MGMT4333 Production and Operations Management
Summer 2021

Instructor: Peter Wibawa Sutanto, Ph.D.
Section # and CRN: Z01, CRN 32939
Office Location: Room 459, Agriculture/Business Building
Office Phone: 936-261-9212
Email Address: pwsutanto@pvamu.edu

Office Hours: Online via Zoom, TR, 2:00 PM – 3:00 PM, or by appointment.

Mode of Instruction: Online via eCourses (asynchronous)
Course Location: Online via eCourses (asynchronous)
Class Days & Times: Online via eCourses (asynchronous)

Catalog Description: Major functions, departmental activities and policies for manufacturing firms and service organizations. Organization for production and analysis of production methods.

Prerequisites: MGMT 3013 Business Statistics, MGMT 3103 Principles of Management

Required Online Materials: Pearson’s MyLab, an online material that includes e-textbook, homework, exercises, and tutorial). You must purchase the access code at https://www.pearson.com/mylab. The course id is sutanto87362. This particular MyLab is designed to accompany Operations Management: Sustainability and Supply Chain Management, 13th, by J. Heizer, B. Render, and C. Munson. However, You do not have to buy a separate hardcopy of the textbook because MyLab includes an electronic textbook.

Required Software Microsoft Excel 2019 or 365 with Solver addin and Data Analysis addin. (Microsoft Excel 2016 is acceptable.)

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 recognize the critical importance of Operations Management to an organization’s survival in a dynamic global environment</td>
<td>Mastery of Content, Global Perspective, Ethics</td>
<td>Critical Thinking, Social Responsibility</td>
</tr>
<tr>
<td>2 describe the different types of Operations Management critical decisions and their interactions with other functional decisions in an organization</td>
<td>Mastery of Content</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>4 determine solutions to problems in planning, controlling, and improving operations management processes</td>
<td>Mastery of Content</td>
<td>Critical Thinking, Empirical and Quantitative skills</td>
</tr>
</tbody>
</table>
Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Midterm exam</td>
<td>220</td>
<td>22%</td>
</tr>
<tr>
<td>2) Final exam</td>
<td>280</td>
<td>28%</td>
</tr>
<tr>
<td>3) Quizzes and homework</td>
<td>450</td>
<td>45%</td>
</tr>
<tr>
<td>4) Discussion</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Total:</td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 900 – 1000 points
B = 800 – 899 points
C = 700 – 799 points
D = 600 – 699 points
F = 0 – 599 points

Detailed Description of Course Component:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>Tests that are used to measure the learning progress and achievement.</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Short tests that are designed to encourage students to study regularly.</td>
</tr>
<tr>
<td>Homework</td>
<td>Out-of-class assignments that are designed to increase the learning capabilities of students.</td>
</tr>
<tr>
<td>Discussions</td>
<td>Asynchronous discussions on eCourses where students and instructor can share their thoughts about the course materials.</td>
</tr>
</tbody>
</table>

Course Procedures or Additional Instructor Policies

Succeeding in this Course
- The course is delivered fully online via PVAMU eCourses, but it is not a self-paced course. Quizzes, homework, and exams must be completed on a certain times and dates.
- To be successful in the course, you should study every day or as close to that as possible. You should set aside a certain amount of time per day for studying. No matter how busy you are, you must have sufficient time to study.
- Write down your own summary notes.
- Do not wait until the last minutes to complete your quizzes or assignments. It creates unnecessary stress and anxiety. You can pretend that an assignment or quiz is due one day early, giving you an extra time if needed. Finishing assignments early means you have more time to make improvements. You can ask questions by posting in discussion forum. Your instructor or classmates may give you some hints on assignments or quiz.
- You must focus on the big picture why you take this course in the first place.

MyLab
- You must have your own MyLab because MyLab will be used throughout the course. MyLab will be used for homework, quizzes, and tutorial.
- You must have a working email address before your purchase MyLab. Your email address is required to make your MyLab account.
- You must use your formal First and Last Name (as listed by PVAMU) for your MyLab account.
- Further information will be given on eCourses.
Exams
- There will be two exams. Exams may consist of calculation problems, essay questions, fill-in-the-blank questions, and multiple-choice questions. Each exam will be between 90 minutes and 120 minutes long.
- The exams will be open-book tests. You may use your notes, textbook, and computer. However, the time limits will be strictly followed; there is not much time to refer to notes and books during an exam. You must be well-prepared for exams.
- You cannot use or access any videos during exams. You cannot browse the internet during exams.
- Exams must be solved on your own. You cannot collaborate with anyone during examination. You should not discuss the content of an exam with anyone until the end of the exam period.
- The first exam will be held on Thursday, 7/22/2021, 9:30 AM – 11:30 AM.
- The second exam will be held on Wednesday, 8/11/2021, 9:30 AM – 11:30 AM.
- You must start taking an exam at 9:30 AM. Late start will not be allowed.
- If you miss an exam, you will receive a grade of 0 (zero) for the exam.
- In case of extremely rare case of documented personal emergency, you must contact the instructor at least one day before the exam time via email. Assuming you have a valid excuse, you must make arrangements with the instructor to take the exam within a period of 2 days of the original exam date.
- Additional exam rules will be posted on eCourses.

Homework
- Homework assignments may have essay questions and quantitative problems.
- You will be required to submit homework reports using Microsoft Word and Excel. You must keep backup copies of your documents and spreadsheets until the end of the semester. You should prepare reports in a professional manner. Sloppy assignments will be penalized heavily.
- Every homework assignment must be submitted on the due date by 11:59 PM Central Time on eCourses and MyLab. A grade 0 (zero) will be given for a missed assignment. No makeup assignment will be given.
- Late submission is not permitted.
- With respect to homework assignment, some amount of discussion and sharing among classmates is allowed, however you are expected to solve each assignment on your own. All work handed in for grading must be your own. You may use suggestions by your classmates, but you may not copy their works.
- Assignments may also be presented as quizzes or discussions.

Quizzes
- A quiz is a short test that may have multiple-choice questions, fill-in-the-blank questions, and calculation problems.
- Every quiz must be submitted on the due date by 11:59 PM Central Time on eCourses. You will receive a grade 0 (zero) if you miss a quiz. No makeup quiz will be given.
- Late submission is not permitted.
- You can see the solution for a quiz after the quiz is closed.

Discussions
- Discussion forums is good place to interact with your classmates. Because this course is an online course, you have to participate in online discussion. Active participation in online discussion forums is crucial.
- Your instructor or your classmates may post discussion questions directly to you. In this case, you should reply within 48 hours after a question is posted.
- You may post a specific question about a specific course topic or a specific problem. Your post must reference textbook page numbers or problem number (where applicable). You must also show how you have attempted to answer the problem or understand the topic.
- You must write your discussion responses in your own words in order to get credit.
- You must be respectful and courteous to others in the discussion forum. Proper spelling, grammar, punctuation, and English usage are expected. Unprofessional language and slang are unacceptable.
- It is strongly suggested that you type your discussion postings in a word processor and save it to your computer. Once grammatical and other typographical errors have been corrected in the word processor, you can copy and paste discussion postings to the discussion forum.
Email Communications with Instructor
- Private emails to me (instructor) must be sent to pwsutanto@pvamu.edu
- Responses by me (instructor) will be returned to you as soon as possible—usually within 48 hours.
- Student postings of comments and questions for discussion with other students regarding the course materials should be posted to the discussion forum.

<table>
<thead>
<tr>
<th>Day:</th>
<th>Topic Description</th>
<th>Readings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/7 (W), 7/8</td>
<td>Operations management critical decisions, cost and profit analysis, productivity, and capacity analysis</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>7/12 (M), 7/13, 7/14</td>
<td>Forecasting</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>7/15, 7/19 (M), 7/20, 7/21</td>
<td>Inventory Management</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>7/22 (R)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination</td>
<td>Midterm exam, Thursday, 7/22/21, 9:30 AM – 11:30 AM</td>
<td></td>
</tr>
<tr>
<td>7/26 (M), 7/27</td>
<td>Aggregate Production Planning</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>7/28</td>
<td>Capacity and Constraint management</td>
<td>Supplement S-7</td>
</tr>
<tr>
<td>7/29, 8/2(M)</td>
<td>Project Management,</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>8/3</td>
<td>Operations strategy and process strategy</td>
<td>Chapters 2 and 7</td>
</tr>
<tr>
<td>8/4, 8/5</td>
<td>Supply chain management</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>8/9 (M), 8/10</td>
<td>Quality management</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>8/11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination</td>
<td>Final exam, Wednesday, 8/11/2021, 9:30 AM – 11:30 AM</td>
<td></td>
</tr>
</tbody>
</table>

The instructor reserves the right to make changes to the above schedule as necessary. Students are responsible to be aware of changes announced in class and/or posted on eCourses.
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 or titleixteam@pvamu.edu. More information can be found at the Title IX Webpage including confidential resources available on campus.

Pregnancy, Pregnancy-related, and Parenting Accommodations
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student
Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at this [webpage](#).

**Non-Discrimination Statement**

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

**Class Attendance Policy (See Catalog for Full Attendance Policy)**

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

**Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor’s assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this [webpage](#).

**Technical Considerations**

**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
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 difficult to reliably maintain.

- **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.