

**COURSE SYLLABUS**  
**MGMT 4000: Professional Development for Business II**

<b>Course Title: Professional Development for Business II</b>		
<b>Course Prefix: MGMT</b>	<b>Course No.: 4000</b>	<b>Section Number: P02</b>
	Department of Management & Marketing, College of Business	
<b>Instructor Name:</b>	<i>Kimberly Gordon</i>	
<b>Office Location:</b>	<i>Agriculture/Business Multipurpose Building, Room 452</i>	
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<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>		
Tuesdays 2:00 – 4:00 p.m. & Wednesdays 1:30 – 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 at <a href="http://www.calendly.com/klgordonpvamu">www.calendly.com/klgordonpvamu</a> or in Handshake		
<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>	Wednesdays 5:00 p.m. – 6:20 p.m.   January 16 – March 5, 2024   1 <sup>st</sup> 8 Weeks	
<b>Catalog Description:</b>		
<p><b>MGMT 4000. Professional Development for Business II.</b> (0-0). This course is mandatory for College of Business students and highlights career processes and post-graduation opportunities as well as resources available. The course will orient students towards career-related strategic decision-making and help them better understand how to navigate and plan for future career success. Topics include: accessing and leveraging digital resources for career development, salary negotiations, business etiquette, networking, mentors, career analysis, interviewing, on-the-job performance and the assessment process, and career planning and exploration.</p>		
<b>Prerequisites:</b>	MGMT 2000	
<b>Co-requisites:</b>	N/A	
<b>Suggested Text:</b>	<p>Course readings and materials will be provided in class and 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.</p> <p>Supplemental Suggested Textbook: <u>What Color Is Your Parachute? for College: Pave Your Path from Major to Meaningful Work</u> by Katharine Brooks, EdD            Publisher: Ten Speed Press (April 6, 2021)            Paperback: 272 pages            ISBN-10: 1984857568            ISBN-13: 978-1984857569</p>	
<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 importance of being purposefully responsible, active and engaged in the career planning process.</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 as well as professional and graduate education options.</p>		
5	<p>Understand the role of personal credit and strategic financial planning. Understand the salary, negotiations, and job offer process.</p>		
6	<p>Be able to use both personal and 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 use specific job search strategies; create a viable action plan to serve and implement career/professional goals.</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 4 hours submitted after the due date up to 24 hours. To submit an assignment within this 24-time period, students should submit assignments via 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 (see Assignment #4) to earn additional points or make up for the difference in assignment grades.  
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

All Assignments should be submitted/posted in Canvas/eCourses on the due date by 9:00 p.m.



## Assignment #1 Career Plan Overview

DUE: Wednesday, February 2, 2024

Total points - 10

1. Updated, complete Registration in Handshake
2. Updated and reviewed, Career Fair (one-page) Resume, including a link to your complete LinkedIn Page
3. List of five (5) companies attending PVAMU Career Fair you plan to target  
or your post-graduation job offer letter  
or a list of seven (7) companies of interest and job description(s) not attending the PVAMU Career Fair  
or your letter of admission to graduate/professional school.
4. List of 3-5 references with contact information (no more than two should be a PVAMU faculty or staff member, no relatives).
5. Detail/schedule a plan of action and goals from 01/16/24 – 03/05/24.



## Assignment #2 Mentor/Network Match & Plan

DUE: Wednesday, February 7, 2024

Total points - 10

1. Attend class on Mentors & Networks (01/24/24)
2. Register on the IMPACT Mentoring platform.
3. Using the IMPACT Mentoring online platform, identify a mentor.
4. Reach out to mentor consultants as needed for assistance with matching, engagement activities, additional training to use the online platform.
5. Read, sign and submit Protégé Agreement posted in eCourses.
6. List plan of actions/goals for mentoring relationship.
7. Meet with Mentor at PVAMU Networking Session in February (in class 02/21/24).



## Assignment #3 Salary Negotiations

DUE: Wednesday, February 21, 2024

Total points - 30

1. Analyze the salary offer letter provided in the exercise.
2. For the case study, using the information and applications provided, give a one-page response to tell the interested party your decision.
3. In your discussion and analysis, include the following:
  - a. Why did you choose this option?  
Be clear in your discussion regarding your decision.
  - b. If you decide to make a counter offer, explain your course of action if your offer/answer is rejected.
  - c. Explain how this assignment relates to your own personal journey and options after graduation.

## Assignment #4

### Final Assignment

DUE: Friday, March 1, 2024

Total points – 25 needed, 45 available

1. Review your goals listed in assignment #1 and provide a two-page summary with evidence of what you did to reach your goals (10 points).
2. LinkedIn Learning Certificate/Badge (10 points)
3. LinkedIn Learning Course (5 points)
4. Document an interview in which you participated (5 points):
  - a. Informational Interview
  - b. Mock Interview | Behavioral or Virtual
  - c. Mock Interview | Case or Conference
5. Participate in one Professional Session (5 points)
  - a. One-on-one Business Career Session
  - b. Office Hours for Mentoring Platform
  - c. Careers-in-Action or Company Site Visit
  - d. Externship
6. Company Presentation Seminar (5 points)
7. Graduate/Professional School Information Session (5 points)

# MGMT 4000 COURSE CALENDAR

	Day Date	Class Topic/Discussion	Assignments, readings, and due dates.
1	WED 01/17/24	<b>Topic #1   Course Overview, Expectations MGMT 2000 Recap</b>	Course Overview No Assignment Due  Weekly Recaps & and materials posted in Canvas/eCourses
	WED 01/24/24	<b>Topic #2   Mentors &amp; Networks</b> Advisors, Sponsors, Mentoring & Networks	<u>Watch</u> videos posted in eCourses before class. <u>Read</u> IMPACT Mentor Materials before class. <u>Update</u> LinkedIn Profile
3	WED 01/31/24	<b>Topic #3   Company Workshops</b> Group 1: Company Representatives in Class Group 2: Case Interviews Group 3: Company Information Sessions	<b>Assignment 1 Due by 02/02/24</b> Career Plan Overview & Strategy <b>10% of Final Grade</b>
4	WED 02/07/24	<b>Topic #4   Executing Your Career Plan</b> Career Services & Professional Development Individual Career Planning Strategy & Coaching LinkedIn Learning Certificates	<b>Assignment 2 Due by 02/07/24</b> Mentor Network Match & Plan <b>10% of Final Grade</b>
5	WED 02/14/24	<b>Topic #5   Negotiations</b> Negotiations: Salary, Benefits, & Other Options	<u>Read</u> Negotiation Materials posted in Canvas/eCourses before class <u>Identify</u> groups
6	WED 02/21/24	<b>Topic #6   Networking in Action</b> Mentor Meet Up, Business Etiquette Reception	<b>Assignment 3 Due by 02/21/24</b> Salary Negotiations <b>30% of Final Grade</b>
7	WED 02/28/24	<b>Final Class</b> Overcoming Barriers while Executing Your Plan	<b>Assignment 4 Due by 03/01/24</b> Final Assignment Due  <b>25% of Final Grade</b>
Weekly		<b>Attendance, Participation &amp; Attire</b> (Business Casual or Business Professional)	<b>25% 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 doing your homework on a laptop) while you are in class.

**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 25% 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.



**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 in-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/Gravyty  
Grammarly  
Handshake  
LinkedIn  
Microsoft Office (Excel, Word, PowerPoint, Teams)  
Salary.com | Payscale | Glassdoor | BankRate.com  
Zoom

## Grading

Professional Development for Business (MGMT 4000) 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 11:59 pm** on the designated dates. Late assignments will be accepted up to 24 hours late. Students should be aware that after the due date, 5 (five) percentage points will be taken off of the assignment for every 4 hours the assignment is late. Exceptions will not be made without an approved excuse. After 24 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 when a presenter is 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, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. [Library Website](#) Phone: 936-261-1500

### Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). Phone: 936-261-5911

### The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); [University Tutoring Website](#)

### Writing Center

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

### Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

### Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2<sup>nd</sup> floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)



## Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); [Testing Website](#)

## Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; [Disability Services Website](#)

## Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

## Veteran Affairs

Veteran Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; [Veteran Affairs Website](#)

## Office for Student Engagement

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

## Center for Careers & Professional Development

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

## University Rules and Procedures

### Academic Misconduct

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

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

### Forms of Academic Dishonesty:

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

### PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

### Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's

ability to conduct the class, (2) the ability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

### Sexual Misconduct

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

### Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

### Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

### Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the Internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

### Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

## Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: [deanofstudents@pvamu.edu](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu) or phone: (936) 261-3524.

## Student Academic Appeals Process

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

## Technical Considerations

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

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi\*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

\* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

### **Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

## *Netiquette* (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

## Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high

traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

### Technical Support

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

### Communication Expectations and Standards

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

### Discussion Requirement

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

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

### 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.