## General Course Information

<table>
<thead>
<tr>
<th>Information Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>Dr. Carla J. Whittaker</td>
</tr>
</tbody>
</table>
| Section # and CRN: | Lecture: BIOL 1064 – Y03  
Laboratory: BIOL 1064 – Y83                                      |
| Office Location:   | E. E. Obanion Science Building Room 430 W                                   |
| Office Phone:      | 936-261-3170                                                               |
| Email Address:     | cjwhittaker@pvamu.edu                                                       |
| Office Hours:      | Mondays and Wednesdays 4:00 PM – 4:50 PM; or  
Immediately After Class                                                  |
| Mode of Instruction:| Hybrid Instruction                                                          |
| Course Location:   | E. E. Obanion Science Building Room 308(Lecture) and Room 309 (Laboratory) |
| Class Days & Times:| Lecture: Mondays and Wednesdays 5:00 PM – 5:50 PM  
Laboratory: Mondays and Wednesdays 6:00 PM – 7:50 PM |
| Catalog Description:| Anatomy and Physiology: (2-4) Credit semester hours each. The structure and functions of the human body. The structure of each of the systems demonstrated by models, charts, and animal dissections with their functions studied by experiments. Laboratory fee required. ** (BIOL 2402) |
| Prerequisites:     | It is desirable to have successfully completed BIOLOGY 1054 before taking Biology 1064. You must exhibit an adequate understanding of associated scientific terminology and principles of general biology, and general chemical concepts. |
| Co-requisites:     |                                                                              |
| Required Text(s):  | Anatomy and Physiology The Unity of Form and Function (Ninth Edition); Author: Kenneth S. Saladin (2020), McGraw-Hill Education, New York, NY (For both Textbook and Lab |
Manual); Every student enrolled in the course is **required** to purchase the subscription to CONNECT. CONNECT will be used to access the online homework assignments. It will also provide the student with access to online testing and proctoring during the exam.

**Student Learning Outcomes:**

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Identify the important anatomical structures in each of the stated organ system.</td>
<td>#1</td>
<td>Critical Thinking, Communication</td>
</tr>
<tr>
<td><strong>2.</strong> 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.</td>
<td>#1</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong> Explain basic cellular functions, such as, protein synthesis, cellular respiration, DNA replication, and cell division.</td>
<td>#2, #3</td>
<td>Communication</td>
</tr>
</tbody>
</table>
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 reproductive systems.

5. Perform oral and written communication of biomedical terms relative to the human body.

6. Collaboratively work through physiological case studies.

7. Demonstrate a critical understanding of biological physiological processes.

8. Analyze quantitative and empirical biomedical datasets and graphs.

**Course Evaluation Methods**

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

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

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

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

**Grading Matrix**

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Value (points or percentages)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture exams</td>
<td>4 Lecture exams at 100 points each.</td>
<td>30%</td>
</tr>
<tr>
<td>Laboratory Practical Exams</td>
<td>4 Practical exams at 100 points each</td>
<td>30%</td>
</tr>
</tbody>
</table>
Class Participation:
Lecture/Lab Quizzes, Lecture/Laboratory Assignments (Including Online Assignments), BIOPAC Exercises 100 points each 10%

Laboratory Notebook GROUP 5%
CASE STUDY PRESENTATION GROUP (100 POINTS) 10%
Comprehensive Final Exam 100 points 15%

Grade Determination:
A = 100 – 90 points D = 69 – 60 points
B = 89 – 80 points F = 59 points or below
C = 79 – 70 points

Examinations
Lecture:
Four major lecture exams will be given during the semester. Exams will consist of 50 to 100 multiple-choice questions and essay questions. These exams will cover information covered in the lectures. Exams may consist of multiple choice, K-type (multiple multiple choice), matching, diagrams, fill-in-the-blank, true-false, short answer and/or essay questions.

There will be no makeup exams for a missed lecture exam, except for documented emergencies. All make-up exams must be taken within two class days upon returning to class. All make-up exams will consist of essay questions and/or multiple choice, K-type (multiple multiple choice), matching, diagrams, fill-in-the-blank, true-false, and short answer questions. Each student is responsible for the materials missed during an absence from class. Excused or unexcused absences do not release the student from obtaining the assignments that are missed during an absence. The dates of the lecture exams will be announced in class. The lecture exams count for 30% of your grade. If a student is permitted to take a make-up exam, the exam must be taken with 72 hours of the missed exam.

Laboratory:
Four major practical laboratory exams will be given during the semester. The practical examinations consist of identification of anatomical parts and physiological functions. Models, microscopic slides, and/or animal specimen will be utilized to test your knowledge of these systems. There will be no makeup exams for a missed lab exam, except in documented emergencies. All make-up exams must be taken within one week upon returning to class. The dates of the laboratory exams will be announced in class. The laboratory exams count for 30% of your final grade in the course.
Class Participation, Assignments (Lecture and Laboratory) and Quizzes:

Class participation: The following items will be used to assess the participation grade: Assignments (lecture, laboratory, online), quizzes (lecture/laboratory), and BIOPAC exercises.

On-line Assignments: Students will be responsible for answering a collection of questions that may include: discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true/false, matching and essay question.

Quizzes: During the semester, quizzes may be given in the lecture and/or laboratory. Dates for the quizzes will be announced in class. Quizzes may be will be given at the beginning or end of the class. Please arrive to class on time. If you miss a quiz, your grade for that quiz is zero.

The grades for class participation, lecture/lab/on-line assignments, and quizzes will count 10% of your final grade.

Lab Notebook: (This will count 5% of your grade).
The lab notebook is a compilation of all notes and handouts presented in lecture and the laboratory.

Case studies: (This will count 10% of your grade).

Students will be required to write two case study reports. One report will be submitted as an individual report. The second report will be a collaborative (group) case study report. The topics for the case study reports should be about a disease or disorder that is related to an organ system that will be covered during the course. Information used to write the case study reports should be obtained from recent research articles or peer reviewed articles on the related topic covered in class. For both papers, there should be a minimum of four references cited in the body of the paper. Two of the articles may come from articles obtained from the internet. The remaining references may be obtained from scientific journals and science books. The report should be written in the MLA or CBE format. It must be written in your own words. Plagiarized reports will receive a grade of zero. Reports should be typed and double spaced. The topics for the papers should be approved by the instructor. The individual report is due at the beginning of class on Wednesday, October 21 2020. Late papers will not be accepted! The collaborative groups will present their case study reports orally in class. The written report of the group case study will be submitted at the time of the oral presentation. The dates for the oral presentation will be assigned in class.
Comprehensive Final Exam:
A comprehensive final examination will be given at the end of each semester. The grade on the final exam will account for 15% of the student’s final grade for the course. The final exam schedule is set by the University. *Do not schedule any activity during the final exam period.* The date of the final exam is tentatively scheduled for December 4, 2020. (Refer to the Fall 2020 Final Exam Schedule).

Course Procedures or Additional Instructor Policies

Please be aware that when the class meets in a face-to-face or via an online setting, students are expected to attend and arrive to class on time. Attendance will be taken at the beginning of class. Three tardies will constitute one unexcused absence for the class. Greater than three unexcused absences in a course may result in the student failing the course. If you are going to absent from class, please inform your instructor of the reason for the absence before or after the absence, in order to avoid receiving an unexcused absence student.

Cell phones

Students are not permitted to use their cell phones (answer or text) during the Class session. If a student must answer the call, the student should step out of the classroom momentarily to answer the call. The student may return to the classroom when the call is finished.

Major Course Requirements

<table>
<thead>
<tr>
<th>Course Grade Requirement Instrument</th>
<th>Value (points or percentages)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lecture Exams</td>
<td>4 Lecture exams at 100 points each.</td>
<td>30%</td>
</tr>
<tr>
<td>2. Laboratory Practical Exams</td>
<td>4 Practical exams at 100 points each</td>
<td>30%</td>
</tr>
<tr>
<td>3. Class Participation: Lecture/Lab Quizzes, Lecture/ Laboratory Assignments (Including Online Assignments), BIOPAC Exercises</td>
<td>100 points each</td>
<td>10%</td>
</tr>
<tr>
<td>4. Laboratory Notebook</td>
<td>INDIVIDUAL at 100 points</td>
<td>5%</td>
</tr>
<tr>
<td>5. CASE STUDY PRESENTATION</td>
<td>INDIVIDUAL and GROUP Reports at 100 points each</td>
<td>10%</td>
</tr>
<tr>
<td>6. Comprehensive Final Exam</td>
<td>100 points</td>
<td>15%</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
Grading Criteria and Conversion:
A = 100 – 90 points
B = 89 – 80 points
C = 79 – 70 points
D = 69 – 60 points
F = 59 points or below

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 by your department, but for general information, you can visit Taskstream via the link in eCourses.
## 2020 Fall Semester Calendar

<table>
<thead>
<tr>
<th>Week One: Aug 24 - 26</th>
<th>Lecture</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M August 24, 2020</strong></td>
<td>Class Orientation/Syllabus Review/ Pre-Test</td>
<td>Lab Safety Training/ Lab Safety Contracts</td>
</tr>
<tr>
<td><strong>W August 26, 2020</strong></td>
<td>Chapter 18 – <strong>Circulatory System: Blood</strong> Read Chapter 18</td>
<td>CONNECT, Learn Smart Assignments</td>
</tr>
<tr>
<td><strong>Assignment (s):</strong></td>
<td>Answer the Expected Learning Outcomes and the End of Chapter Questions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Two: Aug 31 – Sept 2</th>
<th>Lecture</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M August 31, 2020</strong></td>
<td>Chapter 18: <strong>Circulatory System: Blood</strong> cont.</td>
<td>CONNECT, Learn Smart Assignments</td>
</tr>
<tr>
<td><strong>W September 2, 2020</strong></td>
<td>Chapter 19: <strong>Circulatory System: Heart</strong></td>
<td>CONNECT, Learn Smart Assignments Study - Heart Models in the Lab</td>
</tr>
<tr>
<td><strong>Assignment (s):</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Three: Sept 7 – Sept 9</th>
<th>Lecture</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignment (s):</strong></td>
<td><strong>M September 7, 2020</strong> Answer the Expected Learning Outcomes in Chapters 19 &amp; 20</td>
<td>CONNECT, Learn Smart Assignments, Study of the Heart Models in the lab</td>
</tr>
<tr>
<td><strong>W September 9, 2020</strong></td>
<td>Complete the End of Chapter Questions In Chapter 19 and 20 Select and submit two topics for Case Study Reports for approval by <strong>September 14, 2020</strong>. Read Chapter 21: <strong>Lymphatic System</strong></td>
<td>CONNECT, Learn Smart Assignments,</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Four: Sept 14 – Sept 16</th>
<th>Lecture</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M September 14, 2020</strong></td>
<td>Chapter 21: <strong>Lymphatic System</strong></td>
<td>CONNECT, Learn Smart Assignments</td>
</tr>
<tr>
<td><strong>Assignment (s):</strong></td>
<td><strong>M Answer the Expected Learning Outcomes in Chapters 21 Turn in Case Study topics for approval</strong></td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Lecture</td>
<td>Laboratory</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| Sept 14- Sept 16 cont | W September 16, 2020  
Complete the End of Chapter Questions in Chapter 21  
Select and submit two topics for Case Study  
Read Chapter 22: Respiratory System | W Lab Exam I  
September 23, 2020 |
| Week Five  | M Lecture Exam I Chapters 18 – 20)  
September 21, 2020 | W Lab Exam I  
September 23, 2020 |
| Sept 21 – Sept 23 | M Chapter 22: Respiratory System  
Chapter 25: Digestive System  
Chapter 26: Nutrition and Metabolism | M-W CONNECT, Learn  
Smart Assignments |
| Week Six   | Sept 28 – Oct 3  
M Chapter 22: Respiratory System  
Chapter 25: Digestive System  
Chapter 26: Nutrition and Metabolism | M-W CONNECT, Learn  
Smart Assignments |
| Sept 21 – Sept 23 | M-W CONNECT, Learn  
Smart Assignments | M-W CONNECT, Learn  
Smart Assignments |
| Week Seven | Oct 5 – Oct 7  
M Lecture Exam 2 (Chapters 21, 22, 25, 26)  
October 5, 2020 | W Lab Exam 2  
October 7, 2020 |
| Oct 5 – Oct 7 | M Lecture Exam 2 (Chapters 21, 22, 25, 26)  
October 5, 2020 | M-W CONNECT, Learn  
Smart Assignments  
Study Male Reproductive Models  
Study of Kidney Models |
| Week Eight | Oct 12 – Oct 14 | M-W CONNECT, Learn  
Smart Assignments  
Study of Kidney Models |
| Week Nine  | Oct 19 – Oct 21 | M-W CONNECT, Learn  
Smart Assignments  
Study Male Reproductive Models |
| Week Ten   | Oct 26 – Oct 28 | M-W CONNECT, Learn  
Smart Assignments  
Study of Kidney Models |
| Week Eleven | Nov 2 – Nov 4 | M-W Chapter 27: Male Reproduction |
| Nov 2 – Nov 4 | M-W Chapter 27: Male Reproduction | M-W CONNECT, Learn  
Smart Assignments  
Study Male Reproductive Models |
| Week Twelve| Nov 9 – Nov 11 | M-W Chapter 28: Female Reproduction  
Chapter 29: Human Development Case Study Presentations |
| Nov 9 – Nov 11 | M-W Chapter 28: Female Reproduction  
Chapter 29: Human Development Case Study Presentations | M-W CONNECT, Learn  
Smart Assignments  
Reproductive and Fetal Models |
| Week Thirteen| Nov 16 – Nov 18 | M-W CONNECT, Learn  
Smart Assignments  
Case Study Presentations |
| Nov 16 – Nov 18 | M-W CONNECT, Learn  
Smart Assignments  
Case Study Presentations | M-W CONNECT, Learn  
Smart Assignments  
Case Study Presentations |
| Week Fourteen| Nov 23 | M-W CONNECT, Learn  
Smart Assignments  
Case Study Presentations |
Week Fourteen
Nov 25

Thanksgiving Holiday

Week Fifteen
Nov 30

Class Review for Final Exam
Case Study Presentations

Dec 2
Final Exam

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. Phone: 936-261-1500; Website: J. B. Coleman Library.

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor's location by academic major at the Academic 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 is offered face-to-face in the UTC, in virtual face-to-face sessions, and through online sessions at PVPlace. Other support services available for
students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: University Tutoring Center.

The Writing Center
The Writing Center provides well-trained peer tutors that 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. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

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

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and 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: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: Student Counseling Services.

Office of Testing Services
Testing Services serves to create opportunities by offering suite of exams that aid in the students' academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: Testing Services.
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 hardware and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, live scribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: Disability Services.

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

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; Website: Veteran Affairs.

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

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

University Rules and Procedures

Academic Misconduct (See Student Planner)
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 Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, 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 or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

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. **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.
4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.

5. **Fabrication of Information/Forgery**: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

**Nonacademic Misconduct (See Student Planner)**
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, or (2) the ability of students to benefit from the instructional program, or (3) 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 Office for Student Conduct under nonacademic procedures.

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

**Pregnancy, Pregnancy-related, and Parenting Accommodations**
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability
Services or the Dean of Students’ Office for additional information and to request accommodations. More information can be found at this [webpage](#).

**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 936-261-1744 or 1792.

**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 University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this [webpage](#).

**Technical Considerations**

**Minimum Recommended Hardware and Software:**

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

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

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

**Netiquette (online etiquette)**
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions 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 session. Before class session begins, test audio, video and lighting to alleviate technology issues. Students are not allowed to wear shorts or shoes with open toes in the laboratory. Garments that contain holes cut into the fabric or garments that expose a person’s midriff are not permitted in the laboratory.

**Technical Support**
Students should go to the **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 (CIITS) at 936-261-3283 or email ciits@pvamu.edu.

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

**Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can 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 such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

**COVID-19 Campus Safety Measures**

To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

- **Classroom Ingress/Egress** - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
• **Face-to-face Class** - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

• **COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
  
  o 1<sup>st</sup> incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  
  o 2<sup>nd</sup> incident: upon review of Incident Report and finding of responsibility — Suspension
  
  o Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional information on Conduct Probation and Suspension.

• **Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.