grades will be determined on a pass (A)/fail (F) basis and evaluated based on the quality of the work submitted. **The benchmark for earning a passing grade is a final grade of 75 or higher with assignments weighted as presented in the Grading Matrix.**

## Homework and Assignments

Attendance, participation, and assignments will determine the overall grade. Outside assignments may consist of written assignments, essay questions, and/or activities. Each homework assignment will be posted in Canvas.

All assignments are due by midnight on the designated dates. Late assignments will be accepted up to 48 hours late. Students should be aware that after the due date, 5 (five) percentage points will be taken off of the assignment for every 24 hours the assignment is late. Exceptions will not be made without an approved excuse. After 48 hours, a grade of zero will be given for late or missed homework, unless the date conflicts with a university-approved absence. In those instances, the student is still responsible for completing the assignments at a date and time agreed to by the instructor and no later than three business days following the completion of the university-based activity.

## Attendance & Dress Policy

This class maintains a dress code. All students are expected to attend class in business professional or business casual attire (yes, even though it's online). **Each week we have guests and experts; students should expect to attend class dressed appropriately.** Appropriate attire counts toward participation, attendance, and students' final grades.

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced. Attendance will be taken starting on the first meeting day of class. Students who miss class should review the materials and listen to the lectures (if recorded) posted in Canvas in the Weekly Module Section.

***Attendance is worth a substantial portion of the final grade. Students are expected to be present for lectures or view courses in addition to on-demand assignments to have a full and meaningful experience.***

Only university-approved absences will be accepted. When a university-approved activity conflicts with the class meeting, the student must inform the instructor and provide official documentation supporting the conflict. In such a case, the student will be excused. Students will have three business days from the date of the absence to submit documentation.

## Arriving Late to Class/Remaining the Entire Class:

Every student in this class keeps a busy schedule. In fairness to those students who do arrive on time, and out of respect for our class time, students will be considered "late" after five (5) minutes. In this class, that means students arriving past 5:05 are considered late. If a student leaves class early (before 6:20) unless instructed, then participation/attendance points will be deducted accordingly.

Late entry and early departure from the class are not permitted without consequences. If you are not present at the time attendance is being taken, you will be considered absent.

A premium is placed on “being present” in this course. A great deal of the information presented will serve you well for the remainder of your professional career. Get the most you can out of the course and PAY ATTENTION.

## **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. 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 lead towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor’s location by academic major at [www.pvamu.edu/advising](http://www.pvamu.edu/advising). Phone: 936-261-5911

### **The University Tutoring Center**

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [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 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 to 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 student's 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, 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; 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 traditionally. 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 Hazelwood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

### **Office for Student Engagement**

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

### **Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding the services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

## University Rules and Procedures

### Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### Forms of Academic Dishonesty:

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment that has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

### Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

### Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), including confidential resources available on campus.

### **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.

### **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

## ***Technical Considerations***

### **Minimum Recommended Hardware and Software:**

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra\*
- Smartphone or iPad/Tablet with Wi-Fi\*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

**Note:** Be sure to enable Java & pop-ups in the Web browser preferences

\* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

### **Participants should have basic proficiency in 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 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 you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

### **Technical Support**

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

### **Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

### **Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste them 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-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu). Proof of self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resources, 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 the 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. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. 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 may 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).
- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to [www.pvamu.edu/coronavirus](http://www.pvamu.edu/coronavirus) or email [covid-19@pvamu.edu](mailto:covid-19@pvamu.edu).