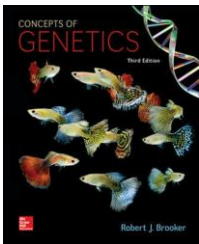


BIOL 2054 GENETICS
Spring, January 19, 2021 – May 14, 2021

Instructor:	Dr. D. Vaden, Ph.D.
Section # and CRN:	Y01, 26672 Y61, 26685
Office Location:	E.E. O'Banion Science Building, Biology Department, Suite 430AB
Office Phone:	(936) 261-3172
Email Address:	dlvaden@pvamu.edu (eCourses powered by Canvas email preferred). Instructor email responds to students within 48 hours during the work week, Monday through Friday (excluding weekends)
Office Hours:	Monday, 3 PM- 5 PM (Zoom or call), or by appointment
Mode of Instruction:	Hybrid/Blended
Course Location:	E.E. O'Banion Science Building, for lecture Rm. 103 and lab Rm. 407
Class Days & Times:	Lecture, Y01 - TR, 8:35 AM – 9:55AM, E.E. O'Banion Science Building 103 Laboratory, Y61, Lab - MW, 8:05 AM – 9:55 AM, E.E. O'Banion Science Building, Rm. 407 To maintain the required social distancing measures in the laboratory, starting the week of Monday, January 25: Students with a last name beginning in: A – J can physically meet on Mondays (Lab) in room 407 and M – W can physically meet on Wednesdays (Lab) in room 407.
Catalog Description:	BIOL 2054 Genetics. (2-4) Credit 4 semester hours. Analysis of the structure, function, and transmission of genetic materials. Laboratory fee required. **
Prerequisites:	BIOL 1015, 1025, 1034, or equivalent
Co-requisites:	BIOL 2054 is a combined lecture-laboratory course. Students must be enrolled in both a lecture section and a laboratory section
Required Texts:	REQUIRED CONNECT SMARTBOOK WITH LEARNSMART PREP: <u>Students CANNOT complete the course successfully without the required electronic textbook and resources.</u> Students are required to purchase Connect, a digital teaching and learning environment with an electronic textbook (SmartBook/LearnSmart Prep). Connect with LearnSmart Prep is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, with their instructors, and with the important concepts that they will need to know. Connect with LearnSmart Prep is the only electronic book required for this course. The SmartBook (SB) is an adaptive reading experience designed to transform the way students read. It creates a personalized reading experience that focuses on content based on a student's understanding and evaluates students' knowledge in real time to adapt the course textbook. Connect with LearnSmart Prep (electronic textbook) Genetics: Analysis and Principles, Robert Brooker, 6th Edition (~\$86.00, 180 days from McGraw Hill or ~ \$120.00 access card from PVAMU bookstore) ISBN13: 9781260386592 Author(s) Robert Brooker Publisher: McGraw-Hill Higher Education See eCourses for registration (McGraw-Hill CONNECT tab) **Connect with LearnSmart Prep courtesy access (free access) available for 14 days**



Student Learning Outcomes:

Program Learning Outcome # Alignment: Knowledge of #1) the chemical basis of life, #2) the central concepts of Genetics; #3) Cell Biology; #4) Organismal Biology; and #5) scientific communication

Core Curriculum Outcome Alignment: Critical Thinking, Communication, Empirical and Quantitative Skills, and Teamwork

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Define and explain the concepts of classical/Mendelian, molecular, and population genetics. These concepts include: patterns of Inheritance, molecular structure and replication of the genetic material, molecular properties of the gene, genetic technologies, genetic analysis of individuals and population.	#1 - #2	Critical Thinking
2	Apply critical thinking skills to scientific inquiry.	#1 - #4	Critical Thinking
3	Analyze and interpret empirical and quantitative genetic data.	#1 - #4	Empirical and Quantitative Skills
4	Demonstrate the ability to effectively communicate the fundamentals of genetics.	#1 - #4	Communication
5	Demonstrate the ability to engage in productive teamwork.	#2 - #5	Teamwork

Major Course Requirements**Method of Determining Final Course Grade**

Course Grade Requirement	Value	Total
1) Lecture Exams	35%	35
2) Class assignments: LearnSmart Assignments/ SmartBook Assignments/ Connect Quizzes / lecture quizzes, etc.	30%	30
3) Lab assignments, Lab exams, Labster virtual lab stimulation assignments and lab exercises	25%	25
4) Lecture performance/participation	5%	5
5) Lab performance/participation	5%	5
Total:	100%	100

Grading Criteria and Conversion:

A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = Below 60

This syllabus is subject to change at the discretion of the instructor

Detailed Description of Major Assignments:

Assignment	Description and Grade Requirement
Lecture Exams	At least three lecture exams will be administered during the semester. The dates for each exam will be available on eCourses. The final lecture exam will be cumulative in terms of genetic topics tested. Some of the content of the other exams may cover chapters that had been taught from the first day of class to the class day immediately before the exam. The average of all lecture exams lab exams and the written report will constitute thirty five percent (35%) of the final grade
Class assignments	Class assignments that assess a student's proficiency and knowledge within the genetics course will consist of: 1) LearnSmart Prep - adaptive modules aid in learning the topics needed to be successful in your course, 2) SmartBook (SB) Assignments (online interactive, adaptive study tool) - help students maximize their studying and be better prepared for class, 3) Adaptive Learning Assignment - provides a learning experience that adapts to the unique needs of each learner through ongoing formative assessment, feedback, and learning resources, 4) Connect Quizzes, 5) Connect Virtual Labs, 6) problem solving worksheets (Investigations), 7) case studies (classroom discussions and small group learning), 8) class quizzes. Unannounced quizzes may

	be given by the instructor in order to evaluate how well students are learning the most recent genetics concepts taught. The average of all graded class assignments will count for 30% of the total grade.
Lab	Genetics lab activities will be comprised of virtual simulations and face-to-face investigations to reinforce genetics concepts through experimentation. Beginning in March, there will be hands-on lab activities. Alternative lab activities for student that cannot attend F2F lab activities will be discussed later. The lab will be comprised of Labster virtual lab stimulation assignments, lab exams, and lab reports. The average of all graded lab assignments will count for 25% of the total grade.
Performance/ participation	The lab (5%) and lecture (5%) performance component is determine by complying with The student attendance, use of in class/ in lab assignments during synchronous class times, submitting assignments on time, participation & interaction with team. The average of all graded performance/participation assignments will count for 10% of the total grade.

Course Procedures or Additional Instructor Policies

1. HYBRID INSTRUCTIONAL TYPE: BIOL 2054 is a synchronous hybrid course. Hybrid courses are defined by the Texas Higher Education Coordinating Board as courses in which “a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place.” Put another way, this means that more than 15 percent, but less than 50 percent, of planned instruction occurs in the face-to-face (F2F) environment. The instructor determines how much time is spent F2F within the parameters noted. eCourses is used for the web-based elements of the course. At PVAMU, hybrid courses are identified by a three-character section number that starts with the letter Y (for example: Y01). This course type is NOT an online course (an asynchronous or synchronous course delivered fully online). The class is synchronous meaning the course instruction/activities will be delivered on the days and times specified. The instructional type is hybrid in which a designated percentage of the course instruction takes place in the face-to-face (professor and students together in one location) and a percentage takes place online. The instructor will be present for class sessions and learning activity in-person, synchronously. Please note that the social distancing environment will require adjustments to the number of students in lecture and laboratory rooms. This synchronous hybrid course will adopt a "same time-different place" mode when necessary.

Any students who have indicated they are unable to physically attend class, or feel uncomfortable with coming to campus for a F2F or hybrid class, will be given flexibility and allowed to attend any F2F portion of the class virtually. The purpose is to ensure that students are not pressured to attend when they are ill or not feeling well. Students that cannot meet F2F must meet online at the specified time (Zoom). The course is still identified as a synchronous hybrid (online & face-to-face) course but will adopt synchronous Zoom instructional mode for students when necessary. This course type will be used to accommodate students that cannot meet face-to-face (physical) but will **require F2F Zoom meetings during the specified time.** To provide a safe, equitable, and inclusive online experience for students requesting online instruction, the following online requirements are necessary for successful completion of the course:

- Acquire reliable internet access
- Meet all computer requirements
- Course participation at scheduled times via Zoom. Attendance will be taken during scheduled times.
- To maintain academic integrity, exams will be administered in a proctored environment. LockDown Browser and a webcam, proctoring services will be used in this course. This service will require a webcam to verify identify and record video, audio, room, screen, and web traffic. The service will also restrict browser activity. As stated by the university, proctoring fees are paid by the student.
<https://www.pvamu.edu/dlearning/dl-testing-proctoring/> . The cost of the service will be documented in the course syllabus.

This is NOT a self-paced course. Students must submit work throughout each week. Failure to submit work could lead to failure of the course.

It is not recommended that you take this course if you:

1. DO NOT plan to purchase the electronic textbook
2. DO NOT plan to participate regularly at the specified times and
3. DO NOT have the minimum hardware (computer) and software requirements (see course syllabus)

This is not a HyFlex (Hybrid-Flexible) course which gives students flexible options of instruction (in-class instruction, online synchronous instruction, or asynchronous content delivery). All students in this hybrid course are

expected to undergo the same combination of online and in-person activities when possible. For face-to-face lab experiences, adjustment will be made to accommodate student that cannot physically meet but present fair and reasonable lab experiences.

Due to COVID-19, social distancing room capacity rules will be followed. The genetics lecture will be held in room 103, a classroom that can accommodate 65 students under normal circumstances however, due the social distancing measures, **ONLY 23 students will be allowed in the classroom. Starting Tuesday, January 26, All students enrolled in the lecture (20) can physically attend class in room 103.**

The genetics lab will be held in room 407, a laboratory that can accommodate 32 students under normal circumstances however, due the social distancing measures, **ONLY 16 students will be allowed in the laboratory.** To maintain the required social distancing measures, starting Monday, January 25, students with a last name beginning in:

A – J can physically meet on Mondays (Lab) in room 407 and

M – W can physically meet on Wednesdays (Lab) in room 407.

**This is subject to changes based on enrollment. Please note the late registration dates, January 19 - January 21.*

2. COMMITMENT TO LEARNING: Please note that this course requires effective time management by students in order to remain on schedule. Students should plan to allocate, at a minimum, the time required for the course when offered in an on-campus/face-to-face setting. As a rule of thumb, it is recommended that a student spend 2 hours of study for each 1 hour in class. Therefore, for a 4.0 credit hour course, a minimum of 8 hours of study per week (15-week semester) may be required. The course is comprised of 15 Chapters, and multiple assignments organized to correspond to a standard semester. The course is NOT self-paced; approximately 1 - 2 chapters must be completed each week. Each chapter includes the following learning activities: 1) assigned mandatory readings from the electronic text book. 2. Depending on the chapter, completion of quizzes, eCourses quizzes, and discussion forums are required and 3) Participation assignments that state the daily or weekly activities and due dates

3. LATE ASSIGNMENTS: Online assignments are typically available for 1-2 weeks before the submission deadline. It is especially important not to wait until the deadlines to complete assignments. Technical issues before the deadline are not a valid excuse for not completing assignments. Official excuses must be documented for the assignment period for accommodations to be made. There are no extensions for online lecture and lab assignments without official excuse.

4. MAKE-UP EXAMS: Students are strongly advised to take all exams at the scheduled time. Plan and schedule your activities so that you can be present to take all exams at the scheduled time. Students with non-valid or non-official excuses for missing an exam will earn a grade of zero (0) for the missed exam. Students may request a make-up exam if an official excuse is provided. However, the instructor will schedule the time and place of the make-up exam which will not interrupt the teaching of the class or delay the complete coverage of the course topics. Students who are scheduled for the make-up exam and miss it will not be provided a second opportunity to take an exam for the original exam that was missed.

5. CLASS ATTENDANCE: The University Attendance Policy requires students to be present for each scheduled class, whether face-to-face, online or hybrid. Attendance in class is documented and report to the university. For this hybrid course, student presence during Zoom meeting and course activity will be used to document attendance. Attendance in class is documented and report to the university. It is the responsibility of each faculty member to accurately record and report student attendance during the Students with or without official excuses for missing class will be tested and evaluated the same as students who attend class. However, students attending class will have the advantage of being taught knowledgeable information which they are expected to know. Students are responsible for materials covered during their absences. Classes will start at the prescribed time and end at the prescribed time. Absences are accumulated beginning with the first day of class. The University catalog provides more detailed information.

6. CHEATING. Students caught cheating will receive a grade of F for the course. Students are prohibited from participation in acts of academic dishonesty, including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. The undergraduate catalog provides more detailed information. It is the responsibility of students and faculty members to maintain academic integrity at the University by refusing to participate in or tolerate academic dishonesty.

CLASSROOM CIVILITY: Each student is encouraged to help create an environment during class that promotes learning, dignity, and mutual respect for everyone. Students who speak at inappropriate times, sleep in class, display inattention, take frequent breaks, interrupt the class by coming to class late, engage in loud or distracting behaviors, use cell phone in class, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others could be asked to leave the class and subjected to disciplinary action under the Code of Student Rights, Responsibilities and Disciplinary Procedures.

TASKSTREAM: Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

Example of Tentative Course Activities
See eCourses for weeks 2 - 16

Week One	Description
Lecture & Lab	T - Class introduction, review syllabus, guide to using your electronic textbook & online resources, watch video, register for Connect W - Lab McGraw Hill Virtual Labs R - Lecture - Overview of Genetics
Assignment (s):	Adaptive Learning Assignment - Succeeding in Your Online Activities <i>available Jan. 19 due Jan. 26, 11:59 PM</i> LearnSmart Prep - Fundamentals of Math and Statistics for Life Sciences <i>available Jan. 19 due Jan. 26, 11:59 PM</i> LearnSmart Prep - Fundamentals of Student Success <i>available Jan. 19 due Jan. 26, 11:59 PM</i> Connect QUIZ: Chp. 1 - Overview of Genetics <i>available Jan. 19 due Feb. 2, 11:59 PM</i> Connect Virtual Lab Assignment - 1st Virtual Labs Tutorial <i>available Wed., Jan. 20 due Wed., Feb. 3, 11:59 PM</i> Biology Laboratory Contract <i>available Wed., Jan. 20 due Wed., Feb. 3, 11:59 PM</i>

TENTATIVE LECTURE & LAB SCHEDULE AND COURSE OUTLINE:

Due to the IT outage and winter storm (Feb. 4 – Feb. 22) the course outline will be modified (see eCourses for details).

PART	Chapter	Lecture
PART I INTRODUCTION	1	Overview of Genetics
PART II PATTERNS OF INHERITANCE	2	Reproduction and Chromosome Transmission
	3	Mendelian Inheritance
	4	Sex Determination and Sex Chromosomes
	5	Extensions of Mendelian Inheritance
	EXAM	
	6	Extranuclear Inheritance, Imprinting, and Maternal Effect
	7	Genetic Linkage and Mapping in Eukaryotes
	8	Variation in Chromosome Structure and Number
	EXAM	
PART III MOLECULAR STRUCTURE & REPLICATION OF THE GENETIC MATERIAL	11	Molecular Structure of DNA and RNA
	12	Molecular Structure and Organization of Chromosomes and Transportation
	13	DNA Replication
	EXAM	
PART IV MOLECULAR PROPERTIES OF GENES	14	Gene Transcription and RNA Modification
	15	Translation of mRNA
	16	Gene Regulation in Bacteria
	17	Gene Regulation in Eukaryotes
	18	Non-Coding RNAs
	19	Gene Mutation and DNA Repair
Chapters Cover in Laboratory		

PART V GENETIC TECHNOLOGIES	20	Molecular Technologies
	21	Biotechnology
PART VI GENETIC ANALYSIS OF INDIVIDUALS AND POPULATIONS	22	Population Genetics
	23	Quantitative Genetics
	24	Evolutionary Genetics

**** PART V and PART VI Chapters 20 - 24 GENETIC TECHNOLOGIES and PART VI GENETIC ANALYSIS OF INDIVIDUALS AND POPULATIONS will be covered during Genetics Laboratory.**

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: pv tutoring@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. Student 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 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 G.I. 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

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 936-261-2144 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 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 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 rests 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 at this [webpage](#).

Technical Considerations

PVAMU 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

McGraw Hill Connect system requirements

If you have questions or need technical assistance with McGraw Hill Connect, please visit <https://createwp.customer.mheducation.com/wordpress-mu/success-academy/connects-system-requirements/> Access the links for [online support site](#) or email our [online support team](#). McGraw Hill Connect is pleased to announce that Connect now offers chat functionality and expanded weekend hours of technical support. A McGraw Hill Connect goal is to provide you with the service you need to get the most out of Connect.

Operating Systems

- Windows 7, Windows 8.1, Windows 8, Windows 10
- Apple iOS: Mac OSX Mavericks 10.9, Yosemite 10.10, El Capitan 10.11, Sierra 10.12, High Sierra 10.13, Mojave 10.14
- Android, ChromeOS

Browsers

- Firefox (latest version and up to three previous versions)
- Google (latest version and up to three previous versions)
- Safari (latest version and up to three previous versions)
- Note: Connect is not supported on IE11

Plug-ins

- Flash 11+
- Java SE7, SE8
- QuickTime 7.7+

Recommended Display Resolution:

- 1024 x 768 resolution or better

Troubleshooting: See if your computer meets the requirements for Connect. [Check My Computer](#)

<https://createwp.customer.mheducation.com/wordpress-mu/success-academy/connects-system-requirements/>

Proctorio Minimum System Requirements

Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The system requirements are dependent on the exam settings. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work.

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB ¹	2 GB ¹	2 GB ¹	1 GB ¹
Upload Speed	0.092 Mbps - 0.244 Mbps ²			
Microphone	Any Microphone, either internal or external ³			
Webcam	320x240 VGA resolution (minimum) internal or external ³			

Respondus Lockdown Browser & Monitor:

Test integrity and security is of the utmost importance at Prairie View A&M University. This course requires the use of Respondus LockDown Browser and Monitor for online exams. Monitor requires the use of a webcam. It is recommended that the webcam be the type that plugs in with a USB cable, not built-in to the monitor.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- **Do not take an online exam in a public setting.** This includes the Open Computer Labs. The Monitor webcam feature will note peripheral activities such as students walking by or other students' voices and "flag" your test attempt for suspicious activity.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Clear your desk of all external materials not permitted - books, papers, other devices
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window

*Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Labster simulations requirements

Labster simulations can only be used on **laptop or desktop** based computers, which meet the following requirements:

- **Processor:** Dual core 2 GHz or higher
- **Memory:** 4 GB or more
- **Graphic card:** Intel HD 3000 / GeForce 6800 GT / Radeon X700 or higher
- **OS:** Latest version of Windows (64-bit) or Mac OS or ChromeOS
- **Supported browsers:** Latest version of [Firefox](#) and [Chrome](#)
- A **stable** internet Connection

iPad/Phone/Tablets not yet supported

Important: Labster simulations do not yet run on mobile devices such as smart phones and tablets. We are working on adding this in the future.

Chromebook Support for Labster

Labster's virtual lab simulations are accessible on Chromebooks that meet the minimum specifications above. Since there are many different Chromebooks, it can be difficult to determine if your specific Chromebook meets those specifications.

Labster's virtual lab simulations are accessible on Chromebooks that meet the minimum specifications above. This applies to most Chromebooks, but older or very low-end Chromebooks with low memory especially may not work.

How do I determine if my Chromebook is supported by Labster?

Since there are many different Chromebooks, it can be difficult to determine if your specific Chromebook meets those specifications.

To help you determine this, we recommend you

1. Check the Chromebook brand and device model (e.g. Acer Chromebook 15)
2. Search on [ChromeBookSpecs.com](#) for this model
3. Look especially for the amount of memory (**minimum 4GB SDRAM**) and processor speed (**minimum dual-core 2 Ghz CPU**).

Note example laptop below: It has enough memory but too slow processor. Labster might still run on this laptop, but loading and performance will be slow. Therefore this laptop is not recommended, and not supported by Labster.

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.

Professional Email Etiquette

Use a Professional Email Address. It is recommended to use your official university email address.

Use a Formal Salutation - Professional correspondence should have a certain level of formality including a standard greeting. Unless you are invited to use a first name, it is best to address your recipient by his or her title, such as Dr., Professor, Mr., Ms., etc.

Clear Subject Line - A concise and specific subject line will help your instructor know exactly what to expect. If you are writing to a professor, consider including your class department and number. For example, a question about midterm might have the subject: BIOL 2054 P01 - Midterm Question.

Be Clear, Polite, and Succinct - Emails to professors should reference the course, and if appropriate, the name of the assignment. If your question relates to your academic record, include your student ID number. Before sending, review your copy and make sure that it meets these criteria: It is written in complete, coherent sentences, there are

no spelling errors, and No part of it is written in all caps.

Sign Off with a Thank You - It is common courtesy to thank someone for his or her time and help. End your email with a "thank you" or "best" and your full name. Staff and professors are often keeping track of thousands of students, so clearly identifying yourself is the easiest way to ensure you get an answer.

Please remember:

- *Emails are Forever. You cannot take back what gets sent, and without a clear tone of voice, it can be easy to sound offensive. Read your message before you send it and keep in mind that some issues are better discussed in person. If it can't be wrapped up in a short paragraph, consider making an appointment or visiting office hours.*
- *Patience is a Virtue. We all like instant gratification, but everyone is busy and sometimes a reply takes more time than you'd hope. If your question or concern is time sensitive it may be appropriate to write a follow-up email, but be realistic about your expectations.*
- *Practice Common Courtesy. If you expect timely, helpful replies, you should do the same for others. Check your email regularly, and respond as soon as you are able.*

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

Standard business work hours, Monday through Friday, between the hours of 8 a.m. and 5 p.m. Monday - Friday, 48-hour response time. Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. I will typically respond to emails within a 24 - 48-hour time period, excluding weekends. 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

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.

Academic Calendar Spring 2021 – Full Term

Due to the IT outage and winter storm (Feb. 4 – Feb. 22), there are changes to the academic calendar (see red text).

The Prairie View A&M University Academic Calendar subject to change as state, system, and local guidelines evolve in relation to COVID.

Any updates will be posted to <https://www.pvamu.edu/coronavirus>.

Nov 13, 2020 - Jan 21, 2021 Friday through Thursday	Registration for all students begins for Spring Semester
Jan 18 Monday	Dr. Martin Luther King, Jr. Day Holiday (University Closed)
Jan 19 Tuesday	First Class Day
Jan 19 Tuesday	Tuition & Fees Payment Due Date
Jan 19 - Jan 21 Tuesday through Thursday	Late Registration/Late Registration Fee Begins (\$50.00)
Jan 19 - Jan 27 Tuesday through Wednesday	Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled
Jan 19 Tuesday	Financial Aid Refunds begin
Feb 03 Wednesday	12th Class Day (Census Date)
Feb 03 Wednesday	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Feb 04 – Feb 21	IT outage and winter storm
Feb 04 Thursday	Withdrawal from Courses with Academic Record ("W") Begins
Feb 09 Tuesday	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Feb 15 Monday	20th Class Day
Mar 22- Mar 23 Thursday through Saturday	Mid-Semester Examination Period
Mar 23 Wednesday	Mid-Semester Grades Due
Mar 24 Wednesday	Founders Day/Honors Convocation
Mar 30 Tuesday	Final Date to Apply for Spring 2021 Graduation (ceremony participation)
Mar 31 Wednesday	Application for Graduation-Degree Conferral only for Spring 2021 Graduation Begins (no ceremony participation or name listed in the program)
Apr 02 Friday	Good Friday (No Classes)
Apr 05 Monday	Final Day to Withdraw from Course(s) with Academic Record ("W")
Apr 19 - Apr 23 Monday through Friday	Priority Registration for continuing students begins for Summer and Fall 2021 Semesters
Apr 23 Friday	Registration for all students begins for Summer and Fall Semesters
Apr 30 Friday	Final Day to Apply for Degree Conferral only for Spring 2021 Graduation (no ceremony participation or name listed in the program)
Apr 30 Friday	Final Day to Submit Application for Tuition Rebate for Spring Graduation 2020 (Undergraduate Candidates)

May 03 Monday	Final Day to Withdraw from the University (from all courses) for the Spring 2021 16- week session
May 07 Wednesday	Last Class Day
May 10 - May 14 Thursday through Thursday	Final Exams
May 13 Thursday	Final Grades Due for Graduation Candidates (12:00 pm)
May 15 Saturday	Commencement
May 18 Tuesday	Final Grades due for all other students (11:59 pm)
May 20 Thursday	Deadline to Submit Pass/No Pass Grading Option (5:00 P.M.)

FINAL EXAM SCHEDULE Spring 2021 SEMESTER EXAM WEEK

TBA