

BIOL 3403 General Microbiology Summer 2024

Instructor:	Paul B. Drummond, Ph.D.
Section # and CRN:	P01/30155 P61/30156
Office Location:	E.E. O'Banion Science Building room TBD
Office Phone:	936-261-3175
Email Address:	pbdrummond@pvamu.edu
Office Hours:	MTWR 5:20 p.m. – 6:20p.m., or by appointment
Mode of Instruction:	Face to Face
Course Location:	MT Harrington Science Bldg Lecture: 213 / E.E. O'Banion Science Building Lab: 308
Class Days & Times:	Lecture: (P01) 1:00 p.m. - 2:20 p.m., Lab: (P61) 2:20 p.m. - 5:20 p.m.
Catalog Description:	4 credit hours. Morphology, physiology, classification, and cultivation of the microorganism relevant to agriculture, pre-medicine, and industry. Prerequisites: <u>CHEM 1303</u> , <u>BIOL 1501</u> , or equivalent. Laboratory fee required.
Prerequisites:	Undergraduate level CHEM 1303 Minimum Grade of C and Undergraduate level BIOL 1501 Minimum Grade of C
Co-requisites:	None
Required Texts:	Required Resource: Lecture Textbook: Prescott's Microbiology Connect is required for class MHHE Willey et al: ConnectPlus Access Card with LearnSmart for Prescott's Microbiology © 2019 ISBN 9781265904739 PVAMU Bookstore: https://www.bkstr.com/prairieviewamunivstore/home Select 'BIOL 3403 Section P01' Please contact instructor for other alternatives. Registration: https://connect.mheducation.com/class/p-drummond-biol3403-p0120summer201-202420120pm20to2052020pm
Additional Course Materials:	(Lab notebook (Required), Blue / black pens, #2 lead pencils, colored pencils (recommended), notebook paper, calculator, access to computer / printer

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning/ Outcome Alignment	Core Curriculum Outcome Alignment
1	Students will demonstrate knowledge of the basic principles and concepts of life as it pertains to microbes at the microscopic level.	Critical Thinking	Critical Thinking
2	Students will explain the concepts of microbial evolution and diversity as they relate to understanding the role of microbes in disease	Critical and Analytical Thinking	Critical Thinking Communication Teamwork
3	Students will analyze the interrelationships among the microorganisms and between microorganisms and higher living forms.	Critical Thinking	Critical Thinking
4	Employ effective teamwork skills with emphasis on listening, responding, and creating a positive climate.	Critical and Analytical Thinking	Teamwork
5	Students will demonstrate the proper techniques and procedures to handle microscopic living organisms, to understand the role of microorganisms in infection and disease.	Discipline Specific Knowledge	Communication
6	Students will apply lab techniques and assess scientific literature for use as a basis for future studies; including Agriculture, Biology, Commercial Foods, Dietetics, Medical Technology, Medicine, Dentistry, Nutrition, Public Health and Biological Research.	Integration of Broad Knowledge	Critical Thinking Communication Team Work

Purpose of Course: Microorganisms are important life forms to the welfare and the endeavors of humans. This is especially true in fields of study such as Agriculture, Biology, Commercial Foods, Dietetics, Medical Technology, Medicine, Dentistry, Nutrition, Public Health and Biological Research. Therefore, persons whose major or minor interests are in one of these areas, or in a related area, should benefit with information about microorganisms and microscopic living forms. This course is designed to provide the information and explanations about microorganisms.

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirements	Value	Total
1) 10 In-Lab Assignments	10 points	100 points
2) 2 Lab Examinations	50 points	100 points
3) 5 Lecture Quizzes (Connect)	10 points	50 points
4) 3 Lecture Exams	100 points	300 points
5) 1 Final Exam	100 points	100 points
6) 4 Discussions	25 points	100 points
7) 2 Case Studies	50 points	100 points
8) Group Assignment	100 points	100 points
9) Attendance & Participation	50 points	50 points

Total: total points earned/1,000 X 100 = percentage

Grading Criteria and Conversion:

A = 900.to 1,000 points = (90% to 100%)

B = 800 to 890 points = (80% to 89%)

C = 700 to 790 points = (70% to 79%)

D =600.to 690 points= (60% to 69%)

F = 0 to 590.points = (0% to 59%)

This grading criteria is set and will not change

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

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Lab Assignments	Ten (10) lab assignments will be assigned. To be completed in lab. One (1) hard copy given to each student by instructor. Each lab activity will have a corresponding lab assignment/handout to be completed during the assigned lab period. There may be a Pre-Lab reading with corresponding virtual lab module if applicable, posted in Canvas/eCourses for each assignment. Students must review the module materials prior to each lab. Each student is responsible for presenting the completed lab assignment to the instructor by the end of the lab period (see calendar below). Questions on the assignment will be based on laboratory activities, and application of concepts learned in the laboratory. Consist of multiple choice, short answer/essay, true or false, fill in blank, practice of technique and may be graded by the instructor in lab or awarded points for completion. Worth 10 points each, 100 points total possible.
2. Lab Examinations	Two (2) lab exams will be taken. Must be completed in lab . Based on all laboratory activities and techniques learned in the laboratory. Consist of multiple choice, short answer/essay, true or false, fill in blank. Up to 50 questions. Worth 50 points each, 100 points total possible.
3. Lecture Quizzes	Five (5) lecture quizzes will be assigned. They must be completed in Connect. Assignments should be submitted by the due date. Late quizzes will be subject to the corresponding late policy (see late policies section). 10- 20 questions assigned. Worth 10 points each, 50 points total possible.
4. Lecture Exams	Three (3) lecture exams will be taken. Must be completed in class . Exams will cover those topics covered in class, from the textbook and laboratory exercises. A combination of multiple choice, true or false, fill in the blank and free response. Lecture exams will be no more than 50 questions long. Worth 100 points each, 100 points total possible.
5. Final Examination	Taken at the end of the semester. A culmination of all content learned in the lecture component. Consist of multiple choice, short answer, free response/essay, true or false, fill in blank. Up to 100 questions. Worth 100 points each, 100 points total possible
6. Discussions	In this course, you will participate in 4 class discussions online. These discussions are an imperative portion of the course as they are meant to replicate the discussions that would take place as if we were in a classroom. The topics will be assigned during the semester. Worth 25 points each, 100 points total possible
7. Group Assignment	There will be an assigned class project due close to the end of semester. Topics will be assigned to groups of students and each group will submit both a paper and develop a PowerPoint presentation from the topic. Group assignment will be 10% (100 points) of your course grades.

8. Case Studies

There will be two case studies that are often used in exploratory research. It is use to improve students critical thinking and analytical skills. It provides students a more realistic context for preparing as future health care professionals. **Worth 25 points each, 100 points total possible**

Course Procedures or Additional Instructor Policies

Taskstream: Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Connect: Connect through McGraw-Hill is **required** for the course. It contains the eBook, quizzes, and additional practice (see *Practice Assignments LearnSmart (LS) or SmartBook (SB) in Connect* section below). If the **trial access option** is chosen, it is the student's express responsibility to make sure an upgrade to the subscription is made in a timely manner. Students will need to visit eCourses within the first week for instructions on how to register for Connect access. It is important that access be obtained **as soon as possible, and no later than the fourth class day** to facilitate timely completion of assignments. **Contact the instructor as soon as possible if there are any concerns or questions.** Should a student ever have technical issues, please contact McGraw-Hill Technical Support at 1(800) 331-5094.

Practice Assignments LearnSmart (LS) or SmartBook (SB) in Connect: SmartBook and/or LearnSmart activities are **additional practice material** that will be suggested for students to complete over the course of the semester to help with studies. They are provided through the Connect resource and **are not for a grade**. The instructor may also provide other forms of practice throughout the semester.

Lab Assignments: One copy of each lab assignment will be posted in the lab section of eCourses as a Word document prior to each lab, or one copy will be handed to each student in lab. It is the student's responsibility **to read the pre-lab reading and/or virtual lab activity (under each respective topic in 'Modules')** prior to each lab activity. Lab assignments are to be completed and presented for grading by the end of each assigned lab period. Lab assignments are worth **10 points each**. Each student will report to laboratory on time, and participate in the laboratory for that day to receive full points for the Lab assignment (see course schedule). The modules designated for each week are designed to provide practice for lab assignments. If a lab activity is missed, the corresponding lab assignment **cannot be submitted for it**. Missing a lab activity does not excuse the student from being responsible for the material covered, and it is the student's responsibility to get the missed material. Throughout the semester, the student is expected to use online activities along with in-person lab activities to help prepare for the lab exams.

Lab Examinations: There will be one laboratory exam worth 50 points (please see the course schedule for dates). The lab exams will be timed at **2 hours and 30 minutes**. The laboratory exam will be an assessment that evaluates the student's mastery of laboratory instruction and techniques up until the point of examination. As such, it is the student's responsibility to seek clarification and guidance for techniques throughout the course.

Lecture Quizzes: Five (5) lecture quizzes will be opened and due on assigned dates (see schedule below). The schedule below outlines the due dates for each lecture quiz. It is the student's responsibility to ensure timely submission of lecture quizzes on the assigned date, according to this syllabus and any reminders. Late lecture quizzes will be graded according to the late policy guidelines (see late policy section below) will be in effect accordingly. Each assignment is worth **10 points**. **Any lecture quiz not submitted prior to July 8th, 11:59 p.m. will be assigned a grade of zero (0).**

Lecture Exams: There will be three lecture examinations, each worth **50** points, and a final examination, worth **100** points. Refer to the calendar for Exam dates. The examinations will cover topics covered in class, from the textbook, and laboratory exercises. All exams will be completed in class during the scheduled period for the assigned day, unless otherwise specified. Exams will be a combination of multiple choice, true or false, matching, fill in the blank, and free response/essay. Lecture exams will be no more than 50 questions long (see course schedule below).

Final Exam: The **final exam** for this course will be scheduled for 9th of July. The instructor will post the final exam time once they have been announced. **The student must allot time to take the exam during the final exam time.**

The instructor will be unable to accommodate the final before or after the scheduled final exam period. The student should plan accordingly.

Students are expected to frequently check eCourses/Canvas and their emails for updates on assignments for all scheduled lectures and laboratories. Lectures and labs will be held in person. Study materials, assignments and announcements will be **posted on eCourses regularly**. Students will be expected to be actively engaged in discussions, discussion boards and lab activities. The student must access these items frequently to stay current. Lectures will be held, laboratory demonstrations will be conducted, and exercises will be assigned. **It is the student's express responsibility to access the instruction pertinent for completing assignments and assessments.** Should a student have any questions, the student should request an office-hour meeting by email, or in person.

Group Work: Students will be placed in study and activity groups at the beginning of the semester. Each person in the group will have an assigned role for the activity. In case one or more members of a group is absent on a given day, groups members will be temporarily reassigned to another group. The purpose of these group activities will be to foster active learning, peer collaborations, and support throughout the semester. Every student is encouraged by the instructor to reach out to her with any questions.

Other Assignments and provisions: The instructor reserves the discretion to include extra credit opportunities, or drop a lowest grade assignment if deemed necessary.

Late Policies: Please read the information below concerning each type of assignment:

Lab Assignments: To qualify for grading at full credit, the assignment must be presented by the end of the period on the day of the activity. **If a lab activity is missed, the lab assignment for that activity cannot be submitted for credit and will result in a grade of zero (0).** At the end of the semester, up to two (2) lab assignments may be offered to make up for two previously missed lab assignments, unless the instructor provides another course of action. If more than two lab assignments are missing, at the discretion of the instructor, the opportunity to earn points for any missed lab assignments may be limited to a separate, in class, extra lab examination. This extra lab exam would be held at the end of the semester, where points earned on the assessment will be used in place of the missing lab assignments (for example, a grade of 40 out of 50 on the exam would result in 8 out of 10 points for each missed assignment). A missed lab activity does not excuse the student from being responsible for the material covered.

Lecture Quizzes: Lecture quizzes are due by the assigned date via Connect, thus no excuses, valid or invalid, will be accepted except at the discretion of the instructor. For each late quiz, 3 points will be subtracted from the quiz grade.

Lecture Examinations: Valid reasons for missing an exam include: illness, attendance at university approved functions, civil or military services, or family bereavements. Documentation **must** be provided to the instructor prior to the as soon as possible and two days at the latest. After verification, the student must take a make-up exam at the discretion of the instructor. The lecture examinations cannot be dropped. A missing lecture examination will result in a zero for the record. Only verifiable, valid reasons will be accepted.

Laboratory Examinations: Valid reasons for missing an exam include illness, attendance at university approved functions, civil or military services, or family bereavements. Documentation **must** be provided to the instructor prior to the as soon as possible and within two days at the latest. After verification, the student must take a make-up exam at the discretion of the instructor. The lab examination cannot be dropped. A missing lab examination will result in a zero for the record. Only verifiable, excused reasons will be accepted.

Final Lecture Examination: The final lecture examination cannot be dropped. A missing final lecture examination will result in a zero for the record.

Microbiology **BIOL 3403-P01**

Instructor: Dr. Paul B. Drummond

Weekly Schedule for Summer 2024

The following schedule is **TENTATIVE** only. The academic schedule is subject to change.

The student is advised to read the assigned chapter for each class day **before** coming to class. Dr. Mgbemena reserves the right to change the calendar as she deems fit for the class. All times are Central Standard Time (CST) Key: **LQ**= Lecture Quiz **LabA**= Lab Assignment, **Exam**

<u>Date (week)</u>	<u>Lecture</u>	<u>Lab</u>
June 3-June 6 Week 1	<p>CH 1 Microbiology CH 3 Bacterial Cell Structure</p> <p>LQ #1-Chp 1&3: Posted:6/5/24 Due (Connect): 6/13/24, 11:59 pm</p>	<p>Pre-Read: Intro to Lab Safety Module Contract Lab Safety</p> <p>Lecture/Watch Video, Sign Lab-Safety Contract</p> <p>Read: Chapter 2 Prescott's Microbiology pg 22-41</p> <p>Read: Chapter 5 Eukaryotic cell structure Section 5.1-5.3 Prescott's Microbiology</p> <p>Read: Microscopy and survey of microorganism's handout</p> <p>LabA: (Available in Lab only): Assignment #1 (6/5), Assignment #2 (6/6), Assignment #3 (6/7), Assignment #4 (6/8), Assignment# 5 (6/8)</p>
June 13-June 17 Week 2	<p>CH 6 Viruses CH 7nBacterial and Archaeal Growth LQ #2- Chapter 6 &7: Posted:6/15/23</p> <p>Exam 1: CH 1 & 3 in class, Tues., 6/11,</p>	<p>Read: Culturing Viruses, Chp 6</p> <p>Read: Chapter 7 (7.5-7.6) Prescott's Microbiology</p> <p>Read: Nutrient Media, Aseptic Transfers and Inoculation Methods Handout</p> <p>Read: Chapter 2.3 and 3.4 Prescott's Microbiology</p> <p>Read: Simple Stain and Gram Stain Procedure Handout (eCourses, P61)</p> <p>LabA: (Available in Lab only): Assignment #6 (6/13)</p> <p>Assignment #7 (6/15)</p>

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring nonstandardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct

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

Sexual Misconduct

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

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System 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 at 936-261-1744 or 1792.

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

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

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

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

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

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

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

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

Communication Expectations and Standards

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

Discussion Requirement

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

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

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify

their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

Academic Calendar – Summer 2022 *subject to change without notice

<p>Apr 11 - Apr 15 Monday through Friday</p>	<p>Priority registration for continuing students for Summer and Fall 2022 Semesters</p>
<p>Apr 11 Monday</p>	<p>Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Special Populations)</p>
<p>Apr 12 Tuesday</p>	<p>Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Doctoral, Masters, Post-Baccalaureate and Senior students)</p>
<p>Apr 13 Wednesday</p>	<p>Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Juniors)</p>
<p>Apr 14 Thursday</p>	<p>Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Sophomores)</p>
<p>Apr 15 Friday</p>	<p>Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Freshmen)</p>
<p>Apr 16 Saturday</p>	<p>Registration for all students for the Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester Begins</p>
<p>Jun 06 Monday</p>	<p>Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline for Summer 2022 1st 5 – Week Session</p>

Jun 06	First Class Day
Monday	
Jun 06	Tuition & Fees Payment Due Date @ 5:00 p.m.
Monday	
Jun 06 - Jun 13	Late Registration/Late Registration Fee Begins (\$50.00)
Monday through Monday	
Jun 06 - Jun 15	Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled.
Monday through Wednesday	
Jun 09	4th Class Day
Thursday	
Jun 09	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Thursday	
Jun 10	Withdrawal from Courses with Academic Record ("W") Begins
Friday	
Jun 20	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Monday	
Jun 20	Financial Aid Refunds Begin
Monday	
Jun 24	15th Class Day
Friday	

Jun 27 Monday	Final Day to Withdraw from a Course or the University ("W") for the Summer 2022 1st 5-week session semester
Jun 28 Tuesday	Final Date to Apply for Summer 2022 Graduation (ceremony participation)
Jun 29 Wednesday	Application for Graduation-Degree Conferral only for Summer 2022 Graduation Begins (no ceremony participation or name listed in the program)
Jul 01 Friday	Deadline to Submit Financial Aid Verification Documents for Summer 2022
Jul 04 Monday	Independence Day Holiday (University Closed)
Jul 07 Thursday	Last Class Day
Jul 11 Monday	Final Exams
Aug 04 Thursday	Final Day to Apply for Degree Conferral only for Summer 2022 Graduation (no ceremony participation or listing in the program)
Aug 13 Saturday	Commencement
Aug 16 Tuesday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Summer 2022 Graduation