BIOL 1102 Biology Seminar
Spring Semester 2022

Instructor: Dr. George E. Brown
Section # and CRN: Section P01 and 20105
Office Location: 430F E. E. O'Banion Science Building
Office Phone: 936-261-3161
Email Address: gebrown@pvamu.edu
Office Hours: 5:00 p.m. to 5:50 p.m. by appointment in classroom
Mode of Instruction: [Face to Face]
Course Location: Classroom 122, first floor, east wing of E. E. O'Banion Science Building
Class Days & Times: Mondays 4:00 p.m. to 4:50 p.m.
Education enhancement session on Wednesdays, 4:00 p.m. (attendance is voluntary and not required)
Catalog Description: [Discussions and presentations of current biological topics by students, faculty, and invited Professionals]

Prerequisites: [This is a high impact first year experience seminar for freshmen biology majors, therefore freshmen biology majors usually benefit from the specific academic enhancement information presented in this course. Upper class biology majors and non-biology majors have demonstrated a lack of interest with this course.]

Co-requisites: None

Required Text(s): Campbell Biology, 12th edition, by Lisa A. Urry, Michael L. Cain, Steven A. Wasserman, Peter V Minorsky, and Rebecca B. Orr

Specifically Unit 7; Chapter 46 “Animal Reproduction”, Chapter and chapter 47 “Animal Development”.

Supplementary Materials will be provided by the Department of Biology
1. University Catalog Requirements for Graduation
2. Class handouts on career opportunities in the professions
3. Selected materials provided by graduate and professional schools
4. Topics are posted on e-course weekly modules for students to study prior to class in order to prepare for quizzed by the instructor.
5. Instructions for students to maintain a file with all class handouts, graded exams, reports, and quizzes attached to the file.
6. Presentations by biology department graduates that have achieved success as professionals.
7. Presentations by recruiters for professional schools and graduate schools
8. Announcements of summer internship opportunities for biology majors
9. Announcement of early admissions affiliation agreements between the Biology Department and specific health professions schools.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment [Delete this column for graduate courses]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum Outcomes 1, 2, 3, 4 are included</td>
<td>1. Critical Thinking 2. Communication 3. Problem Solving 4. Personal &amp; Social Responsibility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to: [NOTE: BEGIN each outcome with a VERB]:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Demonstrate knowledge of strategies to achieve effective time management, good study habits, mastery of reading in the scientific content area, and mastery in test taking strategies.</td>
</tr>
<tr>
<td>2 Demonstrate knowledge of animal reproduction (chapter 46 &quot;Animal Reproduction&quot;) in the textbook in the following concepts: Both asexual and sexual reproduction occur in the animal kingdom. How fertilization depends on mechanisms that bring together sperm nuclei and egg nuclei of the same specific species. How reproductive organs produce and transport gametes. How the interaction of tropic and sex hormones regulates reproduction in mammals. How an embryo develops fully within the mother's uterus of placental mammals.</td>
</tr>
<tr>
<td>3 Demonstrate knowledge of animal development (Chapter 47 &quot;Animal Development&quot; in textbook) in the following concepts: How fertilization and cleavage initiate embryonic development. How morphogenesis in animals involves specific changes in cell shape, position, and survival. How cytoplasmic determinants (transcription factors) and inductive signals regulate cell fate.</td>
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<tr>
<td>4 Develop a career plan to successfully complete the biology curriculum and graduation requirements within four years.</td>
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</table>

**Major Course Requirements**

**Method of Determining Final Course Grade**

<table>
<thead>
<tr>
<th>Course Grade Requirement [Name each major requirement]</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Exam 01, Monday, February 14, 2022.</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>2) Exam 02 Monday, March 14, 2022.</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>3) Exam 03 Monday, April 04, 2022</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>4) Exam 04, Monday, April 25, 2022</td>
<td>25%</td>
<td>25</td>
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<tr>
<td>5) FINAL EXAM</td>
<td>25%</td>
<td>50</td>
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<tr>
<td>6)</td>
<td></td>
<td></td>
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<tr>
<td>7)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
<td><strong>100</strong></td>
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</table>

**Grading Criteria and Conversion:**

A = 90% to 100%
B = 80% to 89%
C = 70% to 79%
D = 60% to 69%
F = 0% to 59%

**Detailed Description of Major Assignments:** [Describe each assignment valued at 10% of grade or more]
<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 01</td>
<td>Evaluated on inclusions of biology concepts taught in this course.</td>
</tr>
<tr>
<td>Exam 02</td>
<td>Evaluated on how students demonstrate knowledge of how the animal developmental pattern occurs.</td>
</tr>
<tr>
<td>Exam 03</td>
<td>Evaluated on how students demonstrate knowledge of the detailed animal development stages occur.</td>
</tr>
<tr>
<td>Exam 04</td>
<td>Demonstrate achievement of biology concepts covered in this course.</td>
</tr>
<tr>
<td>FINAL EXAM</td>
<td>Demonstrate achievement of course student learning outcomes by achieving a passing score on the final exam.</td>
</tr>
</tbody>
</table>

Course Procedures or Additional Instructor Policies

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, but for general information, you can visit Taskstream via the link in eCourses.

I. Type of Course:
This is part one of a comprehensive introduction of the concepts of enhancing academic success in the biological sciences and career opportunities in modern biology, for first year students majoring in biology. This section (BIOL 1102-P01) concentrates on preparation for graduation from PVAMU and facilitated entry to professional and graduate schools.

II. Course Purpose and Objectives:

The purpose of this course is to provide first year biology majors with an in-depth knowledge of the biology curriculum, graduation requirements, prerequisites for entry into health profession schools and graduate biomedical programs, and academic enhancement of cognitive strategies by learners. This course is oriented toward the improvement and information processing. Students are encouraged to monitor their ability to acquire and retain scientific knowledge. Developing good study habits, improving retention of information, eliminating problems encountered during test taking, and managing time for effective learning are topics that will be emphasized in this course. Career information and training activities will be used to achieve the student learning outcomes listed. This seminar is designed to assist students with their transition from high school environment to the university environment, which has been shown to be difficult for many freshmen. This course should be the main source of academic, career, and social advisement and counseling. This course will also ensure that you meet with your academic and career advisor at least once a week.

Students are encouraged to read each of the class handouts, class materials, and the week modules posted on e-course to able to perform each of the course student learning outcomes, and to be prepared to ask questions at the beginning of each class about concepts requiring more explanations.

The class instructor conducts discussion type classes. These classes require student participation and demonstrations. The instructor will ask students questions, present problems to solve and use audio visuals. You should be prepared to actively participate in class by going to the marker board to demonstrate your knowledge of concepts.
When you meet with your Biology Research instructor for class or study conferences, you are required to bring your course file and related class materials with you. Don’t come without them. They will enhance your study sessions.

IV. Course Evaluation Methods:

The University’s Academic Catalog grading policy is used in this course. All lecture exams will be cumulative in terms of topics tested on. Each exam covers all chapters and topics taught from the first day of class to the day immediately before the exam. The average of all lecture exams will constitute fifty percent (50%) of the semester grade. (The average of laboratory practical exams, quizzes, reports, and test will count as an equivalent lecture exam.) The cumulative final exam will constitute the remaining 50% of the semester grade. The four cumulative exams (exams 01, 02, 03, and 04) and final exam) will be conducted during the semester. The dates for each exam will be announced at least one week prior to the administration of the exam. However assignments may be given by the instructors in order to evaluate how well students are learning the most recent biology concepts taught.

The final exam; All final exams are required to be given as scheduled by the University’s Spring Semester Final Exam Schedule. Therefore, you are encouraged to plan and schedule your activities and other choices to avoid a conflict with your final exams.

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 for one that was missed. 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 that 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 missed.

V. Class Attendance:

Read University’s Attendance Policy in this syllabus. It requires students to be present for each scheduled class. Students are required to demonstrate their knowledge of each concept covered by this course. Students with or without official excuses for missing class will be tested and evaluated the same as students who were present for class. However, students attending class have the advantage of being taught knowledgeable information which they are expected to know.

Recommended Student Conduct:

1. Arrive early for class, be seated, and be prepared to participate in class discussions.

2. **Dress for success.** Students may also wear medical scrubs and laboratory coats to classes. It is appropriate to wear these in lecture classes because they are worn in the profession of your choice.

3. Start your preparation for the final exam and standardized pre-entry exams such as the MCAT at the beginning of this semester.

4. **Be serious about the final exam.**

VI. **Conduct That Is Not Allowed:**
1. **Cellular phones, I-Pads, I-Pods, Palm pilots, CD players, Radios, Cameras, Lab top Computers and other sorts of high technology communication instruments are not allowed to be used for cheating on exams and tests.**

2. **Smoking is not allowed in the New Science Building.**

3. **Food and beverages are not allowed in the classrooms. Do not bring food into the class room.**

4. **Cheating on exams, quizzes, reports, or any graded activity is not allowed.** Failing grades (zero) are assigned to students that cheat.

   a. Please go to the rest room before starting your exam. Once a student leaves the classroom during an exam they will not be permitted to return to that exam.

   b. Students are not permitted to communicate with each other during an exam. Therefore students cannot talk to, pass written materials to, or show answers or questions to other students in the class.

   c. Assignments and presentations must be the work of the individual student. **Evidence of copying your work from others, including the world wide net, is cheating.**

   d. Students should read the section on Offenses and Appropriate Disciplinary Actions in the current PVAMU web site. They are provided below.

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### The Spring Semester Calendar

<table>
<thead>
<tr>
<th>Week One:</th>
<th>Topic Description</th>
<th>Readings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Biology Seminar Introduction</td>
<td><a href="#">Monday: Monday, January 17 is Dr. Martin Luther King National Holiday</a></td>
<td>Read Chapter 46 “Animal Reproduction” of the required textbook. Also read information posted on Week One Module covering best practices to achieve student learning outcomes</td>
</tr>
</tbody>
</table>

**Assignment (s):**

- Monday: Biology freshman seminar course introduction covers the course syllabus. 
- Wednesday: **Voluntary academic enhancement session:** This first session will occur on Wednesday, January 19 at 4:00 p.m. in the assigned classroom.

<table>
<thead>
<tr>
<th>Week Two:</th>
<th>Topic Description</th>
<th>Readings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Seminar Course</td>
<td><a href="#">Monday: Read Chapter 46 “Animal Reproduction”, Mechanisms of sexual reproduction</a></td>
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</tr>
</tbody>
</table>

**Assignment (s):**

- Wednesday **Voluntary academic enhancement session:**
  - a. Provide additional information requested by students

<table>
<thead>
<tr>
<th>Week Three:</th>
<th>Topic Description</th>
<th>Readings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Fertilization</td>
<td>Monday: Ensuring survival of offspring. Gamete Production and delivery Reproductive organs and transport of gametes Human gametogenesis</td>
<td></td>
</tr>
</tbody>
</table>

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Assignment (s): Wednesday
Voluntary academic enhancement session:
   a. Provide additional information requested by students

Week Four:
Topic Description: The interplay tropic and sex hormones regulates reproduction in mammals
Readings: Monday: Read concept 46.4 Biological sex, gender identity, sexual orientation in human sexuality.
          Hormonal Control of reproduction
          Human sexual response

Assignment (s):

Week Five:
Topic Description: Exam 01 Covers all topics taught in the first four weeks.
Readings: Monday: January 14, 2022

Assignment (s):

Week Six:
Topic Description: Embryonic Development and Birth
Readings: Monday: In placental Mammals
          Maternal Immune Tolerance of the Embryo Fetus
          Modern Reproductive Technologies

Assignment (s):

Week Seven:
Topic Description: Animal Development (Chapter 47 “Animal Development”)
Readings: Monday: Read materials posted on Week Seven Module
          Fertilization and Cleavage initiate embryonic development
          Egg activation
          Fertilization in mammals
          Cleavage Patterns

Assignment (s): Wednesday Voluntary academic enhancement session:
   Provide additional information requested by students
<table>
<thead>
<tr>
<th>Week Eight:</th>
<th>Topic Description</th>
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</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Monday: Read material on chapter 47 posted on Week Eight Module.</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Wednesday Voluntary academic enhancement session:</td>
</tr>
<tr>
<td></td>
<td>a. Provide additional information requested by students</td>
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<table>
<thead>
<tr>
<th>Week Nine:</th>
<th>Topic Description</th>
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<tbody>
<tr>
<td>Readings:</td>
<td>Monday: March 14, 2022</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Wednesday Voluntary academic enhancement session:</td>
</tr>
<tr>
<td></td>
<td>a. Provide additional information requested by students</td>
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</table>

<table>
<thead>
<tr>
<th>Week Ten:</th>
<th>Topic Description</th>
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<tbody>
<tr>
<td>Readings:</td>
<td>Monday: Read chapter 47 posted on Week Ten Module.</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Wednesday Voluntary academic enhancement session:</td>
</tr>
<tr>
<td></td>
<td>a. Provide additional information requested by students</td>
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<table>
<thead>
<tr>
<th>Week Eleven:</th>
<th>Topic Description</th>
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<tbody>
<tr>
<td>Readings:</td>
<td>Monday: Read chapter 47.</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Wednesday Voluntary academic enhancement session:</td>
</tr>
<tr>
<td></td>
<td>a. Provide additional information requested by students</td>
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</tbody>
</table>
**Week Twelve:**

**Topic Description:** Exam 03 covers all topics presented in this course.

**Readings:** Monday: April 04, 2022.

**Assignment (s):**

Wednesday **Voluntary academic enhancement session:**

a. Provide additional information requested by students

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**Week Thirteen:**

**Topic Description:** Axis Formation

**Readings:** Monday: Read chapter 47 materials posted on Week Thirteen Module.

**Assignment (s):**

Wednesday **Voluntary academic enhancement session:**

a. Provide additional information requested by students

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**Week Fourteen:**

**Topic Description:** Cell Fate Determination and Pattern Formation by Inductive Signals

**Readings:** Monday: Read materials posted on Week Fourteen Module.

**Assignment (s):**

Wednesday Deadline for submitting course assignments

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**Week Fifteen:**

**Topic Description**

Exam 04 covers all topics taught in the semester.

**Readings:** Monday April 25, 2022.

Monday Review all materials for final exam

**Assignment (s):**

Wednesday, April 27, 2022. **Voluntary academic enhancement session:**

a. Provide additional information requested by students

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**FINAL EXAM is scheduled by the University between Thursday, May 05, 2022 to Tuesday, May 10, 2022.**

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**Student Support and Success**

**2022 Spring Semester Calendar**

(Subject to change as guidelines evolve in relation to COVID. Any updates will be posted to https://www.pvamu.edu/coronavirus)

The Academic Calendar for Spring 2022 is published in the University’s web site Home Page
1. **Monday, January 17** is Dr. Martin Luther King National Holiday

2. Instruction begins for this class on **Tuesday, January 18, 2022**

3. Attendance reporting period is **Tuesday, January 18 to Wednesday, January 26, 2022**. Students that do not attend class during this period will have their courses removed and financial aid reduced or cancelled.

4. Late Registration fee for the Spring Semester begins on **Tuesday, January 18, 2022**

5. Final Day to Drop and Withdraw from a course without it being part of the academic record (however the financial record will still exist) **Wednesday, February 02, 2022**

6. Withdrawal from courses with **Academic Record of a (W)** begins on **Thursday, February 03, 2022**

7. Drop for Non-Payment of Tuition and Fees occurs at 5:00 p.m. on **Tuesday, February 08, 2022**

8. **Mid-Semester Exam Period** occurs between **Thursday, March 10 to Saturday, March 12, 2022**

9. **SPRING STUDENT BREAK** occurs between **Monday, March 14 to Saturday, March 19, 2022**.

10. **WEDNESDAY, March 23, 2022**, is FOUNDERS DAY/HONORS CONVOCATION recognizes student academic achievements. **Invite your parents and friends to the PVAMU campus to help you celebrate your success.** The convocation occurs in the Baby Dome starting at 10:00 a.m. It is dress for success.

11. Biology majors should start their intensive **Study Schedule** for their very important Final Exams by **Wednesday, March 23, 2022** and continue until the start of final exams on **Thursday, May 05, 2022**.

12. **April 06, 2022**, **Final Day to withdraw from courses with a (W) on the academic record.**

13. **No Classes** on Good Friday, **April 15, 2022**

14. **Friday, April 15**, **Early Registration begins for Summer 2022 and Fall 2022 classes**

15. **May 02, 2022** is the **Final Day to withdraw from the University for all courses for the Spring 2022 semester.**

16. Last class day is **Wednesday, May 04, 2022**.

17. **FINAL EXAMS start on Thursday, May 05, 2022**. Final exams are scheduled according to the published **PVAMU Spring 2022 Final Exam Schedule**. The cumulative final exam will constitute the remaining 49% of the final semester grade. **It will test all topics covered during the semester. Final exams are required** to be given only at the times and dates announced in the 2022 Spring PVAMU Final Exam Schedule. Students **must arrange** their schedule and activities so that they are prepared and **present for the final exam.**

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**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. Website: [https://www.pvamu.edu/library/](https://www.pvamu.edu/library/); Phone: 936-261-1500

**Academic Advising Services**
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/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: ptutoring@pvamu.edu; Website: https://www.pvamu.edu/student-success/sass/university-tutoring-center/

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; Website: https://www.pvamu.edu/student-success/writing-center/; Grammarly Registration: https://www.grammarly.com/enterprise/signup

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/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 assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/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: www.pvamu.edu/testing

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; Website: https://www.pvamu.edu/disabilityservices/

Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

Veteran Affairs
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/

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: https://www.pvamu.edu/studentengagement/

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: https://www.pvamu.edu/careerservices/

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.

**Nonacademic Misconduct**

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

**Sexual Misconduct**

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

**Non-Discrimination Statement**

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

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

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

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

Technical Considerations

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

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

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

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

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

Technical Support
Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions
regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

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

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

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

COVID-19 Campus Safety Measures [NOTE: Delete this section when the COVID-19 pandemic is over]
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-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.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

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

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. 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.