## MISY 3341-P01 Business Database Applications
## SPRING 2024

| Course Information | Description |
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| **Instructor:** | Dr. Louis Ngamassi |
| **Section # and CRN:** | Section: P01, CRN: 24050 |
| **Office Location:** | Room 446, Agriculture/Business Multipurpose Building |
| **Office Phone:** | 936-261-9246 |
| **Email Address:** | longamassi@pvamu.edu |
| **Office Hours:** | Tue & Thu: 8:00am – 9:30:00am and 4:00pm – 5:00pm<br>Other days: By appointment |
| **Mode of Instruction:** | Face-to-Face |
| **Course Location:** | Room 225, Agriculture/Business Multipurpose Building |
| **Class Days & Times:** | Tue &Thu 11:00 am – 12:20 pm |
| **Catalog Description:** | The course provides a solid foundation in database concepts and design as they apply in business. It covers principles of conceptual as well as relational designs and includes translation of business requirements into entity relationship diagrams, normalization of tables and advanced SQL to address specific business problems. |
| **Prerequisites:** | MISY 2301 |
| **Co-requisites:** | None |
| **Required Texts:** | Coronel, Morris, *Database Systems: Design, Implementation, and Management*, 11th Edition, Course Technology. ISBN-13: 978-1285196145, ISBN-10: 1285196147 |
| **Recommended Texts:** | |
| **Course Overview:** | MISY 3413 brings databases to life with a unique approach that focuses not only on constructing databases and using database tools, but also the implications of data uses and issues. In This course students will learn the fundamentals and basic principles of databases and their related technologies. Throughout this course, students will explore the areas that are fundamental to the design, development, and implementation of enterprise wide information systems. Throughout their exploration, students will develop an understanding of the social, ethical, and legal issues surrounding such implementations.<br>Topics will include modelling real-world business problems into entity relationship diagrams (ERDs), translating ERDs into database structure, implementing the relational model into a specific database management system during the physical database design, querying against the database using SQL, modifying database structure etc. Examples, in-class exercises, assignments, quizzes, and examinations will be used to provide opportunities for practical application of these principles. |

**Student Learning Outcomes:**

| | Upon successful completion of this course, students will be able to: | Program Learning Outcome # Alignment | Core Curriculum Outcome Alignment |
|---|---|---|---|
| 1 | Understand the basic concepts of relational databases and the role of database development within the systems development life cycle. | Program Goal 1 | Critical Thinking |
| 2 | Be able to represent real-world business requirements using Entity Relationship Diagrams (ERDs) and convert ERD into database structure. | Program Goal 1 | Critical Thinking |
| 3 | Be able to normalize database tables in the database design process. | Program Goal 1 | Critical Thinking |
| 4 | Be able to query and modify data using Structured Query Language (SQL). | Program Goal 1 | Critical Thinking |
| 5 | Be able to write stored procedures using PL/SQL | Program Goal 1 | Critical Thinking |
| 6 | Become a knowledgeable and skilled user of a relational database system. | Program Goal 1 | Critical Thinking |

## Major Course Requirements

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

**Pop quizzes & Class Participation** – quizzes designed to test student preparation of the course material.

**Homework Assignments** – assignments designed to supplement and reinforce course material.

**Class Exercises** – daily attendance and participation in class exercise and discussions.

**Group Project** – database project designed to measure ability to design and develop a business database application working in small groups.

**Exams** – written tests designed to measure knowledge of presented course material.

**Warning:**
⇨ There are graded activities in every class including the first day
⇨ All issues related to grades must be brought up by the student and resolved before the last day of class.

**Method of Determining Final Course Grade**

| Course Grade Requirement | Value | Total |
|---|---|---|
| Quizzes, Class Participation & In-Class Exercises | 10% | 100 |
| Homework Assignments | 10% | 100 |
| Term Project | 20% | 200 |
| Exam 1 | 20% | 200 |
| Exam 2 | 20% | 200 |
| *Final Exam | 20% | 200 |
| Total | 100% | 1000 |

*Final examination will be cumulative.

**Grading Criteria and Conversion:**

A:  90.0% and above
B:  80.0%--89.9%
C:  70.0%--79.9%
D:  60.0%--69.9%
F:  below 60.0%

Grades are based solely on performance in the categories listed under course grade requirement above, and no other factors (graduation, financial aid/scholarship etc.) are taken into account. All exams including the final are mandatory. No credit for any extra work is allowed and the grade is not curved.

**Detailed Description of Major Assignments:**

| Assignment Title or Grade Requirement | Description |
|---|---|
| In-Class Exercises, Class Participation & Pop Quizzes | In-Class Exercises & Pop Quizzes will be given in several of the sessions. The students are required to preview and review the text and class materials prior to the class. The pop quiz will consist of the materials covered in the previous sessions and of the text chapters that are covered in the current session. In order to keep up with the technical concepts in each session, it is important for students to preview the text in advance and review the class lecture prior to the next session. No makeup quizzes are admissible due to any reason. |
| Homework Assignments | A total of four homework assignments will be given during the course of the semester. They are designed to supplement and reinforce course material and will involve reasonable individual effort.<br><br>All homework assignments should be submitted on eCourses before the beginning of the class. Students are expected to make sure before they submit that the files are in readable condition. Late assignments may be submitted up to a maximum of 1 week (7 days) of the day they are originally due with a penalty of 5% of the assignment grade for each day delayed. After 1 week, the professor will not accept the assignment and the student in question will receive a grade of 0 (zero) on that assignment. |
| Project | Students will do one term project assignment during the course of the semester. Assignment details are given in class. The grade for the term project relies heavily on the student's ability to follow instructions and complete assignments on time. Completed project is submitted via eCourses unless instructed otherwise. Late submission will not be accepted. |
| Exams | The course will have three exams. All exams will be closed book. Exams may consist of true-false questions, essay questions and multiple-choice questions. The exams will emphasize the conceptual understanding of the lectures and relevant class materials.<br><br>If an exam is missed, it is the student's responsibility to (a) contact the professor as soon as possible in person, (b) produce a document describing the valid reason for having missed the exam (e.g., doctor's note) and (c) make arrangements with the professor to write the exam within a period of one week (7 days) of the date of the original exam. Otherwise, missed exams will be assigned a grade of 0 (zero). |

## Course Procedures or Additional Instructor Policies

- This syllabus provides a general plan for the course. Changes in homework/project due dates and exam schedules may be made in class. It is the student's responsibility to be aware of these changes.
- Regular and punctual attendance is a requirement for all students enrolled in this course.
- Students are required to keep the lab clean at all times. Each student will gather all excess materials that do not belong to the lab around his/her work area before leaving for each lab session. **No food, drink, snack, gum, etc is allowed in the lab at any time.**

**eCourses**
Students are expected to use eCourses regularly for course materials, such as PowerPoint slides, class lecture notes, and class announcements. Failing to learn how to use eCourses might result in missing class information. Students need to take the responsibility to obtain adequate proficiency using eCourses. Students should ask the instructor if they need help in navigating eCourses.

**Formatting Documents**
Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be

sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

| Semester Calendar * | |
|---|---|
| **Week One (Jan 15 – 21):** **Topic Description** | **Course Overview & Introduction to Database Systems** |
| Readings: | Tue: Syllabus<br>Thu: Chapter 1: Database Systems |
| Assignment (s): | Tue:<br>Thu: |
| | |
| **Week Two (Jan 22 – 28):** **Topic Description** | **Introduction to Data Models** |
| Readings: | Tue: Chapter 2: Data Models<br>Thu: |
| Assignment (s): | Tue:<br>Thu: |
| | |
| **Week Three (Jan 29 - Feb 4):** **Topic Description** | **Relational Database Model** |
| Readings: | Tue: Chapter 3: Relational Database Model (Pages 70-77)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: **HW 1 due date** |
| **Week Four (Feb 5 – 11):** **Topic Description** | **Relational Database Model** *(Continued)* |
| Readings: | Tue: Chapter 3: Relational Database Model (Pages 78-102)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: **Exam 1** |
| | |
| **Week Five (Feb 12 – 18):** **Topic Description** | **Entity Relationship (ER) Modeling** |
| Readings: | Tue: Chapter 4: Entity Relationship (ER) Modeling (Pages 114-126)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: |
| | |
| **Week Six (Feb 19 – 25):** **Topic Description** | **Entity Relationship (ER) Modeling** *(Continued)* |
| Readings: | Tue: Chapter 4: Entity Relationship (ER) Modeling (Pages 127-145)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: **HW 2 due date** |
| | |
| **Week Seven (Feb 26 – Mar 3):** **Topic Description** | **Normalization** |
| Readings: | Tue: Chapter 6: Normalization of Database Tables (Pages 190-201)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: |
| | |
| **Week Eight (Mar 4 – 10):** **Topic Description** | **Normalization** *(Continued)* |

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|---|---|
| Readings: | Tue: Chapter 6: Normalization of Database Tables (Pages 202-220)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: **Exam 2** |
| | |
| **Week Nine (Mar 11 – 17)** | Tue:  **SPRING BREAK (UNIVERSITY CLOSED)**<br>Thu:  **SPRING BREAK (UNIVERSITY CLOSED)** |
| | |
| **Week Ten (Mar 18 – 24):**<br>**Topic Description** | **Structured Query Language (SQL)** |
| Readings: | Tue: Chapter 7: Introduction to SQL (Pages 236-249)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: Project |
| | |
| **Week Eleven (Mar 25 – 31):**<br>**Topic Description** | **Structured Query Language (SQL)** *(Continued)* |
| Readings: | Tue: Chapter 7: Introduction to SQL (Pages 252-267)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: **HW 3 due date** |
| | |
| **Week Twelve (Apr1 – 7):**<br>**Topic Description** | **Advanced SQL** |
| Readings: | Tue: Chapter 8: Advanced SQL (Pages 322-341)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: |
| | |
| **Week Thirteen (Apr 8 – 14):**<br>**Topic Description** | **Advanced SQL** *(Continued)* |
| Readings: | Tue: Chapter 8: Advanced SQL (Pages 342-359)<br>Thu: |
| Assignment (s): | Tue:<br>Thu: **HW 4 due date** |
| **Week Fourteen (Apr 15 – 21):**<br>**Topic Description** | **Introduction to Database Design** |
| Readings: | Tue: Chapter 9: Database Design<br>Thu: |
| Assignment (s): | Tue:<br>Thu: |
| **Week Fifteen (Apr22 – 28):**<br>**Topic Description** | **Project** |
| Readings: | Tue:<br>Thu: |
| Assignment (s): | Tue: Class Project<br>Thu: Class Project; **Class Project due date** |
| **Week Sixteen (Apr29–May 5):**<br>**Topic Description** | **Course Review – Last Class Day** |
| Readings: | Tue: Review Chapters for Final Exam |
| **Final Exam** | TBA |

 * **Changes to this schedule are at the discretion of the instructor. Students will be informed of these changes in class and/or posted on the class web page.**

**Classroom Etiquette and Student Behavior Guidelines (Approved by COB Faculty on August 17, 2004)**

*"As a student in the Prairie View A&M University College of Business, I pledge to be always truthful, ethical and professional in my behavior." (COB Student Code of Conduct – May, 2005)*

The College of Business is committed to ensuring an optimal learning environment in each classroom. As a student in a College of Business class, your professors expect that you will adhere to the following guidelines for classroom etiquette:

1. Be punctual. Arrive before your classes begin - do not be tardy.
2. Stay for the duration of the class - do not leave the class unless prior permission has been granted.
3. Turn off your cell phone and other electronic devices that may be distractions to others – no phone calls or text messaging are allowed while the class is in progress
4. Do not disturb or distract the class - avoid unnecessary discussions unless permitted by the professor.
5. Come to class with a positive attitude for learning – be prepared for the class and stay focused on the class lecture.
6. Do not engage in inappropriate physical gestures or body language; do not use expletives or profanity in the classroom or the hallways.
7. Do not bring in food and/or eat or drink in the classrooms or computer labs. The student lounge is located in room 1B121. Food and beverages are allowed in this room.
8. Always be ethical in your conduct – do not misrepresent facts, or cheat or help others in cheating during exams, quizzes or homework.
9. Be respectful of the professor and fellow students.
10. Try your best not to miss any class; notify the professor in advance if you must miss a class due to illness, travel, or other unavoidable circumstances; the University catalog requires professor to monitor attendance and penalize poor attendance.
11. Always be civil in your behavior - if there is a difference of opinion with the professor or another student, be polite during the exchange.
12. Always dress in appropriate attire; dress in business attire when making presentations in class, attending a COB program with outside guests, or as required by the faculty.
13. Exhibit good manners – if your behavior is perceived as rude, disrespectful or disruptive, apologize.
14. Understand that violations of the above may result in reduced grade or expulsion from the class or the program.

## 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 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 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, in virtual face-to-face sessions through the tutoring center and through online sessions. 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; 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:

## 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; Early Alert Website

## 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, 2nd floor; Phone: 936-261-3564; Health & Counseling Center Website

## 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, 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 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 CIITS Student Website. 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; Veterans 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

## 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, 2nd floor; Phone: 936-261-3570; Career Services 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. <u>Cheating</u>: 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. <u>Plagiarism</u>: 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. <u>Collusion</u>: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. <u>Conspiracy</u>: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. <u>Multiple Submission</u>: 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) 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. 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.

## 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

* 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

## *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 [NOTE: Delete this section when the COVID-19 pandemic is over]**

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the PVAMU Self-Reporting Form. Proof of off-campus and self-administered home test results must be sent to covid-19@pvamu.edu. Proof for self-administered home test is a picture of the test with a photo ID in the same photo.

- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.

- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic 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. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class may qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to Coronavirus Website or email covid-19@pvamu.edu.

**Prairie View A&M University College of Business**

*Vision*

The Prairie View A&M University College of Business strives to be among the best regional business schools in the nation by empowering students from diverse backgrounds to reach their full potential.

*Mission*

The Prairie View A&M University College of Business provides students from diverse academic and socioeconomic backgrounds with education that helps them become business professionals and leaders who are ethical, entrepreneurial, productive, and prepared to succeed in the global economy. The College achieves excellence through quality teaching, research, service, and engagement with the business community.