



**HLTH 4306 Health and Communities
Spring 2024**

General Course Information

Information Item	Information
Instructor:	Dr. Kentya Ford
Section # and CRN:	P01 and 24788
Office Location:	Delco Room #102
Office Phone:	936-261-3900
Email Address:	kcford@pvamu.edu
Office Hours:	Mon/Wed 9 - 11 , Virtual by Appt.; T/Th 10:45-12:00 p.m., Tue/Thurs, Delco Room 102
Mode of Instruction:	Face-to-Face; Zoom instruction (only as needed)
Course Location:	Wilhelmina Delco Bldg. Room 329
Class Days & Times:	T/Th 12:30 p.m. – 1:50 p.m.
Catalog Description:	Principles of community health education as a foundation for subsequent consideration of health issues and problems of populations. In-depth focus on assessment and analysis of specific health problems in defined population of client organizations, institutions, and/or community members.
Prerequisites:	Junior standing Health/Public Health Major; Consent from Department Head for non-majors.
Co-requisites:	N/A
Required Text:	<i>McKenzie's Introduction to Community and Public Health</i> , Seabert, D, McKenzie, J, Pinger, R, Jones; Bartlett Publishing, 10 th Edition (2022), ISBN: 9781284202687
Suggested Text:	<i>The Publication Manual of the American Psychological Association</i> . 7th Edition. American Psychological Association (2020). ISBN: 978-1-4338-3217-8

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
Memorize various concepts and terms associated with Community Health.	SLO 1	Communication
Explain the philosophy of Healthy Communities from various perspectives (i.e. government entities, health care providers, and community).	SLO 1	Communication

Identify common issues, problems and concerns affecting the health of a community and be familiar with some community wide efforts aimed	SLO 1, 2	Communication, Social & Behavioral Sciences
Design an instrument that can be used to perform a community health assessment.	SLO 1, 5	Communication, Computing

Develop community priorities and strategies that may be utilized in a community health plan and publish a health promotion item that can be useful to a community in need of health services.	SLO 1,2, 4, 5	Communication, Social & Behavioral Sciences
---	---------------	---

NOTE: *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).

Program Student Learning Outcomes (SLOs):
 Graduates can communicate effectively in written and oral and verbal forms of expression.
 Graduates can plan and implement effective health education programs.
 Graduates can evaluate health programs and coordinate health program services.
 Graduates can evaluate the scientific literature in the discipline, and understand and synthesize relevant information.
 Graduates can demonstrate the ability of technologies to support inquiry and professional practice.

Governing Organizations	Alignment with Standards/Domains
CAEP	<u>Standard 1:</u> Content & Pedagogical Knowledge (1.1) <u>Standard 4:</u> Program Impact (4.1)
InTASC	<u>Content Knowledge:</u> Standard #4 Content Knowledge; Standard #5 Application of Content <u>Instructional Practice:</u> Standard #6 Instructional Strategies <u>Professional Responsibility:</u> Standard #9 Professional Learning & Ethical Practice
NHES	Standard 1 – comprehend concepts related to health promotion and disease prevention to enhance health. Standard 3 – demonstrate the ability to access valid information and products and services to enhance health. Standard 4 – demonstrate the ability to use interpersonal communication
TEXES (Health)	Domain III: Community and Environmental Domain IV: Health Related Skills and Resources Domain V: The School Health Education Program

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Chapter Question Responses and/or Summaries (Selected)	3 @ 3 points each	9 points

Muddiest Point and/or Content /Course-related Discussions	2 @ 5 points each; 1 @ 3 points; 2 @ 1 points each	15 points
Midterm and Final Exams	2 @ 10 points each	20 points
Content Case Studies (*1 Content Case Study will be considered a Regular and Assessment)	3 @ 10 points each	30 points

Assignment) Note: Assignment and Assessments Submissions for complete grade consideration)		
Community Assessment & Advocacy Project	1 @ 13 points	13 points
-Presentation of Community Assessment and Advocacy Project (in-person/virtual); -Evaluation of Community Assessment and Advocacy Project	1 @ 10 points; 1 @ 3 points	13 points
Total:		100 points

Grading Criteria and Conversion:

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

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Chapter Questions	Candidates will complete assigned chapter questions based on readings and course lectures. All submissions must be uploaded on Canvas.
Midterm/Final Exams	Candidates will complete midterm and final exams over content covered in class and specified textbook chapters, other reading materials and assignments.
Content Case Studies	Candidates will complete 3 case study assignments related to specific communities, populations, and/or community health issues. (*1 Content Case Study will be considered a Regular and Assessment Assignment) Note: Assignment and Assessments Submissions for complete grade consideration)
Needs Assessment & Advocacy Assignment Plan	Candidates will work in groups to conduct needs assessments and utilize the data to develop an advocacy campaign plan to address a priority community issue.
Presentation/Peer Evaluation	Candidates will work in groups to plan, organize and present a presentation based on a selected Needs Assessment and Advocacy Assignment Plan. Candidates will also evaluate another group presentation.
Final Exam	Candidates will complete a final exam over content covered in class and specified textbook chapters.
NOTE: Project may be revised as needed to meet the needs of learners. A Bonus Assignment may be added at the discretion of the instructor.	

Course Procedures or Additional Instructor Policies

Canvas

Canvas is the new learning management system (LMS) that is being used to manage the course. All students should complete the LMS training to successfully utilize Canvas. All course material will be posted on Canvas.

Students **SHOULD NOT** contact the instructor for technological issues with Canvas. Students can contact Center for Instructional Innovation and Technology Services (CIITS) at ciits@pvamu.edu or 936 261 3283 for assistance

with Canvas, indicating their class in in Canvas. CIITS will offer support 8 to 5 Monday - Friday. Students also have access to Instructure support 24/7-- click Resources and either chat or call in the Canvas menu.

Technology (face-to face courses)

To complete in-class activities, it is strongly recommended that students bring laptops, iPads, and other tablets to class. Students will be required to complete in-class exams; etc., thus technology is needed.

Cell phone use for purposes other than class instruction is strictly prohibited in class and must be turned off, placed on vibrate or in some other silencing mode. If a cell phone is used for class instructions, silencing the phone is still required. NOTE: Leave the classroom (BRIEFLY) if your need to use your phone for personal use.

Clickers (Turning point technology (<https://www.turningtechnologies.com/clickers/>)) may also be used to enhance student learning and to complete quizzes during class. Students will be assigned a clicker during class. All clickers will be returned at the end of the class period.

Email Communication

All email communication should be sent to the instructor via Canvas email, only. Students should not send emails to the instructor's work email. All emails should address the instructor with PROPER greetings and subject titles, use of correct grammar and spelling, complete sentences, proper punctuation, and written in a respectful tone. As it relates to email content, use proper tone and tact in all circumstances when communicating with an instructor via email. Otherwise, no response may be warranted. Emails will usually have a response within 48-72 hours excluding weekends.

Submission of Assignments

All written work submitted utilizing APA (American Psychological Association) style. Points will be deducted (starting at the beginning of semester) when content is taken or paraphrased from academic, websites, or etc. sources (not your own), and proper in-text and bibliographies are not properly referenced. Proper referencing includes both citations in the text of your work (content), as well as a list of references that coincide with citations. Be sure to refer to the APA guide to determine the proper formatting techniques for various types of references. This requirement is for all written work, including assignments, discussions, and exams, as applicable.

All submitted assignments must be typed, double-spaced, multiple pages stapled (if submitted in class) and must include a title page, that includes student name, course name, assignment name, and date (inclusion of instructor name is optional unless specifically indicated). Assignments are not to be hole-punched until after they have been graded. Do not submit work in folders, sheet protectors or report covers. Points will be deducted for not following these directions. In addition, points will be deducted for typographical, grammatical and sentence structure errors.

All assignments should be submitted in MS Word format ONLY. The instructor will insert a 0-point grade for assignments submitted in formats such as Apple pages, PDF or etc. If the instructor cannot open a file, a 0-grade will be assigned. Students WILL NOT receive an opportunity to resubmit the file. All students must check to ensure files are completely submitted. The instructor will not request submission for files that cannot be opened!

Retainment of Assignments and Exams

After the candidate has seen his/her grade, the instructor reserves the right to retain all assignments and examinations completed by the student. The instructor reserves the right to hide grades until all assignments have been submitted and/or graded, especially in cases of written work.

Penalties for Late Assignments

Assignments must be submitted by the scheduled due date and time. Twenty points (or 20% of the assignment's value) will be deducted on late assignments. Assignments will not be accepted after **three** days of the scheduled due date. So, if an assignment is due on Sunday night by 11:59 pm, the instructor will not accept an assignment after Wednesday, 11:59 p.m. No EXCEPTIONS. The following CAVEATS applies to penalties for late assignments.

The ONLY late assignments that will be accepted are content case studies, the community assessment and advocacy project and chapter questions.

In the case of a university-approved excused absence, students must submit documents of excuse within **two** days of returning to class. If an excuse is submitted withing two days of doctor's note, the student must submit the assignment within a day, for full credit consideration. The instructor is not required to remind the student about needed work submissions. No exceptions. Twenty points (or 20% of the

assignment's value) will be deducted on excused absence assignments submitted after **two** days of a student submitting the university-approved excuse; assignments will not be accepted after **three** days of this period (student will receive a 0-point grade).

Exam Policy

Missed exams cannot be made up unless proper documentation is submitted (e.g., university-approved excuse). If an exam is missed and proper documentation is provided, the exam should be made up within **three** days of returning to class for full credit consideration. The exam will not be re-opened after three days and students will receive a 0-point grade. If a student misses an exam without proper documentation/excuse, the student will receive a 0-point grade.

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 the Microsoft Word, Rich-Text, or plain text format. The instructor is NOT responsible for opening documents submitted in other formats if the document is not recognizable. The student receive a 0-grade for assignments submitted in other programs and those that cannot be opened.

Use of Artificial Intelligence Tools

AI will be a part of our lives moving forward. Striking a balance between relying on AI tools and developing cognitive skills is essential for students today. Rules concerning AI tool usage will vary based on assignment. Unless explicitly stated otherwise in an assignment students are expected to write all text in their own words. You may be asked to use AI for some assignments and must use an AI tool for the Health and Communities Project. Use of Grammarly or similar grammar/spelling/style checkers is always permitted and encouraged.

The use of generative text engines (e.g. ChatGPT, Bing with ChatGPT, Bard, Claude, etc.) may be used to assist with idea generation and initial research. You may never submit text created by these engines as your own work. In addition, you need to verify any information provided as these tools are in early development and likely will produce inaccurate information.

All AI Tools are explicitly restricted for the Exams, except for those built into the eCourses quiz engine (spelling and grammar check).

REMIND APPLICATION

REMIND (<https://www.remind.com/>) is a communication app that may be used as a secondary contact method for all students. Students must enroll in REMIND if the instructor creates a REMIND code for the course.

Caveat

The schedule, procedures, contents of the syllabus and class assignments are subject to change at the instructor's discretion. If you have any questions or need assistance, please feel free to contact the instructor.

SEMESTER CALENDAR

NOTE: THE CALENDAR MAY CHANGE AT THE DESCRETION OF THE INSTRUCTOR.

Weeks 1- 2 Topic Descriptions:	Part I: Foundations of Community and Public Health
Chapter(s)	Chapter 1: Community and Public Health: Yesterday, Today and Tomorrow
Assignment(s)	Read; Class Orientation; Introduction to Subject Syllabus Review; Introduction discussion; Faculty Expectations; Case Discussion Due

Chapter(s)	Chapter 2: Organizations that help shape community and Public Health
Assignment(s)	Read; Discussion 1 Due
Weeks 3-4 Topic Descriptions	
Chapter(s)	Chapter 3: Epidemiology
Assignment(s)	Read; Chapter Questions Due
Chapter(s)	Chapter 4: Communicable and Non-Communicable Diseases
Assignment(s)	Read; Case Study 1 Due; Group Advocacy Project Planning
Chapter(s)	Chapter 5: Community Organizing, Building and Public Health Planning
Assignment(s)	Read, Group Advocacy Project Planning
Weeks 5-6 Topic Descriptions	
Chapter(s)	Chapter 6: The School Health Program
Assignment(s)	Read; Case Study 2 Due [submit to assessment evaluation]; Group Advocacy Project Planning; Groups Meet outside of class
	Part II: The Nation's Health
Chapter(s)	Chapter 7: Implementation Process
Assignment(s)	Read; Chapter Questions Due; Groups finalize needs assessment and identify priority for an advocacy campaign; Group Meeting outside of class
Weeks 7-8 Topic Descriptions	
Chapter(s)	Chapter 8: Adolescents, Young Adults and Adults
Assignment(s)	Read, Muddiest Point Discussion Due
Chapter(s)	Chapter 9: Older Adults
Assignment(s)	Read; Mid-Term Exam (Chapters 1-7)
Weeks 9-10 Topic Descriptions	
Chapter(s)	Chapter 10: Disparate Populations and Community
Assignment(s)	Read; Discussion Due
Chapter(s)	Chapter 11: Community and Mental Health
Assignment(s)	Read; Case Study 3 Due

Weeks 11-12 Topic descriptions	
Chapter(s)	Chapter 12: Alcohol, Tobacco and Other Drugs
Assignment(s)	Read; Community Health Project Advocacy Campaign Due (Individual and group components); V
Chapter(s)	Chapter 13: Healthcare Delivery in the United States
Assignment(s)	Read; Group Presentations/Peer Evaluations
Weeks 13-14 Topic Descriptions	Part III: Environmental Health Safety
Chapter(s)	Chapter 14: Community and Public Health and the Environment
Assignment(s)	Read; Group Presentations/Peer Evaluations Due
Chapter(s)	Chapter 15: Injuries as a community and Chapter 16: Public Health Program/Safety in Health in the Workplace
Assignment(s)	Read Submit Study Guide for Final Exam; Presentation of Any Make-up Work
Week 15-16	
Chapter(s)	READ ANY MISSED CHAPTERS
Assignment(s)	Read and Study; Final Exam Chapters 8-16 (or where end)

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. [Library Website](#) Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect 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 within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). 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 and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic

Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; [University Tutoring Website](#)

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; [Writing Center Website](#), [Grammarly Registration](#)

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

Student Counseling Services

The Student Counseling Services 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; [Health & Counseling Center Website](#)

Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; [Testing Website](#)

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; [Disability Services Website](#)

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 classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

Veteran 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; [Veteran Affairs Website](#)

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; [Student Engagement Website](#)

Center for Careers & Professional Development

This center supports students through professional development, career readiness, and placement and employment assistance. The center 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 center website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

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.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

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 ability 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, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at [Title XI Website](#), including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

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.

Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

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 Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- 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

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

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 (Zoom)

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 [Password Reset Tool](#) 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

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.

- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.