



**BIOL 3401 Anatomy and Physiology I
Fall 2021**

General Course Information

Information Item	Information
Instructor:	Cleveland O. Lane, Jr., PhD.
Section # and CRN:	P01 (17998)/P81,P83 (18000,18002)
Office Location:	E.E. Obanion Science Building, Suite 430V
Office Phone:	3173
Email Address:	colane@pvamu.edu
Office Hours:	MW 12:00-1:00 pm
Mode of Instruction:	F2F
Course Location:	P01, Room A104 and P81,P83 Room 313
Class Days & Times:	P01, 10:00-10:50 MW P81 11:00- 12:50 pm (MW) ,P83 1:00-2:50 pm (MW)
Catalog Description:	For biology and physical education majors. Human structure, physiology, organ systems, and related principles.
Prerequisites:	BIOL 1015 and BIOL 1025
Co-requisites:	BIOL 3401 Laboratory
Required Text(s):	Saladin 9e: Connect w/ Proctorio ISBN: 9781265864088 (Bookstore)
Recommended Text(s):	<ol style="list-style-type: none"> 1) Openstax 2) Human Physiology (From Cells to Systems 5th edition, Sherwood) 3) Textbook of Medical Physiology, 9th edition, A.C. Guyton, J.E. Hall 4) Human Physiology 3rd edition, D. Silverthorn

General Course Information Table

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
1. Identify the important anatomical structures in each of the state organ systems.	#1	
2. Explain basic cellular functions such as protein synthesis, cellular respiration, DNA replication, and cell division.	#2, #3	
3. Recognize the anatomical structures, explain physiological functions, and recognize and explain the principle of homeostasis applied to the histology, integumentary, skeletal, muscular, nervous system.	#4	
4. Perform Oral and Written communication of biomedical terms relative to the human body	#5	

5. Collaboratively work through physiological case studies	#5	
6. Demonstrate a critical understanding of biological physiological processes	#4	
7. Analyze quantitative and empirical biomedical datasets and graphs	#5	

Student Learning Outcomes Table

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1. Lecture Exams	4 Exams (100 each)	35%
2. Lab Exams	4 Exams (100 each)	35%
3. Assignments/Quizzes	100 Each	10%
4. Final Project/Case Study	100 Each	10%
5. Comprehensive Final exam	100 each	10%
Total:		100%

Course Grade Requirement Table

Grading Criteria and Conversion:

- A = 100 % - 90%
- B = 89% - 80%
- C = 79% - 70%
- D = 69% - 60%
- F = 59% or below

Detailed Description of Major Assignments Table

Course Procedures or Additional Instructor Policies

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. Exams will be administered through connect, Proctorio or Examity. You must set aside the time to take the exam during the designated timed exam.

Lecture: Minimum of four lecture exams will be given during the semester. Exams will consist of multiple-choice and short answer questions. 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 relate concepts to clinical application and communicate their thoughts in written format. **The lecture exams count for 35% of your grade.**

Laboratory: Minimum of four practical laboratory exams will be given during the semester. One laboratory practical will be oral format. The practical examinations consist of identification of anatomical parts and physiological functions. Models and animal specimen will be utilized to test your knowledge of these systems.

The laboratory exams accounts for 35% of your grade.

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

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

Connect Virtual Labs aids students to be better prepared for lab, increases efficiency, and provides the ability to retain more fundamental skills necessary for a successful laboratory experience. Whether used as a fully online solution for lab replacement or preparation, these simulations will help a student learn the practical and conceptual skills, then check for understanding and provide feedback.

Discussion Requirement for online courses:

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.

Quizzes

Pop quizzes and announced quizzes will take place to understand the students comprehension of concepts.

This will count 10% of your grade.

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

Case studies/Biological Topic:

Students will collaboratively engage an assigned scientific topic discussed in the course. The group is expected to written and oral presentation of their case study to the class on the assigned day. **This will count 10% of your grade.**

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 during the final exam period (*see above dates).**

Late Assignment Policy

A submission is labeled **Late** when it has been submitted past the due date. Only assignments with a status of Late will be affected by the Late Submission policy.

The late policy will be applied to a submission when it is graded. Late assignments will reduce 5% per day late.

Biology 3014 Lecture and Laboratory Schedule

(Assignments can be moved as needed)

<u>Week</u>	<u>Lecture Topics</u>	<u>Lab and Online Assignments</u>
1	Syllabus/Register for Connect/ Orientation	Connect Orientation Assignment APR Orientation Assignment Connect :1st Lab - Virtual Labs Tutorial
	Orientation Video Pre-Test Readings Atlas A (A.1, A.2, A.3, A.4)	Atlas A Assignment Practice Atlas: Body Orientation
2	Chemistry of Life (2) Readings 2.1,2.2, 2.3, 2.4	<u>Lab Assignments</u> Connect Virtual Labs: Chemical Composition of Cells - Test for Proteins Connect Virtual Labs: Chemical Composition of Cells - Test for Starch Connect Virtual Labs: Chemical Composition of Cells - Test for Sugars <u>Lecture Assignments</u> Assignment Chapter 2
	Cellular form and Function (3) Readings 3.1,3.2,3.3,3.4	<u>Lab Assignments</u> Connect Virtual Labs: Microscopy - Operation of Brightfield Microscope <u>Lecture Assignments</u> Assignment 3
3	Cellular form and Function (3) Readings 3.1,3.2,3.3,3.4	Connect Virtual Labs: Osmosis - Tonicity in Red Blood Cells Lab Assignment Chapter 3
	Genetics and Cellular Function (4) Readings 4.1,4.2,4.3	<u>Lab Assignments</u> Connect Virtual Labs: DNA Biology and Technology - Isolation of DNA <u>Lecture Assignments</u> Assignment Chapter 4 Discussion
4	Lab Exam I	Lecture Exam I (Atlas A, 2,3,4)
	Histology (5) Readings 5.1,5.2,5.3,5.4,5.4,5.6	<u>Lab Assignments</u> Make Histology Atlas Learn primary tissue, Tissue, function and Location <u>Lecture Assignments</u> Assignment Chapter 5
5	Histology (5) Readings 5.1,5.2,5.3,5.4,5.4,5.6	<u>Lab Assignments</u> Make Histology Atlas Learn primary tissue, Tissue, function and Location <u>Lecture Assignments</u> Assignment Chapter 5
	Integumentary System (6) Readings 6.1, 6.2 , 6.3, 6.4	<u>Lab Assignments</u> Practice Atlas : Integumentary system Study Practice Atlas : Integumentary system Assignment

		<u>Lecture Assignments</u> Assignment Chapter 6
6	Bone Tissues (7) Readings 7.1,7.2,7.3, 7.5	<u>Lab Assignments</u> Practice Atlas/ Models Case Study/Osteoporosis <u>Lecture Assignments</u> Assignment Chapter 7
	Bone Tissues (7) Readings 7.1,7.2,7.3, 7.5	<u>Lab Assignments</u> Practice Atlas Skeleton models APR assignment <u>Lecture Assignments</u> Assignment Chapter 8
7	Skeletal System (8) Readings 8.1, 8.2, 8.3, 8.4, 8.5	<u>Lab Assignments</u> Practice Atlas Skeleton models APR assignment <u>Lecture Assignments</u> Assignment Chapter 8
	Midterm: Lecture	Midterm: Lab
8	Joints (9) Readings 9.1,9.3	<u>Lab Assignments</u> Practice Atlas Joint models APR assignment <u>Lecture Assignments</u> Assignment Chapter 9
	Joints (9) Readings 9.1,9.3	<u>Lab Assignments</u> Practice Atlas Joint models APR assignment <u>Lecture Assignments</u> Assignment Chapter 9
9	<u>Muscle Tissue (10)</u> Readings 10.1,10.2,10.3,10.4,10.5	<u>Lab Assignments</u> Practice Atlas APR Assignment Muscle Models Skeletal Muscle - Electrical Stimulation <u>Lecture Assignments</u> Assignment Chapter 10 Discussion
	<u>Muscle Tissue (10)</u> Readings 10.1,10.2,10.3,10.4,10.5	<u>Lab Assignments</u> Practice Atlas APR Assignment Muscle Models Connect Virtual Labs: Electromyography - Motor Unit Recruitment <u>Lecture Assignments</u> Assignment Chapter 11
10	Muscle System (11) Readings 11.1,11.2,11.3, 11.4	<u>Lab Assignments</u> Practice Atlas APR Assignment Muscle Models BIOPAC Electromyography - Motor Unit Recruitment <u>Lecture Assignments</u> Assignment Chapter 11
	Muscle System (11) Readings 11.1,11.2,11.3, 11.4	<u>Lab Assignments</u> Practice Atlas

		APR Assignment Connect Virtual Labs: Skeletal Muscle - Electrical Stimulation <u>Lecture Assignments</u> Assignment Chapter 11 Discussion
11	Lecture Exam III	Lab Exam III
	Nervous Tissue (12) Readings 12.1, 12.2,12.3,12.4	<u>Lab Assignments</u> Practice Atlas APR assignment <u>Lecture Assignments</u> Assignment Chapter 12 Final Project: Nervous System Due
12	Nervous Tissue (12) Readings 12.1, 12.2,12.3,12.4	<u>Lab Assignments</u> Practice Atlas APR assignment BIOPAC <u>Lecture Assignments</u> Assignment Chapter 12 Final Project: Nervous System Due
	Spinal Cord, Spinal Nerves, Somatic Reflexes (13)	<u>Lab Assignments</u> Practice Atlas APR assignment <u>Lecture Assignments</u> Assignment Chapter 13
13	Brain, Cranial Nerves (14) Readings 14.1,14.2,14.3,14.4,14.5	<u>Lab Assignments</u> Practice Atlas APR assignment <u>Lecture Assignments</u> Assignment Chapter 14 Case study
	Brain, Cranial Nerves (14) Readings 14.1,14.2,14.3,14.4,14.5 Autonomic Nervous System and Visceral reflexes (15) Readings 15.1	<u>Lab Assignments</u> Practice Atlas APR assignment <u>Lecture Assignments</u> Assignment Chapter 14 Case study
14	Brain, Cranial Nerves (14) Readings 14.1,14.2,14.3,14.4,14.5	<u>Lab Assignments</u> Practice Atlas APR assignment <u>Lecture Assignments</u> Assignment Chapter 15-16
	Sense Organs (16) Readings 16.1,16.3,16.4,16.5	Holiday
15	Sense Organs (16) Readings 16.1,16.3,16.4,16.5	<u>Lab Assignments</u> Practice Atlas APR assignment BIOPAC Connect Virtual Labs: Eye and Vision - Accommodation of the Lens
	Exam 4 (Ch. 12-16)	Lab Practical IV
16	Final Exam (Comprehensive)	

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. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

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 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 with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. 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, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/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: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

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; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

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 Alerts help 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 PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/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 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, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

Testing Services serves to create opportunities by offering a 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: www.pvamu.edu/testing

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; Website: <https://www.pvamu.edu/disabilityservices/>

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-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

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: <https://www.pvamu.edu/studentengagement/>

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: <https://www.pvamu.edu/careerservices/>

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.

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 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. 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) 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 www.pvamu.edu/titleix, 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 conditions, 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.

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." 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 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 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

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

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

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

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 <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services 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 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 [NOTE: Delete this section when the COVID-19 pandemic is over]

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **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.) are recommended in 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 challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to 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.