

COURSE SYLLABUS
COLLEGE BIOLOGY BIOL 4012

June 6,, 2016 – July 11, 2016
1st 5 week session

Prairie View A&M University

College of Arts and Sciences

Department of Biology

<u>COURSE NAME</u>	<u>COURSE #</u>	<u>Section #</u>	<u>CRN:</u>	<u>Course Type</u>
Medical Terminology	BIOL 4012	P01	31010	lecture, Face to Face Instructional Method

INSTRUCTOR:	Dr. D. Vaden, Ph.D.
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CATALOG DESCRIPTION:

BIOL 4012, Medical Terminology. (2-0) Credit 2 semester hours. Emphasis is on understanding basic medical terms and learning how they are used in documenting and reporting patient care procedures. Practical applications are provided by exercise and medical record analyses in each chapter.

COURSE DESCRIPTION:

BIOL 4012 is a **web assisted course (traditional synchronous course that is supplemented with online content posted to eCourses)** offered via a web-based program, PVAMU eCourses (see PVAMU homepage for link) with a mandatory Electronic textbook (see eCourses for details). This course type is **NOT** an online course (an asynchronous course delivered fully online) **OR** a hybrid course (a majority, more than 50 percent but less than 85 percent of the planned instruction occurs when the students and instructor are not in the same place).

Please note that this course requires effective time management by students in order to remain on schedule. Students should plan to allocate, *at a minimum*, the time required for the course when offered in an on-campus/ face to face setting. **As a rule of thumb, it is recommended that a student spend 2 hours of study for each 1 hour in class. Therefore, for a 2.0 credit hour lecture course, a minimum of 4 hours of study per week (15 week semester) and ~ for 5 week summer semester, considerably more time is necessary.** The course is comprised of 15 Chapters, and multiple assignments organized to correspond to a standard semester. **The course is NOT self-paced;** approximately 3 - 4 chapters must be completed each week. Each Chapter includes the following learning activities: 1) assigned mandatory readings from the electronic text book. 2. Depending on the chapter, completion of test and flashcards, eCourses quizzes, and discussion forums are required and 3) Participation assignments that state the daily or weekly activities and due dates.

This course is designed for degree seeking students at Prairie View A&M University and uses a student centered **Electronic Textbook** for lectures and outside self-testing work. This on-line course is web-assisted and meets regularly to meet the unique needs of the students that are going on to professional schools in science and medicine. The **800 page** online printable textbook contains interactive audio-visual lecture pages that prepare each student for the **1000 self-testing flashcards** and the **800 multiple choice** self-test questions. These activities must be completed in full before you can take the exams. The electronic text work is worth **30%** of the final grade and is specifically designed to prepare you for the comprehensive examinations. The exams are worth **30%** of the final grade. Another **30%** of your grade is determined by eCourses assignments (quizzes, discussion forums, and surveys). **10%** of the grade is determined by summary reports and class participation. This course is designed specifically for students seeking careers in the health and science professions. Those biology students not interested in continuing on to health professional school find this course ideal for understanding language.

This computer assisted course is specifically designed to:

1. Improve your vocabulary skills.
2. Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
3. Provide you with multiple (3000) color medical pictures that will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course.
4. Prepare you for professional school admission tests like the GRE, MCAT, PCAT, & DAT.

5. Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique "Language of Medicine".
6. Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at a convenient time and place.

NOTE:

1. All lectures and self-testing activities must be completed before the exams or the student is in jeopardy of failing the course.

REQUIRED TEXTBOOK: electronic-textbook (e-text) is a mandatory requirement. Students CANNOT complete the course successfully without the required electronic textbook.

Purchase Your Electronic Tutorial E-Textbook (\$129.95 – 12months, \$159.95 – 24months). See eCourses for link.

Student Computer Technical Help (ANYTIME)

E-mail: support@cipcourses.com

Phone: Toll Free 1-866-280-2900 (8AM – 6PM EST, M – F) or 352-318-2254

Purchase Optional Textbook/Workbook (\$29.95 + s/h) at service@university-copy.com 352-372-7436 (T) 352-373-7505 (F)

****Be sure to ask for the HSC 3531 Textbook/Workbook****

Note: The Textbook/Workbook contains the following:

Part I: Lectures - Table of Contents.

Part II: Key 200 pages of the 800 page Online E-Textbook.

Part III: 1000 Flashcards - with word part, abbreviation, & compound term meanings.

Part V: 800 Multiple Choice Questions and Answers.

Access to Learning Resources:

PVAMU Library: phone: (936) 261-1500; web: <http://www.pvamu.edu/library/>

University Bookstore: phone: (936) 261-1990; web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

COURSE OBJECTIVES AND GOALS

The student will be able to:

- 1) Use a computer to complete this computer assisted course.
- 2) Spell and Define flashcard prefixes, suffixes, and stem words.
- 3) Identify and Explain the function of specific word parts.
- 4) Describe how medical compound terms (words) are constructed.
- 5) Build compound terms using multiple word parts in a combining form.
- 6) Fracture and Analyze key compound medical terms found on the Word Part
 - a) Flashcards, Multiple Choice Questions, and Lecture Slides.
- 7) Define key compound medical terms found on the flashcards,
 - a) both Literally and Actually.
- 8) Spell and Define medical equipment, treatment, disease, and diagnostic
 - a) compound terms.
- 9) Identify Visually and Describe Verbally some of the medical problems,
 - a) disorders, and diseases presented in the lectures.
- 10) Perform at a high level on Professional College Admission Examinations
 - a) (Examples: GRE, MCAT, DAT, NCLEX, OAT, PCAT, & VCAT).
- 11) Interpret and Understand medical course content, literature, records, and research.
- 12) Interpret and Understand word (term) meanings from a wide variety of academic
 - a) disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology.

COURSE EVALUATION METHODS:

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

Summary Reports & Participation: Students daily/weekly participation eCourses quizzes (12) will outline assignments and dues dates. A Summary report that show % complete will be uploaded via eCourses assignments

Exams – There will be approximately three multiple choice tests designed to measure knowledge of presented course material and application of critical thinking, empirical and quantitative skills.

Online Class Assignments

Class assignments are designed to supplement and reinforce course material by using critical thinking and written communication skills. Class assignments will also incorporate the analysis and interpretation of empirical and quantitative data. For group activities (Discussion Forums), students will work in small groups to demonstrate

productive teamwork by exhibiting the ability to work effectively with others to support a shared goal and consider different points of view.

Caduceus Etext and lectures – assignments launch directly into the assignment chapter and are integrated with Caduceus etext. Caduceus activities are an adaptive learning tool that maximizes productivity and identifies the most important learning objectives for each student to master at a given point in time.

Web-based Quizzes and Caduceus modules – regular web based activities designed to measure ability to apply critical thinking, empirical and quantitative skills to presented course material. There will be > twenty web-based activities given during the semester. These will consist of a combination of objectives and discussion items. The web –based activities schedule (availability and due dates) will be available in the eCourses calendar.

Narrative Essay - Narrative Essay: Goals and Expectations for the Medical Terminology Course. In the essay, your student profile should give relevance information that may influence your progress in this course (prior course work, have you taken this biology course before, extracurricular activities, hobbies, jobs, personal difficulties, etc.) Describe the learning techniques that you have used successfully, and what you know about the on-line biology course. Indicate which of the topics is of greatest interest to you and why. Discuss why you chose to take this course, how you will define successful completion of the class, and how to achieve it. Address any concerns you may have about the class.

Discussion forums are required for the course. These discussions are provided expressly to facilitate addressing student's questions and to stimulate discussion involving the content covered in each lesson. Students may communicate with the instructor and with one another via the discussion forum feature in eCourses, which is an online discussion forum in which students and faculty can communicate asynchronously (i.e., at any time) via message postings. Since postings are asynchronous, others will post responses after your postings.

****Your grade will be based on a total of 100 points. Course grades are determined from total point accumulation at the end of the semester, as follows:**

GRADING/EVALUATION:

Evaluation methods and grading include the course content listed below. The percentage allotment is as follows:

Caduceus computer assisted assignments	30 %
(interactive audio-visual lectures, self-testing flashcards, multiple choice self-test questions and 8 summary reports)	
4 Exams: Exam 1, Exam 2, Case Study Exam, and E-text Final,	30 %
eCourses assignments (quizzes, discussion forums, written assignments)	
Summary reports, participation assignments & attendance	10%
TOTAL	100 %

This course is web-assisted therefore; students are required to physically meet on designated dates and also work independently on designated dates to complete assignments.

Grading Scale

A= 90 to 100% B = 80 to 89.9 C= 70 to 79.9% D=60 to 69.9% F=0- 59.9 %

Accessing the Gradebook -Students may access their grades by clicking on the "My Grades" tab located in the left-hand navigation bar.

CHEATING:

Cheating and other forms of academic dishonesty will result in a failing grade for that assignment or exam. It is the student's duty to avoid any appearance of cheating.

Course Flow Plan

1. View and listen to the Audio-Visual Lectures in **Chapters 1 through 4.**
2. Complete the Multiple Choice Question Bank (10 Item Quizzes) in **Chapter 4.**
3. Memorize and complete the self-testing for the 1000 Flashcards in **Chapter 5.**
4. View and listen to the Audio-Visual Lectures for the Body Systems in **Chapters 6-14.** Complete the 800 Diseases and Disorders Multiple Choice Question Banks (10 Questions/Self-Test) in the last file of Chapters 6-14.
5. Now generate a printed **Summary Sheet** by clicking the typewriter symbol on your computer screen. This sheet will show the number of lecture pages completed in the 800 page online E-Textbook, the self-testing totals for the 1000 Flashcards in Chapter 5, and the 800 Multiple Choice Questions in Chapters 4, and 6-14. You must complete all of the assigned computer activities and provide/upload the **Summary Report as indicated** your instructor for recording at the time you take the final exam.

Tentative Online Schedule

** A Summary Sheet is due on specified dates (see tentative schedule below). Students will upload the summary sheet with the specified % completion to eCourses assignments. **Check the calendar in eCourses for changes to the schedule.**

Week #	Date (day)	Chapter	Schedule
1	*6/6 (M)	1 3% completion of e-text 5% completion of e-text	Review Course Syllabus 1: Orientation 2: Introduction **e-text should be purchase by the end of the business day**
1 <i>Meet in rm.123</i>	6/7 (T)	2 9% completion of e-text Summary Report Due	eCourses Written Assignment instructions available 2:1-3: Basics of Medical Terminology Discussion Forum 1 available eCourses Quizzes available, password protected
1 <i>Meet in rm.123</i>	6/8 (W)	3 15% completion of e-text 17% completion of e-text	1: Diagnosis, Equipment, Instruments & Treatment 2: Diagnosis, Equipment, Instruments & Treatment 3: Diagnosis, Equipment, Instruments & Treatment 4: Diagnosis, Equipment, Instruments & Treatment
1 <i>Meet in rm.123</i>	6/9 (R) <i>Summary sheet due</i>	4 21% completion of e-text Participation Due Written Assignment Due Summary Report Due Ecourse quizzes (#1-#4) Due	1: Integrated Medicine 2: Test: Integrated Medicine
2 <i>Meet in rm.123</i>	6/13 (M)	5 25% completion of e-text 5 27% completion of e-text Participation Due Summary Report Due	1: Flash Cards (A- to EMBRY-) & - EMESIS to MUC/O) 1: Flash Cards (MULTI- to SPASM)
2 <i>Meet in rm.123</i>	6/14 (T)	5 29% completion of e-text	1: Flash Cards (SPERM/O to -YO)
2 <i>Meet in rm.123</i>	6/15 (W)	6 33% completion of e-text 6 39% completion of e-text Participation Due	1: Musculoskeletal System 2: Musculoskeletal System 3: Musculoskeletal System 4: Musculoskeletal System 5: Test: Musculoskeletal System
2 <i>Meet in rm.123</i>	6/16 (R)	7 43% completion of e-text 7 49% completion of e-text Participation Due Summary Report Due	1: Nervous System 2: Nervous System 3: Nervous System 4: Nervous System 5: Test: Nervous System Exam 1 (Midterm)
2	6/17-19 (F-S)	8 52% completion of e-text 8 58% completion of e-text	1: Circulatory System 2: Circulatory System 3: Circulatory System 4: Circulatory System 5: Test: Circulatory System
3 <i>Meet in rm.123</i>	6/20 (M) <i>Summary sheet due</i>	9 64% completion of e-text Participation Due Summary Report Due Ecourse quizzes (#9-#12) Due	1: Respiratory System 2: Respiratory System 3: Test: Respiratory System
3 <i>Meet in rm.123</i>	6/21 (T)	10 68% completion of e-text Participation Due Ecourse quizzes (#5-#8) Due	1: Integumentary System 2: Integumentary System <i>Ecourse assessment: Respiratory System 2 & Integumentary System 1-4</i>
3 <i>Independent Study</i>	6/22(W)	10 74% completion of e-text Participation Due	3: Integumentary System 4: Integumentary System 5: Test: Integumentary System Discussion Forum #2 Available
3 <i>Independent Study</i>	6/23 (R)	11 82% completion of e-text Summary Report Due Participation Due	1: Digestive System 2: Digestive SystemD 3: Digestive System 4: Test: Digestive System

Week #	Date (day)	Chapter	Schedule
4	6/27 (M)	12 88% completion of e-text Summary Report Due	1: Urogenital 2: Urogenital 3: Test: Urinary System <i>Ecourse Quiz: Urogenital 1-2, Urinary System.</i>
4 <i>Independent Study</i>	6/28 (T)	13 92% completion of e-text Participation Due	1: Venereal Diseases 2: Test: Reproductive System & Venereal Diseases <i>Ecourse Quiz: Reproductive & Venereal diseases</i>
4 <i>Independent Study</i>	6/29 (W) <i>Summary sheet due</i>	14 15 98% completion of e-text Participation Due	1: Endocrine System 2: Test: Endocrine System 1: Appendix and Bibliography <i>Ecourse Quiz: Endocrine System</i>
4 <i>Independent Study</i>	6/30(R)	Participation Due Summary Report Due	Class quiz/activity. Discussion Forum #3 available
<i>University Closed</i>	7/4 (M)		Independence Day (University Closed)
5 <i>Independent Study</i>	7/5 (T)		Study Day
5 <i>Meet in rm.123</i>	7/6 (W)	Exam (8-9:50am)	eCourse Exam (Chp. 1 – 13)
5 <i>Meet in rm.123</i>	7/7 (R)	Exam	Case Study Exam E-text Final Examination is scheduled by the University for Medical terminology is July 11 th , however students should take the E-TEXT FINAL EXAM from July 7 th – July 11 th . The E-TEXT Final Exam must be submitted no later than July 11th, 5PM. Student should allow a maximum of 150 minutes to take the automatically times final.
6	7/11 (M)		Summer Session I Ends (E-text Final Examination must be submitted by 5PM)
	7/13 (W)		Final Grades Due <i>via</i> Panthertracks

On **June 16th** your summary sheet must show that you have completed all work through **Chapter 5: Test: Nervous System** of the e-textbook (49%). A minimum of 52% must appear on your **Summary Report** submitted on **June 16th** or **5%** will be deducted from and final grade.

By **June 30th** your summary sheet must show that you have completed all work through **Appendix and Bibliography** of the e-textbook (98%). A minimum of 98% must appear on your **Summary Report** submitted on **July 30th** or **5%** will be deducted from and final grade.

EXAMS (3)

- 1) Midterm Exam, June 16th
- 2) Ecourse Exam : Wed., July 6th
- 3) Case Study Exam: Thurs., July 7th
- 4) E-text Final Exam: July 7 – 11(5PM)

**** All students, especially the Graduating Candidates must have E-Text Exam submitted by August 11th at 5PM**

The **Final E-text Examination** covers the **1000 Flashcard** Word Part and Medical Abbreviation Meanings and the **800 Multiple Choice Questions**. The Final Exam questions contain Flashcard Meanings in a T/F (200) or M/C format (100). The remaining questions are Chapter Multiple Choice Questions. Review your on-line materials and printed copies before taking the final examination. **Turn in your last summary sheet the day the post-assessment examination is taken.** This e-text final exam lasts for a maximum of 150 minutes. It contains 200 True/False and 100 Multiple Choice questions developed from your textbook, and online self-testing materials. Carefully read all text posted on the website before taking the final exam.

University and Course Rules and Procedures

1. COURSE WORK

Students MUST take the scheduled quiz or examination within the 24-hour period on the dates indicated. In the on-line delivery format, THERE IS NO OPPORTUNITY FOR MAKE-UP QUIZZES OR EXAMINATIONS unless official excuse is provided. All assignments MUST be submitted by the established deadline. Assignments submitted within 24 hours of the established deadline will be subject to a significant penalty in

points. Submissions made more than 24 hours after the established deadline will not be accepted. There is no "extra credit" work available, nor are exceptions or extensions to established schedules and policies except in the case of medical emergency documented with the Dean of Student Affairs. Examinations There are three major exams will be given during the semester. Exam questions will be multiple choice. Do not schedule any activity during the final exam period in this class. There will be no excused absences or makeup for the final exam. The final exam is not cumulative. **MAKE-UP EXAMS:** Students are strongly advised to take all exams at the scheduled time. Plan and schedule your activities so that you can be present to take all exams at the scheduled time. Students with non-valid or non-official excuses for missing an exam will earn a grade of zero (0) for the missed exam. Students may request a make-up exam for one that was missed. However, the instructor will schedule the time and place of the make-up exam which will not interrupt the teaching of the class or delay the complete coverage of the course topics.

2. **STUDENT CLASS ATTENDANCE POLICY:** The University Attendance Policy requires students to be present for each scheduled class or schedule online assignments. Students are responsible for materials covered during their absences. Online class assignments will start at the prescribed time and end at the prescribed time. Failures to complete online assignments are accumulated beginning with the first day of class. The University catalog provides more detailed information.
3. **ACADEMIC MISCONDUCT:** (Students caught cheating will receive a grade of F for the course. Students are prohibited from participation in acts of academic dishonesty, including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. The undergraduate catalog provides more detailed information. It is the responsibility of students and faculty members to maintain academic integrity at the University by refusing to participate in or tolerate academic dishonesty. Reports must be the work of the individual student. Evidence of copying your work from others, including the world wide net, is cheating. Students should read the section on Offenses and Appropriate Disciplinary Actions in the current PVAMU website catalog.

Forms of academic dishonesty:

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.

Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

Fabrication: use of invented information or falsified research.

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.

4. **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.
5. **SEXUAL MISCONDUCT (See Student Handbook):** 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 this policy will be subject to disciplinary action.
6. **DISABILITIES:** The office of Disability Services is located in Evans Hall, room 315 or call (936) 261-3585. This office is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act, Section 504 and Americans with Disability Act) If you have a disability, please inform me so that I can assist you to get "reasonable accommodation" related to the disability. ADA Statement: Students with disabilities who believe they may need adjustment in this class are encouraged to contact the Office of Disabilities Services at (936) 261-3585 as soon as possible. Once you receive a letter of adjustment from the office, please make an appointment with instructor to discuss adjustments for this class.
7. **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 Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. All challenges or recalculations of final course grades must be documented by the student with appropriate paperwork, and must be brought to the attention of the instructor within the first week following completion of the course. Quiz and examination grades must be contested within the first week following administration of the quiz or examination. After these deadlines, changes will not be considered. **Course Time Limits:** This is a semester-based course and you must complete all course requirements within the semester that you are enrolled. It is important to schedule your course study to fit

into your academic plan. Be aware many instructors are not on campus during the holidays or term breaks, which can delay the return of corrected assignments. Therefore, if you have important deadlines to meet such as graduation, be sure to complete and submit all of your assignments and take the final examination as scheduled. It is your responsibility to ensure the credits for this course will apply toward graduation or certification deadlines.

8. **COMMUNICATION**

Students can communicate with the instructor via the imail (email function in eCourses).

All communications must be in standard English. Your instructor will not read or respond to abbreviated communications in "text message" format.

All electronic mail communication related to this course will utilize the iMail tab. To communicate by e-mail within the course with other participants or all participants, click the Mail tab link on the left and click Create Message to send a message. Students are able to send messages to All Users or Select Users in the course, including the instructor. Be sure to check only the recipients that you want to receive the E-mail.

Your instructor will hold a "virtual" office hour.. During these times I will respond to email inquiries as well as to postings on the discussion blogs. Students will receive timely responses to any email sent during normal business hours (i.e., 8 am to 5:00 pm) during the work week (i.e., Monday through Friday). Any e-mail sent at other times will be addressed during the next regular work day. Should I be out of the office, an unavailable to students, for any reason I will post an announcement so that students may plan accordingly.

Technical Considerations for Online and Web-Assisted Courses

Minimum Hardware and Software Requirements:

- Pentium with Windows 7 or PowerMac with OS 10.7 or later
- Ethernet or wireless connection to the Internet
- Internet provider with SLIP or PPP Broadband service
- 2GB RAM
- Hard drive with 40MB available space
- 17" monitor, 1024x768, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 9.0 /plug-ins or Mozilla, Foxfire, Google Chrome
- Plug-ins
 - Flash 11+
 - Java SE6, SE7
 - Quicktime 7.7+
- Java: Version 1.5 or higher
- Media Player: Flash 9 or higher
- Adobe Reader Version 7 or above
- Participants should have a basic proficiency of the following computer skills:
 - Sending and receiving email
 - A working knowledge of the Internet
 - Proficiency in Microsoft office Suite
 - Proficiency in the Acrobat PDF Reader
 - Basic knowledge of Windows or Mac O.SX.

What are the System Requirements for the Caduceus International Publishing (CIP) ETEXT?

Microsoft Windows XP or above recommended, MAC, Ipad and Iphone

Firefox Install: PC

Google Chrome Install: PC

Apple Mac OS X 10.2 or above: NOTE: Although, our website is thoroughly tested in all platforms.

When taking a Timed/Graded test or Exams, please use a PC with Firefox or Google Chrome. This is to ensure you will not encounter an error.

Safari 5.1.7 or above Install: MAC

Google Chrome Install: MAC

Firefox Install: MAC

Minimum Hardware Requirements:

Dialup internet access (Not Recommended, see Network Recommendations)

Sound Card
Headphones/Speakers

Network Recommendations:

High speed Internet Connection (such as ISDN or Cable Modem).

Compatibility Statement:

CIPCourses.com is known to work well on PC's or Apple computers running above operating systems and web browsers. Other operating system and browser combinations may work but are not tested or supported.

Not all web browsers are created equal! For the best possible learning experience, please use one of the listed browsers and operating systems.

If you are having problems with your browser, please Contact Us, and we will do our best to resolve them quickly and efficiently.

Netiquette (online etiquette): students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources. Students in traditional classes may not need to participate in online discussions.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Communication Expectations and Standards:

All emails or discussion postings will receive a response from the instructor within 48 hours.

You can send email anytime that is convenient to you, but instructor checks email messages throughout the work-week (Monday through Friday). Instructor will respond to email messages during the work-week by the close of business (5:00 pm) on the day following **receipt** of them. Emails received on Friday will be responded to by the close of business on the following Monday.

Submission of Assignments (may not be required for traditional courses):

Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

Discussion Requirement for online courses:

There will be no required face to face meetings on campus (online courses only). However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. 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 should be copied and pasted to the discussion board.

Academic Calendar Summer 2016 –1st 5 Week Session

The Prairie View A&M Academic Calendar is subject to change. Please check the Prairie View A&M University website for updates.

Apr 12 - May 30	Priority Registration Tuesday through Monday
May 30	Memorial Day Holiday (University Closed) Monday
May 31 - Jun 03	Regular Registration Tuesday through Friday
Jun 06	Instruction, Late Registration, and Add/Drop Period Begins Monday
Jun 06	Last Day for Late Registration and Add Courses – Web Registration Closed Monday
Jun 09	Census Date Thursday
Jun 09	Last Day to Withdraw from Course(s) without Academic Record Thursday
Jun 09	Late Deadline to apply for Summer 2016 Graduation Thursday
Jun 10	Withdrawal from Course(s) with Academic Record (“W”) Begins Friday
Jun 21	60% of Term Tuesday
Jun 24	15th Class Day Friday
Jul 04	Independence Day (University Closed) Monday
Jul 05	Withdrawal from Course(s) with Academic Record (“W”) Ends Tuesday
Jul 06-07	Medical Terminology Exams (students must meet in room 123)
Jul 08	Last Day to Withdraw from the University (From All Courses) Friday
Jul 08	First Summer Session Ends Friday
Jul 11	Final Exams, Medical Terminology <u>E-text</u> Final Exam DUE Monday
Jul 13	Final Grades Due <i>via</i> Panthertracks Wednesday