

# **SYLLABUS**

# AGHR 4413, Visitor & Resource Protection II Fall 2017

Instructor: Kwaku Addo., PhD Section # and CRN: P04- AGHR 4413, 23912

P84- AGHR 4413, 23913

Office Location: Agriculture and Business Bldg. # 305

**Office Phone:** 936-261-2505

Email Address: kwaddo@pvamu.edu

Office Hours: Wednesday; 9:00 AM – 12:00 PM Mode of Face to Face Instructional method

Instruction:

Course Location: Lecture : Ag-Business 111

Lab: Ag-Business 111 TR 5:00 pm - 8:20 pm

Class Days &

Times:

Catalog Fundamental values and operations of the National Park Service; communication, leadership

**Description:** and conservation skills and practice needed for employment with federal park agencies;

physical fitness training.

**Prerequisites:** None **Co-requisites:** None:

Recommended

Texts:

Sellars, R.W. (1997). Preserving Nature in the National Parks. London. Yale University

Press.

Hartzog, G.G. (1988). Battling for the National Parks. New York. Moyer Bell.

Larsen, D.L. (2003). Meaningful Interpretation. Eastern National. Washington, PA.

DOI Ethics Guide for Dept of the Interior Employees

Farabee, Charles. NPS Ranger An American Icon ISBN 1-57098-392-5

Muleady- Mecham, Nancy Eilenn. (2004). Park Ranger True Stories from a Rangers Career

in America's National Parks ISBN 0-9674595-4-0

Lukas, Luke. (1999). NPS Law Enforcement to Conserve and Protect ISBN 0-942728093-9

ProRanger 15 Week PT Program

## **Student Learning Outcomes:**

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Identify the National laws and regulations that are enforced in our National Parks.		
2	Discuss how NPS law enforcement contributes to the mission of the National Park Service.		
3	Identify the career fields within the bureau		
4	Describe the federal authority entrusted upon NPS Law Enforcement Park Rangers.		
5	At the park level, identify the sources of regulations that Park Rangers enforce in National Parks.		

## **Course Objectives**

Students will be prepared to enter the National Park Service Law Enforcement Training Academy. The course focuses on developing the student's ability to fully contribute to National Park operations. The class content is based on the Federal Law Enforcement Training Center National Park Service Land Management Police Training Program.

## **Grading Policies**

1) Class Participation	10%
2) Host Park Paper	25%
2) Exams	30%
3) Physical Efficiency Battery	30%
4) Attendance	5%
Total	100%

A=90-100 points B=80-89.9 points C=70-79.9 points D=60-69.9 points F<60 points

Class participation is defined by the students' active performance in the class. Students must speak in class, ask questions, offer ideas, and physically participate in assignments and class activities.

Physical fitness requirements are defined as the students' ability to pass the physical efficiency battery. The physical fitness battery is described here <a href="https://www.fletc.gov/physical-efficiency-battery-peb">https://www.fletc.gov/physical-efficiency-battery-peb</a>. Students will be trained in the PEB throughout the course leading to graded testing of students at the end of the course.

Attendance will be taken each class day. Students can miss up to 2 classes with prior notice to the instructor. The third missed class will result in the student's grade being lowered by 10 points unless students provide University-excused absence documentation.

## **Class Assignments**

- a. Exam I Point Value – 10 points
- b. Exam II Point Value = 10 points
- c. Exam III
  Point Value = 10 points
- a. Host Park Selections Students will submit their list of host parks with paragraph justifications of their top five choices. All parks should be listed according the students interest in interning at that park. Due November 2, 2017

Point Value = 25points

b. Physical Efficiency Battery

Students will be tested in the PEB on the following dates. Each test is worth 10 points.

August 29

September 21

November 30

## Fall Semester 2017 Schedule

Date of Class and	Topic	Enabling Performance Objectives	Assignments	Instructor
Location August 29, 2017	Physical Fitness for the NPS	EPO #1: Measure for current height and weight; body weight will be determined by a calibrated scale.  EPO #2: Perform a proper warm-up prior to engaging in any of the physically demanding components of the PEB.  EPO #3: Demonstrate speed and agility through performance of the Illinois agility run.  EPO #4: Demonstrate muscular strength through performance of the bench press test which is a ratio of the maximum amount lifted and the individual's body weight.  EPO #5: Demonstrate cardiovascular endurance through performance of the 1.5 mile run.  EPO #6: Identify the level of performance in each assessment area by comparing the student's performance value to the corresponding PER score and understanding	Students will identify their baseline	Travis Heinrich US Park Ranger Chickasaw National Battlefield.
		PEB score and understanding that a score at the 25th percentile or higher in each area excluding the body composition and flexibility represents an acceptable level of physical fitness.		
August 28, 2017	NPS History and Mission of Law Enforcement	EPO#1: Identify the National Park Service Mission as established by enabling legislation, "The Organic Act".  EPO#2: Describe and identify	Start stretching and light exercise every other day in preparation for our Tuesday physical fitness	ProRanger Program Manager Lavell Merritt, Jr. PhD

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		the evolution of law enforcement in the National Park Service, highlight watershed events and the circumstances that led to a revision of the law enforcement authority of NPS employees in the 1970s.  EPO#3: Identify the authority of National Park Service employees at the creation of the service and the current authority of National Park Service law enforcement rangers.	call	
September 05, 2017	Physical Fitness	Movement One See the ProRanger 15 week PT Program		
September 07, 2017	Ethical Behavior and Core Values	EPO #1: Identify the Federal Law Enforcement Code of Conduct as defined by the Department of Interior and found in RM-9.  EPO #2: Identify the 11 standards of RM-9 4.2.2  EPO #3: Identify the requirements to obtain outside employment  EPO #4: Identify the Oath of Office  EPO #5: Identify the steps to follow when reporting a violation of standards.	Required Reading: RM9 Ch4 Required Reading: RM9 Ch4	
September 12, 2017	Physical Fitness	Movement Two See the ProRanger 15 week PT Program		
September 14, 2017	NPS Law Enforcement Program	EPO #1: Identify where the NPS gets its authority to enforce laws  EPO #2: Identify the five Key Definitions of RM-9 Ch.1, Sec. 2.  EPO #3: Identify and describe the different roles and functions of the following:  o Departmental Law Enforcement Official o Director o Associate Director, Visitor and Resource Protection,	Required Reading: RM9 Ch 1	

		WASO		
		WASO		
		o Deputy Associate Director,		
		Visitor and Resource		
		Protection, WASO		
		o Chief, Division of Law		
		Enforcement, Security and		
		Emergency Services, WASO		
		o Deputy Chief, Law		
		Enforcement, Security and		
		Emergency Services,		
		o Operations and Policy,		
		WASO		
		o Regional Director		
		o Park Superintendent		
		o Regional Chief Ranger		
		o Regional Law Enforcement		
		Specialist		
		o Chief Ranger/Senior Law		
		Enforcement Officer		
		o Park Ranger – Law		
		Enforcement (GL-025, GS-		
		025, GL-099, GS-099)		
		o Deputy Chief, LESES,		
		Investigative Services Branch		
		(GS-1811)		
		(Formerly National Special		
		Agent in Charge)		
		0 Branch Chief, Office of		
		Professional Responsibility		
		o Special Agent in Charge		
		(GS-1811)		
		o Special Agent (GS-1811)		
		o Superintendent NPS-LETC		
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September 19, 2017	Physical Fitness	Movement Three See the ProRanger 15 week		
19, 201/		_		
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September	Physical Fitness	EPO #1: Identify the level of		
21, 2017	for the NPS	performance in each		
		assessment area by comparing		
		the student's performance		
		value to the corresponding		
		PEB score and understanding		
		that a score at the 25th		
		percentile or higher in each		
		area excluding the body		
		composition and flexibility		
		represents an acceptable level		
		of physical fitness.		
September	Physical Fitness	Movement Four		
26, 2017		See the ProRanger 15 week		
		PT Program		
September	Law	EPO #1: Identify the Source of	Required	
28, 2017	Enforcement	Authority for NPS LE	Reading: RM9	
	Authority	EPO #2: Describe the Intent of	Ch 2	
		the Authorities Act		
		EPO #3: Describe the Scope		
		of Authority of NPS LE		
		Rangers		

Proper   Commission   EPO #5: Identify the differences between a Type I and Type II Law Enforcement Commission   EPO #5: Identify the differences between "On" and "OIF" Duty Status   See the ProRanger 15 week   PT Program   PT Program   EPO #1: Demonstrate the constitutional standard in the use of force.   EPO #2: Identify factors that may cause unnecessary hesitation during use of force application.   EPO #3: Identify methods of overcoming unnecessary hesitation in use of force application.   EPO #3: Identify methods of overcoming unnecessary hesitation in use of force applications.   EPO #4: Demonstrate the fundamentals of documenting a use of force incident.   See the ProRanger 15 week   EPO #4: Demonstrate the fundamentals of documenting a use of force incident.   See the ProRanger 15 week   EPO #3: Identify the different types of Jurisdiction   EPO #4: Define a Jurisdiction   EPO #4: Define a Jurisdiction   EPO #4: Define a Jurisdiction   EPO #4: Identify the different polymore   EPO #3: Identify the elements of a criminal statute.   EPO #3: Distinguish between a felony and a misdemeanor.   EPO #3: Distinguish between a felony and a misdemeanor.   EPO #4: Describe the difference between crimes that require specific intent and crimes that require specific intent and crimes that require specific intent and crimes that require only general intent.   EPO #5: Identify when a person may be prosecuted as a principle, accessory after the			EDO #4. Idantify the		
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October 5, 2017  October 5, 2017  October 10, 2017  October 12, 2017  October 12, 2017  October 12, 2017  October 13, 2017  October 14, 2017  October 15, 2017  October 16, 2017  October 17, 2017  October 17, 2017  October 18, 2017  October 19, 2017  October 10, 20			•		
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		misprision of felony, in		
		accordance with 18 U.S.C. §§		
		2 through 4.		
		EPO #6: Identify the statute of		
		limitations for capital and non		
		capital offenses.		
October 24,	Physical Fitness	Movement seven		
2017		See the ProRanger 15 week		
		PT Program		
October 26,	Uniform and	EPO #1: Describe the Uniform	Required	
2017	Appearance	and Appearance Standards	Reading: RM9	
2017	Standards	EPO #2: Identify the different	Ch 29 & RM43	
	Standards		CII 29 & KW143	
		types of Duty Gear to be worn		
0 1 21	DI 1 1 EL	while on duty.		
October 31,	Physical Fitness	Movement eight		
2017		See the ProRanger 15 week		
		PT Program		
November 2,	Verbal Judo -	EPO #1: Identify the Medical	Required	
2017	Employee Health	Standards and Fitness	Reading: RM9	
	Radio	Requirements policies	Ch 41 & RM 57	
	Communications	EPO #2: Identify CISM		
		-	Host Park Paper	
			Due	
November 7,	Physical Fitness	Movement nine		
2017	,	See the ProRanger 15 week		
		PT Program		
November 9,	Human	T T T T O G T C T T T T T T T T T T T T T T T T T		
2017	Resources			
2017				
	Preparation for Law			
	Enforcement			
	Park Ranger			
	Career			
November	Physical Fitness	Movement ten		
14, 2017		See the ProRanger 15 week		
		PT Program		
November	Fifth and sixth	EPO #1: Identify applicability		
16, 2017	amendments	of the Fifth Amendment		
		privilege against self-		
		incrimination.		
		EPO #2: Identify when		
		Miranda warnings are		
		required, what constitutes a		
		valid Miranda waiver and the		
		process after a suspect invokes		
		a Miranda right.		
		EDO #2. Id4:f		
		EPO #3: Identify situations,		
		other than custodial		
		interrogation, in which the		
		Fifth Amendment Privilege		
		against self-incrimination		
		applies		
		EPO #4: Identify when the		
		Sixth Amendment right to		
		•		

		counsel attaches.  EPO #5: Identify how the Fifth Amendment Due Process	
		Clause affects eye-witness identification procedures.	
November 23, 2017	Thanksgiving	No Class	
November	Physical Fitness	Movement eleven	
28, 2017		See the ProRanger 15 week	
		PT Program	
November	Physical Fitness	EPO #1: Identify the level of	
30, 2017	for the NPS	performance in each	
		assessment area by comparing	
		the student's performance	
		value to the corresponding	
		PEB score and understanding	
		that a score at the 25th	
		percentile or higher in each	
		area excluding the body	
		composition and flexibility	
		represents an acceptable level	
		of physical fitness.	

#### iversity Rules and Procedures

## sability statement (See Student Handbook):

idents with disabilities, including learning disabilities, who wish to request accommodations in class should register with vices for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accept federal laws, a student requesting special accommodations must provide documentation of their disability to the Standard.

## ademic misconduct (See Student Handbook):

u are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are four Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct university disciplinary procedures.

## rms of academic dishonesty:

Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise /she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

Fabrication: use of invented information or falsified research.

Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work mitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work nstitutes plagiarism.

## nacademic misconduct (See Student Handbook)

e university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires can nditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to c ss, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes this of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary acidents will be adjudicated by the Dean of Students under nonacademic procedures.

## **kual misconduct (See Student Handbook):**

cual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Ember of the university community violating this policy will be subject to disciplinary action.

## tendance Policy:

airie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive senteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a Absences are accumulated beginning with the first day of class.

## **ident Academic Appeals Process**

thority and responsibility for assigning grades to students rests with the faculty. However, in those instances where silieve that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessme ademic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by do thin thirty days of receiving the grade or experiencing any other problematic academic event that prompted the companies.

## **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. <a href="https://www.pvamu.edu/library/">https://www.pvamu.edu/library/</a> Phone: 936-261-1500

## The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

## The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

#### **Writing Center**

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience

awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

## **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: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

#### **Testing**

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

## Office of Diagnostic Testing and 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 of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

#### **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. 323. Phone: 936-261-3563

## Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the cocurricular 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

## **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: Evans Hall Rm. 217. Phone: 936-261-3570

## **University Rules and Procedures**

#### **Disability Statement (Also See Student Handbook):**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

## **Academic Misconduct (See Student Handbook):**

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 Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

## 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 mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
- 2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
- 3. Fabrication: use of invented information or falsified research.
- 4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

## Nonacademic Misconduct (See Student Handbook)

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. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

## **Sexual Misconduct (See Student Handbook):**

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

#### **Title IX Statement**

Prairie View A&M University (PVAMU) 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 sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. 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 Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

## 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 Undergraduate 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 7; Mac with OS X; 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, Internet Explorer or Firefox

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 email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

## 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.

## Technical Support:

Students should go to <a href="https://mypassword.pvamu.edu/">https://mypassword.pvamu.edu/</a> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

## 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 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, it/they should be copied and pasted to the discussion board.