



**Physics and  
Astronomy**

**EAST TEXAS A&M**

## **PHYS 412.01W: Electricity and Magnetism**

COURSE SYLLABUS: FALL 2026

### **INSTRUCTOR INFORMATION**

Instructor: Dr. Kurtis A. Williams

Office Location: McFarland Science Building Room 106A

Office Hours:

- Tuesday 11am -- Noon,
- Wednesday 1pm -- 2pm
- Friday 2:30pm -- 3:30pm

University Email Address: Kurtis.Williams@etamu.edu

Preferred Form of Communication: **Email**

Communication Response Time: 1 business day

### **COURSE INFORMATION**

#### **THIS COURSE IS TAUGHT THROUGH THE TEXAS PHYSICS CONSORTIUM**

The Texas Physics Consortium is a consortium of multiple physics programs across the state of Texas. East Texas A&M University is an affiliate member of this program. Per the agreement founding the consortium, all ETAMU students taking a course through the consortium are bound by the rules and procedures of the TPS for that course. Information about the TPC can be found through this website:

<https://www.tarleton.edu/tpc/> The Memorandum of Understanding discussing the structure of the TPC can be found at this link: [TPC MOU \(PDF\)](#)

TPC classes are run through synchronous online instruction, and all course materials are available through WTCClass, the West Texas A&M University course management system. ETAMU students are given a WTCClass account for the purposes of this program. WT Class can be accessed through the following link:

<https://login.wtamu.edu/cas/login>

*The syllabus/schedule are subject to change.*

The ETAMU instructor for the course is simply a local contact. They have no control over course policies, assignments, exams, or grading. Students who have a complaint concerning these policies should begin by contacting the TPC course instructor. If they are not satisfied with the results, they should then contact the TPC Chair, Dr. Daniel Marble, at [marble@tarleton.edu](mailto:marble@tarleton.edu). If students are still unsatisfied after pursuing these routes, they should contact the Department Head of the ETAMU Department of Physics and Astronomy, currently Dr. Kurtis Williams ([Kurtis.Williams@etamu.edu](mailto:Kurtis.Williams@etamu.edu)).

The following pages are the TPC syllabus for this course and should be construed as the official course syllabus for the ETAMU section. All applicable ETAMU policies and procedures also apply.

*The syllabus/schedule are subject to change.*

## PHYS 3312 Electricity and Magnetism Fall 2026

| Course Information             | Description                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor:</b>             | Dr. Muhammad Nauman                                                                                                                                                                                                                                                                                                                               |
| <b>Section # and CRN:</b>      | P01 CRN 11459                                                                                                                                                                                                                                                                                                                                     |
| <b>Office Location:</b>        | New Science Building, Room 330M                                                                                                                                                                                                                                                                                                                   |
| <b>Office Phone:</b>           | TBA                                                                                                                                                                                                                                                                                                                                               |
| <b>Email Address:</b>          | munauman@pvamu.edu                                                                                                                                                                                                                                                                                                                                |
| <b>Office Hours:</b>           | MW 2pm – 2:50pm (or by appointment)                                                                                                                                                                                                                                                                                                               |
| <b>Mode of Instruction:</b>    | Zoom                                                                                                                                                                                                                                                                                                                                              |
| <b>Course Website</b>          | <a href="https://wtclass.wtamu.edu">https://wtclass.wtamu.edu</a>                                                                                                                                                                                                                                                                                 |
| <b>Course Location:</b>        | zoom (virtual)                                                                                                                                                                                                                                                                                                                                    |
| <b>Class Days &amp; Times:</b> | MWF 1:00pm – 1:50pm (Lecture)                                                                                                                                                                                                                                                                                                                     |
| <b>Catalog Description:</b>    | Basic theory of electrostatics; Coulomb's Law, Gauss's Theorem, simple potential theory, LaPlace's and Poisson's equations. Calculation of electric fields and potentials for point and continuous charge distributions. Computer-based demonstrations are included.<br><b>This course is offered through the Texas Physics Consortium (TPC).</b> |
| <b>Prerequisites:</b>          | Prerequisites: PHYS 2326 or PHYS 2523 University Physics II                                                                                                                                                                                                                                                                                       |
| <b>Co-requisites:</b>          | Differential Equations or Calculus III                                                                                                                                                                                                                                                                                                            |
| <b>Required Text(s):</b>       | Introduction to Electrodynamics, David J. Griffiths, 4th edition, ISBN: 9781108420419, Cambridge University Press<br>or<br>ISBN-13: 9780321856562, Pearson                                                                                                                                                                                        |

### Recommended Text(s):

|                               |           |                                     |           |
|-------------------------------|-----------|-------------------------------------|-----------|
| Midwestern State University   | PHYS 3323 | Texas A&M University-Corpus Christi | PHYS 3332 |
| Prairie View A&M University   | PHYS 3312 | Texas A&M University-Kingsville     | PHYS 3323 |
| Tarleton State University     | PHYS 332  | Texas Southern University           | PHYS 333  |
| Texas A&M University-Commerce | PHYS 412  | West Texas A&M University           | PHYS 3340 |

### Course Learning Objectives:

|   | Upon successful completion of this course, students will be able to:                                                                                                                         | Student Learning Outcome # Alignment                                    | Core Curriculum Objective Alignment                                                                     |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1 | Students will demonstrate knowledge of calculus and solve problems involving differential equations, integral equations and abstract manipulation of variables used to describes the laws of | Critical Thinking & Empirical / Quantitative skills Critical Thinking & | Critical Thinking & Empirical / Quantitative skills Critical Thinking & Empirical / Quantitative skills |

|   |                                                                                                                                                                                                                                     |                                                                                                        |                                                                                                        |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|   | Electricity and Magnetism                                                                                                                                                                                                           | Empirical / Quantitative skills                                                                        |                                                                                                        |
| 2 | Students will develop proficiency in the calculus methods of basic differential operations, derivatives, integral equations and the application of such methods to solving Electricity and Magnetism problems                       | Empirical / Quantitative skills and Communication<br>Empirical / Quantitative skills and Communication | Empirical / Quantitative skills and Communication<br>Empirical / Quantitative skills and Communication |
| 3 | Students will understand and demonstrate knowledge of quantum physics by utilizing writing and speaking tools through invention, organization, drafting, correcting and presentation of acquired knowledge                          | Empirical / Quantitative skills and Communication<br>Empirical / Quantitative skills and Communication | Empirical / Quantitative skills and Communication<br>Empirical / Quantitative skills and Communication |
| 4 | Students will demonstrate knowledge by understanding the importance of specifying audience and purpose through the selection of appropriate communication tools                                                                     | Empirical / Quantitative skills Empirical / Quantitative skills 2 and Communication and Communication  | Empirical / Quantitative skills Empirical / Quantitative skills 2 and Communication and Communication  |
| 5 | Students will demonstrate knowledge and solve problems dealing with quantum laws and calculus-based techniques using complex interpretation of data and theories                                                                    | Empirical / Quantitative skills and Communication<br>Empirical / Quantitative skills and Communication | Empirical / Quantitative skills and Communication<br>Empirical / Quantitative skills and Communication |
| 6 | Students will demonstrate their mastery of quantum physics notions through collecting and analyzing data, computer simulations, classroom discussions and participating effectively in groups with emphasis on reflective thinking. | Teamwork and Communication<br>Teamwork and Communication                                               | Teamwork and Communication<br>Teamwork and Communication                                               |

Upon successful completion of this course, students will:

1. Know Coulomb's law and be able to use it to solve for the electrostatic force applied upon a point charge by a collection of other point charges.
2. Know the definitions of standard terms in electromagnetism including electric potential, electric field, magnetic field, magnetic vector potential, induction, capacitance, etc.
3. Know the formula for the electric field due to an infinitesimal point charge and be able to use it to calculate the electric field due to either a collection of discrete point charges or a continuous surface, line or volume charge density.
4. Know the formula for the electric potential due to an infinitesimal point charge and be able to use it to calculate the electric potential due to either a collection of discrete point charges or a continuous surface, line or volume charge density.

5. Be able to find the electric field at a point in space given the electric potential
6. Be able to apply Gauss' Law to solve for the electric field in an electrostatic problem that involves a high degree of symmetry.
7. Be able to apply various solution techniques to solve Poisson's and Laplace's Equations.
8. Know the meaning of polarization, displacement vector, and dielectric constant and be able to use these concepts to solve problems involving dielectric media.
9. Be able to determine the magnetic field created by either a line, area, or volume current density.
10. Be able to write Maxwell's equations in both integral and differential form.
11. Be able to show that the solution to Maxwell's equations for time varying fields in free space are electromagnetic waves with the speed  $c$ .
12. Be able to apply mathematical techniques necessary to solve E&M problems including the application of vectors, vector and integral calculus

#### **Content of the Course:**

1. Vector Analysis
2. Electrostatics
3. Potentials
4. Electric Fields in Matter
5. Magnetostatics
6. Magnetic Fields in Matter
7. Electrodynamics
8. Conservation Laws
9. Electromagnetic Waves

#### **Major Course Requirements**

#### **Method of Determining Final Course Grade**

| Course Grade Requirement |                      | Percentage  |
|--------------------------|----------------------|-------------|
| 1.                       | Homework Assignments | 20%         |
| 2.                       | Exam 1               | 20%         |
| 3.                       | Exam 2               | 20%         |
| 4.                       | Final Exam           | 40%         |
| <b>Total:</b>            |                      | <b>100%</b> |

#### **Grading Criteria and Conversion:**

| % Grade       | Letter Grade | Catalog Meaning of the Grade |
|---------------|--------------|------------------------------|
| 90% and above | A            | Excellent                    |
| 80% to 89.9%  | B            | Good                         |
| 70% to 79.9%  | C            | Average                      |
| 60% to 69.9%  | D            | Passing                      |
| Below 60%     | F            | Failing                      |

#### **Prairie View F and FN Policy**

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 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, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

## **I. COURSE POLICIES**

### **Attendance/Tardiness**

Students are expected to be present for all scheduled classes. In case of missing the scheduled class, students are responsible for all material covered and/or assigned during that class period. Students need to contact the instructor in advance about missing assignment or exam AND need to provide a valid reason in writing and documentation for the absence to be considered an excused absence. Valid reasons for missing homework or exam are (1) health related, backed by a doctor's note, (2) family emergency which can be documented, (3) job interview with the letter of invitation for the interview, and (4) participation in a previously scheduled athletic, or university event or travel to a conference. In case of excused absence, missed homework and tests may be made up and will be handled on a case by case basis with prior notification required unless absolutely impossible.

### **Late Work and Make-up Exams**

There are NO provisions for making up exams except in cases where prior arrangements have been made with the instructor and which are approved by university guidelines. Valid reasons for missing a homework or exam are (1) health related, backed by a doctor's note, (2) family emergency which can be documented, (3) job interview with the letter of invitation for the interview, and (4) participation in a previously scheduled athletic, or university event or travel to a conference. In case of emergency resulting in not informing the instructor of your absence from class, contact the instructor at your earliest convenience regarding your absence. In allowed cases a make-up will be provided, a second exam may count as double or a percentage of the final exam used. Any request for a make-up must be made and completed within 1 week of the exam being given.

### **Cell Phone Use**

Cell phones cannot be used in class.

### **Computer Use**

The lecture videos, lecture notes and homework assignments will be posted on the course website. The internet access will be needed to access the materials.

## **Course Procedures or Additional Instructor Policies**

### **Taskstream (for Prairie View students)**

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.

## Tentative Course Calendar

If there are changes to the tentative schedule below, they will be announced in class and on the course website. You are responsible for keeping yourself informed of such changes:

| Week | Date          | Lecture topic                                                                                                                       | Reading Assignment        | Homework Assignment                                         |
|------|---------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------|
| 1    | 08-24-08-28   | Introductions and Expectations.<br>Vector Algebra<br>Differential Calculus                                                          | Ch.1.1 - 1.2              | <b>HW #1</b><br>Open: TBA<br>Due: TBA                       |
| 2    | 08-31-09-04   | Integral calculus<br>Spherical and Cylindrical Coordinates                                                                          | Ch.1.3 - Ch.1.4           |                                                             |
| 3    | 09-07 - 09-11 | Dirac Delta Function<br>Theory of Vector Fields<br>Electric Field<br>Divergence and Curl of Electrostatic Fields                    | Ch.1.5-1.6<br>Ch. 2.1-2.2 | <b>HW #2</b><br>Open: TBA<br>Due: TBA                       |
| 4    | 09-14 - 09-18 | Electric Potential<br>Work and Energy in Electrostatics<br>Conductors                                                               | Ch.2.3 - 2.5              |                                                             |
| 5    | 09-21 - 09-25 | Laplace's Equation Method of Images<br>Separation of Variables                                                                      | Ch.3.1 - 3.3              | <b>HW #3</b><br>Open: 09/21 @11:00am<br>Due: 10/04 @11:00am |
| 6    | 09-28 - 10-01 | Separation of Variables cont. Multipole Expansion<br>Polarization                                                                   | Ch.3.3 -3.4<br>Ch.4.1     |                                                             |
| 7    | 10-05 - 10-09 | The Field of Polarized Object<br>Electric Displacement Linear Dielectrics                                                           | Ch.4.2 - 4.4              | <b>HW #4</b><br>Open: 10/05 @11:00am<br>Due:10/19 @11:00am  |
| 8    | 10-12 - 10-16 | <b>Exam 1</b><br><b>Material covered:</b><br><b>Chapters 1 – 4 (textbook, homework, lectures)</b><br><br>Lorentz Force Law          | Ch.5.1                    |                                                             |
| 9    | 10-19 - 10-23 | Biot-Savart Law<br>Divergence and Curl of B Magnetic Vector Potential                                                               | Ch.5.2 - 5.4              | <b>HW #5</b><br>Open: 10/19 @11:00am<br>Due:11/02 @11:00am  |
| 10   | 10-26 - 11-30 | Magnetization<br>Field of magnetized Object<br>Auxiliary Field<br>Linear and nonlinear Media                                        | Ch.6.1 - 6.4              |                                                             |
| 11   | 11-02 - 11-06 | Electromotive Force<br>Electromagnetic Induction                                                                                    | Ch.7.1 - 7.2              | <b>HW #6</b><br>Open: 11/02 @11:00am<br>Due: 11/13 @11:00am |
| 12   | 11-09 - 11-13 | Maxwell's Equations Ch.7.3 and<br><b>Exam 2</b><br><b>Material covered:</b><br><b>Chapters 5 – 7 (textbook, homework, lectures)</b> |                           |                                                             |
|      | 11-16 - 11-20 | Charge and Energy<br>Momentum<br>Waves in One Dimension                                                                             | 8.1<br>Ch.8.2 - Ch.9.1    | <b>HW #7</b><br>Open: 11/16 @11:00am<br>Due: 11/23 @11:00am |
| 13   | 11-23         | Electromagnetic Waves in Vacuum<br>Electromagnetic Waves in Matter                                                                  | Ch.9.2<br>Ch.9.3          |                                                             |

|    |                    |                                 |  |  |
|----|--------------------|---------------------------------|--|--|
| 14 | 11-25<br>and 11-27 | Thanksgiving – no classes       |  |  |
|    | 12-01              | Reading Day – no classes        |  |  |
| 15 | 12-02              | Final Exam: Week of December 02 |  |  |
|    |                    |                                 |  |  |

## **Student Support and Success (Prairie View Students)**

### **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](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 are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

### **Writing Center**

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

### **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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

### **Office of Diagnostic Testing and Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader 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, web-assist, and 2-way video course delivery. For more details and contact information, visit:

<https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

### **Veteran Affairs**

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

### **Office for Student Engagement**

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

### **Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2<sup>nd</sup> 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](mailto: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](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), including confidential resources available on campus.

### **Pregnancy, Pregnancy-related, and Parenting Accommodations**

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

### **Non-Discrimination Statement**

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

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

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

### **Student Academic Appeals Process**

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

### **Technical Considerations**

#### **Minimum Recommended Hardware and Software:**

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

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

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

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

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

***Netiquette (online etiquette)***

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

**Video Conferencing Etiquette**

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

**Technical Support**

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

**Communication Expectations and Standards**

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

**Discussion Requirement**

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

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