



**PRAIRIE VIEW
A&M UNIVERSITY**

**HLTH 5307- Epidemiology and Diseases
School of Public and Allied Health
Spring 2024**

Course Information

Instructor:	Andrea McDonald, Ph.D., CHES
Section # and CRN:	Z01- 24952
Office Location:	Leroy Moore Intramural Gymnasium
Office Phone:	936-261-3900
Email Address:	anmcdonald@pvamu.edu
Office Hours:	Tuesday (face-to-face) & Thursday (Zoom) 11 am- 1pm
Mode of Instruction:	Online
Course Location:	Canvas (https://ecourses.pvamu.edu .)
Class Days & Times:	Online

Description

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Canvas (<https://ecourses.pvamu.edu>.)
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Catalog Description:

Epidemiologic methods for administrators, policy analysts, and education planners. Identification of and analysis of factors influencing infections and chronic diseases in groups of people in a variety of community settings, including schools, businesses, industry, and the healthcare market.

Co-requisites:

N/A

Required Texts:

Friis, R.H. (2018). Epidemiology 101 (2nd Ed.). Burlington, Massachusetts: Jones & Bartlett. ISBN: 9781284107852.

Recommended Texts:-

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.

Course Overview: This course is designed to increase the student’s awareness of the knowledge and skills necessary for practicing in community and public health.

Course Objectives/Accrediting Body:

1. Discuss the history, philosophy, and uses of epidemiology.
2. List sources of epidemiologic data and define related measures of morbidity and mortality.
3. Define the term descriptive epidemiology and describe the applications of descriptive epidemiology to the health of populations.
4. State what is meant by the association and causation of the term.
5. Define the term *evidence-based public health* and discuss its applications.
6. Discuss the applications of epidemiology to policy development.
7. Discuss screening for disease and calculate related measures.
8. Describe applications of epidemiology to outbreak investigation, social and behavioral phenomena, and special topics including work and the environment.

Governing Organizations	Alignment with Standards/Domains
CAEP	Standard 1: Content & Pedagogical Knowledge (1.1) Standard 4: Program Impact (4.1)

Course Requirements & Evaluation Methods

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

Method of Determining Final Course Grade:

Course Grade Requirements	Relative weight of each item based on 100%	Number of points available for each category on a 585-point scale	Value of each item based on the total number of points available. Points Value
Discussion/ Muddiest Point	13%	80	8 activities x 10pts each
Unit Epidemiology Showcase	16%	100	1 activity x100
Scavenger Hunts	2%	10	1 activity@10pts.
Research Topic: Global Pandemic, COVID-19, Library Assignment, Study Questions & Exercises.	13%	75	5 activities @ 15 pts.
Epidemiology policy, Epidemiology and Human Behavior	8%	40	2 activities @20
Mid-term Paper	16%	100	1 activity @ 100
Final Paper and presentation	16%	100	1 activity @100
Final Exam	16%	100	1 Exam @ 100 points
Total:	100%	600	

Grading Criteria and Conversion:

A = 90- 100%	540+ points
B = 89-80	480-539 points
C = 79-70	420-419 points
D = 69-60	418-360 points
F = 59 or below	359 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 Assignments

All assignments must be submitted online to CANVAS for grading. Teacher educator candidates must submit ALL written work in APA format. More details are provided under "Submission of Assignments".

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 answers on Canvas.

Quizzes

Quizzes will be completed in class and will cover lecture material, readings, and in-class assignments/exercises. Quizzes will consist of multiple choice, true/false, fill-in-the-blank, and/or short-answer questions.

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.

Study Questions and Exercises

Each student will complete study questions and exercises assigned for each chapter. The questions and exercises are located at the end of the chapter. Responses will be submitted via e-Courses prior to the start of the scheduled class on which they are due. Student should be prepared to discuss their responses in class.

Exam

Candidates will complete one cumulative exam at the end of the course covering content from Chapters 1-11. The exam will be completed in class and consist of multiple choice, true/false, fill in the blank, and/or short answer questions. 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.

Unit Epidemiology Showcase: For unit week a student will identify an epidemiology case related to public health and create a video for the class. You can find diseases on **promedmail.org**. The student should provide details about the disease and explain how it can impact the population. The presentation

should not last longer than 8 minutes. Only one per student.

Data Source Presentations

Students will identify and select a credible database (e.g. Centers for Disease Control, County Health Rankings, etc.) related to a particular topic of interest. Candidates will become very acquainted with the data source and database plus apply course content to the data based on the rubric and questions provided on Canvas. The candidate will use the results to develop the first PowerPoint presentation to deliver in class in response to key questions and the rubric provided for this assignment. Based on feedback obtained from the instructor, additional course content that is covered, and a rubric plus questions, the candidate will develop and deliver a second and more comprehensive PowerPoint presentation in class.

Muddiest points 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.

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)

SEMESTER CALENDAR
(*Tentative and may change due to course needs)

WEEK	LECTURE TOPICS AND CLASS ACTIVITIES	ASSIGNMENT DUE
1	Introduction/ Class Orientation Getting to know you Chapter 1: History, Philosophy, and Uses of Epidemiology Chapter 2: Epidemiology and Data Presentation <i>Weekly Epidemiology showcase</i>	<ul style="list-style-type: none"> • Introduce Yourself Discussion • Complete library assignment • Scavenger Hunt • Epidemiology showcase 1 • Muddiest Point 1 Sunday, March 24, 2024@11pm
2	Chapter 3: Epidemiologic Measurements Used to Describe Disease Occurrence <i>Library assignment</i> Chapter 4: Data and Disease Occurrence <i>Weekly Epidemiology showcase</i>	<ul style="list-style-type: none"> • Write your rational paper • Study questions and exercise • Epidemiology showcase 2 • Muddiest Point 2 Sunday, March 31, 2024@11pm
3	Chapter 5: Descriptive Epidemiology: Patterns of Disease – Person, Place, Time <i>Weekly Epidemiology showcase</i> Chapter 6: Association and Causality <i>Group meeting</i>	<ul style="list-style-type: none"> • Global pandemic assignment • Data presentation • Epidemiology showcase 3 • Muddiest Point 3 Sunday, April 7, 2024@11pm
4	Chapter 7: Analytic Epidemiology: Types of Study Designs Chapter 8: Epidemiology and the Policy Arena <i>Weekly Epidemiology Showcase Group meeting.</i>	<ul style="list-style-type: none"> • Epidemiology showcase 4 • Muddiest Point 4 • Mid-point Evaluation Sunday, April 14, 2024@11pm

5	<p>Chapter 9: Epidemiology and Screening for Disease</p> <p>Chapter 10: Infectious Diseases and Outbreak Investigation</p> <p><i>Weekly Epidemiology Showcase</i></p>	<ul style="list-style-type: none"> Epidemiology showcase 5 Muddiest Point COVID-19 Assignment <p>Sunday, April 21, 2024@11pm</p>
6	<p>Chapter 11: Social and Behavioral Epidemiology</p> <p><i>Weekly Epidemiology showcase</i></p>	<ul style="list-style-type: none"> Epidemiology Policy Assignment Epidemiology showcase 6 Muddiest Point 6 <p>Sunday, April 28, 2024@11pm</p>
7	<p>Chapter 12: Special Epidemiology Application</p> <p>Read and review the unit materials</p> <p><i>Group Presentation</i></p>	<ul style="list-style-type: none"> Epidemiology and Human Behavior Assignment Epidemiology showcase 7 Muddiest Point 7 Submit the final paper and presentation <p>Sunday, May 3, 2024@11pm</p>
8	<ul style="list-style-type: none"> Read and review the unit materials Group Presentation <i>Review (chapter 1-10)</i> 	<ul style="list-style-type: none"> Complete the course evaluation survey. <i>Final Exam</i> <p>Sunday, May 5, 2024@11pm</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.*

Course Procedures or Additional Instructor Policies

1. Students are responsible for attending class online and review 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 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 that 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. Your instructor records attendance based on your engagement in the course. So, I would

suggest that you log in to the course daily and read all announcements and assignments.

7. To maintain rigor and integrity in the course, you will need to use a lockdown browser for your exam.
8. Your performance in my class is very important to me. Therefore, please feel free to contact me with any concerns regarding the course. My preferred method of contact is through Canvas. If you send me an email, please wait at least **24 hours** for a response. You can also send me a message on the Remind app.
9. Please do not allow your family members or friends to email me about your course unless it is a serious medical emergency.
10. 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.

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 promote lifelong learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

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

Writing Center

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

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that

is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

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

Office of Testing Services

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

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

Office for Student Engagement

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

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest

Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

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

Nonacademic Misconduct

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

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct

involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

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.

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers

- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

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

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

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

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

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

Discussion Requirement

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

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

COVID-19 Campus Safety Measures [NOTE: Delete this section when the COVID-19 pandemic is over]

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

- **Self-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to covid-19@pvamu.edu. Proof for self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly 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. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. 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 may qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to www.pvamu.edu/coronavirus or email covid-19@pvamu.edu.