



SPA1306 First Aid, Safety and CPR  
Spring 2024  
The School of Public and Allied Health

<b>Instructor:</b> Mr. Carlos Jackson
<b>Section # and CRN:</b> P01/23445
<b>Office Location:</b> Leroy G. Moore Jr Gym
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<b>Office Hours:</b> T / R - 9 : 0 0 a . m . – 1 1 : 0 0 a . m .
<b>Mode of Instruction:</b> Face-to-Face
<b>Course Location:</b> Delco Bldg. Rm #242
<b>Class Days &amp; Times:</b> MWF – 10:00 a.m. – 10:50 a.m.
<b>Catalog Description:</b> Certification program (The American Red Cross) for emergency care procedures for illness, injuries, and cardiopulmonary resuscitation
<b>Prerequisites:</b> None
<b>Co-requisites:</b> None
<b>Required Texts:</b> Responding to Emergencies: Comprehensive First Aid/CPR/AED.2017 American Red Cross ISBN: 978-1-58480-684-4

**Program Student Learning Outcomes (SLOs)**

1. Graduates can communicate effectively in written, oral and verbal forms of expression.
2. Graduates can apply the physiological bases of human movement.
3. Graduates can demonstrate the ability of exercise testing and prescription to diverse populations at various developmental stages and under a range of health conditions.
4. Graduates can evaluate the scientific literature in the discipline and understand and synthesize relevant information.
5. Graduates can demonstrate the ability of technologies to support inquiry and professional practice.

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome # Alignment (SLOs)*</b>	<b>Core Curriculum Outcome Alignment</b>	<b>Shape Standards</b>
1	Describe how to recognize an emergency.	SLO# 1	Communication	1,2
2	Explain legal concepts as they apply to lay responders, including consent and the purpose of the Good Samaritan laws.	SLO# 1	Communication	1,2
3	Describe what to look for when sizing up the scene and forming an initial impression.	SLO# 1	Communication	1,2
4	Demonstrate CPR skills and use of an automated external defibrillator (AED).	SLO# 1	Communication	1,2
5	Demonstrate first aid care for a person who is choking.	SLO# 1	Communication	1,2
6	Recognize signs and symptoms of and describe appropriate first aid care for a variety of injuries and illnesses.	SLO# 1	Communication	1,2

\*The program learning outcomes identified in this table pertain to the objectives for this course. Other courses within the program cover additional learning outcomes (SLOs). Collectively, all courses within the program curriculum will ensure that candidates have achieved all 5 learning outcomes (SLOs).

<b>Governing Organizations</b>	<b>Alignment with Standards/Domains</b>
<b>TExES Physical Education Health</b>	Content Knowledge: Standard #4 Content Knowledge; Standard #5 Application of Content Instructional Practice: Standard #6 Assessment
<b>SHAPE America</b>	Standard 1. The physically literate individual demonstrates competency in a variety of motor skills and movement patterns. Standard 2. The physically literate individual applies knowledge of concepts, principles, strategies and tactics related to movement and performance. Standard 4. The physically literate individual exhibits responsible personal and social behavior that respects self and others.

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Chapter Questions	18 (15%)	15 points
Mid-Term Exam	20%	20 points
PowerPoint Presentation	10%	10 points
Final Exam	20%	20 points
Skills Test	15%	15 points
Instructional Video	10%	10 points
CPR Instructional Video	10%	10 points
<b>Total:</b>	<b>100%</b>	<b>100 points</b>

#### Grading Criteria and Conversion:

A = 90-100  
 B = 80-89 C = 70-79  
 D = 60-69 F  
 = 59-Below

I = Incomplete (This is only issued under extraordinary circumstances that are beyond the Candidate's control)

W = Withdrawal from the course

WV = Withdrawal from the University voluntarily MW = Military withdrawal.

#### Detailed Description of Major Assignments Grade Requirement Description

Presentation (10 points)	Public speaking assignment in which candidates present an assigned topic to their peers and receive constructive feedback. <b>25% deduction for work submitted after the due date but before the, until date.</b>
Instructional Video	Public speaking assignment in which candidates present an assigned topic to their peers and receive constructive feedback. <b>25% deduction for work submitted after the due date but before the, until date.</b>
Skills Test (15 points)	Motor skill performance test designed to measure knowledge and application of presented course material. <b>No make-up will be given.</b>
Exams (20 points)	Written assessments are designed to measure knowledge of presented course material. <b>50% deduction for work submitted after the due date but before the, until date.</b>
Chapter Questions (20 points)	Written assignment designed to use cognitive and critical thinking skills, thoughtful, and in- depth reflection on course topics. <b>25% deduction for work submitted after the due date but before the, until date.</b>

Discussions (10 points)	<p>The candidate will interact with the instructor and classmates to explore questions and comments related to the content of this course. A successful candidate in a discussion is one who takes an active role in the learning process. Candidates are encouraged to participate in the discussion areas to enhance your learning experience throughout each assigned week. Candidates are expected to log into the course and post (respond) in the discussion topics with a minimum of three posts per discussion (1 original response to the discussion question (150 words) and 2 responses to peers (100 words.). <b><i>ALL posts should be substantive and demonstrate your comprehension and application of the material.</i></b> Quality—Content of your contributions. Examples of quality posts include:</p> <p><b>Quality</b>—Content of your contributions. Examples of quality posts include:</p> <ul style="list-style-type: none"> <li>✦ providing additional information to the discussion.</li> <li>✦ elaborating on previous comments from others.</li> <li>✦ presenting explanations of concepts or methods to help fellow candidates,</li> <li>✦ presenting reasons for or against a topic in a persuasive fashion, ✦ sharing your own personal experiences that relate to the topic</li> </ul> <p>The discussions will be graded for:</p> <ol style="list-style-type: none"> <li>1. Frequency – Number of your discussion comments and contributions, and</li> <li>2. Quality – Content of your contributions</li> </ol> <p style="text-align: center;">****Full credit is awarded when both high quality and required frequency is met. ****</p> <p>It is strongly suggested that candidates 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 should be copied and pasted to the discussion board.</p> <p><b>25% deduction for work submitted after the due date but before the, until date.</b></p>
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## Course Procedures or Additional Instructor Policies

### Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is **REQUIRED** to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

### Classroom Management

It is important to respect one another in class. Neither fighting nor profanity will be tolerated during class time. Cell phone use is permitted before and after class time. Food and beverages are to be consumed before and after class. Gum is allowed during lectures, but for the purpose of safety, not during skills practice or demonstration. Caps, headphones, shades, do-rags, bandanas, low-cut shirts/blouses, cut-offs, tank tops, and jeans/pants worn low are not permitted in class. Candidates failing to adhere to this policy may be asked to cover, leave, discard or remove the item(s) listed above, to decrease disruption or distraction during the learning process.

**Submission of Assignments:**

Online assignments will be submitted on the due date. Do not wait until the last day to submit online assignments because technical problems might occur. Late assignments will be given a 25% deduction. Pictures of assignments are not to be submitted as an assignment, and will receive a grade of Zero (0). The use of cell phones to complete coursework is not recommended. Students who submit pictures of coursework will receive a zero (0).

**Attendance**

Students who miss more than three classes will receive a grade lower than their final course grade. Any student that misses a current week of class will not have access to the next week's assignment, and will not be able to make up the missed assignment(s). A daily record of attendance will be kept, and excessive absences will affect your final grade.

If absent, candidates are to produce university-authorized excuses or proper documentation to the instructor:

- a) PRIOR to any foreseen absence, and/or
- b) IMMEDIATELY UPON RETURN of subsequent class meeting.

A candidate will be rendered ABSENT 10 minutes after class has commenced and will not be permitted in class.

**Retention of Assignments and Exams**

After the candidate has viewed his/her grade, the instructor reserves the right to retain all assignments and examinations. Online exams and quizzes answers will not be released until after the assignment has closed and they have been completed by all students.

**Penalties for Late Assignments**

In-class and Online assignments should be submitted on the scheduled due date. Assignments should be submitted on the scheduled due date. There will be a 25% deduction for assignments submitted after the due date but before the, until date, and a 50% deduction for exams completed after the due date but before the until date. Pictures of assignments will not be accepted and will receive a grade of zero.

**Formatting Documents:** Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either Microsoft Word, RichText, or plain text format.

**Taskstream**

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

**Formatting Documents**

Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the "save as" tool and save the document in either Microsoft Word, Rich-Text, or plain text format.

**Exam Policy**

Students will complete the exam on the due date. There will be a 50% deduction for exams completed after the due date but before the until date. Missed mid-term or final exams cannot be made up unless permission is granted by the instructor of record prior to the exam or proper documentation is submitted. Missed, Skills Test will not be made up.

**Technology**

Cell phone usage is strictly prohibited during class and must be turned off, placed on vibrate, or in some other silencing mode such as "airplane mode" or "do not disturb". Other electronic devices (laptop, iPad, tablet, etc) usage should be limited to the relevance of the class during class time, such as note-taking or instructor-guided in-class activities.

## Communication

Course updates will also be sent through PVAMU eCourses and Remind App 101 will also be used to communicate with candidates.

All e-mails should address the instructor with proper greetings and subject titles, use correct grammar and spelling, complete sentences, proper punctuation, and be written in a respectful tone. Otherwise, no response may be warranted. E-mails will usually have a response within two (2) business days.

### SEMESTER CALENDAR (\*Tentative and may change due to course needs)

<b>Week 1 Topic Description:</b>	Introduction to KINE 2023 First Aid, Safety, and CPR Syllabus/Course overview
Chapter(s)	Chapters 1 and 2
Assignment(s)	
<b>Week 2 Topic Description:</b>	Before Giving Care/The Human Body
Chapter(s)	
Assignment(s)	Human Body PowerPoint
<b>Week 3 Topic Description:</b>	Life-Threatening Emergencies
Chapter(s)	
Assignment(s)	<b>Chapter 1-4 Questions, Discussion Forum, Instructional Video</b>
<b>Week 4 Topic Description:</b>	
Chapter(s)	Chapters 5 & 6
Assignment(s)	Human Body Presentations
<b>Week 5 Topic Description:</b>	
Chapter(s)	Chapters 7 & 8
Assignment(s)	
<b>Week 6 Topic Description:</b>	
Chapter(s)	
Assignment(s)	<b>Discussion Forum</b> Chapter 5-8 Questions
<b>Week 7 Topic Description:</b>	<b>Study for Midterm Exam</b> <b>Midterm Review</b>
Chapter(s)	

Assignment(s)	
<b>Week 8 Topic Description:</b>	<b>MID-TERM EXAM</b>
Chapter(s)	Chapters 1-8

Assignment(s)	Before Giving Care and First Aid Exam
<b>Week 9 Topic Description:</b>	Spring Break
Chapter(s)	
Assignment(s)	
<b>Week 10 Topic Description:</b>	Life-Threatening Emergencies, Injuries
Chapter(s)	Chapters 13 and 14
Assignment(s)	CPR Skills Practice
<b>Week 11 Topic Description:</b>	Medical Emergencies
Chapter(s)	Chapters 15 -16
Assignment(s)	<b>Chapter 9-16 Questions &amp; View Video</b> CPR Skills Practice
<b>Week 12 Topic Description:</b>	Medical Emergencies
Chapter(s)	Chapters 18 -19
Assignment(s)	<b>Chapter 18-19 Questions &amp; View Video</b> CPR Skills Practice
<b>Week 13 Topic Description:</b>	
Chapter(s)	Chapter 19
Assignment(s)	<b>Chapter 19 Questions &amp; View Video</b> Skills Test
<b>Week 14 Topic Description:</b>	Chapter 20
Chapter(s)	Chapter 20
Assignment(s)	<b>Chapters 17-21 Questions &amp; View Video</b> Skills Test

<b>Week 15 Topic Description:</b>	Chapter 21
Chapter(s)	Chapter 21
Assignment(s)	Chapter 21 Questions and View Video
<b>Week 16 Topic Description:</b>	Final Exam
Chapter(s)	
Assignment	First Aid & Before Giving Care Exam

### **Caveat**

The schedule, procedures, and contents of this syllabus, class assignments and grade evaluation are subject to change based on the needs of the class. If you have any questions or need assistance, please feel free to contact the instructor.

## **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 promote lifelong 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 lead 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

## 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](mailto: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 them to the discussion board.

**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](mailto:studentconduct@pvamu.edu) .

### **Prairie View A&M University Department of Health and Kinesiology**

Please be advised that cheating and plagiarism will not be tolerated in the Department of Health and Kinesiology. Please read, sign and date this form. Thank you, in advance, for your cooperation.

#### **The Definition of Cheating**

Cheating is defined as using, or supplying information that is not authorized by the instructor in taking an examination or completing assignments assigned by the instructor. Cheating is also turning in someone else's work as that of your own.

#### **The Definition of Plagiarism**

Plagiarism is a unique form of cheating where a person turns in someone else's work and represents it as being their own. This would include: 1) purchasing term papers and turning them in as if they were original work, 2) using a paper that had previously been turned in, 3) copying passages verbatim from books, articles, etc. and, 4) submitting material for grades in which the student has not done the work required.

Consequences of these actions are severe, ranging from failure of the assignment to failure of the course. Repeated offenses could even result in expulsion.

Please initial below:

\_\_\_\_\_ **I have read and understand the above policy.**

\_\_\_\_\_ **I have read and accepted the contents of the syllabus for this course.**

\_\_\_\_\_  
Please print your name legibly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date