# SYLLABUS

## AGEC 2213  Marketing Agricultural Products

### Spring 2021

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Dr. Sunil P. Dhoukhadel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section # and CRN:</td>
<td>Section Z01; CRN 26566</td>
</tr>
<tr>
<td>Office Location:</td>
<td>New Agriculture and Business Multipurpose Building, Room 309</td>
</tr>
<tr>
<td>Office Phone:</td>
<td>(936) 261-2527, 979 (492)-7857 (cell)</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:spdhoukhadel@pvamu.edu">spdhoukhadel@pvamu.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>MWF 3:00 PM – 4:00 PM or by appointment</td>
</tr>
<tr>
<td>Mode of Instruction:</td>
<td>Virtual</td>
</tr>
<tr>
<td>Course Location:</td>
<td>NA</td>
</tr>
<tr>
<td>Class Days &amp; Times:</td>
<td>11:20 AM- 12:10 PM MWF (Virtual)</td>
</tr>
</tbody>
</table>

### Catalog Description:

Three credit semester hours. The theoretical foundation of the modern economic system, including values-added in the marketing system; dimensions and functions of marketing in relation to time, space, and value; market integration and product quality control; and market contracting orders and power.

### Prerequisites:

AGEC 1233 Minimum Grade of C

### Co-requisites:

None

### Required Texts:

<table>
<thead>
<tr>
<th>Title</th>
<th>The Agricultural Marketing System, Seventh Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Rhodes, James V., Dauve, Jan L., and Parcell, Joseph L.</td>
</tr>
<tr>
<td>Publisher</td>
<td>Mizzou Publishing, 2015</td>
</tr>
</tbody>
</table>

### Recommended Texts:

<table>
<thead>
<tr>
<th>Title</th>
<th>Agricultural Marketing and Price Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>F. Bailey Norwood, Jayson L. Lusk</td>
</tr>
<tr>
<td>Publisher</td>
<td>Waveland Press, Inc 2008</td>
</tr>
<tr>
<td>ISBN 10</td>
<td>1-4786-3711-0</td>
</tr>
<tr>
<td>ISBN 13</td>
<td>978-1-4786-3711-0</td>
</tr>
</tbody>
</table>

### Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Derive a clear understanding of how agricultural markets work
2. Understand the basic principles of agricultural pricing and price discovery systems
3. Understand functions, structures, and alternatives for agricultural product marketing
4. Gain a basic understanding of futures and option markets
## Major Course Requirements

### Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirements</th>
<th>Description</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>Four exams will be given. The scheduling of each exam will be as shown in the semester calendar below.</td>
<td>48%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>Four to five homework assignments will be assigned. The scheduling of each homework will be as shown in the semester schedule below.</td>
<td>40%</td>
</tr>
<tr>
<td>Group market report</td>
<td>A group of 5-6 students will be tasked to write a detail market report on an agricultural product</td>
<td>10%</td>
</tr>
<tr>
<td>Class participation</td>
<td>Based on your participation in class discussions</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Course Policies

#### Grading Policy

Each student's final score will be determined by the weighted average of the percentage of total points possible. Therefore, students should pay attention to the weighted percentage course total displayed on Ecourses to evaluate their performance in the class. The final grade for each student will then be set as follows: 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D below 60% = F. The instructor reserves the right to adjust these breaks between letter grades up or down as needed to account for median scores, ranges, and natural breaks in the final score distribution.

#### Exam and Homework Policy:

The instructor will announce the dates of all exams. The tentative dates of the exams and homework are shown in the course schedule below. No make-up exam will be given unless in cases of extreme emergency or illness or absences related to university-approved field trips and institutionally sponsored activities (athletics, tours, etc.). If a student cannot be in attendance for an exam, he or she must notify the instructor two or more days before the exam. Otherwise, the student will not be permitted to make it up. Exceptions will be made only in cases of extreme emergency or illness and if notification of such emergencies or illness is given to the instructor within one day after the exam.

Students are required to complete the homework assignments within the stipulated deadline. The instructor will announce the due dates when the assignments are posted. A penalty will be applied to all late submissions if allowed.
### Attendance Policy:

Given the virtual medium, there are no physical attendance requirements. All of the course materials and lecture videos will be available on *Ecourses*. However, the instructor can also organize Zoom meetings during class time. Students must attend such Zoom meetings, whenever the instructor organizes it. The instructor will notify the students in advance of such meetings.

Students are expected to take self-initiative to learn the course. Students must regularly watch lecture videos and study the course materials posted on *Ecourses*. Several homework assignments will be given during the semester to complement online learning. These assignments are very critical for learning the course materials and for improving your grades for the course. I will be regularly checking your login status on *Ecourses*, and that will count towards your participation for this course.

### Contact Policy:

If you have any questions about class materials, lectures, homework, or exams, do not hesitate to send me an email. I will try my best to respond to your email on the same day unless there are some other urgent issues to address. If you send an email in the late evenings, the response can be delayed until the next morning. Always include AGEC 2213 on the subject line. If you want to discuss the issue by phone, you may call me on my cell phone during office hours or leave a message during non-office hours, and I will contact you as soon as possible.

### Communication:

I will extensively use *Ecourses* for this course. Any announcements related to the class will be via *Ecourses*, so you should regularly check your *Ecourses* account and the university email accounts. All course materials will be regularly posted on *Ecourses*. 
# Semester Calendar

This is a tentative calendar. Actual coverage and due dates can change subject to the class progress.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Readings</th>
<th>Assignments/Exam Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Agricultural Marketing: Introduction</td>
<td>Chap 1 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week 2</td>
<td>The Competitive Environment: Demand and Supply Cost and Revenue concepts</td>
<td>Chap 2 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week 3</td>
<td>Market Models</td>
<td>Chap 2 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week 4</td>
<td>Function Structures and Alternatives</td>
<td>Chap 3 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week 5</td>
<td>Function Structures and Alternatives Continues Exam 1 review</td>
<td>Chap 3 slides and the corresponding book chapters</td>
<td>Homework 1 due on Friday 02/19/2021 at 11:59 PM</td>
</tr>
<tr>
<td>Week 6</td>
<td>Exam 1 Price Determination</td>
<td>Chap 1-3 slides and the corresponding book chapters</td>
<td>Exam 1 on Monday 02/22/2021 at 11:20 AM</td>
</tr>
<tr>
<td>Week 7</td>
<td>Price Determination continues Domestic Market</td>
<td>Chap 4-5 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week 8</td>
<td>Domestic Market continues The International Market</td>
<td>Chap 5-6 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week 9</td>
<td>The International Market continues Exam 2 review</td>
<td>Chap 4-6 slides and the corresponding book chapters</td>
<td>Homework 2 due on Friday 03/19/2021 at 11:59 PM</td>
</tr>
<tr>
<td>Week 10</td>
<td>Exam 2 Pricing and Exchange Systems</td>
<td>Chap 4-6 slides and the corresponding book chapters</td>
<td>Exam 2 on Monday 03/22/2021 at 11:20 AM</td>
</tr>
<tr>
<td>Week 11</td>
<td>Optimum Variety and Quality Place and Time Aspect of Marketing System</td>
<td>Chap 8 and 9 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week</td>
<td>Topics</td>
<td>Readings</td>
<td>Assignments/Exam Due</td>
</tr>
<tr>
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</tr>
<tr>
<td>Week 12</td>
<td>Exam 3 review</td>
<td>Chap 7-9 slides and the corresponding book chapters</td>
<td>Homework 3 due on Friday 04/09/2021 at 11:59 PM</td>
</tr>
<tr>
<td>Week 13</td>
<td>Exam 3</td>
<td>Chap 7-9 slides and the corresponding book chapters</td>
<td>Exam 3 on Monday 04/12/2021 at 11:20 AM None</td>
</tr>
<tr>
<td></td>
<td>Understanding Hedging, Futures, Options, and Basis</td>
<td>Chap 10 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week 14</td>
<td>Understanding Hedging, Futures, Options, and Basis continue</td>
<td>Chap 10 slides and the corresponding book chapters</td>
<td>None</td>
</tr>
<tr>
<td>Week 15</td>
<td>Homework 4</td>
<td>Chap 10 slides and the corresponding book chapters</td>
<td>Homework 4 due on Wednesday 04/28/2021 at 11:59 PM</td>
</tr>
<tr>
<td></td>
<td>Exam 4 review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>Group Market Report</td>
<td>Literature review</td>
<td>Market Report due on Monday 05/03/2021 at 11:59 PM</td>
</tr>
<tr>
<td>Week 17</td>
<td>Exam 4</td>
<td>Chap 10 slides and the corresponding book chapters</td>
<td>Exam 3 on Monday 05/10/2021 at 11:20 AM</td>
</tr>
</tbody>
</table>
Student Support and Success

John B. Coleman Library
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library.

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 the student is unsure of the best resource for their needs. Some students are supported by faculty advisors 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. You can find your advisor's location by academic major at the Academic 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 is offered face-to-face in the UTC, in virtual face-to-face sessions, and through online sessions at PVPlace. 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; Website: University Tutoring Center.

The Writing Center
The Writing Center provides well-trained peer tutors that 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 as well as virtual tutoring services, either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; 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 Alert helps 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 PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: Academic Early Alert.

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 provides assistance to 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; Website: Student Counseling Services.

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; Website: Testing Services.

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 hardware and software, adapted furniture, proctoring of 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; Website: Disability Services.

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-assisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage; Phone: 936-261-3283.

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 GI. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: Veteran Affairs.

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; Website: Office for Student Engagement.

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; Website: Career Services.

University Rules and Procedures

Academic Misconduct (See Student Planner)
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, 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 or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

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. **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.

4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.

5. **Fabrication of Information/Forgery**: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

**Nonacademic Misconduct (See Student Planner)**
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, or (2) the ability of students to benefit from the instructional program, or (3) the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Office for Student Conduct 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 936-261-1744 or titleixteam@pvamu.edu. More information can be found at the [Title IX Webpage](#) including confidential resources available on campus.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at this [webpage](#).

**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 from 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 936-261-1744 or 1792.

**Class Attendance Policy (See Catalog for Full Attendance Policy)**
Prairie View A&M University requires regular class attendance. Attending all classes supports 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 internet. 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.

**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 Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals on this webpage.

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

*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.

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

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

- Sending and receiving emails
- 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 discussions 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 session. Before class session begins, test audio, video and lighting to alleviate technology issues.

Technical Support

Students should go to the 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 (CIITS) 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 take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

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 COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including 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 difficult to reliably maintain.

- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

- **Classroom Ingress/Egress** - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- **Face-to-face Class** - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day's class remotely for all students.

- **COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
  - 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  - 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
  - Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional information on Conduct Probation and Suspension.

- **Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. 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 qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.