



PRAIRIE VIEW  
A&M UNIVERSITY

# SYLLABUS

**MGMT -2320 – P01**  
**Spring -2024**

## Leadership and Ethics in Business-

[MGMT2320P01-2420-23139](#)

### General Course Information

Information Item	Information
Instructor:	<a href="#">Lois A, Blyden, Esq,</a>
Section # and CRN:	<ul style="list-style-type: none"> <li>MGMT-2320</li> </ul>
Office Location:	<a href="#">Agri/Busi Bldg. 334</a>
Office Phone:	<a href="#">936-261-9227</a>
Email Address:	<a href="mailto:lablyden@pvamu.edu">lablyden@pvamu.edu</a>
Office Hours:	<p><b>MWF -7: 00 - 8:30</b></p> <p><b>MWF- 11:00 - 1:00 p.m.</b></p>
Course Location:	<a href="#">Agr-Business Building Rm 122</a>
Class Days & Times:	<a href="#">MWF</a>
Catalog Description:	Credit 3 semester hours. Explores the major elements and the basic frameworks of leadership and ethics with emphasis on the linkages between the two. Considers several cases where leaders faced significant ethical challenges. Students will be expected to write and discuss thoughtful analyses of these cases using the frameworks discussed in class.
Prerequisites:	ENGL 1133 or a University accepted alternative.
Co-requisites:	None
Required Text(s):	<p>1. Textbooks: 1. Blyden, Lois A., <b>Leadership and Ethics in Business</b>, Preliminary Edition, <b>Cognella Academic Publishing, 2018</b></p> <p>Here is the ISBN info your Fall 2021 course pack <i>Leadership and Ethics</i>:</p> <p>Paperback: 978-1-7935-6548-8</p> <ul style="list-style-type: none"> <li>Ebook: 978-1-7935-4668-5</li> </ul> <p><b>Purchase your course material here: <a href="https://store.cognella.com/25868">https://store.cognella.com/25868</a></b></p>

	<p>This course material includes information that we will reference and use in class regularly, so you should be sure to purchase your own copy. Please keep in mind that our institution is strict about copyright law and course material should never be copied or duplicated in any manner.</p> <p>If you need any help with ordering from Cognella, feel free to email <a href="mailto:orders@cognella.com">orders@cognella.com</a> or call 858-800-2675 x503.</p> <p>2. John Maxwell, <b>There's No Such Thing As Business Ethics</b>, ISBN: 9780446532297, <b>Publisher:</b> Warner Books 8-2003</p> <p>3. Collins, Jim, <b>Good To Great</b>. NY: Harper Collins Publishers, Inc., 2001. ISBN:9780066620992 ISBN 10: 0066620996</p>
<p><b>Recommended Text(s):</b></p>	<p>Additional articles will be made available by the instructor.</p> <p><b>Purchase Options</b> Books can be purchased at the university bookstore. They can also be purchased at various online locations, such as:</p>

General Course Information Table

## Learning Goals

To provide students a working knowledge of basic ethical theories and philosophical concepts used in the process of ethical decision making in their daily lives and in the employment arena.

### The goals of this ethics course are:

- (1) increasing ethical knowledge;
- (2) improving ethical skills to strengthen ethical sensitivity, awareness, and judgement;
- (3) developing ethical behavior;
- (4) impart knowledge of past and current laws and practices that governs the workplace;
- (5) to make students aware of biases and social behavior that may be considered unethical
- (6) provide concepts, examples and technique that a leader can use to move his company from being a good company to a "great" company.
- (7). To present the concept of corporate leadership responsibility, and explore its relevance to ethical business activity and leadership
- (8). To learn about the obligations and strategies a leader may implement and characteristics a leaders should possess to move a company forward in a competitive environment.
- (9). To demonstrate how leadership sets has any effect on competition, hiring, and business

dealings

(10) To consider any moral obligations of businesses to the environment and other businesses

**Learning Outcomes**

1. Ability to reason and defend an ethical value system
2. Development of critical and analytical skills associated with identifying ethical dilemmas in context.
3. Demonstrate ethical awareness of key ethical issues, concepts or principles
4. Be able to identify and recognize a moral issue
5. Be able to describe an ethical principle and its rationale
6. Ability to explain and apply and explain ethical principle [Kantian], utilitarian, and virtue ethics used in ethical decision-making.
7. Identify Stakeholders
8. Identify and workplace, practice and EEOC laws for fair treatment, diversity and inclusion
9. Ability to evaluate claims, issues and arguments, and identify mistakes in reasoning.
10. Compare or evaluate different ethical theories.

**Learning Measurements**

1. **In-class** group exercises in which students apply ethical theories to biomedical ethical problems.
2. **Discussions Submissions** – measure ability to identify, comprehend, and Summarize key ethical concepts and arguments made by an author.
3. **Tests** – measure ability to identify and comprehend philosophical concepts used in ethics, ability to apply theories and concepts to particular cases, and ability to provide critical assessment of arguments.
4. **Ponzi Scheme** Power Point Presentation and **Paper** – measures ability to summarize, critically evaluate, and construct arguments.
5. **Company Scandal research Paper/Power Point Presentation**
6. 3- Textbook Assignments

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**Grading Matrix-\*\*\*\* Note-grades will be lowered by 1 grade level for a student who has more than 6 absences.**

**Assignments**

<b>Article Review</b>	<b>15pts.</b>
<b>Textbook #1</b>	<b>10 pts</b>
<b>Ponzi Scheme</b>	<b>40 pts</b>
<b>Exam #1 -Book #1</b>	<b>30 pts</b>
<b>Exam #2 -Book #2</b>	<b>30 pts</b>
<b>Company Scandal</b>	<b>50 pts</b>
<b>Hedgehog Circle)</b>	<b>10 pts</b>
<b>Final Exam</b>	<b>40 pts</b>

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**225 pts.**

**Grade determination**

- .90 x 225 = 202-225 = A**  
**.80 x 225 = 180- 201= B**  
**.70 x 225 = 157-179 = C**  
**.60 x 225 = 135-156 = D**

.50 x 225 = 112-132= F

*Assignment dates and time may Subject to Changes and Adjustments*

<b>Exams will follow the ending of each book</b>	<b>Tentative Schedule</b>	
<b>Assignments</b>	<b>Tentative Due Date</b>	<b>Points</b>
<b>Article Review</b>	<b>Week 3- Due - 2- 04- 2024</b>	<b>15</b>
<b>Textbook Assignment –</b>	<b>Week 5- Due- 2 -18- 2024</b>	<b>10</b>
<b>Ponzi Scheme</b>	<b>Week – 6 Due- 2 – 25- 2024</b>	<b>40</b>
<b>Exam #1 -First Book- Midterm</b>	<b>Week 7- Due- 3- 08- 2024</b>	<b>30</b>
<b>Exam #2 – 2<sup>nd</sup> Book</b>	<b>Week 11- Due- 3- 25-2024</b>	<b>30</b>
<b>Individual Company Scandal</b>	<b>Week 12- Due- 4-07– 2024</b>	<b>50</b>
<b>Hedgehog Concept</b>	<b>Week 14-Due- 4- 21- 2024</b>	<b>10</b>
<b>Final Exam</b>	<b>Week 16- To be Announced</b>	<b>40</b>
		<b>225</b>

**Note: Most Friday class meetings are on Zoom or may be assigned as reading time.**

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

**Faculty Rules and Requirements for this course**

Students are **required** to **submit all their assignments on time**. Late submissions **will not be accepted**, it is not fair to the other students who have turned in their work on time. Missing an assignment will convert as a missed class time for Online classes. Policy for Assignments: Students are expected to have read the chapter prior to the lecture. Each chapter will be explained and discussed.

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### ***Feedback on Assignments*** **Return of Graded Assignments**

The faculty will return the student assignments via the **eCanvas Grade book** no later than **two weeks** after the assignment's due date with some feedback when necessary to facilitate student learning. All grade entries will be found in the **eCanvas grade book**. If there are concerns about the work or grade, the student may contact the instructor, either by [email](#) through the **eCanvas** to resolve the concern. In addition, the professor will contact the student through their **eCanvas** e-mail address if the faculty has any questions for the students.

Assignments should **always** be done and submitted in eCanvas so that there will be efficient record keeping of the course.

### **Exams/Test Taking Requirements**

All exams/test will be given through eCanvas for Online courses and may require **the proctoring system** but may be administered in the classroom for on ground courses. This will enable you to take your exam/test anywhere you choose and even in the comfort of your home. Please note that any report of suspicious cheating may cause the student to receive an "F" on that assignment once an investigation of the suspicion is completed.

### **Extra Credit**

**There is no promise of any extra credit, it is up to the Professor to decide to give an extra credit assignment.**

### **Extra Assignment at the end of course**

**Please do not ask the Professor to write any essay or paper at the end of the course.**

### **Curve**

**At the end of the semester the Professor may decide to curve an individual student grade. Curves are only given to a student who timely submitted all assignments and did not miss an assignment or test during the semester.**

### **Forum Discussion Questions**

All Forum Discussion assignments must be **timely submitted in the eCanvas** classroom when due. Late submissions will only be accepted in extreme situation and only accepted in those situations if they are two days late.

### **Forum Discussion Question and Virtual Classroom Chat or Zoom meetings Conduct**

**Netiquette (online etiquette):** students are expected to participate in all discussions and virtual Zoom classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

**Note#1:**

Also, it is strongly suggested that students should first type your response to a discussion question on a word document prior to submission. This will allow for you to see and correct any grammatical errors that can be seen with a Red marking under the particular word.

**Note #2:**

Sometimes there is/are no correct answers to the Discussion questions. The Professor will be grading on whether or not a student identifies and analyze the ethical issue(s):

a) answers each question


b) **supports** his answer by using concepts from the textbook that the question is about effectively and stating the concept correctly

c) respond to the other (at least three) classmate's answers in a meaningful way, See Discussion question rubric) Just stating a one sentence response will not do. Student must comment on another students responds by stating the law also.

**Non-Graded Class activity**

Throughout the course there you may find non-graded activities. Although you are not required to submit them, I would encourage you to do so because at the end of the semester, I may decide to grade them and count them toward your final grade if necessary.

Date and Class Monday	Topic In Class	Assignment/Activity (Online)	Reading Activity	Due Date Assignments
<p><b>Week #1</b></p> <p><b>Modules 1</b></p> <p><b>Start Here/ Course Introduction Module:</b></p> <p>Read Welcome Message and</p> <p>Read the syllabus Complete the syllabus quiz Complete the course introduction discussion board</p>	<p><b>Course Introduction</b></p> <p><b>Discussing about class Syllabus Course Rules &amp; Expectations and questions from students</b></p> <p><b>Discussion on the Three Textbooks for the Course</b></p> <p><b>Textbooks-</b></p> <p>1. Textbooks: 1. Blyden, Lois A., <b>Leadership and Ethics in Business</b>, Preliminary Edition, <b>Cognella Academic Publishing, 2018</b></p> <p>2. <b>John Maxwell, There's No Such Thing As Business Ethics</b>, ISBN: 9780446532297, <b>Publisher: Warner Books 8-2003</b></p> <p>3. <b>Collins, Jim, Good to Great</b>. NY: Harper Collins Publishers, Inc., 2001</p>	<ul style="list-style-type: none"> <li>• <b>Comment on the Non-Graded Handout/ Exercise entitled</b></li> </ul> <p><b>Canvas Activity</b></p> <p>a) <b>Heaven's Best Poem</b></p> <p>b) <b>Who Am I handout</b></p> <p>c) <b>familiarizing yourself with the Concepts and theories found in first two pages of</b></p> <p><b>Unscramble - Vocabulary Word</b></p> <p><b>Read Chapter 1-</b></p>	<p><b>On what is Ethics and a discussion on how actions of ethics is found in everything we do.</b></p> <ul style="list-style-type: none"> <li>• <b>Read- Topics- discuss Definition of Ethics- and Why Teach Ethics-“familiarize yourself with the Concepts and theories found in first two Chapter 1-</b></li> </ul> <p><b>In class discussion</b></p> <p><b>Are we born bad human beings</b></p>	<p><b>Introduction</b></p>
<p><b>Week #2</b></p> <p><b>Module Chapter 2 &amp; 3</b></p>	<p><b>Leadership and Ethics in Business</b></p> <p><b>Chapters 2 &amp; 3</b></p>	<ul style="list-style-type: none"> <li>• <b>View lecture videos</b></li> </ul>	<p><b>In class -Critical Thinking Discussion-Merck and River Blindness</b></p>	
<p><b>Week 3</b></p> <p><b>Module 3:</b></p>	<p><b>Leadership and Ethics in Business</b></p> <p><b>Chapters 4 &amp; 5</b></p>	<ul style="list-style-type: none"> <li>• <b>View lecture videos</b></li> <li>• <b>Read chapter 5</b></li> <li>• <b>Review your</b></li> <li>• <b>Stakeholders Handout</b></li> </ul>	<p><b>In class -Critical Thinking Discussion -Was Aaron Feuerstein Wrong?</b></p>	<p><b>Article Review Due -2- 04- 2024</b></p>

Date and Class Monday	Topic In Class	Assignment/Activity (Online)	Reading Activity	Due Date Assignments
		Read this week's case study for discussion.		
<p><b>Week 4</b></p> <p><b>Module 4:</b></p> <p><b>F2F Meeting on</b></p>	<p><b>Leadership and Ethics in Business</b></p> <p><b>Chapters 6 &amp; 7</b></p>		<p><b>In class -Critical Thinking Discussion- Designer Baby</b></p>	
<p><b>Week #5</b></p>	<p><b>Leadership and Ethics in Business Handout</b></p>	<ul style="list-style-type: none"> <li>• Read chapter3- 4</li> <li>• View lecture videos</li> <li>• Week three- Read Chapters 3 and</li> <li>• Confidentiality</li> <li>• Use of Corporate Resource</li> <li>• Employment Law</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of Chapter notes and case study team assignment</li> </ul> <p><b>Raiding Customer Assets at MF Global:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Textbook Assignment</b></p> <p><b>2 -18- 2024</b></p>
<p><b>Week #6</b></p> <p><b>F2F Meeting on</b></p> <p><b>Chapters 9-12</b></p>	<p><b>Chapter 12- and The "Employment Law Handout"- Read the Laws</b></p>		<p><b>Prison Donors</b></p>	<p><b>Ponzi Scheme Due-</b></p> <p><b>2-25- 2024</b></p>
<p><b>Week #7</b></p> <p><b>Module 7:</b></p> <p><b>F2F Meeting on</b></p>	 <p><b>Chapter 13</b></p> <p><b>Review begins of Notes in for Exam #1</b></p> <p><b>Discussion of Chapter notes and</b></p>	<p><b>Take Exam # 1 on the Following:</b></p> <ol style="list-style-type: none"> <li>1. Chapters 1-2-3-4</li> <li>2. Employment Law</li> <li>3. The "Handout</li> <li>4. Bribery"</li> </ol> <p><b>Read all Handouts and view all videos</b></p>	<ul style="list-style-type: none"> <li>• Discussion of Chapter notes and case study team assignment</li> </ul> <p><b>Review on Chapters</b></p>	<p><b>Midterm Exam #1</b></p> <p><b>3- 08- 2024</b></p>



Date and Class Monday	Topic In Class	Assignment/Activity (Online)	Reading Activity	Due Date Assignments
		<b>Forum Discussion</b>		
<b>Week #8</b> <b>Module 7:</b>	<b>Facilitate a discussion on Bribery in the Workplace</b>	<b>Read Handout on Politically Correctness prior to coming to Read Chapters 1-2 of Book #2 class</b>	Read Handout on "Politically In-Correct"  Be ready to discuss the reason why companies should be aware of it  <b>Politically In-correctness Cases</b>	
<b>Week #9</b> <b>Module 9</b> <b>F2F Meeting on Monday -</b>	<b>Overview and Backdrop for Book #2-There is No Such Thing as Business Ethics</b>	Read Handout- Facilitating on Summer of Mistrust – Take notes-may be on Exam Read and be ready to discuss Chapters 1-2-3	<b>Discussion on Handout</b>  <b>In class- Case Study- Starbucks Coffee Woes.</b>	-
<b>Week #10</b> <b>F2F Meeting on</b>	<b>Overview and Backdrop for Book #2-There is NO Such Thing as Business Ethics</b>	Read Chapter 4-5-6	<b>Case Study- Bangladesh-Retail Factory</b>	
<b>Week #11</b> <b>Module 11:</b>	Facilitating on Book #2- "There Is No Such Thing as Business Ethics	<b>Read Chapters 3-4-5</b>  <b>The 5 P's</b>	<b>Texas Pregnancy Payment</b>	<b>Exam #2</b> <b>Due</b> <b>3- 25-2024</b>

Date and Class Monday	Topic In Class	Assignment/Activity (Online)	Reading Activity	Due Date Assignments
<p><b>Week #12</b></p> <p><b>Module 12:</b></p> <p><b>F2F Meeting on</b></p>	<p><b>Chapter 1-4 - Good to Great Facilitating on Company transformation from being a Good Company to a great company Merger and Acquisition</b></p>	<p><b>Read on Company transformation from being a Good Company to a great company Merger and Acquisition</b></p>	<p><b>transformation from being a Good Company to a great company Merger and Acquisition</b></p> <p><b>Merger Cases</b></p>	<p><b>Submit Individual Company Scandal</b></p> <p><b>Due 4-07- 2024</b></p>
<p><b>Week #13</b></p> <p><b>F2F Meeting</b></p>	<p><b>Chapter 1-4 - Good to Great Discuss why Good is the enemy of Great</b></p>	<p><b>Review the following</b>  a) Hedgehog Concept  b) Stockdale Paradox–  c)Technology as an  Accelerator  d) Discipline</p>	<p><b>Lecture on Chapter 8 and 9</b></p> <p><b>Fly Wheel Doom loop</b></p>	
<p><b>Module 14:</b></p> <p><b>F2F Meeting on</b></p>	<p>Lecture on Book # 3</p> <p><b>Good to Great by Jim Collins Discipline as a key for Success</b></p>	<p><b>Review the Handout on Merger and Acquisition Chapter</b></p>	<p><b>Continue Lecture on Good to Great</b></p>	<p><b>Hedgehog Concept Due 4-21- 2024</b></p>
				<p><b>Final Exam</b></p>

## 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: [pv tutoring@pvamu.edu](mailto:pv tutoring@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 GAI 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.

### COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.



- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at [timelycare.com/pvamu](https://timelycare.com/pvamu).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.

## **HAVE AN INSPIRED SEMESTER!**

### **FAMOUS ETHICAL QUOTES**

Minds are like parachutes. They only function when they are open." ~ **Sir James Dewar**

"A house divided against itself cannot stand." ~ **Abraham Lincoln**

"And in the end it is not the years of your life that count. It is the life in your years." ~ **Abraham Lincoln**

"I have decided to stick to love. Hate is too great a burden to bear." ~ **Martin Luther King Jr.**

"Without feelings of respect, what is there to distinguish men from beasts?" ~ **Confucius**

"Do the right thing. It will gratify some people and astonish the rest." ~ **Mark Twain**

"Never let your sense of morals get in the way of doing what is right." ~ **Isaac Asimov**

"When you have eliminated the impossible, whatever remains, however improbable, must be the truth." ~ **Sir Arthur Conan Doyle**

"The secret of life is honesty and fair dealing. If you can fake that, you've got it made." ~ **Groucho Marx**

"Don't go around saying the world owes you a living. The world owes you nothing. It was here first." ~ **Mark Twain**

"A lie gets halfway around the world before the truth has a chance to get its pants on." ~ **Winston Churchill**

"If you judge people, you have no time to love them." ~ **Mother Teresa**

"In three words I can sum up everything I have learned about life. It goes on." ~ **Robert Frost**

"A baby is born with the need for love. And never outgrows it." ~ **Frank Howard Clark**

"I have never been hurt by anything I didn't say." ~ **Calvin Coolidge**

A woman uses her intelligence to find reasons to support her intuition.

**Gilbert K. Chesterton**