



PSYC 4141 Internship Supervision Spring 2024

Instructor: Dr. Yuki Shigemoto
Section # and CRN: P01 23872
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Office Hours: Tues 12:30-2pm & 3:30-5pm, Thurs 12:30-2pm & 3:30-5pm

Mode of Instruction: Face to Face

Course Location: Don K. Clark Building, Room 257

Class Days & Times: Saturday 12:00 PM- 12:50 PM

Catalog Description: The Internship Course aims to provide students with an opportunity to acquire field experience with emphasis on psychological constructs and methodologies across diverse settings such as mental health services, community organizations, criminal justice venues, and business enterprises

Prerequisites: PSYC 1113, PSYC 2513, PSYC 2613 and PSYC 3433

Co-requisites: PSYC 3223

Required Texts: All readings are online in CANVAS.

Recommended Texts: None

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Increase our understanding of human behavior and human behavioral problems, and especially diverse applications of psychological interventions in the workplace and the community	2	
2	Develop basic skills in working with individuals, groups or organizations	2	
3	Deepen our understanding of how age, gender, race, ethnicity, culture, social context and class affect human experiences	2	
4	Develop a greater self-understanding and clarification of own career interests as a result of your reflection regarding your internship experiences	2	

Course Procedures

GRADING

E-Journals (12 journals X 3 points).....36 points

Grade	Criterion
A	90% or above
B	80% to < 90%
C	70% to < 80%
D	60% to < 70%
F	Below 60%

*Students can expect to receive feedback within one week of submission.

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 and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

E-Journals (36 points):

The purpose of the journal entries is to: (a) allow Dr. Shigemoto to keep in touch with what you are doing on a weekly basis; (b) alert me early on in the process regarding any problems or concerns that you might have; and, (c) encourage you to reflect on how your day-to-day experiences relate to larger issues raised in the course.

Each submission posting will be graded satisfactory (3 points) or unsatisfactory (0). An unsatisfactory will occur if the journal does not arrive by the due date and time, or does not have all the elements for which were described earlier.

Hours worked this past week:

A. Summary of Activities and Significant Events

Please give me a description of major occurrences and of any critical events with supervisors, coworkers, and so on. I don't want an hour by hour account of how you spent your time. A description in a couple of sentences is fine.

B. Reflection on the past week

Presumably, you will spend some time reflecting on what you have observed during your internship as well as how your experiences reflect issues raised in class, your career aspirations, your views on psychology, and so on. For example, in a couple of sentences, you should be able to share your reflections, insights, comments or feelings about one issue or theme on which you have been thinking that particular week. Some possible topics (but certainly not all) are:

1. any problems that your organization (or unit) is trying to address; the supervisory process;
2. how your personal skills and interests fit with the organization; or
3. issues raised in class or in class readings.

C. Questions or concerns

Any problems or issues about which you would particularly like to get input from your academic supervisor? Any particular skills that you would like to develop further?

Semester Calendar

Week One:	1.16-1.19.2024
Topic Description	Introduction to Psychology Internship
Readings/Videos:	Watch and Learn Videos
Assignment(s):	None
Week Two:	1.22-1.26.2024
Topic Description	Understanding Yourself as an Intern, internship preparation and review assignments
Readings/Videos:	Watch and Learn Videos
Assignment(s):	None
Week Three:	1.29-2.2.2024
Topic Description	Ethics and Internship (APA Guidelines)
Readings/Videos:	None
Assignment(s):	E-Journal 1 – Friday at 11:59 PM Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
Week Four:	2.5-2.9.2024
Topic Description	Understanding Yourself as an Intern - Networking
Readings/Videos:	None
Assignment(s):	E-Journal 2 – Friday at 11:59 PM Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
Week Five:	2.12-2.16.2024
Topic Description	Understanding Yourself as an Intern – Networking cont.
Readings/Videos:	None
Assignment(s):	E-Journal 3 – Friday at 11:59 PM Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
Week Six:	2.19-2.23.2024
Topic Description	Understanding Yourself as an Intern -Career Planning
Readings/Videos:	None
Assignment(s):	E-Journal 4 – Friday at 11:59 PM Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.
Week Seven:	2.26-3.1.2024
Topic Description	Understanding Yourself as an Intern -Career Planning cont.
Readings/Videos:	None
Assignment(s):	E-Journal 5 – Friday at 11:59 PM Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

Week Eight: 3.4-3.8.2024
Topic Description: Understanding Yourself as an Intern – Competencies
Applying for Graduate School
Readings/Videos: None
Assignment(s): **E-Journal 6 – Friday at 11:59 PM**
Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

3.11-3.15.2024
SPRING BREAK

Week Nine: 3.18-3.22.2024
Topic Description: Understanding Yourself as an Intern
Readings/Videos: None
Assignment(s): **E-Journal 7 – Friday at 11:59 PM**
Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

Week Ten: 3.25-3.29.2024
Topic Description: Understanding Yourself as an Intern -What opportunities are next?
Readings/Videos: None
Assignment (s): **E-Journal 8 – Friday at 11:59 PM**
Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

Week Eleven: 4.1-4.5.2024
Topic Description: Understanding Yourself as an Intern - What is Emotional Intelligence?
Readings/Videos: None
Assignment(s): **E-Journal 9 – Friday at 11:59 PM**
Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

Week Twelve: 4.8-4.12.2024
Topic Description: Understanding Yourself as an Intern - Teaching Opportunities after Graduation
Readings/Videos: None
Assignment(s): **E-Journal 10 – Friday at 11:59 PM**
Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

Week Thirteen: 4.15-4.19.2024
Topic Description: Psychology Careers – School Psychology
Readings/Videos: None
Assignment(s): **E-Journal 11 – Friday at 11:59 PM**
Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally.

Week Fourteen: 4.22-4.26.2024
Topic Description: Psychology Careers – Clinical Psychology
Readings/Videos: None
Assignment(s): **E-Journal 12 – Friday at 11:59 PM**

Each intern is required to spend 15 hours per week at the placement site, and, of course, each intern is expected to act responsibly and professionally

All lecture and calendar dates are approximately planned and subject to change.

Code of Conduct for Interns:

During my internship, as a representative of Prairie View A&M University (PVAMU) and the Department of Psychology at PVAMU, I will:

1. Demonstrate respect, dependability and cooperation with my supervisor and co-workers.
2. Ask questions to resolve any confusion regarding my internship responsibilities.
3. Maintain a strictly professional relationship with my supervisor and co-workers.
4. Refrain from using profane or inappropriate language on-site and while engaged in any off-site activities related to my internship, including interactions with staff, clients and student interns.
5. Refrain from the consumption of alcohol or drugs while engaged in activities related to my internship, including off-site meetings or gatherings with supervisor or co-workers.
6. Adhere to all organizational policies of the internship employer.
7. Adhere to the PVAMU Student Code of Conduct (even if my internship takes place off-campus).
8. Strive to understand what constitutes a permissible work absence and who to notify if absent.
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9. Report changes in schedule, supervision or problems with my internship or personal issues interfering with my ability to complete my internship to Dr. Yuki Shigemoto, Course Instructor.
10. Dress appropriately for the workplace as defined by the employer's dress code.

Course Goals:

1. Enhance the internship learning experience with lectures, panel discussions, and group and individual activities, which reinforce and expand upon behavioral and organizational issues pertinent to the internship experience
2. Provide students with opportunities to develop skills and competencies needed to successfully implement and complete their internship project and work responsibilities; and
3. Provide students with resources and knowledge, which will help them develop the skills and competencies needed to successfully transition into careers or graduate education in areas related to human relations, e.g. social services, human resource development, etc.

The specific content of the course may vary from year to year depending upon the kinds of internship activities in which students are engaged (e.g., clinical, human service, organizational, research and policy related, and so on).

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: pvtutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

Writing Center

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

Academic Early Alert

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

Student Counseling Services

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

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

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

Office for Student Engagement

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

Career Services

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

University Rules and Procedures

Academic Misconduct

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

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures.

As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct

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

Sexual Misconduct

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

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.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

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

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

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

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

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

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use

ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

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

Technical Support

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

Communication Expectations and Standards

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

Discussion Requirement

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

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

COVID-19 Campus Safety Measures

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

- **Self-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.