



**COMP 1300 Digital Communication
Spring 2024**

<p>Course Information</p> <p>Instructor: Sharon Daniels</p> <p>Section # and CRN: Z03 – 24415</p> <p>Office Location: S. R. Collins 323</p> <p>Office Phone: 936.261.9880</p> <p>Email Address: sedaniels@pvamu.edu</p> <p>Office Hours: WF 9:00 – 10:00 AM and 12 noon – 1:00 PM</p> <p>Mode of Instruction: Online</p> <p>Course Location: Online</p> <p>Class Days & Times: Online</p> <p>Catalog Description: Efficient communication in the digital world, including multi-media editing, web page/site design, publishing on the internet, and cloud computing. Social and ethical responsibility of using social media, surfing the internet, and information security. Fundamentals of Excel spreadsheets and MS Access together pertinent information analyzed, evaluate, interpret, display data, and draw conclusion. Team projects using Sharepoint and group presentation.</p> <p>Prerequisites: None.</p> <p>Co-requisites: None.</p> <p>Required Text(s): Cengage Unlimited, 1 term (4 months) -- Instant Access Code ISBN: 978-0-357-70000-6 or Printed Access Card ISBN: 9780357700037 Shelly/Cashman series Collection (eBook & SAM Projects and Trainings included) that covers everything relevant to Microsoft® Office 365 & Office 2019.</p> <p>Recommended Text(s): MindTap for The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2019 by Sandra Cable, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks, Misty E. Vermaat 1st Edition Copyright 2020</p>	<p>Description</p> <p>Virtually available via REMIND, requested Zoom sessions, phone calls, etc.</p>
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Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Analyze and interpret data, and draw warranted conclusion using Excel and Access		
2	To familiarize students with graphics and video editing software, and web design		
3	To provide insight of the social and ethical impacts of information.		
4	To provide insight of the social and ethical impacts of information.		
5	To provide insight of the social and ethical impacts of information.		

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement		Value	Total
1)	Ethics in Technology Essay	5% (in-depth)	5 %
2)	Assignments (7 – 10 dropping the lowest 2)	Approximately 2.5 – 3% each	25 %
3)	Quizzes (5 - 6 quizzes (lowest 1 dropped))	Approximately 3% each	15 %
4)	Assessments / Tests (2 test & 1 project)	Approximately 8% each	25 %
5)	Team Project:	90 points for team files / 10 points for evaluation form	15 %
6)	Final Examination	15 %	15 %
	Total:		100%

Grading Criteria and Conversion:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

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. Ethics Essay	MLA formatting, social responsibility, critical and analytical thinking in consideration of a consumer, regional and global impact range
2. Assignments	Trouble-shooting & Maintaining Computers, Draft Ethics Essay HTML Web Page, Blogging
3. Quizzes	Digital Communications, Ethics, Win OS, Internet, & Information Security
4. Assessments / Tests	Digital Communications Test; Integration/Mail Merge Project, & Internet, Information Security, Blog, HTML Test
5. Team Project	Collaboration, implementation, presentation, reports including video editing & Photoshop – using Microsoft Office, Blogging, develop website, & video commercial
6. Final Examination	Comprehensive of past quizzes

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.

Communication and Response Time

Students are encouraged to communicate any questions or concerns via the REMIND app, Canvas email, or calling the office phone. The instructor will respond to all emails within 24 hours Monday – Thursday. Messages sent after noon on Friday's, over the weekend or during holidays will be responded to the next business day.

Attendance

This course will emphasize the ability to work responsibly and enhance critical thinking skills. As a result, participation in class activities is crucial, and students are expected to participate fully. Because this class uses eCourses (Canvas), most participation and class activities will be tracked through PVAMU's eCourses (Canvas Learning Management System).

Assignments

Assignments are administered and submitted through PVAMU's eCourses (Canvas) and possibly through Cengage MindTap. All assignments will have a cutoff date for submission. Assignments will not be accepted after the cutoff date. Office 365 assignments require the submission of Windows based software files to the Cengage assignment drop boxes. Detailed instructions are provided within the Canvas course. When submitting assignments, the use of PC based software as opposed to Apple based software is required. Free or virtual software is available and detailed within the course.

Quizzes

Quizzes are timed with enough time for a typical student to be able to read, pause and answer the question. There are no makeup quizzes. You may contact to your Instructor to request to take it early if you know you will be missing class for a justifiable reason (i.e. court appointment, funeral, work obligations, etc.).

Tests (major exams)

All tests (major exams) are **closed book** unless specifically stated otherwise by the instructor. All tests (major exams) are to be **individually** completed unless specifically stated otherwise by the instructor. There are no makeup exams. You may contact to your instructor about taking something early if you know you will be missing class for a justifiable reason (i.e. court appointment, funeral, work obligations, etc.).

Cell phone are not allowed during tests. If you test stops then re-enter the test as soon as possible to finish the test. Make-up tests or late submission tests are not allowed. If you have an unexcused absence and miss a test then your Final Exam grade can replace your missing or lowest test grade. If a student has questionably integrity concerns then this accommodation will be lost and not extended.

Final Exam

The comprehensive final exam includes questions from all assigned chapters of the *Programming and Problem Solving with C++* textbook or eBook and is administered via the Canvas course platform. The final exam is **closed book** and is to be completed **individually**. There is not a makeup final. Final exams are to be given during the final exam time specified by Prairie View A&M University (<https://www.pvamu.edu/registrar/general-registration-information/final-exam-schedule/>). If you have an extenuating circumstance impacting the final exam time, please contact your instructor in writing.

Extenuating circumstances

If you have an extenuating circumstance during the semester please discuss this with your instructor as he/she **may** make an exception in the no late work rule. This is not a guarantee of an instructor accepting something late. Extenuating circumstances are **unexpected and unavoidable situations**. This would be things such as hospitalization or car wreck. Forgetting about the test, a busy work/school schedule, being out of town, your own personal Internet connection, etc. does not qualify as an extenuating circumstance. Students should be prepared to provide documentation for any extension request.

Due Dates/Cut-off Dates/Times

Please review the tentative schedule for details of due dates. Several items are due on Mondays at 11:59 pm Central Standard Time on the date specified unless noted otherwise. The times are based on the PVAMU Canvas platform server times and not your personal clock. Please make sure to allow appropriate upload and submission time for all items in the course.

Please work ahead and submit early as much as possible. Technical difficulties on a personal level are not automatic grounds for an extension/late work. The due dates are days when your coursework is expected to be submitted. In some coursework such as the quizzes, a cut-off date/time may be set so that you can yet submit for a grade. After the cut-off day/time has passed and the drop box automatically closes then you will not be allowed to submit unless the university or advisor documents your extenuating circumstance. Submit that document to your Instructor for consideration.

**COMP 1300 Digital Communications
Tentative Course Schedule
MWF Course**

Week	Course Topic
1	Review the Course Syllabus, Tentative Schedule, etc. Week 1 Module (discussion, data sheet, course materials, etc.) Digital Communications
2	Digital Communications continued Computer Analysis: Maintaining & Trouble-shooting Team Project Sign-Ups - digitally Review for Digital Communications Test Digital Communications Quiz
3	Team Project -- Stage 1 complete and begin Stage 2 Digital Communications Test
4	Windows 10 Blog Assignment Team Project - Stages 2 & 3
5	HTML Web Page Internet Information Security
6	How to Write/Format an Essay Writing your DRAFT Essay - Stage 2 Ethics in Technology
7	Writing Your Ethics Essay - Stage 3 & 4 Formatting Ethics Essay
8	HTML Web Page - revisited Team Project - revisiti Stage 1 & 2 to complete Stage 3 Review Team Project "How To" document Each member post DRAFT Project documents (especially Word & PowerPoint)
9	Spring Break
10	Learning Microsoft Excel Team Project Stage 2/3
11	Learning Microsoft Access Mail Merge - Integration Project Submission
12	Team Project - Stage 3 - Finishing Draft Documents Team Project - Stage 4 - Providing Feedback & Updating Files
13	Stage 4 of Team Projects Adobe Photoshop Video Commercial
14	Reconcile and Submit Team Project files
15	Review Previous Quizzes in Preparation for Final Exam
16	Review for Final Exam Review Grades

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: pv tutoring@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 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, 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 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.

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.