



PRAIRIE VIEW
A&M UNIVERSITY

Syllabus

MGMT 4332 **Z01.23157**, Supply Chain Management

Spring 2024

Instructor's Name	Elvis Ndembe
Course Abbreviation & Number	MGMT 4332 Z01, CRN 23157
Office Location	Agriculture/Business Building, Room 346
Office Phone	936-261-9212
Email Address	emndembe@pvamu.edu
Office Hours	Tuesdays and Thursdays (3-4:30 pm or by appointment)
Mode of Instruction	Online
Course Location	Agriculture/Business Building, Room 227
Class Days & Times	Online
Catalog Description	Provides students with the basic principles and key issues of supply chain management from a managerial perspective of gaining long term strategic and global competitiveness. Topics covered include managing supplier relationships, inventory management, process management, performance management and global issues in SCM.
Pre-requisite	MGMT 3130 and MGMT 3031
Required Text & related course material	Principles of Supply Chain Management: A Balanced Approach 6e <i>Wisner, J.D., Tan, Keah-Choon, and Leong, G.K.</i> Cengage (ISBN: 978-0-357-71560-4); earlier editions will also suffice. Additional readings may be assigned.

Course Level Objectives (CLO)

CLO	Upon successful completion of this course, students will be able to:	Applicability to Business	Alignment with Academic Program Learning Goals	Alignment with Core Curriculum Learning Goals
1	Explain the basic concepts of a supply chain and supply chain management system	Supply chain management is extremely critical in reducing costs and improving quality with the objective of improving competitiveness.	Mastery of Content	Critical thinking
2	Demonstrate the use of a basic set of analytical and managerial tools in inventory management, resource planning & quality management necessary for an effective supply management system.	Analytical tools of inventory management, resource planning and quality management are critical to effective cost reduction and achievement of competitive advantage.	Mastery of Content	Critical thinking Empirical & Quantitative Skills
3	Explain distribution, process integration, location and performance measurement issues along supply chains.	Logistics and location have a direct bearing on supply chain effectiveness. This calls for detailed decision making to ensure long term competitiveness.	Mastery of Content	Critical thinking Empirical & Quantitative Skills

Unit / Module-Level Objective (MO)	Instructional Materials	Activities & Assessments
<p>Unit 1: Introduction to the course, Understanding Supply Chain Concepts (CLO1)</p> <p>MO1: Explain the fundamental concepts of supply chain and supply chain management.</p>	<ul style="list-style-type: none"> - Lecture Slides (MO1, CLO1) - Numerical examples and practice questions. (MO1, CLO1) 	<ul style="list-style-type: none"> - Introductory Discussion Forum - Discussion Questions (MO1, CLO1) - Case Discussion (MO1, CLO1, CLO2) - Assignments 1 & 2 (MO1, CLO1, CLO2) Quiz on Total Cost Analysis (CLO2)
<p>Unit 2: Understanding inventory management, resource planning & quality management issues. (CLO2)</p> <p>MO2:</p> <ul style="list-style-type: none"> - Determine Economic Order Qty, and Re-order Point - Develop Material Requisition Plan. - Demonstrate use of statistical process charts and process capability. - Develop and interpret control charts 	<ul style="list-style-type: none"> - Lecture Slides (MO2) (CLO2) - Numerical examples and practice questions. (MO2) (CLO2) - Note on Process Capability (MO2) (CLO2) 	<ul style="list-style-type: none"> - Discussion Questions (MO1, CLO1) - Case Discussion (MO1, MO2) - Assignments 3, 4 & 5 (MO2, CLO2) - Quizzes on Inventory Management & SPC (MO2, CLO2) - Exam 1 (MO1, MO2, CLO2) - Exam 2 (MO2, CLO2)
<p>Unit 3: Understand the role of logistics, location, integration, location, and performance measurement. (CLO3)</p> <p>MO3:</p> <ul style="list-style-type: none"> - Explain the strategic importance of logistics 	<ul style="list-style-type: none"> - Lecture Slides (MO3, CLO3,) - Note on Process Capability (CLO3, & MO3) 	<ul style="list-style-type: none"> - SPC Practice Problems (MO2, CLO2) - Assignment 5 (MO3, CLO2, CLO3) - Research Paper (MO1, MO2, MO3, CLO1, CLO2)

- Identify factors affecting location decisions, -Discuss the merits of financial land non-financial performance measures.		- Final Exam (MO1, MO2, MO3, CLO1, CLO2, CLO3)
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Major Course Requirements:

Method of Determining Final Course Grade: This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes.

Item	Course Grade Requirement	Value	Total
1)	Timed Online Chapter Assignments (11 @ 1.82 each)	points	20
2)	Timed Online Module Quizzes (x3 @ 6.67 points)	points	20
3)	Timed Online Module Exam 1	points	25
4)	Timed Online Module Exam 2	points	25
5)	Timed Online Module Exam 3 (Final):	points	30
6)	Group Case Analysis/Project	Points	10
Total:		Points	130

Grading

- A: 90% +
- B: 80-89 %
- C: 70-79 %
- D: 60-69%

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-non-attendance) 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.

The instructor may “scale” grades up, resulting in a semester grade higher than the minimum indicated above. The instructor may adjust individual grades down in the following cases: 1) Cases of academic dishonesty. 2) Improper student behavior.

Attendance/class policy: This is an Online so class attendance is not required. Although class attendance is not required, it is important that you keep up to date with Datelines and Due Dates. It is imperative that all readings, assignments, and exams are completed on time. Civility is expected from all students. Inappropriate language in your interaction with fellow students or with the instructor will lead to disciplinary action.

Detailed Description of Major Assignments:

Assignments, Quizzes and Exams will be on Materials and Concepts on Chapters Covered During the Semester. Timeline for All Chapters Covered During this Course Are Provided in the Course Schedule Table.

Timed Online Assignment Description and Submission: All Assignments and Assignment Due Dates will be posted and need to be submitted on Canvas. A total of Eleven (**11 Timed Online Assignments of 1.82 points each**) will be given covering all areas of materials and concepts covered under Chapters in each of the three Modules. Assignments will require students to read course materials closely in a manner that enables them to answer concept questions of the True or False, Multiple-Choice, and Fill in the Blanks type. **Students will have Two Attempts per question.** Your Grade will be the **Average for any questions you attempt Twice.**

Timed Online Module Quiz Description and Submission: All Quizzes will be completed Online. **Quiz schedule including Dates** are posted on Canvas. A total of **3 Module** Quizzes will be given based on materials covered in chapters within a module. There will be One quiz from each of the three Modules. Quizzes will require students to

solve Quantitative Problems. Students are required to show their work and steps used to arrive at a solution. **There are no make-up quizzes except for genuinely unavoidable documented reasons.**

Timed Online Module Exam Description and Submission: Module Exams Cover Concepts in Each of the Chapters in a Module. Module Exams 1 & 2 will be **80 minutes long** while Module Exam 3 (Finals) will be **2 hours long**. Tentative dates for Module Exams are shown on the Tentative schedule below as well as on Canvas. Students are advised to develop Formula or Cheat sheets in advance of Quizzes. Module 3 (Final Exam) is **Not cumulative**. All Exams are Online and involve **Multiple-Choice Questions with some including Calculations**. Questions will test concepts like those in your Assignments and Quizzes. No makeup exams will be given unless for genuinely unavoidable **documented reasons**.

Numerical problems: Grades will be based on (i) use of correct formulae, (ii) completeness of working i.e., showing of the intermediate steps, (iii) correct computation and (iv) neatness of work.

Group Case Analysis/Project Description and Submission: Case analysis/project will be completed in a group. Students will be randomly assigned into Groups. Your cases are from your textbook. Each group will select the case they wish to address. The questions to address and the grading rubric can be found below. More information is available under the Group Case Analysis/Project Tab in Canvas. **All Group members will receive the same score.** Review your cases and make sure they are well written before submission. Students are encouraged to seek feedback from their instructor. **No Feedback will be provided 48 Hours before the Due Date.** A **Sample Case Analysis/Project** is available on Canvas for your review.

Your Case Analysis/Project should include an executive summary where you give a summary of the overall situation and your recommendations

1. **Final Case Writeup:** Your Final Writeup and Analysis should include an Executive Summary where you give a Summary of the Overall situation and your Recommendations. What are the main issues in the case. Why should Anyone be interested in your Project. Please Write a Complete paper rather than Providing Direct Responses to Questions.
2. Remember to have **the names of all the Group Members and the title on the first page of your paper.** Any names not in Final Project will receive a Zero. Only one submission should be made per group. One group member should submit the final paper.

The Length of your Final Analysis **should be a minimum of 4 pages and not Exceed 7 Pages Single-Spaced** including the executive summary and your recommendations, Figures and References. Final Projects should be Uploaded on Canvas **no Later than Thursday April 25th at 11:59 pm.**

Turnitin will be used to check for Plagiarism. Make sure you give Credit for all Citations in your Paper and that the Paper is your Group's and not Copied from another Group's. The case and related questions for your group to address are shown below:

(Select one)

Case 1: Middleton Fine Furniture-Supply Chain Savings Opportunities (Chapter 2, Page 89)

Discussion Questions:

- ✓ Questions 1, 2 and 3.
- ✓ Your case analysis should include background information on the furniture supply chain and summary of the issues facing the company
- ✓ Discuss your recommendations for the company.

Case 2: Cyber Logic Systems-Supplier Relationships (Chapter 3, Page 124-125)

Discussion Questions:

- ✓ Questions 1, 2 and 3.
- ✓ Your case analysis should include background information on supply chain and cybersecurity and a summary of the issues facing the company
- ✓ Discuss any additional recommendations for the company.

Case 3: Quigley Global Transportation (Chapter 11, Page 498-499)

Questions:

- ✓ **Questions 1, 2, and 3**
- ✓ Your case analysis should include background information on global transportation and major ports and a summary of the issues facing the company
- ✓ Discuss any additional recommendations for the company.

Case 4: Polly's Sweet Treats and Drinks (Chapter 10, Page 461-462)

Questions:

- ✓ **Questions 1, 2, and 3**
- ✓ Your case analysis should include background information on the treats and soft drinks supply chain and a summary of the issues facing the company
- ✓ Discuss any additional recommendations for the company.

Case 5: Warehouse and Distribution Center Robotics (Chapter 14, Page 628-629)

Questions:

- ✓ **Questions 1, 2, and 3**
- ✓ Your case analysis should include background information on the use of robotics in warehousing and supply chain and a summary of the issues facing the company
- ✓ Discuss any additional recommendations for the company.

. Grading Rubric Case Analysis Group Project

Rubric	Points	Description
<i>Organization, structure, grammar, punctuation</i>	5	Conciseness of explanation for interest in specific case or supply chain management area. Page numbering. Please use paragraphs, summary tables, graphs, and illustrations to enhance the readability and flow of ideas and edit to minimize spelling and grammatical errors.
<i>Quality of Response</i>	5	Quality will be graded based on whether your group address all questions and provided the correct responses or do the responses at least point to the right direction.

Assignments, Quizzes, and Exam Grading: Students can expect Feedback on Assignments after the Due Date. **For Quizzes and Exams expect Feedback Within a week**, unless otherwise noted.

Communication: Students can communicate with me through email. All emails will receive a response from me, most likely within 24 hours and 48 hours. Emails should ideally be sent directly to my PVAMU email or through Canvas.

Tentative Course Schedule

Module	Week	Topics	Chapters
1	Week 1 Jan 16-18	Introduction to SCM	1
	Week 2-3 Jan 23-30	Purchasing Management	2
	Week 3 Feb 1	<i>Creating and Managing Supplier Relationships</i>	3
	Week 4-5 Feb 6-13	Global Location Decisions	11
	Week 5 Feb 15	In Class Module Quiz 1	
	Week 6 Feb 20	In-Class Module Exam 1 [Ch. 1, 2, 3, and 11]	
2	Week 6 Feb 22	Domestic U.S. & Global Logistics	9
	Week 7-8 Feb 27- Mar 5	Demand Forecasting	5
	Week 9 March 7-19	Inventory Management	7
	Week 10 March 21	Ethical & Sustainable Sourcing	4
	Week 11 March 26	In Class Quiz 2	
	Week 11 March 28	In-Class Module Exam 2 [Ch. 9, 5, 7, & 4]	
3	Week 12 April 2-9	Service Response Logistics	12
	Week 13 April 11-16	Supply Chain Performance Measures	14
	Week 14 April 18-23	Customer Relationship Management	10
	Week 15 April 25	In-Class Module Quiz 3	
	April 30	Group Case Analysis/Project Paper) (Due in Canvas Friday April 26, 2024, at 11:59 pm Study Day	
	Week 16 May 1 -8	In-Class Module Exam 3 (Final) [Ch. 10, 12, and 14]	

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; [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, 2nd 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, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: 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.

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, 2nd 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) 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. 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. 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 or phone: (936) 261-3550 or Office for Student Conduct via email: 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.

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.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.