



HLTH 4073- Community Health Planning and Assessment
School of Public and Allied Health
Spring 2024

Course Information

Instructor: Andrea McDonald, Ph.D., CHES
Section # and CRN: Z02- 23501
Office Location: Leroy Moore Intramural Gymnasium
Office Phone: 936-261-3900
Email Address: anmcdonald@pvamu.edu
Office Hours: Tuesday 11-1 pm and by appointment
Mode of Instruction: Online
Course Location: Canvas (<https://ecourses.pvamu.edu>)
Class Days & Times: Online

Description

Andrea McDonald, Ph.D., CHES
Z02- 23501
Leroy Moore Intramural Gymnasium
936-261-3900
anmcdonald@pvamu.edu
Tuesday 11-1 pm and by appointment
Online
Canvas (<https://ecourses.pvamu.edu>)
Online

Catalog Description: This course examines the relationship between community health planning and the assessment of health education in both urban and rural communities. Emphasizes theory processes and methods applicable to the health care services delivery system.

Prerequisites: Junior standing and consent from Department Head for non-majors.

Co-requisites: NA

Required Text(s): McKenzie, James; Neiger, Brad, and Thackeray, Rosemary. Planning, Implementing, and Evaluating Health Promotion Programs: A Primer-7th Edition. (2017). Pearson Education Inc. ISBN-978-0-13-421992-9.

Recommended Text(s): The Publication Manual of the American Psychological Association. 7th Edition. APA (2019). ISBN: 978-1433832178

Program Student Learning Outcomes (SLOs):

1. *Candidates will communicate effectively in both written and oral forms of expression.*
2. Candidates will plan and implement effective health education programs.
3. Candidates will evaluate a health education program and coordinate health education program services.
4. Candidates will evaluate the scientific literature in the discipline.
5. Candidates will demonstrate understanding and synthesis of health education information.
6. Candidates will utilize technology to support inquiry and professional practice in health education program services.

	Up on successful completion of this course, candidates will be able to:	Program Learning Outcome # Alignment (SLO)*	Co re Curriculum Outcome Alignment	In TASC Standards
1	Assess the health care needs of a target population.	SLO 1	Communication	4, 9
2	Identify private and public sector resources available for addressing health education. concerns.	SLO 4, 5	Communication & Computing	4, 5
3	Employ major planning and implementation health models and theories in relation to planning a health education activity (event).	SLO 2, 5	Communication Social & Behavioral Sciences	4, 5
4	Develop multiple survey assessment instruments.	SLO 1, 5	Communication & Computing	4, 5
5	Prepare a health education project or activity.	SLO 2	Social & Behavioral	4, 6
6	Analyze the impact of various activities on the success/failure of a community health initiative.	SLO 3	Communication, Social & Behavioral Sciences	4, 6
7	Evaluate all aspects of planning and implementing a community health project.	SLO 3	Communication	4, 6

*The program learning outcomes identified in this table pertain to the objectives for this course. Other courses within the program cover additional learning outcomes (SLOs). Collectively, all courses within the program curriculum will ensure that candidates have achieved all 5 learning outcomes (SLOs).

National Commission for Health Education Credentialing (NCHEC)-National Health Education Standards:

- Health Education Standard 1 – comprehend concepts related to health promotion and disease prevention to enhance health.
- Health Education Standard 2 – analyze the influence of family, peers, culture, media, technology, and other factors on health behaviors.
- Health Education Standard 3 – demonstrate the ability to access valid information and products and services to enhance health.
- Health Education Standard 4 – demonstrate the ability to use interpersonal communication skills to enhance health and avoid or reduce health risks.
- Health Education Standard 5 – demonstrate the ability to use decision-making skills to enhance health.
- Health Education Standard 6 – demonstrate the ability to use goal-setting skills to enhance health.
- Health Education Standard 7 – demonstrate the ability to practice health-enhancing behaviors and avoid or reduce health risks.
- Health Education Standard 8 – demonstrate the ability to advocate for personal, family, and community health.

Method of Determining Final Course Grade:

Course Grade Requirements	The relative weight of each item based on 100%	Number of points available for each category on a 1000-point scale	The value of each item is based on the total number of points available.
Class participation (Scavenger Hunt (1), Muddiest point (7), Plagiarism Training)	10%	.10 x1000 =100	10 activities @ 10 points each
Community Need Description	10%	.10 x1000 =100	1 activity @100 points each
Personal Reflection	10%	.10x1000 =100	1 activity @100 points each
Measurement Assignment	10%	10x1000 =100	1 activity @100 points each
Literature Sources	10%	.10 x1000 =100	1 activity @100 points each
Examinations (midterm and final)	20%	.20 x1000 =200	2 activities @100 points each
Major Project and Presentation	20%	.20 x1000 =200	1 activity @100 points each
Evaluation (Program, Midterm & Peer)	10%	.10x1000=100	1 activity @100 points each
Total	100%	1000 points	1000 points

Grading Criteria and Conversion:

A = 90- 100% 900+ points
 B = 89-80 800-899 points
 C = 79-70 700-799 points
 D = 69-60 600-699 points
 F = 59 or below 600 or below

I = Incomplete (Only issued under extraordinary circumstances that are beyond a student's control.)

W = Withdrawal from a course

WV = Withdrawal from the University voluntarily

MW = Military Withdrawal

Detailed Description of major

Literature Sources Assignment:

The student will identify journal articles regarding health promotion program(s) and prepare a journal article critique or bibliography. The critique should not exceed three typed pages. This assignment is to be submitted to the instructor typed and accompanied by a copy of the article utilized to develop the critique. A Rubric of this assignment will be provided.

Test my Skills and Scavenger Hunt:

These assignments are aligned with the textbook chapter contents. Each student is required to complete the assignment individually and submit their answers on Canvas.

Exams:

There will be 2 exams (midterm and final) during the semester. The exam is comprised of multiple choice and true/false questions over course content, terminology, and application. These exams must be taken on their due dates. Students who miss taking the exam on their due dates and times will result in a **zero** unless proper documentation is provided (e.g., physician's note). If by any chance you will need to reschedule, you must inform your professor by email 24 hours before the exam time and you will have **7** days to make up the exam. These days include weekends. Each exam is worth 100 points.

Muddiest Point and Discussions:

The student will attend class regularly and participate in the online muddiest points/discussions. The student is expected to reply to two other classmates' posts.

Major Class Project:

The student will participate in the implementation phase of the health education program developed by the class. During the class presentation, each student is expected to contribute to the activity.

Evaluation:

Each student will participate in the evaluation phase of the health education program developed by the class. At the end of the implementation and during the midterm, each group member will provide a peer evaluation report. This will be oral and written during office hours with your professor.

Extra Credit: For 10 extra points, you can share interesting public health-related information that you have obtained from media or conferences with the class. This information must be relevant to the class materials. (Limit 2)

Course Procedures or Additional Instructor Policies

1. Students are responsible for attending class and reviewing all course materials, interacting with their classmates, and responding to communications.
2. Read and keep all course materials (syllabus, papers, handouts, and assignments). If you need help or have questions, please do not hesitate to contact me or visit during office hours.
3. **No late work will be accepted.** Also, there will be NO accommodation made for any missed tests or class assignments unless you have valid documentation to verify the emergency (please see student handbook). If an assignment is missed, you will have **7 days to make up** that assignment with your valid excuse. Please note: missing more than one class assignment will affect your final grade.
4. All assignments must be typed and uploaded to Canvas on or before the due dates. **No handwritten** assignments will be accepted.
5. Submitted assignments will be graded within seven days business days unless stated otherwise. Therefore, please wait until after seven days before contacting your instructor about your grade.
6. The instructor records your course engagement and uses it for attendance. So, I suggest you log in to the course daily and read all announcements and assignments.
7. Artificial intelligence (AI) language models, such as ChatGPT, may be used to design your major project with appropriate citations but not for any assignment in this course. If you are in doubt as to whether you are using AI language models appropriately in this course, please see me for guidance. You are responsible for fact-checking statements composed of AI language models.
8. If you are taking HLTH4307 as a face-to-face class, you are required to attend a class every day in order to receive full participation credit. Missing more than four consecutive class sessions will result in a lower course letter grade.
9. To maintain rigor and integrity in the course, you will need to use a lockdown browser for your exam.
10. Your performance in my class is very important to me. Therefore, please feel free to contact me with any concerns regarding the course. All email communications should be respectful and address the instructor by his/her name.
11. My preferred method of contact is through Canvas. If you send me an email, please wait for at least **24 hours** for a response. You can also send me a message on the Remind app.
12. Please do not allow your family members or friends to email me about your course unless it is a serious medical emergency.

Units	Week	LECTURE AND CLASS ACTIVITIES	ASSIGNMENTS DUE
Welcome	1	Introduction/ Class Orientation Getting to know you. Chapter 1: Health Education Promotion, Health Education Specialists, and Program Planning	<ul style="list-style-type: none"> Introduce yourself to the class. Take the syllabus Scavenger Hunt Muddiest Point Assignment Plagiarism Training with the PVAMU Librarian <p>Thursday, January 25, 2024, @10 PM</p>
1	2-3	Review Chapter Slides: Chapter 2: Starting the Planning Process Chapter 3: Program Planning Models in Health Promotion Reading: MacQueen K.M., et al. (2001). What is Community? An evidence-based definition for participatory public health. American Journal of Public Health, 91, 1929-1938. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1446907/	<ul style="list-style-type: none"> Review the Texas Department of State Health website: (https://healthdata.dshs.texas.gov/) and identify one health conditions that interest you and tell why. <p>Muddiest Point Assignment</p> <p>Thursday, February 8, 2024 @11PM</p>
3	6-7	Review Chapter Slides: Chapter 4 - Assessing Needs Chapter 5: Measurement, Instruments, and Sampling Readings: <ul style="list-style-type: none"> Schaeffer NC, Presser S. 2003. "The science of asking questions", Annual Review of Sociology 29: 65–88. https://www.annualreviews.org/doi/full/10.1146/annurev.soc.29.110702.110112. Schaeffer NC, Dykema J. 2011. "Questions for Surveys: Current Trends and Future Directions." Public Opinion Quarterly, 75, 5: 919-961. Robert Woods Johnson Foundation (RWJF). Interviewing. Qualitative research guidelines project. http://www.qualres.org/HomeInte-3595.html. 	<ul style="list-style-type: none"> Community Needs Description Assignment. Measurement assignment due Muddiest Point Assignment <p>Thursday, February 22, 2024 @11PM</p>
4	8-9	Review Chapter Slides: <ul style="list-style-type: none"> Chapter 6: Mission Statement, Goals, and Objectives <p>Midterm exam</p>	<ul style="list-style-type: none"> Your Mission Statement, Goals, and Objectives Assignment. Muddiest Point Assignment <p>Thursday, March 7, 2024@11pm</p>
5	10-11	Review Chapter Slides: <ul style="list-style-type: none"> Chapter 7: Theories & Models Commonly Used for Health Promotion Chapter 8- Interventions Chapter 9- Community Organizing and Community Building <p>Watch: Unnatural Causes: Living in Disadvantaged Neighborhoods Is Bad for Your Health http://www.unnaturalcauses.org/video_clips_detail.php?res_id=217A.</p>	<p>Logic Model Assignment</p> <ul style="list-style-type: none"> Quiz Muddiest Point Assignment <p>Thursday, March 21, 2024, @11 PM.</p>
6	12-13	Review Chapter Slides <ul style="list-style-type: none"> Chapter 10: Identification and Allocation of 	<ul style="list-style-type: none"> Timeline and Management Plan

		<p>Resources</p> <ul style="list-style-type: none"> • Chapter 11- Marketing: Developing Programs That Respond to the Wants and Needs of the Priority Population • Chapter 12: Implementation: Strategies and Associated Concerns <p>Watch: Unnatural Causes: YES! Program http://www.unnaturalcauses.org/video_clips_detail.php?res_id=217.</p>	<ul style="list-style-type: none"> • Muddiest Point Assignment <p>Thursday, April 4, 2024, @11 PM</p>
7	14-15	<p>Review Chapter Slides:</p> <ul style="list-style-type: none"> • Chapter 13: Evaluation • Chapter 14: Evaluation Approaches and Designs <p>Discussion and recommendations for program improvement in the future.</p> <p>Final Exam (TBD)</p>	<ul style="list-style-type: none"> • Final Project Due and Presentation • Muddiest Point Assignment <p>Tuesday, April 25, 2023, @11 PM</p>

***The professor reserves the right to change the course outline at any time. All assignments are due on the date specified on the syllabus.*

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. [Library Website](#) Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; [University Tutoring Website](#)

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; [Writing Center Website](#), [Grammarly Registration](#)

Panther Navigate

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

Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; [Disability Services Website](#)

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

Veteran Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for

both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; [Veteran Affairs Website](#)

Office for Student Engagement

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

Center for Careers & Professional Development

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

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom
Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the ability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

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

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the Internet. Excessive absenteeism, whether excused or unexcused,

may result in a student's course grade being reduced or in the assignment of a grade of "F." 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.

Makeup Work for Legitimate Absences

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

Absence Verification Process

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

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

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

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to [Password Reset Tool](#) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

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

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

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

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