



**PRAIRIE VIEW
A&M UNIVERSITY**

SYLLABUS

BIOL 2402 Anatomy and Physiology II Spring 2024

General Course Information

Information Item	Information
Instructor:	Arielle Watson, DO
Section # and CRN:	Lecture P09 and 24655
Office Location:	E.E. Obanion Science Building, Biology Department, Suite 430
Office Phone:	936-261-3161
Email Address:	acwatson@pvamu.edu
Office Hours:	T/TH 12:00-12:50 pm or by appointment
Mode of Instruction:	Face to Face
Course Location:	E.E. Obanion Science Building (New Science Bldg), Rm 311
Class Days & Times:	T/TH 8:00 am- 8:50 am
Catalog Description:	Part II of an introductory level course examining the systems based organization of the human body and the mechanisms for maintaining homeostasis. Systemic topics include the nervous, pulmonary, cardiovascular, endocrine, urinary, reproductive, and gastrointestinal systems. This course is designed for aspiring nursing, health, psychology, and allied health students.
Prerequisites:	Completion of Anatomy and Physiology I is recommended.
Co-requisites:	BIOL 2402 Lab
Required Text(s):	<p>ISBN: 9781260265217 Anatomy & Physiology- An Integrative Approach (McKinley, 4th ed.)</p> <p>McGraw Hill Connect w/ Proctorio. (Online or Bookstore, if available, for student discount)</p> <p><i>(You may use the same eBook purchased for BIOL 2401 via McGraw Hill Connect. New students must purchase the McGraw Hill Connect online access code from the following options: PVAMU online bookstore, the textbook plus the access code from the campus bookstore, or purchase the access code directly from the McGraw Hill website to access the eBook and all course assignments.)</i></p>
Recommended Text(s):	<p>Study Guide to Human Anatomy and Physiology 2- Harrell, Michael M.S. (Amazon)</p> <p>Cliff Notes: Anatomy and Physiology Quick Review- Phillip E. Pack</p> <p>Anatomy and Physiology for Dummies- Erin Ody</p>

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
Identify the important anatomical structures in each of the mentioned organ systems.	#1	Critical Thinking; Communication
Demonstrate a critical understanding of all-important physiological processes of the stated systems as well as fluid and electrolyte balance, nutrition, metabolism, pregnancy, human embryology, fetal development and human genetics.	#1	Comprehension; Critical Thinking; Communication
Further explain basic cellular functions such as protein synthesis, cellular respiration, DNA replication, and cell division.	#2, #3	Communication
Recognize the anatomical structures, explain physiological functions, and recognize and explain the principle of homeostasis applied to the respiratory, cardiovascular, reproductive, digestive and lymphatic systems.	#4	
Perform Oral and Written communication of biomedical terms relative to the human body.	#5	Communication
Collaboratively work through physiological case studies and group exercises.	#5	Teamwork
Demonstrate a critical understanding of biological physiological processes.	#4	
Analyze quantitative and empirical biomedical datasets and graphs.	#5	Empirical and Quantitative

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1. Lecture Exams	4 Lecture exams at 100 pts ea.	30%
2. Laboratory Practical Exams	4 Practical exams at 100 pts ea.	30%
3. LearnSmart/SmartBook Assignments	~16 SmartBook	10%
4. Course Assignments (Connect Online, Lab, Biopac assignments, and etc.)	10 Assignments	10%
5. Case Study (Group and Written Assignment)	1 Group Presentation	5%
6. Case Study (Individual)	Individual	5%
7. Comprehensive Final Exam	100 points	10%
Total:		100%

Course Grade Requirement Table

Grading Criteria and Conversion:

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

Course Evaluation Methods

Methods	Description
1. Lecture Exams	Minimum of four lecture exams will be given during the semester. Exams may consist of multiple-choice, short answer and or essay questions. The exams will measure the student's ability to process anatomy and physiology lexicon, identify the structural similarities and differences, and process the physiological processes. In addition, students will relate concepts to clinical application and communicate their thoughts in written format. <u>The lecture exams count for 30% of your grade.</u>
2. Laboratory Exams	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. <u>The laboratory exams accounts for 30% of your grade.</u>
3. SmartBook Assignments	LearnSmart helps students succeed by providing a personalized learning path that's based on responses to questions (right or wrong), as well as how confident they feel about the answers they provide. The program also encourages the retention of the material by identifying concepts that students are likely to forget, and directing them back to portions of the e-book to help them solidify concepts. <u>The LearnSmart assignments will be due each week and count as 10% of your grade.</u>
4. Course Assignments (Connect Online, Lab Exercises, Biopac assignments, and etc.)	<u>On-line Assignments:</u> A collection of questions discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true and false, matching, and essay question. <u>Biopac Laboratory Assignments:</u> Students are engaged in scientific inquiry by performing individual data analysis and write-ups. The students will complete written exercises targeting mechanical functions and physiology of the cardiovascular, respiratory and muscular functions. <u>This will count as 10% of your grade.</u>
5. Case Study (Group and Individual Written Assignment)	Students 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 providing a part for the oral presentation. The topics will require students to research information and compare data. After which, they will collaboratively assemble an oral presentation using Prezi to be assessed by their peers and 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). <u>Each case study will count as 5% of your grade.</u>
7. Comprehensive Final Exam	A comprehensive (all chapters covered for the semester) exam given at the end of each semester. <u>The final exam accounts for 10% of your grade.</u> The final exam schedule is set by the University. See attached final exam schedule for exact date. <u>*Do not schedule any activity during the final exam period (*see above dates).</u>

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 assignment grades will reduce by 5% per each day late.**

Biology 2402 Lecture and Laboratory Schedule

<u>Week</u>	<u>Laboratory</u>	<u>Lecture</u>	<u>Online Assignments</u>
1 (Tuesday)	Safety Forms/ Register for Connect	Syllabus/Pre-Test	Ensure McGraw Hill Connect Registration
(Thursday)	Chapter 16 Nervous System: Senses	Chapter 17 Endocrine System	Smartbook Assignment Chapter 17/18
2	Endocrine System Lab	Chapter 17 Endocrine System	
	Chapter 18 Circulatory System: Blood	Chapter 18 Circulatory System: Blood	Connect Assignment Chapter 17/18
3	Lecture Exam I (Ch.16 - 18)	Review Chapter 16-18	
	Lab Exam I	Chapter 19 Circulatory System: Heart	Smartbook Assignment Chapter 19
4	BIOPAC Lesson 5 ECG	Chapter 19 Circulatory System: Heart	Connect Assignment Chapter 19
	BIOPAC Lesson 16 Blood Pressure	Chapter 20 Circulatory System: Vessels and Circulation	Smartbook Assignment Chapter 20
5	Vessels and Circulation Lab	Chapter 20 Circulatory System: Vessels and Circulation	Connect Assignment Chapter 20 Smartbook Assignment Chapter 21
	Lymphatic/Immune System Lab Assignment	Chapter 21 Lymphatic System	Connect Assignment Chapter 21
6	Lecture Exam II (Ch. 19 - 21)	Review Ch. 19-21	
	Lab Exam II	Chapter 22 Immune System and the Body's Defense	Smartbook Assignment Chapter 22
7	Lab Assignment, <i>BIOPAC Lesson 12</i> Pulmonary Function I	Chapter 22 Immune System and the Body's Defense	Connect Assignment Chapter 22

	Respiratory Lab Assignment	Chapter 23 Respiratory System	Smartbook Assignment Chapter 23
8	Respiratory Lab Assignment	Chapter 23 Respiratory System	
	Renal System APR Assignment Renal Anatomy	Midterm Exam (Ch. 21-23) Lecture/Lab	Connect Assignment Chapter 23
9	SPRING BREAK	SPRING BREAK	(Mar 11-15)
	SPRING BREAK	SPRING BREAK	Smartbook Assignment Chapter 24/25
10	Urinary System Lab Assignment	Chapter 24 Urinary System	Connect Assignment Chapter 24/25
	Fluids and Electrolytes Lab Assignment	Chapter 25 Fluids and Electrolytes	Smartbook Assignment Chapter 26
11	Digestive System Lab	Chapter 26 Digestive System	Connect Assignment Chapter 26
	Digestive/Nutrition and Metabolism Lab Assignment	Chapter 26 Digestive System	Smartbook Assignment Chapter 27
12	Lecture Exam IV (Ch. 24 - 26)	Review Ch. 24 - 26	
	Lab Exam IV	Chapter 27 Nutrition and Metabolism	Smartbook Assignment Chapter 28
13	Nutrition and Metabolism Lab	Chapter 27 Nutrition and Metabolism	Connect Assignment Chapter 27/28
	Reproductive System Lab	Chapter 28 Reproductive System	Smartbook Assignment Chapter 29
14	Makeup Lab Time	Chapter 28 Reproductive System	
	<i>Case Study Presentations</i>	Chapter 29 Development, Pregnancy, Heredity	Connect Assignment Chapter 29
15	Final Exam Week April 30, 2024	Final Exam Week	Comprehensive Final (Chapters 16 - 29)
	Final Exams Week May 2, 2024	Final Exam Week	
16	Final Exam Week	Final Exam Week	Final Grades Due for Seniors

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: pv tutoring@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, livescribe, 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

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 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

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

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. ***Reasoning for an absence and all supporting documentation must submitted to the Student Conduct office via email for approval as an excusable absence per the university.***

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

*Smartphones, 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.

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 ongoing COVID-19 viral exposure, 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.