



**NAVY 4023, Leadership and management II (Ethics)  
Spring 2024**

**Instructor:** CAPT Jeff Bowman  
**Section # and CRN:** Section PO1; CRN 26796  
**Office Location:** Military ROTC Building  
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**Office Hours:** Monday and Wednesday 1000-1200 or by appointment  
**Mode of Instruction:** In Person (unless directed by University or NSTC policy)  
**Course Location:** Military ROTC building, Navigation Laboratory  
**Class Days & Times:** Mondays and Wednesday, 0805-0925  
**Catalog Description:** This course is designed to acquaint graduating Midshipmen with the basic elements of Naval leadership, ethics and junior officer responsibilities through the study of the US Navy's Core Values, ethics, military justice, naval human resource management, directives and correspondence, naval personal administration, material management and maintenance, and supply systems.

**Prerequisites:** Navy 2301

**Co-requisites:** None

**Required Text(s):** Primary Texts:

- Christian, H. (2017). Marine Officer's Guide (8th ed.). Naval Institute Press. MARINE OPTION STUDENTS WILL RETAIN THIS BOOK
- Herbert, R.G. and LiVecche, M. (Eds.) (2022). Ethics & Moral Reasoning for Naval Leaders (1st ed.). Pearson Education.
- McComas, L.A. and Kristenson, J.D. (2019). Naval Officer's Guide (13th ed.). Naval Institute Press. NAVY OPTION STUDENTS WILL RETAIN THIS BOOK
- Above texts will be issued by the NROTC Naval Science Supply Officer during the first class on 16 January.

Handouts and Supplemental Readings: as directed by the instructor at no cost.

These materials will be available on the class Google Drive at:

<https://drive.google.com/drive/u/0/folders/0AE4bx6mJG7NpUk9PVA>

**Recommended Text(s):** Will be announced in class as required

**Course Learning Objectives:**

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Comprehend the role of commissioned officers as members of the U.S. Armed Forces and know the obligations and responsibilities		

	assumed by taking the oath of office and accepting a commission, including the Constitutional requirement for civilian control.		
2	Comprehend the Naval officer's roles and responsibilities as a member of the profession of arms.		
3	Comprehend the significance of special trust and confidence vested in commissioned officers.		
4	Comprehend the UCMJ, practice of military law, and applications of regulations as they may involve junior officers in the performance of their duties.		
5	Comprehend the purpose, scope, and constitutional basis of Navy Regulations and the Uniform Code of Military Justice and relate these regulations to personal conduct in the military service.		
6	Comprehend junior officer responsibilities relative to the military justice system, including familiarization with: search and seizure; apprehension and power; non-judicial punishment; investigations; court martial; administrative discharges; and extra military instruction.		
7	Comprehend the relationship of the Oath of Office to Navy core values.		
8	Know and recite the Oath of Office.		
9	Comprehend the significance of special trust and confidence vested in commissioned officers as members of the profession of arms.		
10	Comprehend the basic elements of the Constitution of the United States.		
11	Know the Navy Ethos.		
12	Know and comprehend the Navy Leader Development Strategy.		
13	Know the Charge of Command.		
14	Comprehend the relationship between authority, responsibility, and accountability.		
15	Comprehend the leader development elements of experience, education, training, and personal development.		
16	Comprehend the professional, moral, and ethical responsibilities of the Naval Officer.		
17	Comprehend the relationship of integrity, moral courage, and ethical behavior to authority, responsibility, and accountability.		
18	Demonstrate, by personal example, the professional attributes and behaviors of a Naval Officer.		
19	Know the International Law of Armed Conflict, including Rules of Engagement (ROE), conduct of hostilities, rights of individuals, obligations of engaged parties, and the Code of Conduct for members of the U.S. Armed Forces.		
20	Demonstrate an understanding of how the following influence an officer's ability to effectively lead in an organization: importance of officers leading by personal example; prioritization of Constitution, mission, service, command, shipmate and self; use of authority; definition of a lawful order; process for challenging unlawful orders; conveyance of clear and concise Commander's intent; degree of delegation and decentralization; officer-enlisted professional relationship; fostering loyalty up and down the chain of command; morale and esprit de corps; supervision and follow-up; time management and prioritization.		
21	Demonstrate an understanding of basic counseling skills.		
22	Comprehend the importance of feedback to mission effectiveness.		
23	Comprehend motivational techniques that may be useful in leadership situations.		
24	Know the elements and intellectual standards of critical thinking.		

25	Know the importance of properly developed mission statements and objectives.		
26	Apply leadership skills to achieve objectives.		
27	Comprehend the relationship between goal setting and feedback and apply this understanding to measurements, inspections, and reports.		
28	Demonstrate the ability to communicate effectively.		
29	Demonstrate effective oral and written communication.		
30	Comprehend the importance of training and qualification to personal/professional development and mission readiness.		
31	Know the importance of continuing education, professional reading, and lifelong learning to professional and personal development as a leader and Naval Officer.		
32	Know the availability and applicability of the CNO's Professional Reading program to personal development.		
33	Comprehend the UCMJ, practice of military law, and applications of regulations as they may involve junior officers in the performance of their duties.		
34	Comprehend the purpose, scope, and constitutional basis of Navy Regulations and the Uniform Code of Military Justice and relate these regulations to personal conduct in the military service.		
35	Comprehend and demonstrate adherence to the standards of conduct for military personnel.		

### Major Course Requirements

Leadership and Ethics is the capstone course of the NROTC academic syllabus and is designed to provide future naval leaders with a sound moral leadership foundation for “real life” military decision-making. It prepares future leaders by exploring and applying a diverse range of leadership and ethical tools to enhance objective, sound, and timely decision-making in the most challenging environments. The course emphasizes the importance of leadership that adheres to the highest standards of character and integrity. It is a “Leadership Seminar” where fundamentals and applications of leadership and ethics will be discussed. This course completes the NROTC academic preparations for Midshipmen before commissioning.

### Method of Determining Final Course Grade

Leadership and Ethics is a discussion-based seminar course. The instructor will serve as the facilitator to ensure that class discussions incorporate key course concepts. Preparation, active participation, and respect for your fellow students’ ideas and opinions are critical to student success in this course. Classes will employ several teaching methods and mediums to cover course objectives adequately.

The course will utilize the following instruments to ensure course mastery:

#### Participation and Preparation – 20%:

Daily attendance and participation in class discussions is a requirement for successful completion of this course. Classmates will learn from each other, so each student should come ready to share their knowledge, thoughts, and opinions on the readings assigned and applicable current events. Quizzes may be given periodically as a knowledge check and to verify preparation. Quiz grades will be included in the Participation and Preparation portion of the grade, and quizzes may or may not be announced. If students do not regularly complete the assigned readings, quizzes will be given more frequently. There will be opportunities for extra credit for related efforts outside the classroom. Those opportunities will be announced in class ahead of time.

#### Journals – 30%:

In order to better engage with the material and to practice lucid writing, students will maintain an ethics journal to explore ethical challenges through prompts and exercises assigned in the class. Entries should be approximately 250 words, but not more than a single page. Emphasis should be placed on correct grammar and clear, concise expression of your thoughts. Hard copy, email, or Google Drive is acceptable. No one other than the instructor will read your ethics journals unless your permission is given in advance.

### Presentation – 20%:

To practice oral presentation and formal interactions, students will be placed into random groups to write a white paper and then provide the class with a 15 to 20-minute presentation on their topic. The presentation should be designed to convince a senior leader to make an ethical decision. Each presentation will be followed by a question and answer period. Students are encouraged to be creative in their presentation and may include a number of methods or media (as long as nothing is offensive or goes against good order and judgment). The student should discuss any idea with the instructor that he or she feels may be in a “gray” area. A grading rubric with more specifics will be provided later in the semester.

### Exams – 30% (15% each):

A closed-book mid-term and open book final exam will be administered in the course. The mid-term will include short answer, multiple-choice, true/false, fill in the blank, and short essay questions. The final exam will consist of a take-home exam with multiple choice, short essay, and essay responses. The mid-term and final exam material will be taken from course readings, videos, class discussions and group presentations. Each of these exams will be preceded by a brief review session. The midterm exam will cover all course material up until that point of time in the semester. The final exam will primarily focus on material introduced since the midterm exam but may include fundamental material learned earlier in the semester. The final exam must be completed in its entirety in order to receive full credit.

### *Additional Information:*

Professionals are expected to possess the ability to clearly express themselves; therefore, grammar, spelling, and punctuation are taken into consideration when determining your final grade on all written assignments. Other than activities conducted during in-class workshops or group presentations, all work is to be developed independently.

### **Grading Criteria and Conversion:**

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 65-69%
- F = 64% and below

### **Grading Policies**

All assignments will be graded on a 100-point scale. Students are welcome to review their progress at any time and discuss assigned grades (including requests for re-scoring) with the instructor. To ensure a level playing field, grades will be reduced for assignments submitted late unless prior arrangements based on unique circumstances have been made with the instructor. Generally, this will mean a 10% deduction for each day the assignment is tardy. Extensions for assignments or a change in exam dates will not be granted without prior coordination with the professor well in advance of the deadline.

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:**

<b>Assignment Title or Grade Requirement</b>	<b>Description</b>
Ethics Presentation (20%)	This presentation should be created to convince a senior leader to make an ethical decision. Each presentation will be followed by a question and answer period. Students are encouraged to be creative in their presentation and may include a number of methods or media (as long as nothing is offensive or goes against good order and judgment). The student should discuss any idea with the instructor that he or she feels may be in a “gray” area. A grading rubric with more specific details will be provided later in the semester.

Assignment Title or Grade Requirement	Description
Mid-Term Exam (15%)	The mid-term exam will include short answer, multiple-choice, true/false, fill in the blank, and short essay questions. The mid-term exam material will be taken from course readings, videos, class discussions and group presentations. There will be a brief review session prior to the mid-term, and the exam will cover all the course material up to that point of time in the semester.
Final Exam (15%)	The final exam will consist of a take-home exam with multiple choice, short essay, and essay responses. The final exam material will be taken from course readings, videos, class discussions and group presentations. The final exam will primarily focus on material introduced since the mid-term exam, but may include fundamental material learned earlier in the semester. There will be a review session prior to the final exam. The final exam must be completed in its entirety in order to receive full credit.

## Course Procedures or Additional Instructor Policies

### Professional Dispositions

This is a capstone class that is intended to prepare you for your career in the Navy and Marine Corps or the civilian world. You should treat this class as you would anticipate treating your first job following graduation. Unless you are specifically asked for a draft or 80% solution, the assignments that you turn in should reflect your best work, including a spell and grammar check, graphs and charts labeled, and neat formatting to include your name and contact information. Here are the things that are specifically expected of you:

#### 1. Attendance:

Regular class attendance, either in person or via Zoom (when available) and pre-arranged, is mandatory. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced. Just as you will find with meetings in the Fleet or civilian professional world, if you arrive just as class begins, you are late. Best practice is to arrive a few minutes early and get settled in so you can be focused the moment class starts. If you are attending via Zoom, ensure you log in with plenty of time so that you can check your audio and video prior to class beginning. Tardiness will result in a lower participation grade.

#### 2. Communication:

You should use a professional tone in email correspondence with me. You should start with "Dear Professor," or "Dear CAPT", and conclude with "Very Respectfully," (for military students) or "Sincerely,". Spelling, grammar, and punctuation should be correct. Be direct and to the point. Do not use excessive exclamation points or SMS abbreviations. Here is an excellent article about how students can send their professors professional, effective emails: <https://goo.gl/h2XRRA>. Class attendance and completion of course assignments are your responsibility. If you have questions about an assignment or due date, please consult this syllabus and ask me. If you have a personal issue that arises, let me know early, and we can solve almost any problem. If you let me know after the fact, we have far fewer options.

#### 3. Class Protocols:

Chewing gum and the use of tobacco products of any kind will not be allowed in the classroom at any time. Students may bring food and drinks to class. Students are expected to leave the classroom in a clean and orderly fashion. The use of cell phones during class is prohibited unless specifically allowed in support of the class. Be courteous to the instructor and your classmates by placing your phone on silent or off during class. If a student has a special circumstance that warrants the cell phone being in the on position during class, he or she should talk to the instructor prior to class. Cell phone and tablet cameras can be used to take pictures of notes or slides for out-of-class studying. The use of a personal laptop computer or tablets in class for the purpose of taking notes is permitted. At no time during class (in person or via Zoom) will personal computers be used for purposes other than note-taking or researching discussed topics. Students who are found using their computer to access the internet for non-class related activities or other non-class related purposes will be asked to turn it off.

#### 4. Honesty and Integrity:

As we will cover in this class at length, honesty and integrity are at the heart of being a professional and vital to military service. The legal penalty in the United States Navy and Marine Corps for cheating is significant, but the repercussions to your team, family, nation, and personal character are often far worse. It is never worth trading your character for a few points in your grade. It is better to turn in an assignment late and receive a relatively minor grade penalty than it is to cut corners.

#### 5. Class Discussions:

Learning to express your candid opinions about ethical philosophy and the case studies we will cover is essential to your professional development. Apart from military courtesies extended to the instructor by Midshipmen and Officer Candidate students, all classroom behavior should be “collegial.” Students are free to interject and question without waiting for direct recognition from the instructor (i.e. raising your hand and being called upon), so long as the interjection is not unduly disruptive. Don’t keep your ideas to yourself or whisper them to a neighbor. Don’t worry about sounding foolish—it is okay to be wrong. The study of ethics requires struggling with decisions between right and wrong, and, even more often, between the better of two rights or the lesser bad of two wrongs. Processing these decisions frequently involves strong emotions. Please remember to respect the opinions and thoughts of your classmates and give them space to “think out loud” or make errors in judgment as we struggle with this challenging material. You and I will also make mistakes that require grace from your classmates. I expect and appreciate your help in gracefully identifying errors while being respectful of others. Discovering that you are wrong and learning to change your mind is essential to being a good leader. Both students and the instructor will “police” classroom behavior. Inflammatory or offensive comments, bigotry, sexual, ethnic, or racial slurs, avocation of illegal action, etc., will not be tolerated. A student (and/or the class as a whole) will immediately drop any such line of discussion when requested to do so by the instructor or by another student. Any offended party is obligated to inform the professor, either in public or in private. Any views expressed by the professor, unless specifically attributed otherwise, should be considered the personal views of the instructor and may not be representative of any official policy or viewpoint of the Government, Navy, or respective University.

#### Semester Schedule

DATE	DAY	Lesson	Readings and Assignments
17-Jan	Wed	1 - Leadership and Ethics Course Overview	
22-Jan	Mon	2 - Cultural Narratives and Moral Discourse	EMR: 5-9, 14-17, 38-40; Handout <b>Journal Due COB Friday 26-Jan</b>
24-Jan	Wed	3 - Rationalization, Socialization, and Moral Perception	EMR: 24-28, 42-44, 50-51
29-Jan	Mon	4 - Moral Deliberation Roadmap: Intro	EMR: 66-68, 80-92, 134-135 <b>Journal Due COB Friday 2-Feb</b>
31-Jan	Wed	5 - Moral Deliberation Roadmap: Constraints	EMR: 93-100, 147-152; Video.
5-Feb	Mon	6 - Moral Deliberation Roadmap: Consequences	EMR: 101-109, 161-163; Handout <b>Journal Due COB Thursday 8-Feb</b>
7-Feb	Wed	7 - Moral Deliberation Roadmap: Special Obligations	EMR: 116-133, 164-168, 178-180
12-Feb	Mon	8 - Moral Excellence: Virtue and Human Flourishing	EMR: 186-194, 262-263; Handout
14-Feb	Wed	9 - Moral Excellence: Pride, Humility, Ritual, and Obedience	EMR: 195-201, 249-252 <b>S&amp;S Journal Due Prior to Class</b>
19-Feb	Mon	<b>No Class – Presidents Day</b>	
21-Feb	Wed	<b>Mid Term Exam</b>	
26--Feb	Mon	10 - Moral Excellence: Temperance, Excellence, and Self-Mastery	EMR: 253-271; Handout
28-Feb	Wed	Guest Lecture	Speaker TBA
4-Mar	Mon	11 - Moral Excellence: Courage and the Limits of Morality	EMR: 208-215, 272-274; Handout <b>Media Fast Journal Due Prior to Class</b>
6-Mar	Wed	12 - Moral Excellence: JO Leadership	Handouts
11-Mar	Mon	<b>No Class - Spring Break</b>	
13-Mar	Wed	<b>No Class - Spring Break</b>	
18-Mar	Mon	13 - Moral Excellence: Moral Injury	EMR: 238-245, 277-280, 328-338
20-Mar	Wed	14 - Moral Discipline: Disciplinary Tools	MOG: 499-507; NOG 18-22; Handouts <b>Gratitude Journal Due Prior to Class</b>
25-Mar	Mon	15 - Moral Discipline: Rights and Military Justice	MOG: 567-569, 577-587, NOG: 250-262; Handouts <b>Journal Due COB Thursday 28-Mar</b>
27-Mar	Wed	16 - Moral Discipline: Military Justice Tools	MOG: 571-576, 435-438; NOG 257-259; Handouts
1-Apr	Mon	17 - Moral Discipline: Courts -Martial	EMR: 148-152; Handouts. <b>Journal Due COB Friday 5-Apr</b>
3-Apr	Wed	18 - Just War: Jus Ad Bellum	EMR: 288-305, 388-400
8-Apr	Mon	19 - Just War: Jus in Bello	EMR: 316-327, 401-405, 408-410; Handout <b>Journal Due COB Friday 12-Apr</b>
10-Apr	Wed	20 - Military Ethics Topics	EMR: 342-351, 385-387; Handout

15-Apr	Mon	<b>Ethics Presentations</b>	
17-Apr	Wed	Final Review / Distribute Final	<b>Final due NLT COB Tues 23 APR</b>
24-Apr	Wed	<b>Turn-in Final and Books</b>	Turn in books and final NLT COB 24 APR
NOTE: Course schedule is subject to change			

## Student Support and Success

### John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. [Library Website](#) Phone: 936-261-1500

### Academic Advising Services

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

### The University Tutoring Center

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

### Writing Center

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

### Panther Navigate

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



## Student Counseling Services

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

## Office of Testing Services

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

## Office of Diagnostic Testing and Disability Services

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

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

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

## Veteran Affairs

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

## Office for Student Engagement

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

## Center for Careers & Professional Development

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

## University Rules and Procedures

### Academic Misconduct

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

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

### Forms of Academic Dishonesty:

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

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

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

substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

### Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the ability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

### Sexual Misconduct

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

### Protections and Accommodations for Pregnant and Parenting Students

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

### Non-Discrimination Statement

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

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

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

### Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the

final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

### Absence Verification Process

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

### Student Academic Appeals Process

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

### Technical Considerations

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

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

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

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

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

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

### *Netiquette* (online etiquette)

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

## Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

## Technical Support

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

## Communication Expectations and Standards

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

## Discussion Requirement

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

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

## COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at [timelycare.com/pvamu](https://timelycare.com/pvamu).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.