**SYLLABUS**

**BIOL 3403 General Microbiology-STEM B-GLOBAL**  
**Spring 2022**

**Course Information**

**Instructor:** Dr. Quincy Moore  
**Section # and CRN:** BIOL 3403 P03/63 CRN 20378/20381  
**Office Location:** 305 JB Coleman Library (Honors Program)  
**Office Phone:** 936-261-5256  
**Email Address:** qcmoore@pvamu.edu  
**Office Hours:** Tuesday and Thursday 2:00-4:00pm  
Both In person and Virtual Appointments are available upon request  
Virtual Link will be provided upon request

**Mode of Instruction:** Face to Face

**Course Location:**  
Lecture: MT Harrington Science BLDG room 212  
Lab: E.E. O'Banion Science BLDG (New Science Building) room 308

**Class Days & Times:**  
Monday and Wednesday Lecture 12:00-12:50 pm  
Tuesday and Thursday Laboratory 11:00am-12:50pm

**Catalog Description:** Morphology, physiology, classification, and cultivation of the microorganism relevant to agriculture, pre-medicine, and industry. Prerequisites: CHEM 1033, BIOL 1015, or equivalent. Laboratory fee required.

**Prerequisites:** Undergraduate level CHEM 1033 Minimum Grade of C and Undergraduate level BIOL 1015 Minimum Grade of C  
**Co-requisites:** NONE

**Student Learning Outcomes:**

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates knowledge of the basic principles and concepts of life at the microscopic level as it pertains to microbes.</td>
<td>Critical Thinking</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>2. Comprehends the theoretical concepts in microbiology so that they may use this as a basis for future studies; whether it be in Agriculture, Biology, Commercial Foods, Dietetics, Medical Technology, Medicine, Dentistry, Nutrition, Public Health and Biological Research.</td>
<td>Critical and Analytical Thinking</td>
<td>Critical Thinking Communication Teamwork</td>
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<tr>
<td>3. Analyze the interrelationships among the microorganisms and between microorganisms and higher living forms.</td>
<td>Critical Thinking</td>
<td>Critical Thinking</td>
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<tr>
<td>4. Discussions that increase the awareness of global antimicrobial resistance and strategies to encourage best practices among the general public, health workers and policy makers to avoid the further emergence and spread of drug-resistant infections.</td>
<td>Integration of Broad Knowledge, Critical Thinking</td>
<td>Critical Thinking Communication Teamwork</td>
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</tbody>
</table>
5. Demonstrate the proper techniques and procedures to handle microscopic living organisms, many of which are pathogenic.

6. Incorporation of Novel Technology including Microplate Analysis and Tissue Culture techniques to understand the role of microorganisms in infection and disease.

7. Employ effective teamwork skills with emphasis on listening, responding, and creating a positive climate.

8. Demonstrate laboratory investigations using safe, environmentally appropriate and ethical practices

### Major Course Requirements

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
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<tbody>
<tr>
<td>1) 5 Exams consisting of lecture and lab material</td>
<td>40%</td>
<td>40%</td>
</tr>
<tr>
<td>2) Quizzes (lecture and Lab)</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>3) Connect Assignments</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>4) Laboratory (additional Labster assignments)</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>5) Final Exam</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>6) Global assignments</td>
<td>10%</td>
<td>10%</td>
</tr>
<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 = 100-90
B = 89-80
C = 79-70
D = 69-60
F = below 59

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

**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.

**Exam Policy:** 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 unofficial excuses for missing an exam will earn a grade of zero for the missed exam. Students may request a make-up exam with a valid or official excuse. The makeup exam will not be the same as the exam missed. The exam will be mainly short answer. 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 covering of the course topics. Students missing a make-up exam will not be provided a second opportunity to take a make-up for the original exam missed. If you failed the first test, you will be required to attend tutoring each week until your grade improves.

**Detailed Description of Major Assignments:**

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. Research Project</td>
<td>At the beginning of class, you will be assigned a microbiology related project for the semester which will incorporate the use of microbiological techniques, media and/or reagents, the scientific process and also present your data at a research symposium.</td>
</tr>
<tr>
<td>2. Social Responsibility</td>
<td>Can microbes help save the world? Microbes know no borders, and are adept at adapting, surviving and thriving in extreme and constantly changing environments. While a fraction of microbes is pathogenic, the majority are beneficial or neutral and essential for life.</td>
</tr>
<tr>
<td>2. Public Service Announcement- Global Antimicrobial Crisis</td>
<td>Students will work in groups to develop a global action plan to tackle the growing problem of resistance to antibiotics and other antimicrobial medicines. Presentations will be given on the plan and a Public Service Announcement will be created based on the research.</td>
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</tbody>
</table>

**Authentic Research Experience in PVAMUMicrobiology:** Authentic Research Experience in PVAMUMicrobiology is a modular approach to integrating research into the general biology or microbiology curriculum. The goal is to support cutting edge research-based projects in Microbiology that involves diverse subject matter in the area of, Botany, Chemical Engineering, Genetics, Computer Science and Technology. Microbiology is a subject matter that intercepts every biological discipline and is important in the day-to-day activities. In efforts to increase retention of material and improved the overall educational experience in the classroom, the projects will provide each registered student in the class an authentic research approach to learning the concepts in the class.

**Sample projects**

**Project 1: Microbiome Project (Environmental Microbiology).** The focus of our project evaluates the microbiome that exist in the environment to determine the causal relationship that the soil microflora has on all life.

**Project 2: ImageJ Application study on Disease progression.** The goal of this activity seeks to prepare the next generation of life science majors with a particular emphasis of utilizing computational techniques with biological data sets for careers in biomedical research.

**Project 3: The Impact of Genetically Modified Organisms on Grocery Shopping Behavior. Food Microbiology: The Past and the New Challenges for the Next 10 Years.** This project will determine the presence of Genetically modified organisms (GMOs) which is defined as organisms (i.e. plants, animals or microorganisms) where the genetic material (DNA) has been altered impact on grocery shopping behavior. Students will test several food samples from the area grocery stores for the presence of GMOs.

**Project 4: Rhizobium Impact on Plant Growth.** Symbiotic relationships in microbiology are significant and teaching the concepts from the textbook alone does not illustrate the full concept. Previous studies with a former student evaluated if the present of light played a role in the inhibition of production of the nodules and has set a platform for further investigations. This intersection of Botany and Microbiology will open the dialogue of interdisciplinary research and the importance of symbiotic relationships.

**Project 5: Evaluation of novel organic compounds antimicrobial properties.** The study will allow for students to evaluate the ability of novel compounds to inhibit microbial growth. The students will also evaluate the chemical composition of the compounds to establish mechanism of action.
Project 6: Global Microbiology. The students will seek ways to improve material retention and comprehension of microbiological content by developing an interactive app.

**Semester Calendar**

The calendar can be adjusted at the discretion of the Professor due to course material mastery.

<table>
<thead>
<tr>
<th>Week</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Week One: Jan 17-21</strong></td>
<td>Microbiology and Bacterial Cell Structure</td>
</tr>
<tr>
<td><strong>Topic Description</strong></td>
<td>M Student Holiday</td>
</tr>
<tr>
<td>Readings:</td>
<td>W Chapter 1 Introduction to Microbiology</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>T Quiz Pre Assessment, Introduction to Lab Principles</td>
</tr>
<tr>
<td></td>
<td>R Chapter 2, Microscopic Observation Connect</td>
</tr>
</tbody>
</table>

| Week Two: Jan 24-28 | Bacterial Cell Structure and Viruses |
| **Topic Description** | M Chapter 3 Bacterial Cell Structure |
| Readings: | W Chapter 3 Bacterial Cell Culture |
| Assignment (s): | T Lab: Microscopic Evaluation of Algae, Cyanobacteria, Protozoans and Fungi |
| | R. Current GLOBAL Event |

| Three: Jan 31-Feb 4 | Viruses and Other Acellular Agents and Bacterial Growth |
| **Topic Description** | M Chapter 6 Viruses and Other Acellular Infectious Agents |
| Readings: | W Global Impact of Viruses |
| Assignment (s): | T Lab CDC Solve the Outbreak Scenario |
| | R Lab: Aseptic Technique and Streak Plate |

| Week Four: Feb 7-11 | Bacterial Growth and Control of Microorganisms in the Environment |
| **Topic Description** | M Chapter 7 Bacterial and Archaeal Growth |
| Readings: | W Exam |
| Assignment (s): | T Chapter 8 Control of Microorganisms in the Environment |
| | R Global Impact of antimicrobial resistance (Antimicrobial Study) |

| Week Five: Feb 14-18 | Control of Microorganisms in the Environment and Microbial Interactions |
| **Topic Description** | M Chapter 8 Control of Microorganisms in the Environment |
| Readings: | W Chapter 9 Antimicrobial Treatment |
| Assignment (s): | T Discussion Assignment Lab: Broth and Agar Slant Simple Stain |
| | R Connect |

| Week Six: Feb 21-25 | Global Impact of Microbiology |
| **Topic Description** | M Historical Perspective of Pandemics |
| Readings: | W Deeper Dive in the Role of Microbiologists |
| Assignment (s): | T Scientific Study/ Connect (Spread of Microorganisms) |
| | R Chapter 7 experimentation |

| Week Seven: Feb 28 – Mar 4 | Control of Microorganisms in the Environment |
| **Topic Description** | |
Readings: M Chapter 27 Microbial Interactions
W Chapter 27
Assignment (s): T Creation of Global Case study/ Chapter 8 Control of Microorganisms in the Environment
R Connect / Art project

Week Eight: Mar 7 -11
Topic Description: Midterm Week
Readings: M Review
Assignment (s): T Discussion Assignment
R Connect

Week Nine: Spring Break March 14-18

Week Ten: Mar 21-25
Topic Description: Microbial Interactions and the Microbe-Human Ecosystem
Readings: M Chapter 27 Microbial Interactions
M Chapter 34 Microbe Human Ecosystem
Assignment (s): T Connect
R

Week Eleven: Mar 28- Apr 1
Topic Description: Microbe Human Ecosystem
Readings: M Chapter 35 Infection and Pathogenicity
W Global Microbial Presence
Assignment (s): T Lecture/Lab Midterm
R Connect

Week Twelve: Apr 4-8
Topic Description: Epidemiology and Public Health Microbiology
Readings: M Global Microbial Presence/Ethics
W Chapter 36 Epidemiology and Public Health Microbiology
Assignment (s): T Lecture
R Connect

Week Thirteen: Apr 11-15
Topic Description: Epidemiology and Public Health Microbiology
Readings: M Global Microbial Presence/Ethics
W Chapter 36 Epidemiology and Public Health Microbiology
Assignment (s): T Create Clinical Case/Telemedicine
R Connect

Week Fourteen: Apr 18-22
Topic Description: Human Disease Caused Bacteria
Readings: M Chapter 37 Clinical Microbiology and Immunology
W Chapter 37 Clinical Microbiology and Immunology
Assignment (s): T Case Study
R Lecture/Lab Exam
Week Fifteen Apr 25-29:
Topic Description: Human Disease Caused by Viruses and Prions
Readings:
M Chapter 38 Human Disease Caused by Viruses and Prions
W Chapter 38 Human Disease Caused by Viruses and Prions
Assignment (s):
T Presentations
R Presentations

Week Sixteen: May 2-6
Topic Description: Human Disease Caused by Bacteria
Readings:
M Chapter 39 Human Diseases Caused by Bacteria
W Chapter 39 Human Diseases Caused by Bacteria
Assignment (s):
T Final Review

List of Labs for the semester

- Laboratory Safety and Introduction to the Lab
- Chapter 2 Prescotts Microbiology pg 22-41
- Slide observation Nutrient Broth and Nutrient Agar Preparation
- Aseptic Transfers and Inoculation Methods
- Chapter 7 (7.5-7.6) Prescotts Microbiology
- Wet Mount Investigation
- Chapter 5 Eukaryotic cell structure Section 5.1-5.3 Prescotts Microbiology
- Practical / Written lab exam March
- Microbial Growth- Chapter 7 Prescotts Microbiology
- Viruses (Microslide Viewer) Chapter 6 Prescotts Microbiology
- Projects Literature Review
- Staining
- Simple
- Gram
- Endospore
- Control of Microorganisms
- Chapter 8 and CH 9 Antimicrobial Chemotherapy Prescotts Microbiology
- Practical / Written exam May
- Projects
- Projects
- Bioinformatics Lab Chapetr 18 (18.3) Case Study Approach
- Nitrogen Fixation Lab Chapter 31 pg 690-693 Prescotts Microbiology
- Microscopic Imagery Exam
- Unknown Bacteria Lab
Calendar

Jan 18, 2022  
Tuesday  
First Class Day  
Jan 18, 2022  
Tuition & Fees Payment Due Date  
Jan 18 - Jan 24, 2022  
Tuesday  
Late Registration/Late Registration Fee Begins ($50.00)  
Jan 18 - Jan 26, 2022  
Tuesday through Monday  
Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled  
Feb 01, 2022  
Tuesday  
Financial Aid Refunds begin  
Feb 02, 2022  
Wednesday  
12th Class Day (Census Date)  
Feb 02, 2022  
Wednesday  
Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)  
Feb 03, 2022  
Wednesday  
Withdrawal from Courses with Academic Record (“W”) Begins  
Feb 08, 2022  
Thursday  
Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.  
Feb 14, 2022  
Tuesday  
20th Class Day  
Mar 10 - Mar 12, 2022  
Monday  
Mid-Semester Examination Period  
Mar 14 - Mar 19, 2022  
Thursday through Saturday  
Spring Break (Student Break)  
Mar 14 - Mar 19, 2022  
Monday through Saturday
Mar 16, 2022
Wednesday
Mid-Semester Grades Due

Mar 18, 2022
Friday
Spring Break (Non-class Day/University Open)

Mar 23, 2022
Wednesday
Founders Day/Honors Convocation

Mar 28, 2022
Monday
Final Date to Apply for Spring 2022 Graduation (ceremony participation)

Mar 29, 2022
Tuesday
Application for Graduation-Degree Conferral only for Spring 2022 Graduation Begins (no ceremony participation or name listed in the program)

Apr 06, 2022
Wednesday
Final Day to Withdraw from Course(s) with Academic Record ("W")

Apr 11 - Apr 15, 2022
Monday through Friday
Priority registration for continuing students for Summer and Fall 2022 Semesters

Apr 15, 2022
Friday
Good Friday (No Classes)

Apr 15, 2022
Friday
Registration for all students begins for Summer and Fall 2022 Semesters

Apr 29, 2022
Friday
Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2022

Apr 29, 2022
Friday
Final Day to Apply for Degree Conferral only for Spring 2022 Graduation (no ceremony participation or name listed in the program)

May 02, 2022
Friday
Final Day to Withdraw from the University (from all courses) for the Spring 2022 16-week session

May 04, 2022
Monday
Last Class Day

May 05 - May 12, 2022
Wednesday
Final Exams
Student Support and Success

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

Academic Advising Services
Academic Advising Services offers students a variety of services that contribute 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: pvtutoring@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

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
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
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.