

## KINE 2308 Practicum in Kinesiology and Sports Spring 2024

Course Information	Description
<b>Instructor:</b> Christopher Boykins <b>Section # and CRN:</b> PO2 - 25107 <b>Office Location:</b> Leroy Moore GymRm103 <b>Office Phone:</b> 936-261-3900 <b>Email Address:</b> cmboykins@pvamu.edu <b>Office Hours:</b> M-F 11:00am - 12:00pm (M, W, & F Office Hours via Zoom) <b>Mode of Instruction:</b> Face-to-Face <b>Course Location:</b> JJPY 365 <b>Class Days &amp; Times:</b> Tues and Thurs 11:00am-12:20pm <b>Catalog Description:</b>	<p>The practicum serves students in providing opportunities for early interaction with organizations and professionals in the student's area/interest. Students who enroll in the practicum observe their organizational professionals while they perform their daily activities/tasks. Students are engaged in service-learning and/or community-oriented activities to marry classroom topics with practical experience.</p>
<b>Prerequisites:</b> <b>Co-requisites:</b> <b>Required Text(s):</b> <b>Recommended Text(s):</b>	<p>N/A N/A N/A</p>

### Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment
1	Evaluate career opportunities and develop a plan for prospective career advancement	SLO#1

2	Observe and/or apply academic training and theory to a professional setting	SLO#1
3	Create and deliver an oral presentation appropriate to audience needs and expectations	SLO#1
4	Demonstrate professional behavior appropriate to the setting	SLO#1
5	Enhance interpersonal and professional communication skills	SLO#1
6	Reflect on personal strengths, weaknesses, and areas of professional growth, seeking feedback and setting personal development goals.	SLO#1

<i>Governing Organizations</i>	<i>Alignment with Standards/Domains</i>
<b>KINE SLOs</b> <b>(Student Learning Objectives)</b>	<u>SLO 1</u> Graduates can communicate effectively in written, oral and verbal forms of expression. <u>SLO 2</u> Graduates can apply the physiological bases of human movement. <u>SLO 3</u> Graduates can demonstrate the ability of exercise testing and prescription to diverse populations at various developmental stages and under a range of health conditions. <u>SLO 4</u> Graduates can evaluate scientific literature in discipline and understand and synthesize relevant information. <u>SLO 5</u> Graduates can demonstrate the ability of technologies to support inquiry and professional practice.
<b>SHAPE</b>	Standard 1: Content and Foundational Knowledge Standard 2: Skillfulness and Health-Related Fitness Standard 3: Planning and Implementation Standard 4: Instructional Delivery and Management Standard 5: Assessment of Student Learning

## Major Course Requirements

### Method of Determining Final Course Grade

Item	Course Grade Requirement	Value	Total
1)	Resume/Cover Letter	1	5
2)	Networking Assignment	1	5
3)	Site Discussion Question Assignment	1	5
4)	Progress Reports	8	8
5)	Site Supervisor Interview	1	7
7)	Clock Hours	40 hrs	40
8)	Oral Presentation	1	15
9)	Mid & Final Evaluations	1	15
<b>Total:</b>			<b>100</b>

### Grading Criteria and Conversion:

A = 90-100%

B = 80-89

C = 70-79

D = 60-69

F = Below 59

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments: [\[Describe each assignment valued at 10% of grade or more\]](#)

Assignment Title or Grade Requirement	Description
Resume/Cover Letter	<p>Students will use the Prairie View A&amp;M University Career Services to find the best resumes/cover letters used today. The candidate will create one resume for a short-term job, and then create a Long-term resume for the job you chose to make a career. The cover letter should only cover the long-term position you are looking to pursue.</p> <p><b>NO LATE ASSIGNMENTS WILL BE ACCEPTED.</b></p>
Networking Assignment	<p>Part 1: Read an article or watch a video about the basics of networking. Participate in a discussion forum writing a 250-word reflection on the key takeaways of the article or video and how you plan to incorporate them into your networking strategy.</p> <p>Part 2: Create or refine your LinkedIn profile. Ensure you have a professional photo, detailed work/education descriptions, and a compelling headline. Identify and connect with at least 10 new professionals in your desired industry.. Share the profile link via the Canvas discussion forum.</p>
Site Discussion Question Assignment	<p>After participating with your organization in the first week, please explain in 100 to 150 words,</p> <ul style="list-style-type: none"> <li>(a) what year the organization was founded,</li> <li>(b) the founder of the organization,</li> <li>(c) the demographics and population serviced by the organization,</li> <li>(d) the type of organization it is (i.e., profit or non-profit), and</li> <li>(e) whether you would like to work in this type of organization for your long-term career goal.</li> </ul> <p>Once you post your initial response by Thursday at 11:59 P.M. CST, then reply to one of your peers and discuss in 50 to 100 words, if what you are learning in/about your organization while serving is similar or different to what they are learning in/about their organization while serving by Sunday at 11:59 P.M. CST.</p> <p>NOTE: Initial response is worth 5 points and your response to your peer is worth 5 points for a total possible 10 points.</p> <p><b>NO LATE ASSIGNMENTS WILL BE ACCEPTED.</b></p>
Progress Reports	<p>Students will complete and have the site supervisor sign off on weekly progress reports (hours log) and upload them into Canvas. Reports are to be uploaded weekly by Saturday 11:00 pm CST.</p> <p><b>NO LATE ASSIGNMENTS WILL BE ACCEPTED.</b></p>
Mid Evaluation and Complete Clock Hours	<p>The instructor will visit the site Preceptor and observe the student's activities.</p> <p><b>NO ACTION IS REQUIRED BY THE STUDENT. ALL CONTACT WILL BE WITH THE PROFESSOR AND PRECEPTOR (PRACTICUM SUPERVISOR)</b></p>
Site Supervisor Interview	<p>Students are to conduct a brief interview with their practicum site supervisor. This interview aims to gain insights into the supervisor's career journey, roles, daily challenges, and industry trends. Students will prepare five questions, document the supervisor's responses, and write a reflective summary of the experience and lessons learned. This exercise enhances the student-supervisor relationship and deepens the student's industry understanding.</p> <p><b>NO LATE ASSIGNMENTS WILL BE ACCEPTED.</b></p>
Clock Hours	<p>Students are required to complete a maximum of 40 clock hours at their practicum site over the course of 8 weeks (max 5 hours a week). Students who do not complete all 40 hours will receive points equivalent to the number of actual completed and verified hours.</p>
Oral Presentation	<p>The oral presentation will be the final documentation of the practicum which will include, but not be limited to the practicum expectations, the fulfilled job requirements</p>

Assignment Title or Grade Requirement	Description
	<p>and outcome, experiences, reflection of the practicum, and any pertinent paperwork and/or documentation related to the practicum.</p> <p>Students are tasked with delivering a concise 8-minute oral presentation on their practicum experience. The presentation should include key insights, challenges faced, and solutions proposed. Visual aids, such as slides, are encouraged. This assignment aims to hone communication skills and promote reflective learning. More details will be provided in Canvas.</p> <p>Students will be given the opportunity to choose their presentation day which will be provided closer to the conclusion of the semester.</p> <p><b>NO LATE ASSIGNMENTS WILL BE ACCEPTED.</b></p>
Mid & Final Evaluation	The instructor will visit the site preceptor and observe the student activities at both the mid and final points of the semester. <b>NO ACTION IS REQUIRED BY THE STUDENT. ALL CONTACT WILL BE WITH THE PROFESSOR AND PRACTICUM SUPERVISOR.</b>

## Course Procedures or Additional Instructor Policies

### Attendance

Students must attend class during class times unless told otherwise by the instructor. Please note that for weeks 5 -12, students will be present at their practicum sites to complete required weekly practicum hours.

### Appearance

All practicum students must always comply with the practicum site's dress code. Failure to do so may result in disciplinary action.

### Professionalism

All practicum students are expected to always conduct themselves as professionals while at the practicum site location. Practicum students are required to abide by and uphold all the rules and regulations set by the practicum site. As representatives of Prairie View A&M University and the Division of Kinesiology and Physical Education, all practicum students are prohibited from the use of profanity, alcohol, and/or non-prescription drugs while at the practicum site. Failure to do so may result in disciplinary action.

## Semester Calendar

Week	Description
<b>Week One:</b> <b>Topic Description</b>	Course Orientation and Introduction, Syllabus Introduction to the Practicum Experience/Career Pathways/
Readings:	
Assignment (s):	
<b>Week Two:</b> <b>Topic Description</b>	Resume and CV Building/Cover Letter Writing/Interview Skills and Techniques Site Placements
Readings:	
Assignment (s):	Resume/Cover Letter Assignment
<b>Week Three:</b> <b>Topic Description</b>	Networking Strategies/Professional Etiquette/Personal Branding Site Placements
Readings:	
Assignment (s):	Networking Assignments
<b>Week Four:</b> <b>Topic Description</b>	Workplace Communication/Time Management and Productivity/Workplace Ethics Site Placements
Readings:	
Assignment (s):	
<b>Week Five:</b> <b>Topic Description</b>	Conflict Resolution
Readings:	
Assignment (s):	Begin Clock Hours (MAX: 5 hrs./week x 8 weeks = 40 hrs. total) <b>Progress Report 1 Due Saturday via Canvas</b>
<b>Week Six:</b> <b>Topic Description</b>	Soft Skills Development
Readings:	
Assignment (s):	<b>Site Discussion Question Assignment</b> Progress Report 2 Due <b>Saturday via Canvas</b>
<b>Week Seven:</b> <b>Topic Description</b>	Work/Life Balance
Readings:	
Assignment (s):	Progress Report 3 Due <b>Saturday via Canvas</b>
<b>Week Eight:</b> <b>Topic Description</b>	Portfolio Development Mid Evaluation
Readings:	
Assignment (s):	Site Supervisor Interview Progress Report 4 Due <b>Saturday via Canvas</b>
<b>Week Nine:</b> <b>Topic Description</b>	Teamwork and Collaboration
Readings:	
Assignment (s):	Progress Report 5 Due <b>Saturday via Canvas</b>
<b>Week Ten:</b> <b>Topic Description</b>	Project Management
Readings:	
Assignment (s):	Progress Report 6 Due <b>Saturday via Canvas</b>
<b>Week Eleven:</b> <b>Topic Description</b>	Professional Organizations
Readings:	
Assignment (s):	Progress Report 7 Due <b>Saturday via Canvas</b>
<b>Week Twelve:</b> <b>Topic Description</b>	Entrepreneurial Thinking/Embracing Failure
Readings:	
Assignment (s):	End Clock Hours Progress Report 8 Due <b>Saturday via Canvas</b>
<b>Week Thirteen:</b> <b>Topic Description</b>	Presentations

Readings:

Assignment (s): Portfolio due the day of the student's presentation

**Week Fourteen:** Presentations

**Topic Description**

Readings:

Assignment (s): Portfolio due the day of the student's presentation

**Week Fifteen:** Presentations

**Topic Description**

Readings:

Assignment (s): Portfolio due the day of the student's presentation

**Week Sixteen:**

**Topic Description**

***Final Exam week***

Readings:

Assignment (s): **Final Evaluation**  
**Site Supervisor Student Evaluation Due**

## 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](mailto: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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto: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](mailto: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, 2<sup>nd</sup> 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](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, Dr. Zakiya Brown, at 936-261-2144 or [titleixteam@pvamu.edu](mailto: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](mailto: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](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto: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](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 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](https://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.