



**MSL202 Basic Military Tactics I & Leadership Laboratory IV
Spring Semester, 2019**

Instructor:	1LT Langhauser, Keith
Section # and CRN:	ARMY 27650 2222 P01 ARMY 27651 2281 P81
Office Location:	Room 1B124, Hobart Taylor Building, 1455 T.R. Solomon Street
Cell Phone:	703-472-3949
Email Address:	KPLanghauser@pvamu.edu; Langhauser.keith@gmail.com
Office Hours:	0900 – 1700 / M – F; Please schedule at least 24 hours in advance, though I am always available by cell phone
Mode of Instruction:	Face to Face
Course Location:	ARMY 27650 2222 P01 – Room 2B216 ARMY 27651 2281 P81 – Room 2B216
Class Days & Times:	ARMY 27650 2222 P01 – 1100 – 1150 / Tuesday & Thursday ARMY 27651 2281 P81 – 1500 – 1650 / Thursday
Catalog Description:	This is an academically challenging course in which Cadets will study, practice, and apply the fundamentals of Army Leadership, Officership, Army Values and Ethics, personal development, and small unit tactics at the Platoon level. At the conclusion of this course, Cadets will be capable of planning, coordinating, navigating, motivating, and leading a Squad and Platoon in the execution of a mission during a classroom Practical Exercise (PE), a Leadership Lab, or during a Leader Training Exercise (LTX). Cadets will be required to write peer evaluations. They will receive feedback on their abilities as a leader and how to improve those leadership skills that will further develop them into a successful Officer. This course includes reading assignments, homework assignments, small group assignments, briefings, case studies, practical exercises, a mid-term exam, and a final exam. Cadets will receive systematic and specific feedback on their leader attributes, values, and core leader competencies from their peers, ROTC Cadre, and MSL IV Cadets who will evaluate them using the Cadet Officer Evaluation System (OES). Successful completion of this course will help prepare the MS II Cadets for the ROTC Cadet Leader Course (CLC), which they will attend in the summer at Fort Knox, KY.
Prerequisites:	ARMY 27650 2222 P01 – Undergraduate level ARMY 2212 Minimum Grade of C ARMY 27651 2281 P81 – N/A
Co-requisites:	ARMY 27650 2222 P01 – N/A ARMY 27651 2281 P81 – N/A
Required Texts:	ARMY 27650 2222 P01 – N/A ARMY 27651 2281 P81 – N/A
Recommended Texts:	ARMY 27650 2222 P01 – N/A ARMY 27651 2281 P81 – N/A

Student Learning Outcomes: Cadets will develop a desire for continuous self-improvement, as well as the skills necessary to lead America's sons and daughters on the battlefields of tomorrow.

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Live honorably and build trust – The Army Profession		
2	Demonstrate intellectual, military and physical competence – Professionalism		
3	Think critically and creatively, make sound and timely decisions – Adaptability		
4	Develop, lead, and inspire; Communicate and interact effectively – Teamwork		
5	Pursue excellence and continue to grow – Lifelong Learning and Comprehensive Fitness		
6	Achieve balance, resiliency, and a strong and winning spirit – Comprehensive Fitness		

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement

ARMY 10330 2222 P01

1) Class Attendance / Participation	100 Points (10%)
2) Homework Assignments	200 Points (20%)
3) Battle Analysis Essay	150 Points (15%)
4) OPORD / COA Brief	150 Points (15%)
5) Mid-Term Exam	200 Points (20%)
6) Final Exam	200 Points (20%)

Total: 1000 Points (100%)

ARMY 10388 2281 P81

1) Lab Participation	500 Points (50%)
2) PT Attendance	300 Points (30%)
3) APFT (Record)	200 Points (20%)

Total: 1000 Points (100%)

*** All late assignments will receive a 10% reduction in grade for each day they are late***

GRADING POLICY

- 90% & above = A
- 80% & above = B
- 70% & above = C
- 60% & above = D
- 59% & below = F

Course Procedures or Additional Instructor Policies

COURSE DESIGN

This course was designed to be student-centric with the onus of learning on the student, but facilitated by the Cadre. Army Officers are expected to be life-long learners who take responsibility and personal initiative for their learning. Cadets must properly conduct their pre-class assignments to gain an understanding of the foundation on each subject in the course. Doing so will allow the Cadre to spend the majority of the class time on specific areas that are least understood from the lessons, rather than re-teaching the subject from scratch. Cadets are expected to do homework so the Cadre can spend more time sharing his/her wealth of personal and professional knowledge and experiences with the class. Class will be conducted in an interactive manner with ample opportunities for small group discussions and practical exercises. Everyone will be responsible for contributing to the success of the learning experience.

POLICIES AND PROCEDURES

Attendance Policy

Unless otherwise stated in the course syllabus/outline, or unless an absence is excused in accordance with this policy, Cadets are expected to attend and participate in all scheduled class meetings. Cadre are expected to communicate class attendance and participation requirements in the course syllabus/outline. Cadets are responsible for meeting the attendance and participation requirements in each course. If there are any questions or concerns over the requirements, Cadets should speak directly to the Cadre at the beginning of the semester.

- *Notification of Cadre*

- 1) Planned Absences. Cadets must notify Cadres at least one week prior to the planned absences. If the absence is for military service the Cadets should provide to the Cadre a copy of the military orders or documents.
- 2) Illness or other extenuating circumstances. Cadets should notify the Cadre directly of absence due to illness or other extenuating circumstance. Cadets must bring a Doctor's note in the event of missed class/lab to the Cadre.

- *Make up missed work*

- 1) Cadets are responsible for following up with Cadre members regarding missed work and assignments. With Cadre permission, make-up exams and assignments will be scheduled within a reasonable time. Make-up exams and assignments will be equivalent to and no more difficult than the original assignments.
- 2) A Cadet who misses multiple class periods should seek advice from the Cadre about the advisability of continuing in the course or requesting an Incomplete grade (if the Cadet is otherwise eligible for an Incomplete).

Participation

Cadets are expected to participate actively in learning through critical reflection, inquiry, dialogue, group interactions, and field exercises. This includes participating in class discussion, sharing personal perspectives and experiences related to principles discussed in class or reading, working with fellow students to engage in class exercises, leading lab exercises, and contributing to ROTC and university events.

Physical Training (PT) & Army Physical Fitness Tests (APFT)

Cadets are required to attend physical training every Monday, Wednesday, and Friday throughout the academic year, unless directed otherwise by Cadre. Physical Training is conducted from 0530 to 0650 at Hobart Taylor Hall.

Special Population PT will be conducted every Tuesday and Thursday following the first diagnostic APFT of the semester (see below for APFT schedule). Cadets scoring above 270 Points are not required to attend special population PT. Cadets scoring between 250 and 269 points are required to attend one Special Population PT session per week. Individuals will coordinate attendance with their Cadre. Cadets scoring below 249 points are required to attend all Special Population PT sessions.

Physical Training Schedule (MS III, IV, and V / MS I and II)

1ST Diagnostic APFT – 30JAN19 / 01FEB19

2ND Diagnostic APFT – 04MAR19 / 06MAR19

Record APFT – 22APR19 / 24APR19

Occupational Physical Assessment Test (OPAT) – 17APR19 at 0515

Combat Water Survival Test – Date TBD; during lab

Uniforms and Appearance

OCP (Operational Camouflage Pattern)

Cadets in the National Guard and Reserves are expected to wear OCPs to all classes and adhere to Army Regulation 670-1 with regard to uniforms and appearance.

Unacceptable Classroom Attire

Cutoffs, athletic wear, spandex or Lycra such as biker shorts, tank tops, tube tops, halter tops with spaghetti straps, underwear as outerwear, beach wear, midriff length tops, provocative attire, off-the-shoulder tops, evening wear, and workout clothes or shoes, etc.

Appropriate Business Casual Attire

Casual business attire will be worn on special occasions and during events. Appropriate casual business attire for Cadets includes the following:

- Male: Slacks, Polo shirts with collars, Oxford button-down shirts, sweaters and cardigans, and loafers and dress shoes
- Female: Slacks, walking shorts, button-down shirts, polo shirts, shorts, pencil skirt, loafers, sweaters, and dress shoes

Unacceptable Business Casual Attire

Plain or pocket T-shirts, T-shirts with logos, cutoffs, athletic wear, blue denim jeans, spandex or Lycra such as biker shorts, tennis shoes, tank tops, tube tops, halter tops with spaghetti straps, deck shoes, underwear as outerwear, beach wear, midriff length tops, provocative attire, off-the-shoulder tops, evening wear, and workout clothes or shoes, etc.

*** Consult Cadre for questions or confirmation ***

Collaboration

Cadets are encouraged to work together with their fellow MSL II Cadets and seek guidance and help from the instructor, MSL IV Cadets, and ROTC Cadre.

On-line Conduct

As members of the Army Team, contracted Cadets' actions and interactions, in and outside of the classroom environment, online and offline, reflect on the Army and the Army Values. All Cadets are responsible for upholding the Army standards and values including online conduct when communicating with any form of electronic media.

Any type of online misconduct such as harassment, bullying, hazing, stalking, discrimination, or retaliation that undermines the dignity and respect of another individual, is not consistent with Army Values, will NOT be condoned and subject to criminal, disciplinary, and/or administrative action.

It is every individual's (Soldier, Army Civilian, contractor, and Family member) duty to understand the laws and regulations pertaining to Online Conduct. It is every leader's responsibility to enforce those laws and regulations pertaining to Online Conduct.

For more information please refer to AR 600-20, Army Command Policy, para 1-4, 4-19, Chapter 7, and AR 600-100.

Inappropriate Relationships

Per Army Directive 2016-17 (Protecting Against Prohibited Relations During Recruiting and Entry-Level Training and IAW Department of Defense Instructions (DoDI) 1304.33 (Protecting Against Inappropriate Relations During Recruiting and Entry Level Training).

The Army and all Army personnel (including any Army military, civilian, or contractor personnel) will treat each prospect, applicant, recruit, and trainee with dignity and respect as they pursue their aspiration of serving in the military. Army policy prohibits inappropriate relations between recruiters and prospects, applicants, and/or recruits and between trainers providing entry-level training and trainees. At a minimum and as required, the prospect, applicant, recruit, trainee, recruiter, or trainer will complete the following administrative actions. Commanders may add requirements to this list.

(1) Trainers providing entry-level training will sign a DD Form 2982 that acknowledges their understanding of the prohibitions listed in paragraph 5d and their responsibilities regarding the policies to avoid the inappropriate behaviors and relations outlined in this directive. The DD Form 2982 will be recertified annually. The form will be locally filed and kept for 1 year after the trainer has left the unit.

(2) At the onset of the first training session, trainers will brief trainees on the policies in this directive and provide information that trainees can use to contact someone in leadership if they wish to report any issue related to a trainer's inappropriate conduct.

(3) Trainees will sign a DD Form 2983 to acknowledge their understanding and responsibilities as outlined in this directive no later than the first day of entry-level training. The DD Form 2983 will be locally filed and kept until 6 months after the trainee has left the unit.

NOTE: See ROTC Blackboard BOLC A Curriculum and Course Materials (Protecting Against Inappropriate Relations) for Army Directive 2016-17 and DoDI 1304.33 and Policy Letter materials.

Academic Integrity Statement

The ROTC Program is strongly committed to nurturing of academic excellence, including truth, honesty, and personal integrity. The Cadre expects all Cadets to maintain high ethical standards and adhere to the PVAMU Student Rights and Responsibilities. (<https://www.pvamu.edu/student-life/>)

Semester Calendar

WEEK 01		
14Jan19	1100 – 1150	Lesson I: Course Overview, Counseling, & Expectations
16Jan19	1100 – 1150	Lesson II: Army Writing & MFR Format (AR25-50)
	1500 – 1650	Lab I
WEEK 02		
22Jan19	1100 – 1150	Lesson III: Academic Writing
24Jan19	1100 – 1150	Lesson IV: Strategic v. Operational v. Tactical; Tactical Mission Tasks
	1500 – 1650	Lab II
WEEK 03		
29Jan19	1100 – 1150	Lesson V: Commander's Intent & COA Development/Sketch
31Jan19	1100 – 1150	Lesson VI: The Offense I
	1500 – 1650	Lab III
WEEK 04		
05Feb19	1100 – 1150	Lesson VII: The Offense II
07Feb19	1100 – 1150	Lesson VIII: Ambush
	1500 – 1650	Lab IV
WEEK 05		
12Feb19	1100 – 1150	Lesson IX: Ambush II
14Feb19	1100 – 1150	Lesson X: Movement to Contact
	1500 – 1650	Lab V
WEEK 06		
19Feb19	1100 – 1150	Lesson XI: Reconnaissance
21Feb19	1100 – 1150	Lesson XII: Security
	1500 – 1650	Lab VI
WEEK 07		
26Feb19	1100 – 1150	Lesson XIII: Call For Fire
28Feb19	1100 – 1150	Lesson XIV: Call For Fire Simulator
	1500 – 1650	Lab VII
WEEK 08		
05Mar19	1100 – 1150	Lesson XV: Midterm Review
07Mar19	1100 – 1150	Lesson XVI: Midterm Examination
	1500 – 1650	Lab VIII
WEEK 09		
12Mar19	1100 – 1150	Lesson XVII: DROP (Spring Break)
14Mar19	1100 – 1150	Lesson XVIII: DROP (Spring Break)
	1500 – 1650	Lab IX: DROP (Spring Break)
WEEK 10		
19Mar19	1100 – 1150	Lesson XIX: The Defense I
21Mar19	1100 – 1150	Lesson XX: The Defense II
	1500 – 1650	Lab X
WEEK 11		
26Mar19	1100 – 1150	Lesson XXI: Turn & Block
28Mar19	1100 – 1150	Lesson XXII: GTAOs & Engagement Area Development
	1500 – 1650	Lab XI

WEEK 12		
02Apr19	1100 – 1150	Lesson XXIII: Warfighting Functions
04Apr19	1100 – 1150	Lesson XIV: Mission Command
	1500 – 1650	Lab XII
WEEK 13		
09Apr19	1100 – 1150	Lesson XXV: COA / OPORD Briefs I
11Apr19	1100 – 1150	Lesson XXVI: COA / OPORD Briefs II
	1500 – 1650	Lab XIII
WEEK 14		
16Apr19	1100 – 1150	Lesson XXVII: Law of Land Warfare
18Apr19	1100 – 1150	Lesson XXVIII: Code of Conduct; Philosophy of Ethics & Military Service
	1500 – 1650	Lab XIV
WEEK 15		
23Apr19	1100 – 1150	Lesson XXIX: Final Review
25Apr19	1100 – 1150	Lesson XXX: Final Examination
	1500 – 1650	Lab XV

***** I reserve the right to alter the course schedule, as necessary, in order to better prepare you for service as an Army Officer. I will always notify you via email and in class when changes are made. *****

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/> Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

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 provides assistance to 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 Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and 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 of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

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. 323. Phone: 936-261-3563

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

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: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures**Disability Statement (Also See Student Handbook):**

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, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

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 mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

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. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) 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 sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. 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 Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports 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 internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in 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 rests 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 Undergraduate 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 7; Mac with OS X; 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, Internet Explorer or Firefox

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

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

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

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 discussions boards. Foul or abusive language will not be tolerated.

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 Office of Distance Learning at 936-261-3283

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 take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

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