FINA 2133 - Financial Planning with a Global Perspective – ZA1
Summer 2021

Department: Accounting, Finance & MIS || College of: Business || Accrediting Body: AACSB

Instructor: Danny Harvey
Section and CRN: ZA1 (CRN: 33086)
Office Location: Room 435 AG & BUS Building
Office Phone: (936) 261-9221
Email Address: djharvey@pvamu.edu
Office Hours: By appointment M-TR: 1 pm – 3:00 pm and by appointment

Course Location: On-line class meetings Via Zoom
Class Days & Times: M-TR: 10:30 am to 12:50 pm
Mode of Instruction: On-line class meetings Via Zoom

Catalog Description: This is a three credit hours course, designed to improve students’ understanding of financial services industry and how it helps create wealth for individuals and the role of financial markets and institutions, domestic and global. Among the topics covered include economic and financial theories pertaining to the market system and their applications: time value of money; analysis and evaluation of investment instruments including domestic and foreign stocks and bonds, mutual funds; foreign exchange rates and risk in foreign investment; financial planning to meet future financial need; cash and credit management; tax analysis and risk management. It is an elective course open to all majors but will not count toward fulfilling the requirements of a major in Finance at the Prairie View A&M University.

Prerequisites: None
Co-requisites: None

*The 5th edition is also acceptable (ISBN 0-13-607062-0)*
- Various handouts

Recommended Texts: 1. Barron’s and assorted on-line articles
2. *Student Workbook for Personal Finance: Turning Money into Wealth, 6/E* (Not required, but student may obtain if chooses)

Course Goal:
The primary objective of this course is to teach students skills, tools and hands-on means to improve students' understanding of financial services industry with global perspective in mind and how it helps create wealth for individuals and the role of financial markets and institutions, domestic and global.

The content and dates listed in this syllabus are subject to change depending on circumstances during the semester.
Student Learning Outcomes:
Upon successful completion of this course, students will be able to:

<table>
<thead>
<tr>
<th>Course Learning Objectives</th>
<th>Core Skills Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify financial objectives and set goals.</td>
<td>CT, C</td>
</tr>
<tr>
<td>2. Analyze and assess personal credit worthiness and identify warning signs in debt management and steps to correct these; importance of good credit score and avoiding personal bankruptcy</td>
<td>CT, C, EQ, SR</td>
</tr>
<tr>
<td>3. Analyze and synthesize the intricacies of savings/loans, financial options and consequences</td>
<td>CT, EQ</td>
</tr>
<tr>
<td>4. Analyze mortgage loan financing and identify the role of sub-prime mortgage loans in the crisis (2008-2009) that eventually led to the recession at a significant cost to the society (bankruptcy, homelessness) and the economy</td>
<td>CT, SR</td>
</tr>
<tr>
<td>5. Apply the time value of money concepts to investment strategies</td>
<td>CT, EQ</td>
</tr>
<tr>
<td>6. Apply market demand and supply analysis to interest rate determination; interest rates in the U.S. and other countries (includes global issues)</td>
<td>CT</td>
</tr>
<tr>
<td>7. Demonstrate the effects of domestic and foreign currency appreciation/depreciation on the price of imports and exports (includes global issues)</td>
<td>CT, EQ</td>
</tr>
<tr>
<td>8. Analyze and evaluate various investment options (stocks and bonds- U.S. and global, ADR (an alternative to foreign stocks), mutual funds, domestic and international, and development of savings and investment plan. (includes global issues)</td>
<td>CT, C, EQ, SR</td>
</tr>
<tr>
<td>9. Analyze tax planning and assess insurance needs and options. (includes global issues)</td>
<td>CT, EQ, SR</td>
</tr>
<tr>
<td>10. Assess financial need during retirement, analyze options and set up a plan</td>
<td>CT, C, EQ, SR</td>
</tr>
<tr>
<td>11. Integrate various financial concepts into a comprehensive financial plan and present in the class (includes global issues)</td>
<td>CT, C, EQ, SR</td>
</tr>
</tbody>
</table>

Critical thinking skills (CT): Creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
Communication skills (C): Effective development, interpretation and expression of ideas through written, oral and visual communication.
Empirical and Quantitative skills (EQ): Manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Social Responsibility (SR): Intercultural competence, knowledge of civic responsibility and the ability to engage effectively in regional, national and global communities

Method of Determining Final Course Grade:

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value (percentages)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three tests (@100 pts)</td>
<td>50%</td>
<td>300</td>
</tr>
<tr>
<td>Final examination**</td>
<td>16.66%</td>
<td>100</td>
</tr>
<tr>
<td>Assignments</td>
<td>16.68%</td>
<td>100</td>
</tr>
<tr>
<td>Taskstream/Term Project (personal financial profile)</td>
<td>16.66%</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>100%</td>
<td>600</td>
</tr>
</tbody>
</table>

**Final examination will be cumulative, covering materials covered during the semester including any assigned videos, discussion, and business articles.

Grading Criteria and Conversion:

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Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>Numerous homework will be assigned throughout the semester in addition to the required reading. All homework assignments will need to be submitted at the beginning of the class on the dates they are due. <strong>As such, if a student is expected to be absent on a day when a particular homework is due then the student should email the said homework (in MS Word® document) to the instructor before the beginning of the class. It is the student’s responsibility to obtain all information from a missed class period. This includes any assigned homework or announced changes in exam dates, etc.</strong></td>
</tr>
<tr>
<td>Taskstream Project</td>
<td>The Taskstream project is an avenue to fulfill the “closing the loop” assessment requirement. It will entail submitting “artifact” (items of coursework) that will serve as evidence that the course objectives are met. The submission will include preparation of a personal statement and goals, personal financial statements, monthly budget plan and how to manage variances, credit worthiness and how to improve it, housing and transportation buying power, and investment risk tolerance assessment. The aforementioned document will be developed by the student throughout the semester and at the end of the semester students are to resubmit them after incorporating feedback from the instructor.</td>
</tr>
<tr>
<td>Term Project</td>
<td>Since this course has a global perspective, students will be required to present and submit a term project with the help of a number of fellow classmates (to be determined by the instructor). The project will entail identifying and describing a specific current global issues or challenges that involves or impacts personal finance and financial planning. The selected topic must be submitted and approved by the instructor prior to working on it. The paper should analyze and discuss the implications and consequences of action or inaction to address the specific global issue or challenge and evaluate possible solutions to the selected topic from the perspectives of ethical, economic, political and social implications.</td>
</tr>
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</table>

Course Procedures or Additional Instructor Policies

**Course Procedures:**

Lectures and discussions will be the primary format of class sessions. The course, being technical in nature, will require regular and punctual attendance to properly understand the course materials. Students will be expected to read materials prior to discussion in the class. Students may be required to participate in on-line exercises during the class and classroom discussions will tend to focus on “how to” aspects of the learning objectives. Students may be called upon to discuss some of the assigned homework. Opportunities will be provided to students throughout the class period to ask questions on materials that they do not understand or need further elaboration.

Test dates will approximate the schedule listed in this document and will be announced at least one week in advance. The exams may consist of any of the following questions types: true/false, multiple choice, short answers, essays, short problems, and comprehensive problems. Essays will be required to be answered in legible and grammatically correct form. Needless to mentions, obtaining good grades will require understanding of the concepts, tools and techniques learned in the course.

**Examination Policy:**

1. The tests are closed book, timed and should be taken as scheduled.

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2. Exams may consist of multiple-choice questions, problems, and short essays.

3. **No makeup examination will be allowed.**

4. If anyone misses any tests, a score of zero will be added to the cumulative points earned up to that point in time. If anyone misses the final exam without prior approval then that student will have failed the course.

5. **For those with a University approved absence from an exam, it is the student's responsibility to notify the instructor prior to the exam** in order to be eligible to sit for a make-up examination. Along with written excuse, arrangements to take the make-up exam will need to be made by the student within two (2) days of return.

6. **A calculator will be required for exams and a cell phone will not be allowed** to be used as a calculator during exams. Students won’t be allowed to share a calculator during an exam.

7. The final exam is **comprehensive and required** and will include selected materials covered during the semester including handouts, discussion topics, etc. If anyone misses the final exam without prior approval, the student will have failed the course.

8. The **final exam is mandatory.** If the performance on final exam is better than the worst test score, the latter will be dropped and replaced by the equivalent score on the final exam.

As mentioned above, the Final exam is mandatory, therefore, students who desire to get a grade other than an “F” must take the final exam. Students will have to earn their grades and the grades earned will be the grades received. Grades will be based solely on performance in the above categories. **No credit for any extra work is allowed and the grade will not be curved.** An “Incomplete” grade (I) is given only in case of documented medical or other extenuating circumstances and the student needed to have been in a good academic standing (must have attained at least 60% of the available points at the time of the incident). Needless to say, the “Incomplete” grade (I) is not automatic and requires approval of the instructor.

**Discussion Engagement Policy:**

Students will be required to participate in all class room discussion to get the maximum learning from the course. Excessive absences (excused or un-excused) or tardiness will adversely affect the overall grade in the course.

**Use of the Study Guide:**

Students are encouraged to take advantage of the study guide or other materials provided by the publisher of the book.

**Submission of Assignments:**

Homework and projects will be distributed via the eCourses or in a hard copy form, but they should be submitted on-line via the assignment submission tool inn eCourses by the due date. Once the deadline for submission is over for an assignment, opportunity to submit that particular assignment will be closed. Since assignment submission via the eCourses requires familiarity of the platform, students should have a working knowledge of uploading and downloading of files from the eCourses. For directions to access eCourses please contact the Office of Distance Learning at dlearning@pvamue.edu or (936) 261-3282 or the Helpdesk at (877) 241-1752 or (936) 261-2525.

**Term Project:**

Since this course has a global perspective, students will be required to present and submit a term project with the help of a number of fellow classmates (to be determined by the instructor). Each team can select its own members from the classmates and should not have any more than four students in each team. The project should address the followings:

- Identify and describe a specific current global issues or challenges that involves or impacts personal finance and financial planning. The selected topic must be submitted and approved by the instructor prior to working on it.
- The paper should analyze and discuss the implications and consequences of action or inaction to address the specific global issue or challenge.
- While applying the knowledge that you have gathered over the semester in this course, evaluate possible solutions to the selected topic from the perspectives of ethical, economic, political and social implications.
- Submit and present to the class.

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- More details will be available toward the later half of the semester.

**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.

**Taskstream Project:**
The final project (this is in addition to the Term project mentioned above) would include preparation of a personal statement and goals, personal financial statements, monthly budget plan and how to manage variances, credit worthiness and how to improve it, housing and transportation buying power, and investment risk tolerance assessment. The aforementioned document will be developed by the student throughout the semester and at the end of the semester students are to resubmit them after incorporating feedback from the instructor.

**Formatting Documents:**
Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

**Calculator Policy:**
Part of the objectives of this course is to prepare students with necessary knowledge and skills to perform well in the business world. Financial calculator is a very helpful tool; accordingly, students will be taught how to use a financial calculator and it is necessary to have one.

**Communication Expectations:**
Students may send email via eCourses to the instructor anytime that is convenient to them. All emails or discussion postings requiring a response will receive a response from the instructor within 48 hours following the time of receipt during the workweek (Monday through Friday). Emails received on Fridays will be responded to by the close of business on the following Mondays. E-mails received during the workweek by the close of business (5:00 pm CST) will be responded on the day following instructor's receipt of messages.

**Student Support and Success:**
- **Center for Business Communication** [Location: Room 200, New AG/BUS Building, (936) 261-9267]
  If you need someone to review or critique your writing assignment, you are encouraged to visit the Center for Business Communication during the posted hours. Tutorial assistance is provided for COB students with class and professional assignments such as resume writing, essays, reports, articles, biographical sketches, research papers, outlines, memoranda, book reviews and various business correspondences.

- **Textbook and Copy machine** [Room 200, New AG/BUS Building, Monday - Friday 9:00 a.m. - 5:00 p.m.]
The CBC also has a copy machine for student use and a large reference library with some textbooks available for student checkout. Appointments are preferred. Please stop by, call (936) 261-9267, or send an e-mail to Ms. Edwina Garcia at ecgarcia@pvamu.edu.

- **Academic Enhancement, Progress Monitoring & Achievement Planning** [Location: Room 453]
The College of Business has full-time dedicated personnel to help student succeed academically. Any student who is falling behind on his/her studies or having trouble coping academically is encouraged to seek the office's help. Students can stop by at any time during the working hours and should not wait until the end of the semester or the point of no return to seek help. The office can help in establishing study

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schedule, time management, goal setting, mentoring among many things. For questions or further detail please contact Mrs. Carolyn S. Davis at (936) 261-9237 or via email at csdavis@pvamu.edu.

- **Course Tutorial Assistance**
  Tutors are available in room 200 in for certain COB classes (namely, accounting, finance, economics, statistics, management systems, productions management, MIS) during the posted hours. Some tutors are also available in the John B. Coleman Library. Take advantage of this valuable resource made available by the College of Business.

- **Virtual Tutors**
  If you are not able to attend a tutorial session but still need help, you may e-mail a COB faculty member for help in the subject matter and a faculty member will respond. A list of e-mail contact information is listed below.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>E-mail Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td><a href="mailto:ACCTtutor@pvamu.edu">ACCTtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Business Law</td>
<td><a href="mailto:BLAWtutor@pvamu.edu">BLAWtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Finance</td>
<td><a href="mailto:FINtutor@pvamu.edu">FINtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Economics</td>
<td><a href="mailto:ECONtutor@pvamu.edu">ECONtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Management</td>
<td><a href="mailto:MGMTtutor@pvamu.edu">MGMTtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Management Information Systems</td>
<td><a href="mailto:MISYtutor@pvamu.edu">MISYtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Marketing</td>
<td><a href="mailto:MRKTtutor@pvamu.edu">MRKTtutor@pvamu.edu</a></td>
</tr>
</tbody>
</table>

- **Homework Lab** [Location: Room 332]
  The College of Business has a homework lab with computers available for student use during the posted hours. Students with technical problems may contact the on-site lab technician for immediate assistance. **Hours of Operation** (Lab Technician present): Monday - Thursday 8:00 a.m. - 7:00 p.m., Friday 8:00 a.m. - 5:00 p.m., Saturday 10:00 a.m. - 2:00 p.m.

- **Student Lounge** [Location: Room 219]
  The COB Student Lounge is located on the second floor of the new AG/BUS building in room 219. Food and beverages are allowed in this area. Copies of The Panther, flyers for student organization activities, business magazines and scholarship information are available in this room. Hours are 8:00 am until 5:00 p.m. Monday through Friday.

- **Student Organizations**
  Several student organizations such National Association of Black Accountants (NABA), Finance Students Association (PVFA), Association of Information Technology Professionals (AITP), American Marketing Association (AMA), Phi Beta lambda, Toastmasters Club are operational at the COB. Join these clubs to sharpen your teamwork and leadership skills as well as boost up your résumé.

**Technical Support**
Students should call the University Helpdesk at (936) 261-2525 or (877) 241-1752 for technical issues with accessing the eCourses. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, contact the Office of Distance Learning at dlearning@pvamue.edu or (936) 261-3290 or (936) 261-3282.

**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

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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 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 http://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 is offered face-to-face in the https://www.pvamu.edu/student-success/sass/university-tutoring-center/, and through 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/.

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: https://www.pvamu.edu/student-success/writing-center/; Grammarly Registration at 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 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: 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 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: https://www.pvamu.edu/healthservices/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; or Testing Services at http://www.pvamu.edu/testing.

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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 at 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-assisted 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

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: 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: Office for Student Engagement at 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: Career Services at https://www.pvamu.edu/careerservices/.

University Rules and Procedures

Disability Statement (Also See Student Planner):

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, please contact Disability Services, in Evans Hall, Room 317, or call (936) 261-3585/3.

Academic Misconduct (See Student Planner):

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You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see *University Administrative Guidelines on Academic Integrity*). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

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

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

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

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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 https://www.pvamu.edu/titleix/pregnant-and-parenting-students/.

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.

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.

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 https://www.pvamu.edu/student-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

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*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 [https://mypassword.pvamu.edu/](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 Office of Distance Learning 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**
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.

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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.
  
  - 1<sup>st</sup> incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  - 2<sup>nd</sup> 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

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The Vision, Mission and Core Values of the College of Business

Vision
The Prairie View A&M University COB envisions becoming a nationally recognized business program known for its transformative impact on students through an education that empowers them to reach their full potential.

Mission
The Prairie View A&M University College of Business transforms students from diverse academic and socioeconomic backgrounds into ethical business professionals and leaders who are entrepreneurial, productive, and prepared to succeed in the global economy. We achieve this through our strong commitment to high-quality teaching, relevant and impactful research, and outreach to the community.

Core Values
1. **Academic Excellence**: We support the pursuit of academic excellence by students, faculty and staff, by creating an environment that inspires and fosters learning, scholarship, and service.
2. **Diversity**: We believe that diversity in experience, ideas, beliefs, races, cultures, national heritages, lifestyles, and perspectives is a source of strength.
3. **Integrity**: We believe that honesty is the best strategy for building trust. We expect everyone in the COB community to act with integrity and be accountable for his or her actions.
4. **Collegiality**: We believe in the importance of building a culture of openness and civility where each member of the team feels valued and respected for their contributions to the College’s success.
5. **Partnership**: We believe that there is power in building partnerships across the campus and with institutions and people with whom we have a mission overlap.
6. **Social Responsibility**: We believe in corporate social responsibility - businesses must serve the society. As an educational institution, we are committed to the greater good of the society through teaching, research, and outreach to the community.
7. **Growth-mindset**: We believe in the growth-mindset, the idea that we all can enhance our knowledge and competencies through hard work with a positive attitude towards learning.
8. **What we do**: As a faculty, we believe in the importance of high-quality teaching, research, and service. The weights assigned to these three areas are, 50%, 30%, and 20% respectively. This guides decisions in faculty evaluation, merit raise, and strategic planning.

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Tests are based, primarily, on the **Textbook** but materials discussed in the class may also be included.