

**Math 0135: Comprehensive Math Skills for College Algebra
Spring 2024**

Course Information

Instructor:
Section # and CRN:
Office Location:
Office Phone:
Email Address:
Office Hours:

James R. Valles, Jr., Ph.D
P14 (CRN 25622)
W.R. Banks Room 328
(936) 261-1983
jrvalles@pvamu.edu
In person:

- Monday and Wednesday 8:00 – 10:00 AM, 1:00 – 2:00 PM and by appointment
- (Math Lab) Monday and Wednesday 11:00 AM – 12:00 noon

By Zoom:

- When in the office and by appointment

Description

Mode of Instruction:
Course Location:
Class Days & Times:
Catalog Description:

Face-to-Face
W.R. Banks Room 240
MW 10:00 – 10:50 AM
This course will enhance the student's performance in *College Algebra*. It improves skills in solving quadratic equations, manipulating polynomials, radicals and exponential expressions. It develops a basic understanding of the mathematical functions and concepts necessary for successfully completing the College Algebra course. A co-requisite course for those students who have not passed TSIA Math and it must be taken in conjunction with College Algebra 1314

Prerequisites:
Co-requisites:
Required Text(s):
Recommended Text(s):

MATH TSIA <350 or New MATH TSIA(January 2021) <950 and diagnostic level=6
MATH 1314 – College Algebra

1. The text-either a paper copy or an electronic version
 2. Hawkes Learning-an online homework package, and
 3. A scientific calculator such as TI-83 or TI-84
- College Algebra: A Concise Approach: by Paul Sisson
Online Access: www.hawkeslearning.com
Note: Required Text is only for your College Algebra course 1314

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Define, represent, and perform operations within the complex number system		
2	Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate (a) absolute value, (b) polynomial, (c) radical, and (d) rational expressions		
3	Model, interpret and justify mathematical ideas and concepts using verbal, algebraic, graphical and tabular representations.		

Student Learning Outcomes

Program Learning Outcomes:

1. Demonstrate basic mathematical computational skills and distinguish uses of concepts in Calculus, Algebra, and Applied Mathematics.
2. Demonstrate the ability to write mathematically rigorous proofs.
3. Demonstrate the ability to perform advanced mathematical computations.
4. Students will demonstrate the ability to communicate mathematical ideas, both orally and in writing.

Core Curriculum Learning Outcomes:

1. Critical Thinking Skills
2. Communication Skills
3. Teamwork
4. Empirical and Quantitative Skills
5. Personal Responsibility
6. Social Responsibility

Major Course Requirements

Method of Determining Final Course Grade

Item	Course Grade Requirement	Value	Total
1)	Attendance	50%	50
2)	Participation	50%	50
Total:		100%	100

Grading Criteria and Conversion: (usual rounding rules apply)

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

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.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Attendance	Attendance is mandatory; absences will negatively impact your final grade.
Participation	Practice/Homework problems similar to what will be assigned by your College Algebra professor as well as Discussion Questions

Course Procedures or Additional Instructor Policies

Attendance Policy

(See <http://catalog.pvamu.edu/generalacademicinformation/undergraduate/#attendancetext> for more details.)

Prairie View A&M University requires regular class attendance. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in 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.

Instructor Course Policies

1. For in-class meetings, technology may be employed, and so if you have a cellular phone, tablet, or laptop, when appropriate you may be asked to use it. It is advised that you do not use your technology to the point of distraction (so be smart and diligent regarding your technology). iPods, other music players, headphones, or wireless earbuds (such as AirPods) are not allowed under any circumstance.

2. University policies on cheating will be enforced. See the Code of Student Conduct (<https://www.pvamu.edu/sa/student-conduct/>).

3. Letter grades will be assigned as per catalog.

4. Attendance: Class will start at the prescribed time. Absences are accumulated beginning with the first day of class. It is the responsibility of the student to ensure their attendance is accurately recorded. Once a student has four unexcused absences recorded, the student will be assigned a letter grade of F for the course. If a student arrives to class more than five minutes after the start of class, this will be recorded as "late", and three "late arrivals" will be equivalent to one unexcused absence.

5. Students are expected to read the textbook, ask questions about specific difficulties experienced when solving a problem, and demonstrate growth in thinking mathematically.

6. Student Academic Appeals Process (See <http://catalog.pvamu.edu/generalacademicinformation/undergraduate/#academicappealstext> for more detailed information).

Note that according to the Appeals Process, students should meet with the instructor, then their Academic Advisor if the issue is not resolved, then the Department Head if the Instructor and Academic Advisor cannot resolve the issue. This is not the full description, but keep in mind that you are required by the process to begin any appeal with the instructor.

7. Adjustments in the proposed timeline for course implementation may be necessary because of unforeseen interventions or failed technical resources. Please note that this does not constitute a failure to follow the syllabus.

8. Be aware that (sometimes) mistakes do happen. I try my best to ensure that all assignments are graded consistently and fairly. If there happens to be an error in grading, or if you feel I did not grade your assignment consistently compared to another student's assignment, it is your responsibility to alert me to the error. I cannot correct what I do not know about, but I will gladly correct any error in grading I might make.

9. Classroom Conduct and Professional Behavior. Students are expected to assist in maintaining an environment conducive to learning. Students are to treat faculty and other students with respect. Attendance, punctuality, the quality of your interactions with peers and instructors, ability to abstain from distracting electronic devices, and the quality and timeliness regarding completing assignments all determine your professionalism. In this class, I will not only lecture, but I will expect you to participate in classroom discussion and activities. If you feel you cannot appreciate the comments and questions of others in this class, respect the attendance and punctuality expectations, refrain from using unauthorized electronic devices, or handle the workload for this course this semester, you might consider registering during another semester. Any violation in regards to the Student Conduct Code will be reported to Student Affairs.

10. E-mail communication will be conducted through your PVAMU student e-mail. Be professional in your e-mail messages. E-mail communication will occur only between the instructor, the student, and any relevant PVAMU employee. Communication with, from, to, or initiated by any person other than the student or relevant PVAMU employee will not be answered.

11. If you wish to discuss your grade, this needs to be done during my office hours or some time other than class. I will not discuss personal grades in class, immediately after class, or especially if there is the potential to get emotional.

12. Adherence to the Panther Honor Code and the PVAMU Honor Affirmation Statement is expected. Any violation of this will be handled appropriately by the instructor and the university.

Study Hints:

1. Attend class regularly and participate regularly.

2. You must read the material from the textbook before coming to class. The accompanying calendar shows the class schedule and the corresponding text material for each class meeting. If you miss a class, you are expected to find out which material was covered and to familiarize yourself with it. This calendar will also be available in more detail in eCourses.

3. Please ask questions if you have any. Some students do not like to be called out (even privately) if it is evident they are struggling. Remember that you are in charge of your learning as well as your grade. I will call on students, though, if I feel I need to draw your attention to what is going on in class or just to encourage participation.
4. Form study groups with classmates.
5. Make use of the professor's office hours.
6. Make use of the Math Tutorial Lab in WR Banks, Room 303.
7. Use the Center for Academic Support, located in the Coleman Library, Room 209. Visit <http://www.pvamu.edu/universitycollege/ae/cas/> for more information.
8. Study regularly instead of cramming for the exams.

Statement regarding the use of ChatGPT and other AI technology

“Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University’s academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software. Using these tools without my permission puts your academic integrity at risk.”

Semester Calendar

Week	Date	MATH 1314	MATH 0135
1	01/16-01/19	2.1 Linear Equations in One Variable	<p><i>Lecture Notes and Practice Problems:</i></p> <p>P.1 Review of Real Numbers and Their Properties: Basic Rules of Algebra; Absolute Value and Distance; Order of Operations, etc. (S.L.O. #1 and #2)</p> <p>Asynchronous Learning: <i>Discussion Question/Practice Problem(s) due</i></p>
2	01/22-01/26	2.2 Linear Inequalities in One Variable 1.8 Complex Number System 2.3 Quadratic Equations in One Variable	<p><i>Lecture Notes and Practice Problems:</i></p> <p>*Review Linear Inequalities in One Variable (solving, graphing and interval notation)</p> <p>*Review Real Numbers and Imaginary Numbers</p> <p>* Exponents and Radicals: Review the Quadratic Formula</p> <p>(S.L.O. #2 and #3)</p> <p>Asynchronous Learning: <i>Discussion Question/Practice Problem(s)</i></p>
3	01/29-02/02	2.3 cont'd- Quadratic Equations in One Variable 2.4 Higher Degree Polynomial Equations 2.5 Rational Expressions and Equations	<p><i>Lecture Notes and Practice Problems:</i></p> <p>*Factoring Polynomials *Rational Expressions: Operations with Rational Expressions</p> <p>Asynchronous Learning: <i>Discussion Question/Practice Problem(s) due</i></p>

4	02/05-02/09	REVIEW AND EXAM 1	<p><i>Practice Problems:</i></p> <p>REVIEW OF ANY PREVIOUS TOPICS IN PREPARATION FOR EXAM 1</p> <p>* Linear Equations: Writing the Equation</p> <p>* Review Parallel and Perpendicular Lines</p> <p>Practice Exam Questions HW Problems worked on</p>
5	02/12-02/16	2.6 Radical Equations 3.1 The Cartesian Coordinate System 3.2 Circles 3.3 Linear Equations in Two Variables 3.4 Slope and Forms of Linear Equations 3.5 Parallel and Perpendicular Lines	<p><i>Lecture Notes and Practice Problems:</i></p> <p>* Exponents and Radicals: Radical Equations</p> <p>*Review the Rectangular Coordinate System (plotting points, slopes of lines, x and y-intercept of lines, $y=mx+b$, etc)</p> <p>* Review Midpoint and distance between two points</p> <p>* Review properties of circles (center, radius, standard form, etc).</p> <p>Asynchronous Learning: Discussion Question/Practice Problem(s) due</p>
6	02/19-02/23	3.6 Linear Inequalities in Two Variables 4.1 Relations & Functions 4.2 Linear Functions	<p><i>Lecture Notes and Practice Problems:</i></p> <p>*Review Inequality Symbols</p> <p>*Review solution in set notation and interval notation</p> <p>*Review Inequalities(simple and quadratic)</p> <p>*Review of Parent Graphs</p> <p>*Review of Simplifying Algebraic Expressions</p> <p>Asynchronous Learning: Discussion Question/Practice Problem(s) due</p>

7	02/26-03/01	4.3 Quadratic Functions 4.4 Other Common Functions 5.1 Transformations of Functions	<p><i>Lecture Notes and Practice Problems:</i></p> <p>*Review of the difference between linear and non-linear graphs given an equation</p> <p>*Review attributes of quadratics (vertex, y-intercept, x-intercepts, etc).</p> <p>*Review Shifting, Reflecting, and Stretching graphs</p> <p>HW Problems worked</p>
8	<p>Midterm Week</p> <p>04/04-04/08</p> <p>03/07-03/09 (MIDTERM EXAMS)</p>	REVIEW AND EXAM 2(MIDTERM)	<p><i>Practice Problems:</i></p> <p><i>Review for Exam 2 (Midterm)</i></p>
9	03/11-03/15	SPRING BREAK	SPRING BREAK
10	<p>03/18-03/22</p> <p>Honors Convocation 3/20</p>	5.2 Properties of Functions 5.3 Combining Functions	<p><i>Lecture Notes and Practice Problems:</i></p> <p>*Review solving equations given a value(s) for a variable</p> <p>HW Problems worked on</p>
11	<p>03/25-03/29</p> <p>03/29</p> <p>Good Friday Non Class Day</p>	5.4 Inverse Functions 6.1 Polynomial Functions and Inequalities 6.2 Polynomial Division	<p><i>Lecture Notes and Practice Problems:</i></p> <p>*Review Solving an Equation for a Variable and Evaluating Exponential Expressions</p> <p>*Review of Long Division</p> <p>Asynchronous Learning:</p> <p><i>Discussion Question/Practice Problem(s) due</i></p>

12	04/01-04/05	6.3 Locating Real Zeros of Polynomials 6.4 The Fundamental Theorem of Algebra EXAM 3	<i>Lecture Notes and Practice Problems:</i> Review Sketching the Graph of an Equation: 1). Polynomials 2) Exponential Functions <i>Asynchronous Learning:</i> <i>Discussion Question/Practice Problem(s) due</i>
13	04/08-04/12	6.5 Rational Functions and Rational Inequalities 7.1 Exponential Functions and Their Graphs 7.2 Exponential Models	<i>Lecture Notes and Practice Problems:</i> *Review Laws of Exponents *Review Graphing by plotting points (exponential function graph) *Applications of Exponential Models (7.2) <i>HW Problems worked on</i>
14	04/15-04/19	7.3 Logarithmic Functions and their Graphs 7.4 Logarithmic Properties and Models	<i>Lecture Notes and Practice Problems:</i> * *Transforming Exponential Equations to Logarithmic terms. <i>Asynchronous Learning:</i> <i>Discussion Question/Practice Problem(s) due</i>
15	04/22-04/26 04/26 Last Class Day	7.5 Exponential and Logarithmic Equations 9.1 Systems of Linear Equations	<i>Lecture Notes and Practice Problems:</i> *Solve 2-variable System of Equations
16	04/29-05/08 04/29 Non-class study day Final Exam period begins 04/30	REVIEW AND FINAL EXAMS BEGINS	<i>Practice Problems:</i> REVIEW FOR FINAL EXAM

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.