

SYLLABUS

Theory & Practice of Coaching

Spring 2024

Department of Health & kinesiology College of Education

Information Item	Information	
Instructor:	James Edmond	
Section # and CRN:	23418 KINE 3306 P01	
Office Location:	Leroy Moore Gym	
Office Phone:	(936)261-3900	
Email Address:	jwedmond@pvamu.edu	
Office Hours:	3:00 pm Monday (By Appointment)	
Mode of Instruction :	Face to Face	
Course Location:	Delco Building RM 328	
Class Days & Times:	MWF- 12:00pm-12:50pm	
Catalog Description:	The course emphasizes the theory, strategy, and principles of training basics and managing relationships in a variety of sports	
Prerequisite :		
Co-requisite :	N/A	
Required Text(s):	Successful Coaching, Rainer Martens, 4th Edition ISBN: 978-14504-0051-0	
Remind code	@	

Outcomes:

	Upon successful completion of this course, candidates will be able to: [NOTE: BEGIN each	Program Learning Outcome # Alignment	SHAPE Standards
1	Demonstrate competent motor skill performance in a variety of physical activities.	SLO#4	Std. #1 Std. #2
2	Identify appropriate instruction that is sensitive to student strengths/ weaknesses and learning styles.	SLO#2	Std. #4
3	Demonstrate the ability to use effective communication skills	SLO #1	Std. #4

4	Organize resources to provide active and equitable learning experiences. 2	SLO #5	Std. #1 Std. #5
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CT – Critical Thinking TW - Teamwork Communication SR: Social Responsibility PR: Personal Responsibility

Program Student Learning Outcomes (SLOs) Human Performance

1. Graduates can communicate effectively in written and oral and verbal forms of expression.
2. Graduates can apply the physiological bases of human movement.
3. Graduates can demonstrate the ability of exercise testing and prescription to diverse populations at various developmental stages and under a range of health conditions.
4. Graduates can evaluate scientific literature in the discipline and understand and synthesize relevant information.
5. Graduates can demonstrate the ability of technologies to support inquiry and professional practice.

<i>Governing Organizations</i>	<i>Alignment with Standards/Domains</i>
SHAPE America <i>(Society of Health and Physical Educators)</i>	Standard 1: Content and Foundational Knowledge Standard 2: Skillfulness and Health-Related Fitness Standard 4: Instructional Delivery and Management Standard 5: Assessment of Student Learning
KINE SLOs <i>(Student Learning Objectives)</i>	SLO 1 Graduates can communicate effectively in written, oral and verbal forms of expression. SLO 2 Graduates can apply the physiological bases of human movement. SLO 3 Graduates can demonstrate the ability of exercise testing and prescription to diverse populations at various developmental stages and under a range of health conditions. SLO 4 Graduates can evaluate the scientific literature in the discipline, and understand and synthesize relevant information. SLO 5 Graduates can demonstrate the ability of technologies to support inquiry and professional practice.
TExES	<u>Domain I:</u> Movement Skills and Knowledge, EC-12 Std. I, III, <u>Domain II:</u> Health-Related Physical Fitness, EC -Std. II <u>Domain III</u> Physical Education IV, V& VI Preparation Manual EC-12 #158

Detailed Description of Assignments

Assignment Title	Description
Q & A/Reflection	Identify & analyze a variety of principles of coaching.
Exams/ICEA Program	Assessments covering essential information and measuring candidate's knowledge of academic work and other forms of educational evidence.
2. TYK -Q & A Review /Reflection	Identify & analyze a variety of successful coaching principles, techniques, and tools utilized in a variety of ways as it relates to Theoretical perspectives and Fundamental Concepts.

Coaching Interview/ Reflection Paper Recommendation.	Examine competency of coaching in a variety ways via Behavior, Teaching, Physical training and Management.
Philosophy/Pyramid/Def. Ex	Identifying fundamental nature of knowledge, reality, and existence, including critical study of the basic principles and concepts of a particular branch of knowledge, especially with a view to improving or reconstituting them.

Major Course Requirements

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

Exams – written tests designed to measure knowledge of presented course material

Exercises – written assignments designed to supplement and reinforce course material

Program – web development assignments designed to measure ability to apply presented course material **Class**

Participation – daily attendance and participation in class discussions

Method of Determining Final Course Grade

Course Grade Requirement	Value	
Course	Value	Total
1. TYK / 5/Act/ Q & A	4	20
2. Exam I (Ch. 1-5) Principles of Coaching	1	20
3. MTEX (Ch. 1-8) Principles of Teaching/Behavior	1	20
4. Final (1-19) Comprehensive (Management)	1	20
5. Coaching Interview/Observation/Reflection	1	10
6. Philosophy /Pyramid/Def. Ex (POS)	1	10
	Total	100 points

Grading Criteria and Conversion:

A = 90- 100%

B = 89-80

C = 79-70

D = 69-60

F = 59 or below

Course Procedures or Additional Instructor Policies

House Bill 2504 does allow candidates the choice not to purchase the class textbooks, however; candidates are responsible for all material covered in the text. Candidates have the choice of using alternative methods to access textbook information (internet websites, books on reserve in the library, etc.).

Candidates are required and held accountable to complete all assignments as noted in the syllabus.

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments may be REQUIRED to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in E-Courses.

General Expectations of Students

- Adequate participation in all course activities. This is an upper-level course and will require an increased amount of reading to understand materials and course information.
- Work is not a sufficient excuse for missed coursework, deadlines, or other course-related event.
- Please address any special needs and/or accommodations as soon as you become aware. Provide supplemental documentation.

- Discussions will/may occur in this course, therefore, please be considerate of the opinions and responses of others (even if you disagree). Healthy discussion is encouraged to aid in the conceptual understanding of course content. Any student who continues to demonstrate inappropriate and disruptive behavior will be subject to disciplinary consequences

Submission of Assignments:

- Assignments, Papers, Exercises, and Projects are to be distributed and submitted through your online Canvas course Portal via a computer and must (typed or copy and paste) in the text entry format only unless instructed by the instructor.
- Documents submitted in any other format (email, Word, Google docs., PDF, Pages, Jpeg, links, screenshots or in the comment section of canvas) will not be accept and will result in a score of **zero (0)** for that assignment, per candidate not following instructions. Candidates should be aware utilizing a smartphone to submit assignments could result in the assignments being submitted in the incorrect format. It is the responsibility of the candidate to make sure the assignment is submitted correctly. Candidates are responsible and expected to login or attend each class, contribute to class activities and or discussions.
- Candidates should and are expected complete all assignments before their expected due dates time. It is the responsibility of the candidate to make sure they can login and submit work to the Canvas portal prior to deadline in the correct text entry format. **NO LATE WORK WILL BE ALLOWED** unless under-documented emergencies accompanied with certified excuse for the period missed (See Student Handbook). Assignments, projects, and exams cannot be made-up/completed after the date given, unless under extraordinary medical circumstances (this does not include technological, law enforcement issues). Please note there are no extra credit opportunities provided in this course.
- If your grade is so low that you need help, it is most likely because you have chosen to do little to no work this semester, in which case, history tells me that, even if I did give you an assignment for “replacement credit,” you probably would not do it anyway.
- 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

Assignment Feedback Policy:

Please allow 7-10 days for TYK Q & A grades to be updated in the gradebook and Feedback Responses to assignment submission. Project assignments may take an additional week to complete.

Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, RichText, or plain text format. **Exam Policy:** Exams should be taken as scheduled. **No makeup examinations will be allowed** except under documented emergencies. (See Student Handbook). Once exams are administered, candidates are not allowed to exit the test area unless they are turning in exams.

Communication

- ◆ Course updates will also be posted via PVAMU Canvas portal -- **be sure to check on a regular basis before attending class.**
- ◆ **Remind will also be used to communicate with students. Class code::** see above
- ◆ *All e-mails should address the instructor with proper greetings and subject titles, use correct grammar and spelling, complete sentences, proper punctuation, and be written in a respectful tone. Otherwise, no response may be warranted. E-mails will usually have a response within two (2-3) business days.*

Attendance/Participation

- “ Students are expected to participate in all class assignments, discussions, and meetings. A lack of attendance will negatively affect the overall final grade regardless of assignment scores:
 - o Students are allowed three (3) unexcused absences; on the 4th the overall grade will decrease by one letter grade.
 - o Excused absences = university sponsored events or credible medical excuses with proper documentation in a timely manner
 - o A combination of excused/unexcused absences resulting in 40% or more of the course meetings may also have negative consequences on the overall course grade.
- “ The instructor reserves the right to deem what is fair and appropriate. See updated Attendance information below.

SEMESTER CALENDAR

Week 1	Syllabus/ I-Read
Topic Description:	Introduction to Life Span Motor Development
Chapter(s)	<i>Course Overview – Syllabus – Assignments – Expectations</i>
Assignment(s)	<i>“If you don’t have time to do it right, when will you have time to do it over?” – John Wooden</i>
Week 2	
Topic Description:	Principles of Coaching
Chapter(s)	<i>Developing your Coaching Philosophy/ Determining your Coaching Objectives</i>
Assignment(s)	The value of a coaching philosophy/ Who you are and what kind of coach do you want to be/ Three major objectives of coaching <i>TYK 1 Developmental Lab Activities (4 pts)</i>
Week 3	
Topic Description:	Principles of Coaching
Chapter(s)	<i>Selecting your Coaching Style/ Coaching for Character</i>
Assignment(s)	Three coaching styles and how these styles affect your athletes. What leadership is when coaching/ How to coach athletes and develop good character.
Week 4	
Topic Description:	Principles of Coaching
Chapter(s)	<i>Coaching Diverse Athletes</i>
Assignment(s)	Key terms/ Questions for reflection/Reinforce what you have learned <i>TYK 2 Developmental Lab Activities (4 pts)</i>
Week 5	
Topic Description:	<i>Exam I</i> <i>Philosophy /Pyramid/Def. Ex (POS) due</i>
Chapter(s)	<i>All Interactive PPT presentations (N/A)</i>
Assignment(s)	Key terms/ Questions for reflection/Reinforce what you have learned
Week 6	
Topic Description:	Principles of Behavior
Chapter(s)	<i>Communicating with your Athletes/ Motivating you</i>

Assignment(s)	Key terms/ Questions for reflection/Reinforce what you have learned
Week 7 Topic Description:	Principles of Behavior
Chapter(s)	<i>Managing Your Athletes Behavior</i>
Assignment(s)	What is positive discipline/ Why positive discipline is effective/The guidelines for corrective discipline. TYK 3 Developmental Lab Activities (4pts)
Week 8 Topic Description:	Mid-Term Exam (Ch. 1-8)
Chapter(s)	Key terms/ Questions for reflection/Reinforce what you have learned

Week 9 Topic Description:	Spring Break
Week 10 Topic Description:	Principles of Teaching
Chapter(s)	<i>The Games Approach</i>
Assignment(s)	Key terms/ Questions for reflection/Reinforce what you have learned Coaching Interview/Observation/Reflection Due
Week 11 Topic Description:	Principles of Teaching
Chapter(s)	<i>Teaching Tactical skills/ Planning for teaching</i>
Assignment(s)	TYK 4 Developmental Lab Activities (4 pts)
Week 12 Topic Description:	Principles of Physical Training
Chapter(s)	<i>Training Basics/Training for Muscular fitness</i>
Assignment(s)	Key terms/ Questions for reflection/Reinforce what you have learned
Week 13 Topic Description:	Principles of Physical Training
Chapter(s)	<i>Battling Drugs</i>
Assignment(s)	Key terms/ Questions for reflection/Reinforce what you have learned TYK 5 Developmental Lab Activities (4 pts)
Week 14 Topic Description:	Principles of Management
Chapter(s)	<i>Managing your Team/Managing Relationships</i>
Assignment(s)	Key terms/ Questions for reflection/Reinforce what your learned about Constraints
Week 15 Topic Description:	Principles of Management
Chapter(s)	<i>Managing Risk/Course Overview</i>

Assignment(s)	Notes/ Identify key points
Week 16 Topic Description:	
Chapter(s)	Final Exam (Comprehensive
Assignment(s)	

Description of Course Assignments: It is the responsibility of the student to know if there are any changes in due dates or assignments. These changes will be announced either in class and/or via Canvas. (Note: As the instructor, I may change the following assignments as I feel necessary for the class). Syllabus is considered a **tentative** document and may be changed or updated without notice at the discretion of the instructor. The instructor reserves the right to keep or drop any assignments, quizzes, exams etc., to 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. 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/studentsuccess/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: pv tutoring@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 nonstandardized 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, webassist, 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 cocurricular 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.

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy,

pregnancyrelated conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

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 nondiscrimination 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

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-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and courserelated activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in

courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.