

## Anatomy and Physiology I BIOL2401- P01 (10564)/P81 (10584) Fall 2023

### Course Information

**Instructor:** Yassin M. Elhassan, PhD.  
**Section # and CRN:** P01 (10564)/P81 (10584)  
**Office Location:** E.E. Obanion Science Building, Suite 430E  
**Office Phone:** 936-261-3163  
**Email Address:** yaelhassan@pvamu.edu  
**Office Hours:** TR: 09:00 – 10:00 am; TR: 12:00 – 01:00 pm; MW: 12:00 – 01:00 pm; F: 10:00 am – 12:00 pm and/or by appointment.  
**Mode of Instruction:** Face to Face  
**Course Location:** P01: MT Harrington Bldg. 205; P81: MT Harrington Bldg. 205  
**Class Days & Times:** P01: TR, 08:00-08:50 am; P81: MW, 08:00-09:50 am  
**Catalog Description:** An introductory course examining the organization of a human body and the mechanisms for maintaining homeostasis. Topics include chemistry of life, cell and tissue structure, metabolism, skeleton, muscular, nervous, endocrine, and integumentary system. Designed for students who will pursue a career in nursing.

### Prerequisites:

### Co-requisites:

**Required Text(s):** **Anatomy & Physiology: An integrative Approach, (McKinley, 4th ed.)**  
**Anatomy & Physiology Lab**  
**On line access code (Connect)**

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

### Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Identify and summarize the steps of the scientific method and recognize their role in the context of a laboratory experiment		Critical Thinking, Communication
2	List, identify, and classify the cellular organic macromolecules, specify the monomers for each, and explain their relevance to human structure and function.		
3	Explain basic cellular functions such as protein synthesis, cellular respiration, DNA replication, and cell division.		Communication
4	Recognize the anatomical structures, explain physiological functions, and recognize and explain the principle of homeostasis applied to the integumentary, nervous, endocrine, muscular and skeletal systems		
5	Perform Oral and Written communication of biomedical terms relative to the human body		Communication
6	Collaboratively work through physiological case studies		Teamwork

7	Demonstrate a critical understanding of biological physiological processes		
8	Analyze quantitative and empirical biomedical datasets and graphs		Empirical and Quantitative

## Major Course Requirements

### Method of Determining Final Course Grade

Item	Course Grade Requirement	Value	Total
1)	Lecture Exams	4 Lecture exams at 100 points each	30%
2)	Laboratory Practical Exams	4 Practical exams at 100 pts each	30%
3)	Smart Book (SB) Assignments	16 SB Assignments at 100 pts each	10%
4)	Chapter Assignments	20 Assignments at 100 pts each	5%
5)	Practical Exercises (Virtual labs, APR, Reaction Time, EOG, EEG Biopacs)		5%
6)	Case-Study Presentation	Group Assignment at 100 pts each	5%
7)	Research Paper	Individual Student Assignment	5%
8)	Comprehensive Final Exam	100 points	10%
<b>Total:</b>			<b>100%</b>

### Grading Criteria and Conversion:

A = 100 – 90pts;

B = 89 – 80pts;

C = 79 – 70pts;

D = 69 – 60pts;

F = 59pts or below

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-no-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.

### Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Online Chapter Assignments	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.
Smart Book Assignments	Adaptive modules aiding students in learning the topics needed to help them be successful in the course. Time spent on topics varies based on needs. The study plan can be adaptive, which involves self-paced learning process using built-in diagnostic tools to gauge progress and improvement, or a customized plan, which involves setting a class-paced learning process with directions by assigning activities and topics that meet specific learning objectives, term goals and students' needs.
Lab Exercises	Mixed exercises and homework assignments to reinforce the student knowledge of the chapter material. They include virtual labs and APR activities. The students will perform exercises and assignments targeting different body systems.

## Course Procedures or Additional Instructor Policies

### Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, 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 (1<sup>st</sup> 5 minutes)** 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.

### **Course Evaluation Methods**

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

**Exams:** – Each lecture and laboratory exam will focus on measuring the students understanding of the physiological processes and anatomical structures of the human anatomy.

**Lecture:** Minimum of four lecture exams will be given during the semester. Exams will consist of various categories of questions, including but not limited to (*multiple-choice, true/false, matching, short answer, & essay*). The exams will measure the student's ability to process anatomy and physiology lexicon, identify the structural similarities and differences, process physiological processes. In addition, they relate concepts to clinical application and communicate thoughts in written format. **Lecture exams account for 30% of the final grade.**

**Laboratory:** A minimum of four laboratory exams will be given during the semester. One laboratory exam can be given in an oral format. The practical examinations consist of identification of anatomical parts and physiological functions. Models, animal specimens, textbook & online figures and animations will be utilized to test knowledge of the various systems.

**Laboratory exams account for 30% of the final grade.**

#### **Smart Book:**

Smart Book 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. **Smart Book assignments will be due each week and may be assigned ahead of the chapters; they count 10% of your grade.**

#### **Online Assignments:**

Online assignments are designed to supplement and reinforce course material; they include:

**Connect Chapter Assignments:** Will be answering a collection of questions discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true/false, matching, and essay question.

**Connect Exercise Assignments:** A variety of different categories of exercise assignments including virtual laboratory, Anatomy and Physiology Revealed (APR), Organ System Assignments that cover various areas of the course material. Virtual labs provide a powerful learning tool and an effective alternative for wet labs.

**Biopac Laboratory Assignments:** Students are engaged in scientific inquiry by participating in group data collection, analysis, and write-ups. Students may perform exercises targeting muscular function, brain function, ANS, exercise physiology and neurophysiology. **All online assignments will account for 10% of your grade.**

#### **Case studies/Biological Topic:**

Students will collaboratively engage an assigned scientific topic discussed in the course. The group is expected to give an oral presentation of their case study to the class on an assigned day. **The case study accounts for 5% of your grade.**

Students will individually select a topic of their choice from a list of various scientific topics; they research the topic and submit a written research paper about the theme of their selected topic. **The paper accounts for 5% of your grade.**

**A comprehensive Final Exam is given at the end of each semester. The final exam accounts for 10% of your grade. The final exam schedule is set by the University. See attached final exam schedule for exact date.**

**\*Do not schedule any activity or travel before or during the final exam period (\*see final exam dates).**

### **Taskstream:**

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

### **Critical Thinking, Empirical and Quantitative Core Assessment**

**Standard deviation assignment** will measure the student ability to handle experimental data and/or calculate selected experimental data set. It will also measure the student ability to calculate average values of observed data, compare results, and making basic inferences using the means, the variance, and the standard deviation. This assignment will be referenced against the Association of American College and Universities Empirical and Quantitative rubric.

### **Teamwork, Oral and Written Communication**

**Case Study/Scientific Topic Core Assessment** will measure the student's ability to research, analyze and communicate information for a given case study/scientific topic. Each student will be assigned to a group to discuss the requirements of the case study. Each member of the group will be responsible for a written portion of the case study and the oral presentation. The case study topic(s) will require students to research information and compare data. Then the students will collaboratively assemble an oral presentation using Prezi to be assessed by their peers and/or professor. This assignment will be referenced against the Association of American College and Universities Written and Oral communication rubric, Teamwork rubric, and Peer Evaluation Rubric (Herreid, C.F., 2007).

Example of Scientific Topic is a comparison of Nervous system disorders; the students will be responsible for knowing and communicating the history, effected population, discovery and treatment of the disorder.

### **Exam Policy:**

- **All exams MUST be taken under MHE Proctorio. Any exam taken without MHE proctoring system (Proctorio-Lock down Browser) WILL EARN A ZERO GRADE.**
- **If you arrive more than 10 minutes late to any exam you will be denied taking that exam and will be assigned a zero grade with no make-up.**
- **MAKE-UP EXAM POLICY.** If you missed an exam **you are required** to submit a legitimate reason **supplemented** with the required official documents, **otherwise a missed exam will earn a zero grade**
- The lowest exam score will be dropped and that will count against your missed exam. In other words, the first missed exam (lab/lecture) will earn a zero grade and will be dropped as your lowest exam score; **missing another exam, without documented legitimate excuses, will result in a zero score and will be part of your final grade computation.**
- **Approved substitute (make up) exams, will be given ONLY DURING THE LAST WEEK OF THE SEMESTER**
- **THERE WILL BE NO Early-Taking of The Final Exam (NO TRAVEL EXCUSE)**
- **MAKE-UP for The Final Exam will only be approved by the Department.**

### **Testing system**

- **Proctorio is a Learning Integrity resource**
- This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course's assessments, within some of your Connect assignments. As your instructor, I've chosen the secure exam settings required by this course, and only I will make a judgment as to any potential academic integrity violation.

- **Assignments with Proctorio**
- You'll be able to see which assignments in Connect include Proctorio settings because they will be clearly labeled with "Proctoring Enabled" in the assignment title. The settings that I use may vary depending on the assignment. When you start a proctored assignment, the settings in use will be indicated.
- **Proctorio Minimum System Requirements**
- Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The [Proctorio system requirements](#) are dependent on the exam settings and may require a webcam and a microphone. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work.
- **Equity and Fairness**
- The reason I've chosen to enable Proctorio settings for specific assignments in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.
- **Privacy**
- Proctorio is a trusted resource for remote proctoring because of the company's commitment to student privacy. Proctorio uses single sign-on through Connect, and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties. Read more about [Proctorio's approach to privacy](#).
- **Security**
- Proctorio only runs as an extension in your Chrome browser. This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.
- Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. After your proctored assignment ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, if you choose to do this, you'll need to reinstall the extension again before starting your next proctored assignment.
- All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Proctorio cannot see your proctored assignment data. Read more about [Proctorio security](#).
- **Getting Started**
- Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in [Proctorio's Quick Start Test Taker Guide](#) for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment.
- If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or reach out to Connect or Proctorio support for troubleshooting. Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.

### Semester Calendar

<b>BIOL2401-P01(10564)/P81(10584) Lecture and Lab Schedule ; Aug 21, 2023 – Dec 07, 2023</b>				
<u>Week</u>	<u>Laboratory</u>	<u>Week</u>	<u>Lecture</u>	<u>Online Assignments</u>
1 M(8/21) 8:00-9:50a	Register for Connect/ Connect Orientation Video	1 T(8/22) 8:00-8:50a	Syllabus / Pre-Test Chapter 1 Science of Anatomy & Physiology	Smart Book: Chapter 1 Chap 1 Assignment APR Basic Anatomy
W(8/23) 8:00-9:50a	Systems and Organization of the Body	R(8/24) 8:00-8:50a	Cont. Chapter 1	Atoms, Ions, Molecules pH Balance
<b>Attendance Reporting Period (NS/HS): Mon, Aug 21 – Wed Aug 30</b>				
2 M(8/28) 8:00-9:50a	Practice Atlas: Body Orientation	2 T(8/29) 8:00-8:50a	Chapter 2 Atoms, Ions, & Molecules	Smart Book Chapter 2 Chap 2 Assignment Enzymes
W(8/30) 8:00-9:50a	Cont. Chapter 2  Atom Configuration Practice	R(8/31) 8:00-8:50a	Cont. Chapter 2 Chapter 3: Energy; Chemical Reaction; Cellular Respiration	Tests for: Starch; Sugars; Proteins; Fat
<b>Mon, Sep 4<sup>th</sup>: Labor Day Holiday (Subject to Approval)</b>				
<b>Wed, Sep 6<sup>th</sup>: The 12<sup>th</sup> Class Day (Census Date) &amp; Final Day to Drop/Withdraw from Course(s) without Academic Record</b>				
3 M(9/04) 8:00-9:50a	Cont. Chapter 3	3 T(9/05) 8:00-8:50a	Cont. Chapter 3	Smart Book Chapter 3 Chap 3 Assignment APR Biology of the Cell Diffusion; Osmosis;
W(9/06) 8:00-9:50a	Cont. Chap 3:  Cellular Division: Models	W(9/07) 8:00-8:50a	Chapter 4: Biology of The Cell	Tonicity Microscopy: Prelab Bright Field Animal Cell
4 M(9/11) 8:00-9:50a	Cont. Chapter 4:	4 T(9/12) 8:00-8:50a	Cont. Chapter 4:	Smart Book Chapter 4 Chap 4 Assignment
W(9/13) 8:00-9:50a	Chapter 5: Tissue Organization	R(9/14) 8:00-8:50a	Cont. Chapter 5:	Smart Book Chapter 5 Chap 5 Assignment APR Tissue Organization; Muscle Tissue Histology; Nervous Tissue Histology
5 M(9/18) 8:00-9:50a	Cont. Chapter 5:	5 T(9/19) 8:00-8:50a	<b>Lecture Exam I: (Chap 1, 2, 3,4)</b>	
W(9/20) 8:00-9:50a	Cont. Chap 6: Integumentary System	R(9/21) 8:00-8:50a	<b>Lab Exam I (Atlas A 1,2,3,4)</b>	Smart Book Chapter 6 Assignment Chapter 6 APR Integumentary system
6 M(09/25) 8:00-9:50a	Cont. Chapter 6:	6 T(09/26) 8:00-8:50a	Cont. Chapter 6	

W(09/27) 8:00-9:50a	Chapter 7 Bone Structure & Function	R(09/28) 8:00-8:50a	Cont. Chapter 7	Smart Book Chapter 7 Assignment Chapter 7
7 M(10/02) 8:00-9:50a	Cont. Chapter 7	7 T(10/3) 8:00-8:50a	Chap 8: Axial & Appendicular Skeleton	
W(10/04) 8:00-9:50a	Cont. Chapter 8	R(10/05) 8:00-8:50a	Cont. Chapter 8	Smart Book Chapter 8 Assignment Chapter 8 APR Axial Skeleton APR Appendicular Skeleton
<b>Oct 12 - Oct 14; Mid-Semester Examination Period; Thursday through Saturday;</b> ( <i>Grade Due Wed, Oct 18</i> ) <i>Lecture Exam II &amp; Lab Ex II may be used for Midterm Grade</i>				
8 M(10/09) 8:00-9:50a	Cont. Chap 8	8 T(10/10) 8:00-8:50a	<b>Lecture Exam II (Chap 5,6,7,8)</b>	
W(10/11) 8:00-9:50a	Chap 9 Articulations	R(10/12) 8:00-8:50a	<b>Lab Exam II (Chap 5,6,7,8)</b>	
9 M(10/16)	<b>No Classes0</b>	9 T(10/17)	<b>No Classes</b>	
W(10/18) 8:00-9:50a	Cont. Chap 9 Articulations	R(10/19) 8:00-8:50a	Cont. Chap 9	Smart Book Chapter 9 Assignment Chapter 9 APR Articulations
10 M(10/23) 8:00-9:50a	Chapter 10 Muscles Tissue	10 T(10/24) 8:00-8:50a	Cont. Chapter 10	Smart Book Chapter 10 Assignment Chapter 10 Prelab Skeletal Muscle Electrical Stimulation
W(10/25) 8:00-9:50a	Cont. Chapter 10	R(10/26) 8:00-8:50a	Chapter 11 Axial & Appendicular Muscles	Shoulder and Elbow Movement Exercise Prelab Electromyography Electromyography: Motor Unit Recruitment Time to Fatigue
11 M(10/30) 8:00-9:50a	Cont. Chapter 11	11 T(10/31) 8:00-8:50a	Cont. Chapter 11	Smart Book Chapter 11 Assignment Chapter 11 APR Axial & Appendicular Muscles
W(11/01) 8:00-9:50a	Chapter 12 Nervous Tissue	R(11/02) 8:00-8:50a	Cont. Chapter 12	Smart Book Chapter 12 Assignment Chapter 12
12 M(11/06) 8:00-9:50a	<b>Cont. Chapter 12</b>	12 T(11/07) 8:00-8:50a	<b>Lecture Exam III (Chapters 9,10,11,12)</b>	
W(11/08) 8:00-9:50a	Chapter 13 Brain & Central Nervous Sys	R(11/09) 8:00-8:50a	<b>Lab Exam III (Chapters 9,10,11,12)</b>	
	<i>Case Study &amp; Paper Submission</i>		<i>Case Study &amp; Paper Submission</i>	
13 M(11/13) 8:00-9:50a	Cont. Chapter 13:	13 T(11/14) 8:00-8:50a	Chapter 14: Spinal Cord & Spinal Nerves	

W(11/15) 8:00-9:50a	Cont. Chapter 14:	R(11/16) 8:00-8:50a	Cont. Chapter 14:	Smart Book Chapter 14 Assignment Chapter 14 APR Spinal Cord & Nerves
<b>Thanksgiving Holidays: Thu, Nov 23<sup>th</sup> - Sat, Nov 25<sup>th</sup></b>				
14 M(11/20) 8:00-9:50a	Chapter 15: Autonomic Nerves System	14 T(11/21) 8:00-8:50 am	Cont. Chap 15:	Smart Book Chapter 15 Assignment Chapter 15 APR Chap 15 ANS
W(11/22) 8:00-9:50a	Chapter 16 Senses	R(11/23) 8:00-8:50a	Cont. Chapter 16	Smart Book Chapter 16 Assignment Chapter 16 APR Chap 16 Senses
<b>Wednesday , Nov 29<sup>th</sup>, Last Class Day</b>				
15 M(11/27) 8:00-9:50a	<b>Lecture Exam IV: (Chap13,14,15,16)</b>  <b>Lab Exam IV: (Chap13,14,15,16)</b>	15 T(11/28) 8:00-8:50a	Chapter 17 Endocrine system	
W(11/29) 8:00-9:50 am	Chapter 18 The Blood	R(11/30) 8:00-8:50 am	Study Day (No Class in Session)	
<b>Final Exams Period: Thu, December 01 – Wed, December 07 Class Final Exam: (TBA)</b>				
<b>Thu, Dec 08, Final Grades due for Graduation Candidates (12:00 p.m.)</b>				
<b>Sat, Dec 10, Commencement</b>				
<b>Tue, Dec 13, Final Grades due for all other students (11:59 p.m.)</b>				

## 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. [Library Website](#) Phone: 936-261-1500

### Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect 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 within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). 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 and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); [University Tutoring Website](#)

### 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; [Writing Center Website](#), [Grammarly Registration](#)

### Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

### Student Counseling Services

The Student Counseling Services 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, 2<sup>nd</sup> floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

### Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); [Testing Website](#)

### 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; [Disability Services Website](#)

### 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 classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

### Veteran Affairs

Veteran 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; [Veteran Affairs Website](#)

### 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; [Student Engagement Website](#)

### Center for Careers & Professional Development

This center supports students through professional development, career readiness, and placement and employment assistance. The center 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 center website for information regarding services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

## 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.

### PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software. Using these tools without my permission puts your academic integrity at risk. Students must not substitute the substance of their original work with the results of using AI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

### 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 ability 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](mailto: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, Dr. Zakiya Brown, at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [Title XI Website](#), 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](mailto: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." Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused. Absences are accumulated beginning with the first day of class during regular semesters and summer terms.

#### Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

#### Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: [deanofstudents@pvamu.edu](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu) or phone: (936) 261-3524.

#### 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 Catalina
- Smartphone or iPad/tablet with wi-fi\*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- 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

\* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

##### **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 (Zoom)

#### *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 [Password Reset Tool](#) 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](mailto: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

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at [timelycare.com/pvamu](https://timelycare.com/pvamu).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.