

## BIOL1064-P03(P63); Anatomy and Physiology II Spring 2019

**Instructor:** Dr. Yassin Elhassan  
**Section # and CRN:** BIOL1064-P03(26494)/P63(26513)  
**Office Location:** E.E. Obanion Science Building, 430P  
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**Office Hours:** F 09:00 am – 12:00 & by appointment; pm, MW 01:00 – 03:00 pm; b  
**Mode of Instruction:** Face to Face (Online supplemented)

**Course Location:** New Science Building; Lecture: RMA104; Laboratory: RM 311

**Class Days & Times:** Class Meeting Days & Times:  
Lecture: Time: 08:00 – 08:50am Day: M-W; Room Location: NSCI: A104  
Laboratory: Time: 08:00 – 09:50am Day: T- R; Room Location: NSCI: 311

**Catalog Description:** BIOL 1064 Anatomy and Physiology II: 4 semester hour. An introductory course examining the organization of a human body and the mechanisms for maintaining homeostasis. Topics include metabolism, the cardiovascular, lymphatic, respiratory, digestive, urinary, and the reproductive systems. Designed for students who will pursue a career in nursing.

**Prerequisites:**  
**Co-requisites:**

**Required Texts:** **Bundle:**  
**Anatomy & Physiology (Saladin, 8th ed.)**  
**Anatomy & Physiology Lab (8th ed.)**  
**On line access code (Connect)**

**Recommended Texts:** Electronic Books. Go Green!! [www.mhhe.com/ebooks](http://www.mhhe.com/ebooks) for details

### Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Identify the important anatomical structures in each of the stated organ systems.	#1	Critical thinking, Communication
2	Demonstrate a critical understanding of all-important physiological processes of the stated systems as well as fluid and electrolyte balance, nutrition, metabolism, pregnancy, human embryology, fetal development and human genetics.	#1	
3	Explain basic cellular functions such as protein synthesis, cellular respiration, DNA replication, and cell division.	#2, #3	Communication
4	Recognize the anatomical structures, explain physiological functions, and recognize and explain the principle of homeostasis applied to the cardiovascular, lymphatic, respiratory, urinary, digestive, and the reproductive systems.	#4	

5	Perform Oral and Written communication of biomedical terms relative to the human body.	#5	Communication
6	Collaboratively work through physiological case studies.	#5	Teamwork
7	Demonstrate a critical understanding of biological and physiological processes.	#4	
8	Analyze quantitative and empirical biomedical datasets and graphs	#5	Empirical and Quantitative

### Major Course Requirements

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams** – written and practical tests designed to measure knowledge of presented course material

**Exercises** – written assignments designed to supplement and reinforce course material

**Homework & Assignments:** Online homework practices that clarifying, reinforcing, and emphasizing scientific concepts

**Projects** – Web development assignments designed to measure ability to apply presented course materials.

Course Grade Requirement	Value (points)	Total
1) Lecture Exams	4 Lecture exams at 100 points each 4 pre-exam quizzes averaged as a 100-point exam (a substitute)	30%
2) Laboratory Practical Exams	4 Practical exams at 100 pts each	30%
3) Learnsmart (Connect)	12 Learn Smarts Homework	10%
4) Assignments including: a) Connect Assignments b) Laboratory Exercises c) Pulmonary Biopac (optional)	All Assignment components	10%
5) Group Case-study Presentation	100 points	5%
6) Individual Paper	100 points	5%
7) Comprehensive Final Exam	100 points	10%
<b>Total:</b>		100%

### Grading Criteria and Conversion:

A = 100 - 90 pts

B = 89 - 80 pts

C = 79 - 70 pts

D = 69 - 60 pts

F = 59 pts or below

### Detailed Description of Major Assignments:

#### Assignment Title or Grade Requirement

#### Description

#### Lecture Exams:

Four major lecture exams will be given during the semester. Exams consist of 50 to 100 various questions (*multiple-choice, true/false, matching, short answer, & essay*). **The lecture exams account for 30% of your final grade.**

#### Lab Exams:

Four major practical laboratory exams will be given during the semester. The practical exams consist of identification of anatomical parts and physiological functions. Models, pictures, figure, slides, & animal specimens may be utilized to test the student knowledge of these systems.

**The laboratory exams accounts for 30% of your grade.**

#### Learnsmart:

LearnSmart helps students succeed by providing a personalized learning path that's based on responses to questions (right or wrong), as well as how confident they feel about the answers they provide. The program also encourages the retention of the material by identifying concepts that students are likely to forget, and directing them

back to portions of the e-book to help them solidify concepts. **The Learnsmarts will be due each week and count 10% of your grade.**

**Assignments:**

Homework Assignments include: a) On-line (*Connect*) Assignments that help answering a collection of questions discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true and false, matching, and essay questions. b) In-class Lab Exercises to reinforce the student knowledge of the chapter material. The students perform exercises targeting different body systems. c) Biopac Laboratory Assignments (Optional): Students are engaged in scientific inquiry by performing in group data collection, analysis and write-ups. **All assignment components collectively count as 10% of your grade.**

**Case studies:**

Students will collaboratively engage in assigned scientific topics discussed in the course. The students are expected to submit written papers individually and are of all group presentations of the case study to the class are assigned presentation day. **The individual paper and the group presentation each count 10% of your grade.** back to portions of the e-book to help them solidify concepts. **The Learnsmarts will be due each week and count 10% of your grade.**

**Final Exam:**

Comprehensive Final Exam is given at the end of each semester. The final exam schedule is set by the University. See attached final exam schedule for exact date. **The final exam accounts for 10% of the final grade.**  
**\*Do not schedule any activity during the final exam period**

**Taskstream**

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is **REQUIRED** to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

**Course Procedures and Additional Instructor Policies:**

**Electronic Devices:**

The use of cell phones in this class (lecture & Lab) is absolutely prohibited. All cell phones must be out of sight during lecture and lab sessions. Other electronic devices (Notebooks, Tablets ,.. etc) are allowed ONLY for course related usage and ONLY by the instructor permission. **Violators will be asked to leave the class room.**

**Attendance Policy:** Attendance will strictly be taken electronically once at the beginning of both lecture and lab sessions. Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or assigned an "F" grade. Absences are accumulated beginning with the first day of class.

**Assignments:**

**Lab Exercises:**

Lab exercises MUST be completed during the class period. Late work will not be accepted and will earn zero grade. Each student must have the **required current lab manual.**

**Connect Assignment:**

Include online homework assignments on chapter material using McGraw-Hill Connect website. Students must buy the access code and register online to be able to do and earn grades on these assignments. In addition to the access code, you also need a course code that will be provided (free of charge) by your instructor for registration. Registration date will not be extended (NO EXCUSES). Overdue assignment work will not be accepted and will earn zero grade.

**Learn Smart Homework:**

Include separate homework on chapter material posted and taken online using McGraw-Hill Connect website. You must have the two codes mentioned above to register and be able to do and earn grades on Learn Smart homework.

**Learn Smart Homework and Assignments website address:** <http://connect.mheducation.com>

#### **How to register:**

Go to your section web address and click **register now**.

**section web address:** <http://connect.mheducation.com/class/y-elhassan-biol1064-p03-sp19>

#### **Pre-Exam quizzes:**

A total of four quizzes will be given during the semester, each prior to each lecture exam. The average of these quizzes will be considered as a 100-point exam. This grade (quiz average) may substitute for either an excused missed exam or the lowest exam score.

**No makeup for missed quizzes and homework. Overdue homework will not be accepted under any circumstances. Random short pop-quizzes may be given during any time of the class and may be used toward your quizzes and/or final grade.**

#### **Lecture Exams:**

Exams should be taken as scheduled. There will be four scheduled lecture exams as well as a comprehensive final exam. An optional 5<sup>th</sup> lecture exam may be offered and taken as a substitute for either an excused missed exam or the lowest exam score. **Neither lecture nor lab exams may be take-home or open book exams.** Lecture exams will consist of multiple-choice, short-answer, matching, and true or false questions.

#### **Lab Exams:**

There will be four practical lab exams, as scheduled in the syllabus. Practical lab exams will consist of identification of structures on: Microscope slides, dissected specimens, models, figure, diagrams, and may include few short-answer questions.

#### **Make-up Exam Policy:**

- **THERE WILL BE NO MAKE-UP FOR ANY MISSED EXAM under all circumstances.** If you missed an exam you are required to submit a legitimate reason supported with required and appropriate documents.
- The first missed exam (lab or lecture), will result in a zero grade and will be considered your first lowest exam score. Your pre-exam quiz average score may substitute for this missed exam.
- Missing a second exam (lab or lecture), will result in a zero grade and will be considered your second lowest exam score. Your optional 5<sup>th</sup> lecture exam score may substitute for this missed exam.
- Missing additional exam(s) (lab or lecture exam) will result in a zero grade(s) which will be part of your final grade.
- Athlete students must be aware of this policy and fully understand it. No exceptions will be considered.
- **THERE WILL BE NO MAKE-UP of The Final Exam.**
- **THERE WILL BE NO Early-Taking of The Final Exam (NO TRAVEL EXCUSE)**
- Students must provide their own scantrons for lecture exams and written parts of lab exams
- Answer sheets for the practical part of lab exams will be provided by your Instructor.
- During exams (Lecture or Lab) none of the following is allowed:
  - Any electronic devices including smart phones and smart watches
  - Any text material
  - Bags and purses
  - Scratch papers
  - More than one scantrons or answer sheet
  - Caps, hats, or any similar covers
- Violators of the above rules will be dismissed from the exam, earn a zero grade, and will be reported to the Department.
- Violators of the lab safety dress code **WILL NOT** be allowed to attend any exam taken in a lab facility

## Semester Calendar

**Date Range: Jan 14, 2019 – May 11, 2019**

<b>Monday, Jan 14 First Class Day. Instruction Begins</b>				
Week	Lecture		Laboratory	
1 M (1/14)	Chapter 18: Circulatory System (Blood)	1 T (1/15)	Syllabus/Connect Registration Lab Safety Forms Ex. 24 (Blood)	LearnSmart Chap 18
W (1/16)	Chapter 18 (cont.)	R (1/17)	Ex.25 (Blood Test & Typing)	Assignment 1 Chap 18
2 M (1/21)	<b>Dr. Martin Luther King Jr. Day (University Closed)</b>	2 T (1/22)	Ex. 26 (Anatomy of the Heart) Ex. 26 ( <i>Dissection-Optional</i> )	
W (1/23)	Chapter 19: Circulatory System (Heart)	R (1/24)	Ex. 27 (Electrical Conductivity of the Heart) Ex. 29 (Blood Vessels-Axial)	Learn Smart Chap 19
3 M (1/28)	Chapter 19(cont.): Circulatory System (Heart)	3 T (1/29)	Ex. 30 (B. Vessels-Appendicular)	Assignment 2 Chap 19
<b>Wed, Jan 30, 12th Class Day (Census Date)</b>				
<b>Jan 31 – Mar 29, 2019, Withdrawal from course(s) with record (“W”)</b>				
W (1/30)	Chapter 20: Circulatory System (Vessels & Circulation)	R (1/31)	Ex. 32 (Blood Pressure) /BIOPAC Lesson 16 ( <i>Blood Pressure</i> )-optional	LearnSmart Chap 20
4 M (2/4)	Chapter 20 (cont.): Circulatory System (Vessels & Circulation) <b>Pre-Exam Quiz 1</b>	4 T (2/5)	Chap 21: Lymphatic & Immune System ( <i>Lymphatic Sys Part A&amp;B</i> )	Assignment 3 Chap 20
W (2/6)	<b>Lecture Exam 1: Chap (18, 19, 20)</b>	R (2/7)	<b>Lab Exam 1</b>	LearnSmart Chap 21
5 M (2/11)	Chap 21 (cont.) Lymphatic & Immune System ( <i>Immune Sys Part A&amp;B</i> )	5 T (2/12)	Chap 21 (cont.) Lymphatic & Immune System ( <i>Immune Sys Part A&amp;B</i> ) Ex. 31 (Lymphatic Sys)	Assignment 4 Chap 21
W (2/13)	Chap 22: Respiratory System	R (2/14)	Ex. 33 (Anatomy of the Respiratory System)	LearnSmart Chap 22
6 M (2/18)	Chap 22(cont.): Respiratory System	6 T (2/19)	Ex. 34 (Respiratory Physiology) Ex. 35 (Physiol. Of Exercise)- Optional	Assignment 5 Chap 22
W (2/20)	Chap 22(cont.): Respiratory System <b>Pre-Exam Quiz 2</b>	R (2/21)	Chap 23: Urinary System Ex. 36 (Urinary System); Models	
7 M (2/25)	<b>Lecture Exam 2: Chap (21, 22)</b>	7 T (2/26)	<b>Lab Exam 2:</b> ( <i>Lymphatic &amp; Respiratory Systems</i> )	LearnSmart Chap 23
W (2/27)	Chap 23(cont.): Urinary System	R (3/1)	Chap 23(cont.): Urinary System	Assignment 6 Chap 23
<b>Mar 07 - Mar 09; Mid-Semester Examination; Thu through Sat (Grade Due Tue, Mar 19)</b>				
8 M (3/4)	Chap 24: Water, Electrolytes & Acid Base Balance	8 T (3/5)	Ex. 37 (Dissection – Optional) / Ex. 37 (Urinalysis)-Optional)	LearnSmart Chap 24
W (3/6)	Chap 24: Water, Electrolytes & Acid Base Balance	R (3/7)	Chap 24(cont.) : Water, Electrolytes & Acid Base Balance	Assignment 7 Chap 24

<b>Spring Break; Mar 11 – Mar 16, 2019</b>				
<b>Mon through Sat</b>				
10 M (3/18)	Chap 25: Digestive System <b>Pre-Exam Quiz 3</b>	9 T (3/19)	Chap 25 (cont.): Digestive System	LearnSmart Chap 25
W (3/20)	<b>Lecture Exam 3: Chap (23, 24)</b>	R (3/21)	<b>Lab Exam 3:</b> <i>(Urinary &amp; Digestive Systems)</i>	Assignment 8 chap 25
11 M (3/25)	Chap 25 (cont.): Digestive System	10 T (3/26)	Ex. 38 (Anatomy of the Dig. System) Ex. 38 (Dissection-Optional)	
W (3/27)	Chap 25 (cont.): Digestive System	R (3/28)	Chap 26: Nutrition & Metabolism	LearnSmart Chap 26
<b>Good Friday/Easter (Student Holiday)</b>				
<b>Friday, Apr 19' 2019</b>				
12 M (4/1)	Chap 26 (cont.): Nutrition & Metabolism	11 T (4/2)	Ex. 39 (Digestive Physiology- Optional) Chap 26 (cont.): Nutrition & Metabolism	Assignment 9 Chap 26
W (4/3)	Chap 26 (cont.): Nutrition & Metabolism	R (4/4)	Chap 26 (cont.): Nutrition & Metabolism	
13 M (4/8)	Chap 27: The Male Reproductive System	12 T (4/9)	Chap 27: The Male Reproductive System	LearnSmart Chapr 27
W (4/10)	Chap 27 (cont.): The Male Reproductive System <b>Pre-Exam Quiz 4</b>	R (4/11)	The Male Reproductive System: Lab (Models); Ex. 40 (Male Repro- ductive System)	Assignment 10 Chap 27
14 M (4/15)	<b>Lecture Exam 4:Chap (25, 26)</b> Chap 28: The Female Reproductive System	13 T (4/16)	<b>Lab Exam 4:</b> Chap 28 (cont.): The Female Reproductive System	LearnSmart Chap 28
W (4/17)	Chap 28(cont.): The Female Reproductive System	R (4/18)	<b>Case Study Presentations</b> <b>Individual Paper Submission</b>	Assignment 11 Chap 28
15 M (4/22)	Chap 29: Human Development & Aging	14 T (4/23)	The Female Reproductive System: Lab (Models); Ex. 41 (Female Reproductive System)	LearnSmart Chap 29 Assignment 12 Chap 29
W (4/24)	Chap 29 (cont.): Human Development & Aging	R (4/25)	Chap 29 (cont.): Human Development & Aging	
<b>Tuesday , Apr 30, Last Class Day for Spring 2019 Semester</b>				
16 M (4/29)	Final Exam Review	15 T (4/30)	<b>Open Lab</b>	
<b>Final Examination Period</b>				
<b>May 01 - May 07, 2019</b>				
<b>Wednesday through Tuesday</b>				
W (5/1)	<b>Final Exam:</b> <b>Day: TBA</b> <b>Date: TBA</b> <b>Time: TBA</b>			
R (5/09)	Final grades due for graduation candidates by Noon			
Su (5/11)	Spring Commencement			
T (5/14)	Final grades due for all other students by 11.59 p.m.			

### 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.