



## MGMT 3310 – Principles of Management

Spring 2024

### General Course Information

Information Item	Information
<b>Instructor:</b>	Cleveland Stiff
<b>Section # and CRN:</b>	P02 - 23150
<b>Office Location:</b>	936.261.9263
<b>Office Phone:</b>	ccstiff@pvamu.edu
<b>Email Address:</b>	<i>Monday / Wednesday / Friday 10:00am-11:00am – 12:00pm-1:00pm</i>
<b>Office Hours:</b>	936.261.9263
<b>Mode of Instruction:</b>	Face-to-Face
<b>Course Location:</b>	COB – Room 111
<b>Class Days &amp; Times:</b>	11:00am - 11:50am - MWF
COB – Room 362	MGMT 3310. Principles of Management. (3-0) Credit 3 semester hours. Fundamentals of organization and administration. Planning, organizing, directing, coordinating, and controlling business activities. Goal setting; models for thinking about organizations; organizational design; information systems; models for understanding individual behavior; job performance and job satisfaction; motivation and leadership; behavior in work groups and careers in business.
936.261.9263	<b>MGMT 1301 (minimum grade of “C”)</b>
ccstiff@pvamu.edu	NA
<i>Monday / Wednesday / Friday 10:00am-11:00am – 12:00pm-1:00pm</i>	<b>Management, Richard L. Daft. South-Western, Cengage Learning, 14<sup>th</sup> edition, 2022. [ISBN-9780357139752]</b>
<b>Recommended Text(s):</b>	NA

General Course Information Table

### Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Explain the foundations of management.	BBA 1	Not a Part of University Core
2	Describe how managers deliver strategic value.	BBA 1	Not a Part of University Core
3	Explain how managers build a dynamic organization.	BBA 1 & 2	Not a Part of University Core
4	Understand the external environment and organizational culture.	BBA 1 & 2	Not a Part of University Core
5	Explicate the importance of leading and mobilizing people.	BBA 1 & 2	Not a Part of University Core
6	Explain how managers go about motivating for performance.	BBA 1- 4	Not a Part of University Core

Student Learning Outcomes Table

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1. Discussions (Class Participation)	10% of Total	10 Percent
2. Individual Project - News Articles (Chapters 1-6)	15% of Total	25 Percent
3. Group Project (SWOT Analysis) - Research Paper	17.5% of Total	42.5 Percent
4. Group Project (SWOT Analysis) - Presentation	17.5% of Total	60 Percent
5. Exams - 3	20% of Total	80 Percent
6. Final Exam	10% of Total	90 Percent
7. Attendance	10% of Total	100 Percent
<b>Total:</b>		<b>100 Percent</b>

Course Grade Requirement Table

### Grading Criteria and Conversion:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% or below

### Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
<b>Discussions 5 Discussion Topics</b>	<p>Students will post their opinions / ideas to questions posed by the instructor. Students are also required to reply to <b>two</b> peer students regarding his/her post.</p> <p><b>Post: Minimum, 15 sentences</b>  <b>Replies: Minimum 10 sentences each</b>  <b>***Replies must be a "substantiated" argument for or against the peer's post.</b></p>
<b>Individual Projects News Articles</b>	<p>Students will work to complete an individual project of the instructor's choosing, i.e. a scrapbook of current newspaper / magazine articles that have a connection to chapter topics. The scrapbook will be submitted via Dropbox at a designated time. Articles can be <b>no more than three months old from the semester start date</b>. No more than two articles may be retrieved from the internet, i.e. two internet, two newspaper, two magazines. <b>Assignment will receive a 15-point penalty per calendar day if it is submitted late. After two calendar days, the assignment will not be accepted and a grade of zero (0) will be entered.</b></p>
<b>Group Project SWOT Analysis</b>	<p>Students will work in groups to research a company/organization and present the results. <b>Participation in the group project is a requirement for this class.</b> Your project grade will be based on the project's grading as well as evaluations from your peer group members. <b>For example, if the evaluation of other group members think your performance for the group project is only 50%, you could get 50% of the project's grade. Everyone is required to complete a peer evaluation form following the group project.</b></p>

<b>Exams</b> <b>4 Exams-Total</b>	Multiple tests are designed to measure knowledge of textbook contents and presented course material. Exams will consist of multiple-choice questions, true/false, and/or short answers. There will be four exams including the final. All exams are closed-book, closed-notes examinations.  ***The Final Exam will be comprehensive ( <i>It will cover all 12 chapters</i> )
<b>Final Exam Exemption Requirements</b>	Students may be exempt from taking the final exam <i>if and only if</i> he or she meet the following requirement: <ul style="list-style-type: none"> <li>• <b>Attendance – 90% or higher</b></li> </ul> <p>*Students that qualify <i>and</i> accept exam exemption will receive the “average” of their scores of exams #1,2, and 3.</p> <ul style="list-style-type: none"> <li>• Example: Exam #1 – 90 / Exam #2 – 80 / Exam #3 – 85 Average: <math>90+80+85=255/3=85</math> The student’s recorded Final Exam grade would be “85”.</li> </ul> <p><b>Students will be notified before the final exam week if he or she is exempt from taking the exam.</b></p> <p>**Students who <i>do not qualify for exemption and fail to take the exam</i> will receive a grade of “ZERO”.</p>
<b>Attendance</b>	Attendance will be measured on an “audit” basis. Attendance will be taken randomly, <b>ten (10)</b> times during the course. Students will receive an attendance grade based on the percentage of days that the student is marked present. Absence will be waived for students that submit a “university” excuse <b>within one week</b> of the absence.  <b>For grading purposes, the random roll call will begin week two of the session/semester.</b>  <b>To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, <a href="mailto:studentconduct@pvamu.edu">studentconduct@pvamu.edu</a></b>

Detailed Description of Major Assignments Table

**Course Procedures or Additional Instructor Policies**

**Late Exam Administration**

Unless *pre-approved*, the penalty for taking the exam(s) outside of the designated date:

- **Different Exam** – May include additional/different questions, i.e. more fill-in-the-blank and/or discussion questions.

**Forfeiture of Bonus points**

*No late work* is accepted outside of the grace period. Make sure that you know the *due date AND time* for assignments. Any scheduling conflicts that result in missing exams or assignment deadlines must be discussed with the instructor *prior to the submission date* or the resulting grade is zero.

***Electronic devices:***

***Face-to-Face (See below)***

Calculators and personal computers are allowed in the classroom. To prevent classroom disruption, all cell phones must be placed in the “OFF” or “SILENT” position and stored (**Non-visibly**) in your bag, purse, or on one’s person before entering class. If one anticipates a possible emergency contact, please notify the instructor prior to class. Failure to do so will result in progressive disciplinary action up to and including class dismissal and a grade assignment of “0” for that day’s activities.

***Food / Drink:***

***Face-to-Face (See below)***

Absolutely, no food or drink will be allowed in the classroom.

**Semester Calendar**

<b>Week</b>	<b>Description</b>
<b>Week One:</b>	<b>01/15 – 01/19</b>
<b>Topic Description</b>	<b>MLK – 01/15</b> Introductions / Syllabus Presentation / Group Project(s) Discussion <b>Chapter 1 – Leading Edge Management</b> Chapter Review / Learning Outcome Questions <b>Discussion #1</b>
<b>Week Two:</b>	<b>01/22 – 01/26</b>
<b>Topic Description</b> Assignment (s):	<b>Chapter 2 - The Evolution of Management Thinking</b> Chapter Review / Learning Outcome Questions Form Project Teams
<b>Week Three:</b>	<b>01/29 – 02/02</b>
<b>Topic Description</b> Assignment (s):	<b>Chapter 3 - The Environment and Corporate Culture</b> Chapter Review / Learning Outcome Questions <b>Discussion #2</b>
<b>Week Four:</b>	<b>02/05 – 02/09</b>
<b>Topic Description</b> Assignment (s):	<b>Chapter 4 - Managing in a Global Environment</b> Chapter Review / Learning Outcome Questions
<b>Week Five:</b>	<b>02/12 – 02/16</b>
<b>Topic Description</b> Assignment (s):	<b>Exam 1 – Chapters 1-4</b> <b>Chapter 5 - Managing Ethics and Social Responsibility</b> Chapter Review / Learning Outcome Questions
<b>Week Six:</b>	

<b>Topic Description</b> Assignment (s):	<b>02/19 – 02/23</b>  <b>Chapter 6 - Managing Start-Ups and New ventures</b> Chapter Review / Learning Outcome Questions <b>Discussion #3</b>
<b>Week Seven:</b> <b>Topic Description</b> Assignment (s):	<b>02/26 – 03/01</b> <b>Submit Electronic Scrapbook – Chapters 1-6 (March 8<sup>th</sup>)</b> <b>Chapter 7 - Planning and Goal Setting</b> Chapter Review / Learning Outcome Questions
<b>Week Eight:</b> <b>Topic Description</b> Assignment (s):	<b>03/04 – 03/08</b> <b>Chapter 8 - Strategy Formulation and Execution</b> Chapter Review / Learning Outcome Questions Group Project Update
<b>03/11 – 03/15</b>	<b>SPRING BREAK</b>
<b>Week Nine:</b> <b>Topic Description</b> Assignment (s):	<b>03/18 – 03/22</b> <b>Exam 2 – Chapters 5-8</b> <b>Chapter 9 - Managerial Decision Making</b> Chapter Review / Learning Outcome Questions <b>Discussion #4</b>
<b>Week Ten:</b> <b>Topic Description</b> Assignment (s):	<b>03/25 – 03/29</b> <b>March 29<sup>th</sup> – Good Friday</b>  <b>Chapter 10 - Designing “Adaptive” Organization Structure</b> Chapter Review / Learning Outcome Questions Group Project Update
<b>Week Eleven:</b> <b>Topic Description</b> Assignment (s):	<b>04/01 – 04/05</b> <b>Chapter 11 – Managing Innovation and Change</b> Chapter Review / Learning Outcome Questions <b>Discussion #5</b>
<b>Week Twelve:</b> <b>Topic Description</b> Assignment (s):	<b>04/08 – 04/12</b> <b>Chapter 12 – Managing Human “Talent” Resources</b> Chapter Review / Learning Outcome Questions <b>Exam #3 (Chapters 9-12)</b>
<b>Week Thirteen:</b> <b>Topic Description</b>	<b>04/15 – 04/19</b> <b>Submit SWOT Project and Begin Presentations (April 14<sup>th</sup>)</b>
<b>Week Fourteen:</b> <b>Topic Description</b>	<b>04/22 – 04/26</b> <b>Presentations Continued</b>
<b>Week Fifteen:</b> <b>Topic Description</b>	<b>04/29 – 05/03</b> <b>Exam Review / Final Exam Week Begin</b> <b>CHAPTERS 1-12 (IN-CLASS)</b>

**Week Sixteen:**  
**Topic Description**

**05/06 – 05/09**  
**Final Exam Week Continues**

## **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. 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 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 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/>

### **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**

### **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.

### **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.

### ***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, 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).