



PHLT 3312 Health Policy and Health Systems
Spring 2024

Instructor: Dr. Tondra Moore
Section # and CRN: P01-25065
Office Location: Owens Franklin Health Center, 219
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Email Address: tmoore@pvamu.edu
Office Hours: Wednesday 10am – 11:30am
Mode of Instruction: Face to Face

Course Location:

Class Days & Times: R, 5:00-7:50 p.m.

Catalog Description: This course presents an introduction to health policy, i.e., the various ways in which the government plays a role in health and in the provision of health care. Health policies can have a profound effect on quality of life. Accessibility, cost, quality of health care; safety of food, water, and environment; the right to make decisions about our health; these issues are vitally tied to health policies.

Prerequisites: N/A

Co-requisites: N/A

Required Texts: Teitelbaum, J. B., & Wilensky, S. E. (2023). *Essentials of Health Policy and Law* (5th ed.). Burlington, MA: Jones and Bartlett Learning. ISBN: 978-1-284-24745-9

Sade R. M. (2012). John J Conley Lecture on Ethics and Philosophy. Health care reform: ethical foundations, policy, and law. *Journal of the American College of Surgeons*, 215(2), 286–296. <https://doi.org/10.1016/j.jamcollsurg.2012.03.019>

Chriqui, J. F., O'Connor, J. C., & Chaloupka, F. J. (2011). What gets measured, gets changed: evaluating law and policy for maximum impact. *The Journal of law, medicine & ethics : a journal of the American Society of Law, Medicine & Ethics*, 39 Suppl 1, 21–26. <https://doi.org/10.1111/j.1748-720X.2011.00559.x>.

Thow, A. M., Jan, S., Leeder, S., & Swinburn, B. (2010). The effect of fiscal policy on diet, obesity and chronic disease: a systematic review. *Bulletin of the World Health Organization*, 88(8), 609–614. <https://doi.org/10.2471/BLT.09.070987>

Wolfe, B.L., Lampman., J., & Fletcher, J.M. (2011). Poverty and poor health: Can health care reform narrow the rich-poor gap?

Buchmueller, T. C., Levinson, Z. M., Levy, H. G., & Wolfe, B. L. (2016). Effect of the Affordable Care Act on Racial and Ethnic Disparities in Health Insurance Coverage. *American journal of public health*, 106(8), 1416–1421. <https://doi.org/10.2105/AJPH.2016.303155>

Recommended Texts:

The Publication Manual of the American Psychological Association. 6th Edition. APA (2010). ISBN: 9781433805615

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Outcome Alignment	
1	Analyze the U.S. Healthcare system policy in relation to health care outcomes	Program SLO: 2	PR CT	
2	Apply health policy stipulations to the strategic planning of health services influenced by cultural diversity.	Program SLO: 1	CT	
3	Evaluate alternative models of health care organizational leadership role in policy reform and implementation.	Program SLO: 2,3	COM TW SR	
4	Will identify the process by which health policy is drafted and implemented.	Program SLO: 1	CT	
5	Explain and understand the principles of cost, rationing, quality of care, and comparative effectiveness research in U.S. health policy.	Program SLO: 1	CT SR	
6	Explain the policy interests between the public health and individual health.	Program SLO: 1	CT PR	
7	Explain the organization of the health care system, including principles and examples of health insurance and health care finance.		CT	
8	Explain health care reform in the Affordable Care Act.	Program SLO: 4	CT	

<i>Governing Organizations</i>	<i>Alignment with Standards/Domains</i>
SPAH Student Learning Outcomes (SLOs)	<p>(1) Graduates can communicate effectively in written, oral and verbal forms of expression.</p> <p>(2) Graduates can plan and implement effective health education programs.</p> <p>(3) Graduates can evaluate health programs and coordinate health program services.</p> <p>(4) Graduates can evaluate the scientific literature in the discipline, understanding and synthesize relevant information.</p> <p>(5) Graduates can demonstrate the ability of technologies to support inquiry and professional practice.</p>
THECB/PVAMU Core Curriculum	<p>Critical thinking (CT) skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</p> <p>Empirical and Quantitative skills (EQS) – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions</p> <p>Communication skills (COM) – to include effective written, oral, and visual communication</p> <p>Teamwork (TW) – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal</p>

	<p>Social Responsibility (SR) – to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities</p> <p>Personal Responsibility (PR) – to include the ability to connect choices, actions, and consequences to ethical decision-making</p>
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Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Notable Discussions	2 current events @ 50 pts each	100 points
2) Policy Memoranda	2 policy memos @ 200 pts each	400 points
3) Oral Policy Analysis	1 analysis @ 300 pts	300 points
4) Exams	2 exams @ 100 pts each	200 points

Total: 1000 points

<p>Grading Criteria and Conversion: A = 900 - 1000 B = 800 - 899 C = 700 - 799 D = 600 - 699 F = 599 and below</p>
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If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-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.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
<p>Policy Memoranda (2) 200 points each Total of 400 points</p>	<p>You will be required to write two policy memos over the course of the semester to demonstrate your understanding of a complex healthcare issue/problem.</p> <p>Each memo will require you to conduct independent research and present evidence to support your recommendations. You will be required to cite your sources.</p> <p>Each student will be allowed to submit a draft of the first memo to receive feedback. Any late draft submission will not be reviewed and the student will have forfeited the opportunity for feedback.</p> <p>NO LATE SUBMISSIONS WILL BE ACCEPTED.</p>
<p>Individual Policy Analysis 300 points each</p>	<p>Each student will be randomly assigned to provide a policy analysis on an assigned topic. The analysis will include a 3-5 minute oral brief of the policy, stakeholders and implications followed by moderated questions, and a final open question and answer session led by the course.</p> <p>You will receive a point deduction for going over the 3-5 minute oral brief time.</p>

	<p>More detailed instruction will be provided as well as in class analysis preparation.</p> <p>There will be no make up opportunity for a missed in class analysis.</p>
<p>Notable Discussions 100 points</p>	<p>It is strongly recommended that you attend class and be well-prepared to engage in class discussions because attendance in class will be crucial in preparing you for the exams and assignments. There will also be in-class activities.</p> <p>You receive no points for attending class; however, you have the opportunity to earn points for preparing and sharing an interesting healthcare or health policy topic. You can highlight an interesting individual, event, organization, policy, news, etc. This highlight must be submitted via the Canvas discussion board for the week.</p> <p>If you have to miss class for any reason at all, you are responsible for reviewing the material covered and for turning assignments in when they are due. If what you need is not available on canvas, please request materials and information from a fellow student.</p>
<p>Midterm Exam 100 points</p>	<p>Students will complete a midterm exam to display overall mastery of information covered in the first half of the semester.</p>
<p>Final Exam 100 points</p>	<p>Students will complete a final exam to display overall mastery of the course. This exam will cover all materials covered throughout the semester.</p>

Course Procedures or Additional Instructor Policies

General Expectations of Students:

- ◆ Students are expected to be “active learners”. This means that students should be involved (beyond the materials and lectures presented in the course) in discovering, processing, and applying course information using course textbook, peer-review journal articles, additional resources, and discussions with peers.
- ◆ Students are expected to have time management skills that will allow efficient time for course requirement completion and submission.
- ◆ **You are expected to have completed all readings assigned for the day prior to the start of class—this is the absolute most important part of class preparation. Class discussion will build off of the readings—it won’t regurgitate the readings. You are not only responsible for knowing the content of all readings for quizzes and exams, but also for having prepared by doing the readings prior to every class so that we can have a collaborative, engaging, and elucidating class discussion.**
- ◆ Students are expected to address any special needs and/or accommodations as soon as possible with the **Office of Diagnostic Testing and Disability Services** on campus. The **Office of Diagnostic Testing and Disability Services** will send communication regarding accommodations and those accommodations will be addressed.
- ◆ If students have technical questions/issues regarding Canvas (i.e., password reset, access issues, etc.), students will need to contact CIITS at 936-261-3283 or email ciits@pvamu.edu. Students are required to provide the course Instructor with a ticket from CIITS regarding technical issues that resulted in a missed assignment/exam.

Attendance

- ◆ Students who have more than two unexcused absences may be subjected to a letter grade deduction for the course. Which means, you could earn an “A” for the course but your absences will result in you being assigned a “B” on your transcript. **If you will be unable to attend a class session for any reason, please notify the instructor as far in advance as possible.** Three tardies will be counted as one absence.
- ◆ Some students participate in institutional activities that require them to represent the university in scheduled events on and off campus. For activities of sufficient importance in the overall life of the university, excused absences are granted. A list of activities qualifying for excused absences is maintained by the provost’s office. Excused absences do not relieve students of responsibility for the academic work in the class

missed. However, students may not be penalized for such absences and must be given the opportunity to make up missed work. These students are responsible for informing their professors, in advance, of the class dates that will be missed because of these activities. Practice and/or preparation for these activities would not be a valid reason to miss class. Ultimately, each student bears the responsibility to be aware of and to comply with attendance and punctuality requirements. ***If you are such a student, please notify the instructor during the first week of class for any such excused absences already planned.**

Submission of Assignments

Canvas Submission: All assignments, unless told otherwise, are to be submitted via Canvas only. A link with the assignment title will be made available for each assignment to be uploaded/submitted. Assignment due dates and times will be communicated to students when the module containing the assignment is made available for a particular week. *The university is in the Central Standard Time Zone; thus, assignments are due according to the time indicated CST regardless of where a student may be in the world.* Do not post/submit assignments in locations on Canvas other than the link for where the assignment is supposed to be inputted/uploaded.

Students will receive an automatic zero (0) for the assignment if one or more of the following conditions are met:

- Assignment is not submitted to the appropriate link.
- Assignment is not submitted on time/Assignment was not submitted.
- Missed assignments that are not addressed within a (2) two-day timeframe.
- Assignments are submitted in the incorrect format.
- Assignment submitted that is empty.

If any of the previous conditions have been met when the link has been made unavailable in Canvas, the student will not have another opportunity to submit the assignment. If the student misses the deadline, the student does not have permission to submit the assignment to the instructor's email without prior consent.

NOTE: Regarding assignments, students have an unlimited number of times to submit an assignment prior to the submission deadline (with the exceptions of exams). If the student suspects that an assignment did not complete the submission process, or is the incorrect version, or incorrect assignment, etc. the student can resubmit any number of times until satisfied that the submission was complete and/or correct. The student is responsible for ensuring that the correct assignment has been submitted prior to the close of the submission link.

NOTE: Please make sure that the "Submit" button is clicked every time to initiate the assignment submission process. The student should receive on his/her end whether the submission was successful. If the student finds that the submission attempt(s) were unsuccessful, the student should contact the PVAMU HELPDESK and/or CANVAS support as soon as possible. If the Submit button is not clicked, there may be a chance the instructor will not receive the assignment submission thus marking the student's grade as a zero (0).

Students are encouraged to not wait to submit assignments within 15 to 30 minutes of the due time as multiple problems with Canvas may occur. Canvas issues will rarely arise where a student will not be able to submit an assignment. If Canvas is down or experiencing University-wide challenges, an email will be sent from CIITS. *Personal technology challenges and the like does not release the student from submitting assignments by its deadline.* The student is responsible for resolving any technical issues before the date and time the link becomes unavailable.

Assignments are to be the student's own work (academic honesty is strictly enforced) and none can be dropped/exempted from one's final grade.

Make-Up Assignments

Make-ups or completions for missed assignments resulting from extenuating circumstances will be considered on a case-by-case basis. Students should be mindful that verifiable documentation is required and note that missed assignment extensions, make-up, or completions are not guaranteed.

If a student is allowed to make-up/complete an assignment, the student will have at most three (3) calendar days to submit/complete the assignment from the date permission is granted.

Note: Full credit is dependent upon circumstances.

COVID-19 Concerns

As the pandemic continues, the stressors of life and adjustments, whether abrupt or fluid, are taking a toll on everyone. No one is exempt. If at any point during the semester, the student feels that assistance is needed for personal health (i.e., physical or mental) and/or technical reasons, the student is to contact the instructor as soon as possible to discuss next steps. Students are encouraged not to wait until later in the semester to make the instructor aware of challenges being faced, especially if the challenges began earlier in the semester. It is much easier to address the challenges as early as possible so that possible arrangements can be made to ensure student success. Please note that any health condition and/or technology challenge reported to the instructor must be supported by verifiable documentation.

Exam Policy

A missed exam resulting from extenuating circumstances will be considered on a case-by-case basis. Students should note that missed exam extensions, make-ups, or completions are not guaranteed and verifiable documentation is required. If a student is allowed to make-up/complete an exam, the student will have at most one (1) calendar day to submit/complete the exam from the date permission is granted.

Extra Credit

There are **NO** extra credit opportunities in this course.

Grade Concerns

The instructor welcomes discussion of student work and performance with the student which can be performed through email and/or office hours. Students should review their assignment grades regularly to ensure accuracy. If the student perceives that the posted grade is incorrect, it is the student's responsibility to alert the instructor within three (3) days of the posted grade. Following the three (3) day grace period, the grade will not be considered for alterations. Also, a grade review does not guarantee a grade adjustment. If there is to be a grade adjustment, the related grade points in review can either increase or decrease.

In general, the instructor **requires** a 72-hour reflection period before discussing grading concerns. After the reflection period has passed, the student may via email include the following:

- (a) Email salutation
- (b) Name, the title of the course, and section
- (c) The name of the assignment
- (d) A clear discussion of issues or concerns
- (e) Suggestion(s) for resolving the issue(s)
- (f) Email Closing

The student should make sure that the use of correct spelling and grammar is apparent in the email. (The instructor does not respond to messages that are not properly formatted for email communication or are not understandable).

The instructor will respond in writing to the student's concern(s) within 48 hours of receipt unless the email is sent over the weekend or holiday.

Final Course Grades

Students can see their grades via Canvas and final grades will also be posted in PantherTracks. Final grades will not be provided through any other medium. If there is a discrepancy with the final grade, the student must alert the instructor within three (3) days; otherwise, the final grade will remain as posted.

- Final grades may be rounded up to the next letter grade (up to the instructor's discretion).
- Grade pleading will not be entertained. The student's grade is exclusively the student's responsibility.

Course Recording Policy and Zoom Sessions

Lectures and other communication activities may be recorded by the instructor and uploaded into Canvas. Students do not have the permission of the instructor to post any course content, especially video recordings inclusive of the likeness or voice of the instructor to any medium outside of the course shell. Students also do not have the permission of the instructor to share course content outside of the course and its members.

*In a completely online course, students are not required to attend Zoom sessions. If a Zoom session is needed, the instructor will announce the date and time of the session. Attendance is optional but highly encouraged. For those who cannot attend, the Zoom session may be uploaded for later review.

Formatting Documents

Microsoft Word is the standard word processing tool used at PVAMU. The use of other word processors is permitted. Please note that any created document whether MS WORD or another word processing software **must be saved and uploaded as a PDF** unless otherwise noted.

No Google (docs, slides, word etc.) platform developed assignments will be accepted for credit.

Communication

The preferred method of exchange is Canvas email. Emails must be sent to the instructor directly at tmoore@pvamu.edu. Emails will be responded to within 72 hours if sent during the 5-day work week. Thus, if an email is sent on Friday evening or during the day on Saturday, the response will begin on the following Monday. **When emailing the instructor, please follow the proper format for composing an email (i.e., proper greetings, language, etc.) (ex. <https://academicpositions.com/career-advice/how-to-email-a-professor>); otherwise, a response may be delayed or not sent.** If a student sends an email with a question that affects the entire class, a response will be sent in a Canvas announcement.

Activity feedback will be provided within a week of the assignment's submission deadline. Most, if not all, assignments will have an attached rubric used for grading. If comments are needed to further explain a particular score, the comment will be in the attached rubric. Students should review the comments before contacting the instructor. If instructor comments are still unclear, please make contact via email regarding comment concerns. Grades will be posted in Canvas only.

Plagiarism

Plagiarism is a very serious topic, and it is addressed in the PVAMU Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your required assignments, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that students will summarize or paraphrase ideas giving appropriate credit to the source both in the body of information presented and the reference list (Carter, 2021).

Netiquette

In an online classroom/environment, our primary means of communication is written. The written language has many advantages: more opportunity for reasoned thought, more ability to go in-depth, and more time to think through an issue before posting a comment. However, written communication also has certain disadvantages, such as a lack of face-to-face signaling that occurs through body language, intonation, pausing, facial expressions, and gestures. As a result, please be aware of the possibility of miscommunication and compose any communications in a positive, supportive, and constructive manner.

Technology

- ◆ Notify instructor of any technical difficulties in advance of any assignment or exam submission.
- ◆ Contact IT or the pvamu.edu/helpdesk for assistance. 936-261-2525

Canvas Support

Questions about Canvas, go to Live Chat with Canvas Support (Students), or call the Canvas support hotline at +1.844.394.2781.

Links to Canvas Tutorials and FAQs:

Introduction to Canvas: <https://community.canvaslms.com/docs/DOC-17340-897271119803>

Canvas for beginners: <https://beaver.instructure.com/courses/670/pages/welcome-to-canvas-forbeginners>

Student introduction to Canvas: <https://collin.instructure.com/courses/506067>

Canvas Q&A: <https://community.canvaslms.com/community/answers>
<https://collin.instructure.com/courses/506067>

Semester Calendar	
Week One: Topic Description	Introduction to HLTH Course & Navigating Canvas <i>**Attendance Reporting**</i>
Readings:	None
Assignment (s):	Review Faculty Expectations Complete Syllabus Quiz DUE by 11:50 PM (CST)
Week Two: Topic Description	The Role of Health Policy & Law and the Policy Making Process How to study health policy, what is policy, who makes policy? <i>**Attendance Reporting**</i>
Readings:	Chapter 1 & Chapter 2
Assignment (s):	Health Behavior Assignment: Lab 1.1 – Your Wellness Baseline DUE by 11:50 PM (CST)
Week Three: Topic Description	Law and the Legal System & The Art of Structuring & Writing a Health Policy Analysis What are laws and how is the US legal system structured? How to analyze policy.
Readings:	Chapter 3 & Chapter 14
Assignment (s):	
Week Four: Topic Description	Overview of the Healthcare Systems Understanding the structure, funding and issues of the US healthcare system.
Readings:	Chapters 4
Assignment (s):	Policy Memo Draft Due
Week Five: Topic Description	What Is Public Health & Public Health Emergency Preparedness Understanding the role of public health in the US and the role in emergency preparedness.
Readings:	Chapter 5 & Chapter 13
Assignment (s):	Policy Memo Final Submission Due
Week Six: Topic Description	Understanding Individual Rights in Health Care What legal and ethical rights exist in US healthcare?
Readings:	Chapter 6
Assignment (s):	
Week Seven: Topic Description	Midterms – March, 04-06, 2024 Review of all Chapters and Presentations
Readings:	Chapters 1-6, 14
Assignment (s):	MIDTERMS
Week Eight: Topic Description	SPRING BREAK
Readings:	
Assignment (s):	
Week Nine: Topic Description	Social Determinants of Health & Disparate Care What is the cause of differential health outcomes and experiences? Policy analysis topic assigned.
Readings:	Chapter 7
Assignment (s):	
Week Ten: Topic Description	Understanding Health Insurance What are the elements of health insurance, the basic theory of its impact on overall healthcare, & historical trends.
Readings:	Chapter 8
Assignment (s):	
Week Eleven: Topic Description	Health Economics in a Health Policy Context General overview of the economic review of health policy.

Readings:	Chapter 9
Assignment (s):	Policy Memo #2 Due
Week Twelve: Topic Description	Government Health Insurance Programs: Medicaid, Medicare, CHIP & Policy Analysis Preparation Understanding the public health insurance.
Readings:	Chapter 10
Assignment (s):	
Week Thirteen: Topic Description	Health Care Reform & Affordable Care Act History of healthcare reform in the US and the impact of the Affordable Care Act.
Readings:	Chapters 11 and 12
Assignment (s):	
Week Fourteen: Topic Description	Oral Policy Analysis
Readings:	Review Chapters 13-14
Assignment (s):	Final Policy Analysis
Week Fifteen: Topic Description	Semester in Review Review all Chapters, Lecture Notes, Articles & PowerPoint Presentations based upon student questions.
Readings:	
Assignment (s):	Come with prepared questions.
Week Sixteen: Topic Description	**Final Examination Period:
Readings:	
Assignment (s):	<i>Final Grades DUE (Graduating Candidates):</i> <i>Final Grades DUE (Non-Graduating Students):</i>

Note: Each student is responsible for all work that is covered in class/online, whether the student is present or not. Also, course outline schedule is tentative and may change due to class needs.

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic

support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pv tutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens Franklin Health Center, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of 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: Owens Franklin Health Center, Rm. 222; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit:

<https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website:

<https://www.pvamu.edu/sa/departments/veteranaffairs/>

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the

instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will allow for a similar discourse. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.