



**BIOL 4201 Medical Terminology  
Spring 2024 Semester**

**General Course Information**

Information Item	Information
<b>Instructor:</b>	Manhal Schbat, M.D
<b>Section # and CRN:</b>	Z01-23374
<b>Office Location:</b>	
<b>Office Phone:</b> [OBJ]	
<b>Email Address:</b>	maschbat@pvamu.edu
<b>Office Hours:</b>	Monday, Wednesday 11:00-11:30 am virtual via Zoom in Canvas and by appointment.
<b>Mode of Instruction:</b>	Online
<b>Course Location:</b>	Online
<b>Class Days &amp; Times:</b>	Online
<b>Catalog Description:</b>	Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
<b>Required Text(s):</b>	Medical Language for Modern Health Care, David Allen 5 ed. McGraw Hill ISBN and access to the Textbook and purchasing options are available on the first day of class via Canvas and McGraw Hill, relative information will be available in Canvas.

**Student Learning Outcomes:**

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
1. Identify, pronounce, and spell medical terms	#2, #3, #5	Communication
2. Use medical terms in context	#1	Critical Thinking
3. Utilize prefixes, suffixes, root words, and plural to construct medical terms	#2, #3	Communication
4. Analyze medical terms	#5	Empirical and Quantitative
5. Translate abbreviations and interpret symbol	#1, #4	Critical Thinking

Student Learning Outcomes Table

**Major Course Requirements**

## Course Evaluation Methods

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

### Major Course Assignments:

Various assignments designed to supplement and reinforce course material. These On-line Assignments: will be answering a collection of questions discussing medical terminology concepts on the chapter by using composition, labeling, classification, sequencing, true and false, matching and essay question.

Assignments include audio assignments, quizzes, chapter Assignments, smart book assignments that measure the students understanding and mastering the content of this course and align with the learning outcomes.

**The various assignments count for 40% of your grade:**

Here is a list of these assignments:

**Smart book assignments:** Smart book helps students succeed by providing a personalized learning path that's based on responses to questions (right or wrong), as well as how confident they feel about the answers they provide. The program also encourages the retention of the material by identifying concepts that students are likely to forget and directing them back to portions of the e-book to help them solidify concepts.

**Smart Book Assignments account for 10% of your grade.**

**Audio Assignments account for 10% of your grade.**

**Quizzes Assignments account for 10% of your grade.**

**Connect Assignments account for 10% of your grade.**

**Chapter assignments:** are optional and designed for practice purposes, these chapter assignments are not graded.

**Chapter Assignments account for 0% of your grade (Not graded).**

**Exams:** Each lecture exam will focus on measuring the students understanding of the medical terminology used in context, the ability to pronounce, spell and identify these medical terms, abbreviations, and symbols. Exams will consist of multiple-choice, audio recording, and short answer questions. In addition, relate concepts to clinical application and communicate their thoughts in written format.

Currently four online exams are scheduled in this course. However, the number of the exams may change, and proper notification will be announced in Canvas if such change occurs.

**The lecture exams including the final count for 60% of your grade.**

**Comprehensive Final Exam is given at the end of each semester. 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.**

### Late Assignment Policy

No late submission will be accepted in this course; most assignments will have extended period (usually each set of assignments consists of 3 or 4 chapters except the first module assignments which are due weekly). Plan accordingly.

### Grading Matrix:

Assessments	Details	%
Audio assignments	Audio recording assignments for most of the chapters (Chapters: 4-20)	10%
Quizzes	One quiz for each chapter in this course via Canvas. Quizzes consist of multiple choices, labeling, matching, some audio, or animations questions. No make ups for missing quizzes. (Chapters: 1-20)	10%
Smart Book assignments	One smart book assignment for each chapter in this course (Chapters: 1-20)	10%
Connect assignments	One Connect assignment for each chapter in this course (Chapters: 1-20)	10%
Lecture exams:	<p><b>Exam 1:</b> Proctored online exam via Proctorio Browser and WebCam.  <b>Exam 2:</b> Proctored online exam via Proctorio Browser and WebCam.  <b>Exam 3:</b> Proctored online exam via Proctorio Browser and WebCam.  <b>Exam 4:</b> Proctored online exam via Proctorio Browser and WebCam.</p> <p><b>Final exam:</b> Comprehensive Final Exam Proctored online exam.            Check the calendar in Canvas or the schedule below for exact dates and times.  <b>Online Exams</b> consist of 50-100 questions and may include multiple choices, labeling, matching, some videos and audio or animations questions.  <b>No make ups for missing exams.</b></p>	60 %
<p><b>You have a weekly due date for each set of assignments (Check Canvas and the calendar for exact due date). It is recommended that you submit your assignments weekly according to the schedule. No make ups for missing assignments.</b></p>		

### Grade Determination

Letter grade	Points	Final average in percent
A	> 899	> 89.9
B	800 – 899	80 – 89.9
C	700 – 799	70 – 79.9
D	600 – 699	60 – 69.9
F	< 600	< 60
FX	Failing due to non-attendance	
W	Withdrawn	By the due date
I	Incomplete	See note below

Week	Tentative Instructional Outline	Assessments
JAN 16, 24	The Anatomy of Medical Terms Ch 1	Each chapter has multiple assignments that need to be submitted weekly by Sunday of each week: 1- Smart Book 2- Connect assignment. 3- Audio Assignment (for Ch 4) 4- Quiz <b>Syllabus quiz is due on Jan 30<sup>th</sup></b>
JAN 22, 24	Word Analysis and Communication Ch 2	
JAN 29, 24	Integumentary System Ch 4	
	<b>(Census Day) January 31<sup>st</sup></b>	
<b>Due date of all assignments (Module 1) is Sunday February 4<sup>th</sup>, No credit for late submission</b>		
<b>FEB 2<sup>ND</sup>-4<sup>TH</sup></b>	<b>Exam 1 covers all chapters to date via Canvas, Proctorio and Webcam – Feb 2<sup>nd</sup> – 5<sup>th</sup></b>	
FEB 05, 24	Digestive System Ch 5	Each chapter has multiple assignments that need to be submitted weekly by Sunday of each week: 1- Smart Book 2- Connect assignment. 3- Audio Assignment 4- Quiz
FEB 12, 24	Urinary System Ch 6	
FEB 19, 24	Mal Reproductive System Ch 7	
	Female Reproductive System Ch 8	
<b>Due date of all assignments (Module 2) is Sunday Feb 25<sup>th</sup>, No credit for late submission</b>		
<b>FEB 23<sup>RD</sup>-26<sup>TH</sup></b>	<b>Exam 2 covers all chapters to date via Canvas, Proctorio and Webcam – Feb 23<sup>rd</sup>- 26<sup>th</sup></b>	
FEB 26, 24	Nervous System Ch 9	Each chapter has multiple assignments that need to be submitted weekly by Sunday of each week: 1- Smart Book 2- Connect assignment. 3- Audio Assignment 4- Quiz
MAR 04, 24	Cardiovascular System Ch 10	
MAR 11, 24	<b>Spring Break March 11<sup>th</sup>-16<sup>th</sup></b>	
MAR 18, 24	Lymphatic and Immune Systems Ch 12	
<b>Due date of all assignments (Module 3) is Sunday Mar 24<sup>th</sup>, No credit for late submission</b>		
<b>MAR 22<sup>ND</sup>-26<sup>TH</sup></b>	<b>Exam 3 covers all chapters to date via Canvas, Proctorio and Webcam- Mar 22<sup>nd</sup>- 25<sup>th</sup></b>	
MAR 25, 24	Respiratory System Ch 13	Each chapter has multiple assignments that need to be submitted weekly by Sunday of each week: 1- Smart Book 2- Connect assignment. 3- Audio Assignment 4- Quiz
APR 01, 24	Skeletal System Ch 14	
APR 08, 24	Muscles, Tendons, Physical Medicine, and Rehabilitation Ch 15	
<b>Due date of all weekly assignments (Module 4) is Sunday Apr 14<sup>th</sup>, no credit for late submission</b>		
<b>APR 12<sup>TH</sup>- 15<sup>TH</sup></b>	<b>Exam 4 covers all chapters to date via Canvas, Proctorio and Webcam – Apr 12<sup>th</sup>- 15<sup>th</sup></b>	
APR 15, 24	Special senses of the Eye and Ear Ch 16	Each chapter has multiple assignments that need to be submitted weekly by Sunday of each week: 1- Smart Book 2- Connect assignment. 3- Audio Assignment 4- Quiz
APR 22, 24	Endocrine System Ch 17	
APR 26, 24	Last Day to Withdraw from a course (“W”)	
APR 29, 24	Cancer Ch 20	
<b>Due date of all weekly assignments (Module 5) is Sunday May 5<sup>th</sup>, no credit for late submission</b>		
<b>APR 30<sup>TH</sup>-MAY 8<sup>TH</sup></b>	<b>Final Exam via Canvas, Proctorio Webcam and scheduled according to PVAMU calendar</b>	

\*The syllabus will be amended as needed.

\*\*The “Start Here” module in your Canvas course will have more details regarding the course, required textbook and other contents in this course and will be available on the first day of school.

Jan 16 - Jan 24 Tuesday through Wednesday	Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled
Jan 31 Wednesday	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Apr 26 Friday	Final Day to Withdraw from a Course or the University ("W") for the Spring 2024 16- week session

## 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](mailto: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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto: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, 2<sup>nd</sup> 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; Using unauthorized resources or tools during the online proctored exams. 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](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty

and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance, or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto: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.

### **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](mailto:ciits@pvamu.edu).

### **Communication Expectations and Standards**

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

### **Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can 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** [NOTE: Delete this section when the COVID-19 pandemic is over]

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.
  - 1<sup>st</sup> incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  - 2<sup>nd</sup> incident: upon review of Incident Report and finding of responsibility — Suspension
  - 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](mailto:studentconduct@pvamu.edu).