



NURS 4301 Introduction to the Research Process

Spring 2024

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Office Hours:	Monday (9:00-12:00 noon) & Thursday (9:00 am – 1:00 pm).
Section # and CRN:	NURS 4301-Z01 CRN#24485
Mode of Instruct:	
Class Days/Times	Online/Virtual (Z01) Asynchronous.
Catalog Description:	<i>NURS 4301 Introduction to the Research Process: 3 semester hours.</i> This course discusses basic research methodology and its application to the practice of nursing.
Prerequisites:	Complete Semester II; Psychology 2613; Speech 1003; Nursing 3174. and Nursing 3003
Co-requisites:	None
Required Texts:	Fain, J. A. (2021). Reading, understanding, and applying nursing research (6 th ed.). Philadelphia, P.A.: F. A. Davis Company. ISBN#9781719641821
Recommended Texts:	American Psychological Association (2019). Publication Manual of the American Association (7 th edition). Washington, D.C. ISBN-13: 978-1433832178

Student Learning Outcomes:

References:

- Texas Board of Nursing Differentiated Essential Competencies of Graduates of Texas Nursing Programs (Fall 2021).
- American Association of Colleges of Nursing (AACN). The Essentials of Baccalaureate Education for Professional Nursing Practice (2021).

Baccalaureate Program Objectives (Outcomes):

1. Integrate knowledge and theories from nursing, the sciences, and the humanities to guide evidenced based nursing practice.
2. Utilize the nursing process in a variety of nursing roles and settings to promote, maintain, and restore health for individuals, families, groups, and global communities.
3. Integrate the clinical reasoning, communication, and leadership principles with the professional nursing practice setting.
4. Apply information management and patient care technology in the delivery of innovative, cost-effective nursing care for diverse populations.
5. Collaborate with individuals, families, groups, global communities and health care providers in the coordination and provision of health care.
6. Incorporate research findings in providing evidenced-based nursing practice.
7. Assume ethical responsibility and accountability for nursing practice, service, and professionalism.

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Describe the steps of the research process.	POPCC, MOP	DECS I-II; AACN I-III, V-IX.
2	Use knowledge related to nursing, the sciences, and humanities to develop a literature review.	POPCC	DEC I-IV; AACN I, VI-VII, & IX.
3	Use critical thinking skills to make decisions to identify researchable problems.	PSA	DEC II-IV; AACN II, V-IX.
4	Use information technology to prepare a research presentation on a health problem that is encountered by clients from diverse populations.	MOP	DEC II & III: AACN I, IV-V; VII-IX.
5	Collaborate with a principal investigator in the implementation of a research project	MOP	DEC II & III: AACN I-II, V-VII, & IX
6	Explain the research role and responsibilities of the nursing professional.	MOHCT	DEC I & III; AACN I-III.
7	Identify legal, ethical, and moral considerations involved in conducting research.	PSA	DEC I & III; AACN III, V-VIII

Guidelines for Instruction:

Texas Board of Nursing (BON) Differentiated Essential Competencies (DECs) Fall 2011:

- Member of the Profession (MOP)
- Provider of Patient-Centered Care (POPCC)
- Patient Safety Advocate (PSA)
- Member of the Health Care Team (MOHCT)

American Association of College of Nursing (AACN) Nine Essentials (2008):

- Essential I. Liberal Education for Baccalaureate Generalist Nursing Practice
- Essential II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- Essential III. Scholarship for Evidence-Based Practice
- Essential IV. Information management and Application of Patient Care Technology
- Essential V. Health Care Policy, Finance, and Regulatory Environments
- Essential VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- Essential VII. Clinical Prevention and Population Health
- Essential VIII. Professionalism and Professional Values
- Essential IX. Baccalaureate Generalist Nursing Practice

Exams: eCourse (Canvas, ExamSoft) exams are designed to measure knowledge of presented course materials.
Exercises: Written assignments and course activities are designed to supplement and reinforce course materials.

<u>Assignment Criterion</u>	<u>Total Points</u>
Activities/Quiz/Class Assignments (Individual)	15%
<ul style="list-style-type: none"> • Team Evaluation. • NIH Certification. • Article Critique. • Quiz x2 	
Research Proposal (Group)	20%
Power Point/Poster Day Presentation (Group)	40%
Exams (Individual) Refer to Missed Exam Policy	25%
<ul style="list-style-type: none"> • Mid-Term • Final/Comprehensive 	

Total: 100%
Grading Criteria, Rounding Clarification, and Conversion:
A = 89.5 - 100 B
= 80.5 – 89 C =
74.5 - 80 D =
64.5- 74 F = 64.4
and below

****No Late Assignments will be accepted beyond 3-weeks without prior approval from faculty**** Assignments that are late will have 1-point deduction for each date after assigned day.

If a student has stopped attending the course (“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-nonattendance) 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.

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Detailed Description of Major Assignments:

Assignment Title	Description
Team Evaluation	Individual Assignment: Near the end of the semester, each student will complete an evaluation form on themselves and each of their group mates. Submit this assignment through eCourse. <u>25-points will be deducted from grade if individual team evaluation is not submitted.</u>
NIH Certificate	Individual Assignment: Completed online and submit certificate through eCourse drop box.
Power Point Presentation	Group assignment that is due as per course schedule. PP slides should contain a different slide for every section that is on your poster.

Poster Presentation	Group assignment that is due on a specified day (TBA) during the semester.
Article Critique	Research Article will be provided by instructor for you to evaluate the quality of the research study (Article Critique).
Written Research Proposal	Group assignment that is due near the end of the semester.
Exams	Exams 1 and 2 (Final Comprehensive) cover text chapter readings, Power Point slides, class activities, and course assignments.

Semester Calendar

Dates	Assignments (See Canvas for complete listing of assignments and resources)
Week#1: 1/16-1/21	<ul style="list-style-type: none"> • Fain Chapter 1 • We are “Who Cares.” • Group Members names. Due: 1/21/24
Week #2: 1/22-1/28	<ul style="list-style-type: none"> • Fain Chapters 4, 5 • NIH/CITI Certification. Due: 1/28/24 • Problem & Purpose Statement. Due: 1/28/24
Week #3: 1/29-2/4	<ul style="list-style-type: none"> • Fain Chapters 2, 3 • Submit significance of nursing. Due: 2/4/24
Week #4: 2/5-2/11	<ul style="list-style-type: none"> • Literature Review. Due 2/11/24
Week #5: 2/12-2/18	<ul style="list-style-type: none"> • Fain Chapters 6, 7 • Theoretical or Conceptual Framework. Due 2/18/24 • Quiz #1 (Fain 1-5)
Week #6: 2/19-2/25	<ul style="list-style-type: none"> • Fain Chapter 8 • RQ, Hypothesis. Due 2/25/24 • Research Design. Due 2/25/24 • Research Setting. Due 2/25/24
Week #7: 2/26-3/3	<ul style="list-style-type: none"> • Theoretical Definitions and Operational Definitions. Due: March 3 • Exam #1 (Mid-Term): March 1-3, 2024
Week #8: 3/4-3/10	<ul style="list-style-type: none"> • Fain Chapters 9, 10 • Article Critique. Due: 3/10/21 • Populations/Sampling and Sample Strategy. Due: 3/10/24
Week #9: 3/11- 3/17	Spring Break
Week #10: 3/18-3/24	<ul style="list-style-type: none"> • Fain Chapters 11, 12 • Data Collection, Data Analysis. Due: 3/24/24 • Ethical, Legal. Due 3/24/24
Week #11: 3/25-3/31	<ul style="list-style-type: none"> • Power Point and Poster Template. Due 03/31/24
Week #12: 4/1-4/7	<ul style="list-style-type: none"> • Quiz#2 (Fain 6-12)
Week #13: 4/8-4/14	<ul style="list-style-type: none"> • Fain Chapters 13, 14
Week #14: 4/15-4/21	<ul style="list-style-type: none"> • Poster Day (College of Nursing Auditorium): Present: 4/15 9:00 am – 1: 00 pm • Team Evaluation. Due: 4/21/24 • Research Proposal. Due: 4/21/24
Week #15/16: 4/22-5/3	<ul style="list-style-type: none"> • Exam #2: Final Course Exam)

The College of Nursing Missed Exam Policy

Should an exam be missed for a **University Excused Absence**:

- Students should notify faculty of absence prior to the scheduled exam date and time.
- Notification in itself does not indicate acceptance of the excuse; the excuse must be one as described in the University Handbook with qualifying documentation.
- The College of Nursing will have a designated date during the week of final exams for missed exams.
- If more than one course exam is missed during the semester, all exams will be administered on the designated missed exam date.
- If the *final exam* is missed for a University Excused Absence, the exam will be administered on a date/time mutually agreed upon between the faculty and student.
- There is no make-up for unexcused absences. Unexcused missed absences will result in a grade of "0".
- The CON will designate the Missed Exam Make-up Day for each semester at the beginning of the academic year. Additional information regarding logics will be provided later in the semester.
Thank you.

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: pytutoring@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/studentcounseling-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: 936-2613627; 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/>

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.

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.

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 cocurricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; 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.

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-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to covid-19@pvamu.edu. Proof for self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly 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. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. 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 may qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to www.pvamu.edu/coronavirus or email covid-19@pvamu.edu.

Non-Discrimination Statement

Prairie View A&M University does not discriminate based on 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 nondiscrimination 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 nondiscrimination 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 bits
- 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 using 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.