Instructor: Dr. Abdul M Choudhury, Ph.D.
Section # and CRN: Z01 32173
Office Location: S R COLLINS #316
Office Phone: 936-261-1664
Email Address: amchoudhury@pvamu.edu
Office Hours: WR 1.00-4.30 PM
Mode of Instruction: Online
Course Location: Online
Class Days & Times: MTWR 10.15 AM -12.05 PM
Catalog Description: Fundamental concepts; equilibrium of particles and rigid bodies, centroids, moments of inertia, friction, and introduction to analysis of structures. Kinematics and kinetics of particles and rigid bodies; equations of motion, work and energy; impulse and momentum.
Prerequisites: PHYS 2513
Co-requisites: None
Recommended Texts: None

The following policy is only for students who have declared a major (Engineering, Computer Science, and/or Technology) in the Roy G. Perry College of Engineering.

**College of Engineering (CoE) Textbook Policy:**
Students MUST acquire the required textbook that is listed on the course syllabus for this course. The textbook must be acquired by the 10th class day. Students are not allowed to share textbooks with students who are currently registered in the same class. Failure to acquire (or show proof of purchase) the required textbook by the 10th class day will result in the student being administratively dropped from the course. The University will assess financial obligations for the course to the student as with any other dropped class according to the fee schedule as well as your financial aid may be affected.
If you are not financially able to purchase a required textbook for an engineering course prior to the 10th class day, you may apply to the College of Engineering Textbook Fund for a textbook voucher. The voucher can only be used at the Campus Bookstore. Additional information about the College of Engineering Textbook Policy and the CoE Textbook Fund may be found at [http://www.pvamu.edu/engineering/](http://www.pvamu.edu/engineering/). The student may need to contact the Director of Engineering Student Services (350 SR Collins).

**Student Learning Outcomes:**

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1
Course Goals or Overview:
To develop the ability to apply knowledge of mathematics, science and engineering in solving engineering problems

Course Objectives/Accrediting Body ABET Standards Met: SACS and ABET
To provide the student with a clear and thorough understanding of the theory and applications of Engineering Mechanics, specifically:

1. to develop the ability to analyze engineering mechanics problems using the principles of science and mathematics
2. to develop the ability to describe and predict the conditions of equilibrium of particles, rigid bodies, and structures
3. to develop the ability to determine center of gravity, centroid, and moment of inertia.

At the end of this course, the student will demonstrate

<table>
<thead>
<tr>
<th>Civil Engineering Program Objectives</th>
<th>ABET Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 an ability to acquire and apply new knowledge of mathematics, science, and engineering</td>
<td>1 and 2</td>
</tr>
<tr>
<td>2 an ability to identify, formulate, and solve engineering problems</td>
<td>1 and 2</td>
</tr>
</tbody>
</table>

* The Civil Engineering Program Learning Outcomes are derived from ABET Criterion 3 (Student Outcomes)

**ABET Criterion 3 and Civil Engineering Program Educational Objectives**

Civil Engineering Program Outcomes (Student Learning Outcomes)
ABET EAC Criterion 3 {[1] - [7]} Student Outcomes (SOs)  

1) an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2) an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
3) an ability to communicate effectively with a range of audiences
4) an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
5) an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives

Beginning Spring 2019
6) an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
7) an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

Civil Engineering Program Criteria (2019-2020)

Curriculum: The curriculum must prepare graduates to apply knowledge of mathematics through differential equations, calculus-based physics, chemistry, and at least one additional area of basic science; apply probability and statistics to address uncertainty; analyze and solve problems in at least four technical areas appropriate to civil engineering; conduct experiments in at least two technical areas of civil engineering and analyze and interpret the resulting data; design a system, component, or process in at least two civil engineering contexts; include principles of sustainability in design; explain basic concepts in project management, business, public policy, and leadership; analyze issues in professional ethics; and explain the importance of professional licensure.

Faculty: The program must demonstrate that faculty teaching courses that are primarily design in content are qualified to teach the subject matter by virtue of professional licensure, or by education and design experience. The program must demonstrate that it is not critically dependent on one individual.

Civil Engineering Program Educational Objectives (PEOs)

Graduates from the Civil Engineering program will:
1. Have careers in civil engineering or related fields that lead to increasing levels of responsibility and leadership
2. Obtain professional licensure/certifications
3. Complete graduate studies in civil engineering or related fields
4. Engage in professional development and service

Table: Outcome Measures

<table>
<thead>
<tr>
<th>Course</th>
<th>CVEG Objectives</th>
<th>ABET Criterion 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1   2  3  4</td>
<td>1   2  3  4  5  6  7</td>
</tr>
<tr>
<td>CVEG 2454</td>
<td>x   x</td>
<td>x</td>
</tr>
</tbody>
</table>

x are the outcomes measured for this course
Grading Matrix

<table>
<thead>
<tr>
<th>CONTRIBUTION</th>
<th>GRADE SCALE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home work/Assignment</td>
<td>90-100</td>
</tr>
<tr>
<td>Attendance</td>
<td>80-89</td>
</tr>
<tr>
<td>3 Tests @ 15%</td>
<td>70-79</td>
</tr>
<tr>
<td>Class Participation &amp; QUIZ</td>
<td>60-69</td>
</tr>
<tr>
<td>Final Exam (Comprehensive)</td>
<td>0-59</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></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 by your department, but for general information, you can visit Taskstream via the link in eCourses.

HOMEWORK: On completion of every chapter one homework will be given. (Except chapter 2 where two will be given).

Homework Submission
One week time will be given for completion of homework. LATE ASSIGNMENTS UPTO ONE WEEK WILL BE ACCEPTED WITH A DEDUCTION OF 5 POINTS. ASSIGNMENTS WILL NOT BE ACCEPTED AFTER ONE WEEK!! Your homework should be complete, neat, and professionally presented. Use the following format for all of your homework;

1. Use **only engineering paper (no graph paper)** for submitting your homework. If engineering paper is not used, 5 Points will be deducted.
2. Your homework should have a computer printed cover page on top (white paper)
   a. Your name
   b. Course name and section
   c. Homework number
   d. Date assigned
   e. Date submitted
3. 5 points will be deducted for improper cover page.
4. Show all steps for arriving to the final answer clearly. Include all appropriate sketches.
5. Reference all figures, tables, constant values, equations, and conversions used to complete the problem.
6. Drawing of free body diagram is must for the questions which need Free body Diagram
7. Include all the appropriate units throughout the solution. Points will be deducted for answers presented without the appropriate units.
8. Start a new page for every new problem.
9. Problems should be in the order assigned.

Grading policy: For full credit you must fulfill all the criteria mentioned above.
If you do not follow appropriate steps, then deduction of score will be as follows:

a. Late submission : 5 Points
b. No proper cover page : 5 Points
c. Ordinary paper other than Engineering paper : 5 Points
d. No supporting drawing/sketch : 10%
e. Missing of free body diagram (where required) :10%
f. Not showing details steps of calculation : 10%
g. Not mentioning of proper Unit or use of wrong unit : 10%
h. Wrong answer : 10%

EXAMS – written tests designed to measure knowledge of presented course material.

Exam Policy:
There will be four, closed-book and note, in-class exams throughout the semester, three during the semester and one during the scheduled final exam time. Exams will consist of some FE type questions and other will cover material from the assigned readings and lecture class activities. In general, exams will include only new material covered since the previous exam. However, some older topics may come up again on later exams.

Exam Make-up Policy: Make-up exams will be given by the end of the semester (before final exam), if the time permits. Everyone, who wants to improve any previous score are allowed for makeup exam. The make exam will replace the worst one out three tests. If the make test is the worst one, it will not be counted.

Absentee Test: If you are absent on the day of any exam, you must have a valid excuse to be allowed for absentee test. Examples of valid excuses include documented illness, university-sanctioned travel, and religious observances. Documentation of the excused absence is required PRIOR to being allowed to absentee test. If possible, notify me in advance of your absence. There will be a common absentee test by the end of semester (before final exam). The absentee for test 1, test 2 and test 3 will be combined together.

NO ABSENTEE EXAM WITHOUT DOCUMENTATION OF A TRUE EMERGENCY OR CRISIS.

Grading policy: For full credit you must support your answer by detailed calculation, neat and clean figure and free body diagram (where necessary). Also proper unit should be mentioned.
If you do not follow appropriate steps, the deduction of score will be as follows:
- a. No supporting drawing/sketch : 10%
- b. Missing of free body diagram (where required) :20%
- c. Not showing details steps of calculation : 10%
- d. Not mentioning of proper Unit or use of wrong unit : 10%
- e. Wrong answer : 10%

Quizzes - Will be taken after each important chapter to reinforce key concepts of the chapter.

Quiz Policy: At the completion of the chapter, homework will be given with one week time. The corresponding quiz date will be the date on which you submit the homework. If you are absent for the quiz without valid excuse, you will be awarded zero for the quiz. Quizzes are never repeated. However, if you are absent with valid excuse, your score will not be entered for that particular quiz. Your average quiz score will be calculated based on other quizzes.
Examples of valid excuses include documented illness, university-sanctioned travel, and religious observances. Documentation of the excused absence is required PRIOR to being allowed to absentee test. If possible, notify me in advance of your absence.

Grading Policy: Quizzes are short consisting of 10 points in each Quiz. For multiple choice questions, no credit will be given for wrong choice; even you show the calculation details. For arriving to the numerical answer problems, you will get full credit if your answer and steps are correct. For wrong answer and correct procedure you will get 50% credit.

ATTENDANCE AND CLASS PARTICIPATION – daily attendance is compulsory for the course

Attendance policy: You must fulfill the minimum attendance criteria as per Class Attendance Policy (See Catalog for Full Attendance Policy). In the grading matrix 5% is allotted for attendance.

Grading Policy: If you attend more than 90% classes, you will be awarded all 5%. If your attendance is between 80%-89%, then you will get 4% in grading matrix. All others (fulfilling the minimum attendance criteria laid down by University) will receive 3% in grading matrix. If you can answer any open question and show a better performance during the class, occasionally you may be awarded some bonus points.
## 10 WEEK CALENDAR FOR SUMMER 2021

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>HOMEWORK (To be assigned in class)</th>
</tr>
</thead>
</table>
| 1.   | General Principles  
Vector Addition of Forces  
2D Equilibrium of a Particle | |
| 2.   | Moment of a Force  
Moment of couple  
Simplification of Force System  
Simple Distributed Loading | |
| 3.   | 2D Equilibrium of a Rigid Body | **TEST 1 (Date will be announced in class)** |
| 4.   | Simple Truss  
Method of Joints  
Zero Force Members  
Method of Sections | |
| 5.   | Friction  
Center of Gravity and Centroid  
Composite Bodies  
Moment of Inertia  
Moment of Inertia (Composite Areas) | **MID TERM TEST (As per University Calendar)** |
| 6.   | Rectilinear kinematics  
Curvilinear x,y,z motion  
Curvilinear n,t,b motion  
Dependent Motion  
Relative Motion  
Eq. of Motion x,y,z  
Eq. of Motion n,t,b | |
| 7.   | Work & Energy  
Power & Efficiency  
Conservation of Energy  
Linear Momentum  
Conservation of Momentum  
Impact | |
| 8.   | Angular Momentum  
Rotation about fixed axis  
Instantaneous Center | |
| 9.   | Eq. of Motion: Trans.  
Eq. of Motion: Rot. fixed axis  
Eq. of Motion: Gen. pl. Motion | **TEST 3 (Date will be announced in class)** |
| 10.  | Principle Work & Energy  
Conservation of Energy | **Final Exam (As per University Calendar)** |
Mapping of CVEG Courses onto PEOs and Program Outcomes [Beginning Spring 2019]

<table>
<thead>
<tr>
<th>Course No</th>
<th>Course Title</th>
<th>CVEG Program Educational Objectives</th>
<th>CVEG Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVEG 1011</td>
<td>Intro to Engineering</td>
<td>X X X</td>
<td>I M I R</td>
</tr>
<tr>
<td>CVEG 1021</td>
<td>Intro to Civil Engineering</td>
<td>X X X</td>
<td>I</td>
</tr>
<tr>
<td>CVEG 2001</td>
<td>Emerging Issues in CE Prof</td>
<td>X X X</td>
<td>I M I R</td>
</tr>
<tr>
<td>CVEG 2043</td>
<td>Engineering Mechanics I</td>
<td>X X X</td>
<td>I</td>
</tr>
<tr>
<td>CVEG 2061</td>
<td>Materials &amp; Dynamics Lab</td>
<td></td>
<td>M</td>
</tr>
<tr>
<td>CVEG 2063</td>
<td>Mechanics of Materials I</td>
<td>X X X</td>
<td>I</td>
</tr>
<tr>
<td>CVEG 2081</td>
<td>Surveying &amp; Geospatial Concepts</td>
<td></td>
<td>R M</td>
</tr>
<tr>
<td>CVEG 3023</td>
<td>Geotechnical Engineering</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>CVEG 3031</td>
<td>Concrete &amp; Steel Lab</td>
<td>X X X</td>
<td>M</td>
</tr>
<tr>
<td>CVEG 3043</td>
<td>Environmental Engineering</td>
<td>X X M</td>
<td>R M</td>
</tr>
<tr>
<td>CVEG 3053</td>
<td>Transportation Engineering</td>
<td>X X M</td>
<td>R M</td>
</tr>
<tr>
<td>CVEG 3063</td>
<td>Hydraulics</td>
<td>X X M</td>
<td>M R</td>
</tr>
<tr>
<td>CVEG 3073</td>
<td>Structural Analysis I</td>
<td>X X I</td>
<td>M</td>
</tr>
<tr>
<td>CVEG 3083</td>
<td>Steel Design</td>
<td>X X X X M</td>
<td>M M R</td>
</tr>
<tr>
<td>CVEG 4013</td>
<td>Reinforced Concrete</td>
<td>X X X X R</td>
<td>M M</td>
</tr>
<tr>
<td>CVEG 4021</td>
<td>Geotech Engineering Design Lab</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>CVEG 4043</td>
<td>Environmental Eng Design</td>
<td>X X X X M</td>
<td>M M R</td>
</tr>
<tr>
<td>CVEG 4053</td>
<td>Transportation Eng Design</td>
<td>X X X X M</td>
<td>M M M</td>
</tr>
<tr>
<td>CVEG 4063</td>
<td>Water Resources Eng.</td>
<td>X X X X M</td>
<td>I</td>
</tr>
<tr>
<td>CVEG 4072</td>
<td>Systems Engineering and Uncertainty</td>
<td></td>
<td>M</td>
</tr>
<tr>
<td>CVEG 4141</td>
<td>Engineering Mgmt &amp; Ethics</td>
<td></td>
<td>M</td>
</tr>
<tr>
<td>CVEG 4472</td>
<td>Sr. Design &amp; Professionalism I</td>
<td>X X X X M</td>
<td>M M M M M</td>
</tr>
<tr>
<td>CVEG 4482</td>
<td>Sr. Design &amp; Professionalism II</td>
<td>X X X X M</td>
<td>M M M M M</td>
</tr>
</tbody>
</table>

I - means the described outcome is introduced (not measured) but could be monitored.
M - means that the skills described in the program outcome are covered and measured in the course.
R - means the described outcome is reinforced in the course (not measured) but could be monitored.

Additionally, evidence are to be collected to satisfy CE Program Criteria covering basic concepts in Management (CVEG 3053, 4053, 4472, 4482, 4072), Business (CVEG 2001, 4141, 4472, 4482), Public Policy (CVEG 2001, 4141, 4472, 4482), Professional Ethics (CVEG 3051, 4141), Leadership (CVEG 4472, 4482); and considerations of sustainability in developing engineering solutions (CVEG 4043, 4053, 4063)

Note: Courses with a mixture of students from other Programs are intentionally excluded when possible.
The Assessment Process
Student Learning outcomes are measured using both direct and indirect measurements. Direct measurement are derived from either designated homework, tests, lab reports project reports or other assignments. Indirect measurement are drawn from end-of-semester Student Opinion Surveys (SOS) and any surveys completed by graduating Seniors. The above listed Student Learning Outcomes (Program Outcomes) are measured and evaluated in specified cycles and an Assessment Report is prepared annually for the purposes of continuously improving the Program’s learning outcomes.

Student Support and Success

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

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

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

The Writing Center
The Writing Center provides well-trained peer tutors that assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. 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 (See Student Planner)
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

Forms of Academic Dishonesty:
1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a “cheat sheet” on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.
2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another’s work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another’s paper or answers, failure to identify information or essays from the Internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another’s words with quotation marks.
3. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.
4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.
5. **Fabrication of Information/Forgery**: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

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

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

**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](https://pvamu.edu).

**Technical Considerations**

**Minimum Recommended Hardware and Software:**

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

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

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

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

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

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

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

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

Discussion Requirement
Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

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

COVID-19 Campus Safety Measures [NOTE: Delete this section when the COVID-19 pandemic is over]
To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

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

• Face Coverings - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.
- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

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

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

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

**Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu)