

**KINE 3365 Motor Learning and Control  
Spring 2024 Semester  
School of Public and Allied Health**

**General Course Information**

Information Item	Information
<b>Instructor:</b>	A. Blake
<b>Section # and CRN:</b>	Z01-23426, Z02-23427, Z03-24407
<b>Office Location:</b>	Leroy Moore Gym
<b>Office Phone:</b>	936-261-3900
<b>Email Address:</b>	<a href="mailto:Alblake@pvamu.edu">Alblake@pvamu.edu</a>
<b>Office Hours:</b>	Virtual: TWR 8:00 -1100 am
<b>Mode of Instruction:</b>	Online: Asynchronous
<b>Course Location:</b>	Canvas
<b>Class Days &amp; Times:</b>	N/A
<b>Catalog Description:</b>	This course is designed to review basic principles of motor control and motor learning with emphasis on the application of these principles in the neurologic population.
<b>Prerequisites:</b>	KINE 1208 and KINE 1330
<b>Co-requisites:</b>	
<b>Required Text(s):</b>	Coker, Cheryl A. (2018). Motor learning and control for practitioners, 5 <sup>th</sup> Ed. New York: Routledge. ISBN:
<b>Remind App</b>	@K3365z

General Course Information Table

**Student Learning Outcomes:**

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	SHAPE America
1. Analyze definitions and concepts of motor learning and control.	SLO# 1, 2	1,5
2. Devise motor learning and control assessments to address diverse populations according to principal guidelines for movement skills.	SLO# 1,2,3	2,4,5
3. Evaluate concepts and research literature to develop tasks, interventions, and programs that facilitate motor learning and control for diverse populations.	SLO# 1,2,4,5	2,3,5
4. Maximize technology to communicate written, oral, and visual directives for diverse populations	SLO# 1,5	4
5. Identify personal cultural rules and biases and begin to question those rules or biases based on a growing global understanding. (B-Global)	SLO# 1	1
6. Demonstrate a comparative understanding of another culture's history, values, politics, communication styles, economy or beliefs and practices. (B-Global)	SLO# 1	1

Student Learning Outcomes Table

Governing Organizations	Alignment with Standards/Domains
<b>KINE SLOs (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.

	<p><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.</p> <p><u>SLO 4</u> Graduates can evaluate the scientific literature in the discipline and understand and synthesize relevant information.</p> <p><u>SLO 5</u> Graduates can demonstrate the ability of technologies to support inquiry and professional practice.</p>
<b>SHAPE</b>	<p>Standard 1: Content and Foundational Knowledge</p> <p>Standard 2: Skillfulness and Health-Related Fitness</p> <p>Standard 3: Planning and Implementation</p> <p>Standard 4: Instructional Delivery and Management</p> <p>Standard 5: Assessment of Student Learning</p>

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1. Individual Video Assignment		26 pts
2. Labs (L) (Exploration Activities)	3	24pts
3. Cultural Knowledge Comparison Paper	1	10 pts
4. Final Exam	1	15 pts
5. Final Group Project	1	25 pts
<b>Total:</b>		<b>100pts</b>

Course Grade Requirement Table

### Grading Criteria and Conversion:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

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, including the final exam, and performed below the grade level of a D, a grade of FN (failed-nonattendance) 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, including the final exam, 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:

Assignment Title or Grade Requirement	Description
<b>Individual Video Assignments</b>	<p>Students will have the opportunity to focus on select topics in the course to assist with better preparation for creating the group’s final project. Each individual enrolled create, demonstrate, and analyze a highlighted skill requirement(s) to be a reference portion of the group final project.</p> <p>See <b>Canvas</b> for more/additional detailed information.</p>
<b>Labs (Exploration Activities)</b>	<p>Students will complete “Labs/Exploration Activities” designed to aid the student in making connections between key concepts and practical human movement activities. The labs also allow students to comprehend how human movement knowledge can be applied to diverse populations involved in sport, physical activity, and play.</p> <p>See <b>Canvas</b> for more/additional detailed lab information.</p>

<b>Cultural Knowledge Comparison Paper</b>	<p>Students will learn how to apply research and writing techniques regarding the acquisition of peer-reviewed articles addressing the following B-Global Learning Outcome: Cultural Knowledge. The student will then write a scholarly paper comparing another two cultures respective rearing techniques and the impact on the child's motor development.</p> <p>See <b>Canvas</b> for more/additional detailed information.</p>
<b>Final Exam</b>	<p>Students will be given a comprehensive final exam consisting of sixty (60) multiple choice questions delivered through Canvas.</p> <p>See <b>Semester Calendar</b> for exam dates and <b>Canvas</b> for more detailed/additional exam information.</p>
<b>Final Project</b>	<p>Students, in the context of groups, will complete a skill identification and development presentation for a defined performer. Students will choose a sport/exercise SPECIFIC skill and address relevant questions. There are two components to the project: 1) teaching video and 2) PowerPoint presentation. The video and PowerPoint presentation shall consist of directives provided in the assignment document.</p> <p>See <b>Canvas</b> for more/additional detailed requirements and instructions the assignment.</p>

## Course Procedures or Additional Instructor Policies

### Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. 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. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in Canvas.

### General Expectations of Students

- ◆ Students are expected to be "active learners". This means that students should be involved (beyond the materials and lectures presented in the course) in discovering, processing, and applying course information using course textbook, peer-review journal articles, additional resources, and discussions with peers.
- ◆ ***Students are expected to have time management skills that will allow efficient time for course requirement completion and submission. Failure to do so could result in a failing mark in the course.***
- ◆ Students are expected to address any special needs and/or accommodations as soon as possible with the **Office of Diagnostic Testing and Disability Services** on campus. The **Office of Diagnostic Testing and Disability Services** will send communication regarding accommodation and those accommodations will be addressed. Student Accommodations are not recognized until the official notification date from the office of Disability Services.

### Attendance

- ◆ Attendance is based upon the consistent times and dates a student accesses course information via Canvas. A lack of engagement (online access) may result in unsuccessful completion of the course.
- ◆ A student who fails to consistently engage with the course (i.e., logging in, activity access, time spent in Canvas shell, etc.) may be reported to the Registrar's Office as a no show for the course.

### COVID-19 Concerns

Please see information regarding covid concerns listed below.

### Submission of Assignments

Canvas Submission: All assignments, unless told otherwise, are to be submitted in pdf format via Canvas portal only. A link with the assignment title will be made available for each assignment to be uploaded/submitted. Assignment due dates and times will be communicated to students when the module containing the assignment is made available for a particular week. *The university is in the Central Standard Time Zone; thus, assignments are due according to the time indicated CST regardless of where a student may be in the world.* **Do not post/submit**

**assignments in locations on Canvas other than the link for where the assignment is supposed to be input/uploaded.**

**Students will receive an automatic zero (0) per assignment if one or more of the following conditions are not met:**

- Assignments are not submitted to the appropriate submission link.
- Assignments that are more than (2) two days late.
- Missed assignments that are not addressed within a (2) two-day timeframe after the deadline.
- Assignments that are not submitted to the Canvas portal.
- Assignments that are submitted in the incorrect format.
- Assignments that are submitted empty.
- Assignments that show signs of plagiarism,
- Assignments that are submitted in any other format (email, Word, Google docs, Pages, Jpeg, links, screenshots or in the comment section of canvas) per candidate not following instructions.

If any of the following conditions have not been met when the link has been made unavailable on Canvas, the student will not have another opportunity to submit the assignment. If the student misses the deadline, the student does not have permission to submit the assignment to the instructors without prior consent.

**NOTE:** Regarding assignments, students have an unlimited number of times to submit their work in the Canvas portal within the timeframe provided per assignment. (This does not include exams). If the student suspects that an assignment did not complete the submission process, or is the incorrect version, or incorrect assignment, etc. the student can resubmit until satisfied that the submission was complete and/or correct within the timeframe allotted for the assignment. The student is responsible for ensuring that the correct assignment has been submitted prior to the close of the submission link. **There are no exceptions to wrong submissions.**

NOTE: Please make sure that the "Submit" button is clicked every time to initiate the assignment submission process. The student should receive on his/her end whether the submission was successful. If the student finds that the submission attempt(s) were unsuccessful, the student should contact the PVAMU HELPDESK and/or CANVAS support as soon as possible. If the Submit button is not clicked, there may be a chance the instructor will not receive the assignment submission thus marking the student's grade as a zero (0).

**Students are encouraged to not wait to submit assignments within 15 to 30 minutes of the due time as multiple problems with Canvas may occur. Canvas issues will rarely arise where a student will not be able to submit an assignment.** If Canvas is down or experiencing University-wide challenges, an email will be sent from CIITS. **Personal technology challenges and the likes thereof do not release the student from submitting assignments by its deadline. The student is responsible for resolving any technical issues before the date and time the link becomes unavailable.**

\*\*\*Assignments are to be the student's own work (academic honesty is strictly enforced) and none can be dropped/exempted from one's final grade.

#### **Penalties for Late Assignments**

Forty percent (40%) of the total amount of possible points/credit will be deducted each day following the day/time/deadline of the assignment (final exam and final project excluded). No assignments will be accepted after two (2) calendar days from the due date of the assignment.

#### **No Make-Up Assignments**

No Make-ups or completions for missed assignments unless resulting from extenuating circumstances will be only considered on a case-by-case basis. Students should be mindful this is only a request and may only be granted if deemed significant by the instructor within the policies of university. Note verifiable documentation is required and bear in mind that missed assignment extensions, make-up, or completions are not guaranteed. If a student is allowed to make-up/complete an assignment, the student will have at maximum (2) calendar days to submit/complete the assignment from the date permission is granted.

Note: Full credit is dependent upon circumstances.

### Exam Policy

A missed exam resulting from extenuating circumstances will be considered on a case-by-case basis. Students should note that missed exam extensions, make-ups, or completions are not guaranteed and verifiable documentation is required. If a student is allowed to make-up/complete an exam, the student will have at most one (1) calendar day to submit/complete the exam from the date permission is granted.

### Extra Credit

There are **NO** extra credit opportunities in this course.

### Grade Concerns

The instructor welcomes discussion of student work and performance with the student which can be performed through email and/or office hours. Students should review their assignment grades regularly to ensure accuracy. If the student perceives that the posted grade is incorrect, it is the student's responsibility to alert the instructor within three (3) days of the posted grade. Following the three (3) day grace period, the grade will not be considered for alterations. Also, a grade review does not guarantee a grade adjustment. If there is to be a grade adjustment, the related grade points in review can either increase or decrease.

In general, the instructor **requires** a 72-hour reflection period before discussing grading concerns. After the reflection period has passed, the student may via email include the following:

- (a) Email salutation
- (b) Name, the title of the course, and section
- (c) The name of the assignment
- (d) A clear discussion of issues or concerns
- (e) Suggestion(s) for resolving the issue(s)
- (f) Email Closing

The student should make sure that the use of correct spelling and grammar is apparent in the email. (The instructor does not respond to messages that are not properly formatted for email communication or are not understandable).

The instructor will respond in writing to the student's concern(s) within 72 hours of receipt unless the email is sent over the weekend or holiday.

### Final Course Grades

Final grades will be posted in PantherTracks only. Final grades will not be provided through any other medium. If there is a discrepancy with the final grade, the student must alert the instructor within three (3) days; otherwise, the final grade will remain as posted.

- Final grades will not be rounded up to the next letter grade.
- Grade pleading is not accepted. The student's grade is exclusively the student's responsibility.

### Course Recording Policy and Zoom Sessions

Lectures and other communication activities may be recorded by the instructor and uploaded into Canvas. Students do not have the permission of the instructor to post any course content, especially video recordings inclusive of the likeness or voice of the instructor to any medium outside of the course shell. Students also do not have the permission of the instructor to share course content outside of the course and its members.

\*In a completely online course, students are not required to attend Zoom sessions. If a Zoom session is needed, the instructor will announce the date and time of the session. Attendance is optional but highly encouraged. For those who cannot attend, the Zoom session will be uploaded for later review.

### Formatting Documents

Microsoft Word is the standard word processing tool used at PVAMU. The use of other word processors is permitted. Please note that any created document whether MS WORD or another word processing software **must be saved and uploaded as a PDF** if instructed unless otherwise noted.

No Google (docs, slides, word email comment section etc.) platform developed assignments will be accepted for credit.

### Communication

The preferred method of exchange is Canvas email. Emails must be sent to the instructor directly at [alblake@pvamu.edu](mailto:alblake@pvamu.edu). Emails will be responded to within 72 hours if sent during the 5-day work week. Thus, if an email is sent on Friday evening or during the day on Saturday, the response will begin on the following Monday.

**When emailing the instructor, please follow the proper format for composing an email (i.e., proper greetings, language, etc.) (ex. <https://academicpositions.com/career-advice/how-to-email-a-professor>); otherwise, a response may be delayed or not sent.** If a student sends an email with a question that affects the entire class, a response will be sent in a Canvas announcement.

Activity feedback will be provided within a week of the assignment's submission deadline. Most, if not all, assignments will have an attached rubric used for grading. If comments are needed to further explain a particular score, the comment will be in the attached rubric. Students should review the comments before contacting the instructor. If instructor comments are still unclear, please make contact via email regarding comment concerns. Grades will be posted in Canvas only.

### Plagiarism

Plagiarism is a very serious topic, and it is addressed in the PVAMU Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your required assignments, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that students will summarize or paraphrase ideas giving appropriate credit to the source both in the body of information presented and the reference list (Carter, 2021).

### Netiquette

In an online classroom/environment, our primary means of communication is written. The written language has many advantages: more opportunity for reasoned thought, more ability to go in-depth, and more time to think through an issue before posting a comment. However, written communication also has certain disadvantages, such as a lack of face-to-face signaling that occurs through body language, intonation, pausing, facial expressions, and gestures. As a result, please be aware of the possibility of miscommunication and compose any communications in a positive, supportive, and constructive manner.

### Technology

- ◆ Notify instructor of any technical difficulties in advance of any assignment or exam submission.
- ◆ Contact IT or the [pvamu.edu/helpdesk](http://pvamu.edu/helpdesk) for assistance. 936-261-2525

### Canvas Support

Questions about Canvas, go to Live Chat with Canvas Support (Students), or call the Canvas support hotline at +1.844.394.2781.

### Links to Canvas Tutorials and FAQs:

Introduction to Canvas: <https://community.canvaslms.com/docs/DOC-17340-897271119803>  
Canvas for beginners: <https://beaver.instructure.com/courses/670/pages/welcome-to-canvas-forbeginners>  
Student introduction to Canvas: <https://collin.instructure.com/courses/506067>  
Canvas Q&A: <https://community.canvaslms.com/community/answers>  
<https://collin.instructure.com/courses/506067>

### References

Carter, D. (2021). Plagiarism. KINE 3351 Measurement and Evaluation Syllabus. Archer College of Health and Human Services – Department of Kinesiology.

## Semester Calendar (Tentative)

Week	Description
<b>Week One:</b>	
<b>Topic Description</b>	<b>Course Introductions and Syllabus Review</b> Introduction to Motor Learning, Control, and Performance
Readings:	Chapter 1: Introduction to Motor Learning and Control
Assignment (s):	
<b>Week Two:</b>	Understanding Human Movement Preparation
<b>Topic Description</b>	
Readings:	Chapter 2: Understanding Movement Preparation
Assignment (s):	<b>Lab</b> (Hicks Law) Due: See Canvas Portal
<b>Week Three:</b>	<i>Motor Control Behavioral Theories - <b>Start working on Final Group Project (continue throughout semester)</b></i>
<b>Topic Description</b>	
Readings:	Chapter 4: Behavioral Theories of Motor Control
Assignment (s):	
<b>Week Four:</b>	Stages of Learning –
<b>Topic Description</b>	
Readings:	<i>Chapter 6: Stages of Learning</i>
Assignment (s):	<b>Read:</b> <i>Fitts and Posner's Behavioral Characteristics &amp; Gentile's Two-Stage Model of Learning</i>
<b>Week Five:</b>	Attention, Arousal, and Visual Search
<b>Topic Description</b>	
Readings:	Chapter 3: The Role of Attention, Arousal, and Visual Search Movement
Assignment (s):	<i>Read (Attentional Capacity)</i>
<b>Week Six:</b>	
<b>Topic Description</b>	
Readings:	<i>Chapter 5: Neural Mechanisms</i>
Assignment (s):	<i>Read, see table 5.1</i>
<b>Week Seven:</b>	Work on Final Group Project (continue throughout semester)
<b>Topic Description</b>	
Readings:	<i>Chapter 7: The Learner: Pre-instruction Considerations</i>
Assignment (s):	<i>Cultural Knowledge Paper</i> <i>Due: See Canvas Portal for the due date and time</i>
<b>Week Eight:</b>	
<b>Topic Description</b>	Midterms (No midterm exam in 3365 Fall 2023)
Readings:	
Assignment (s):	
<b>Week Nine:</b>	Select Readings
<b>Topic Description</b>	
Readings:	
Assignment (s):	
<b>Week Ten:</b>	Task Analysis and Complexity
<b>Topic Description</b>	
Readings:	Select Readings
Assignment (s):	<b>Read:</b> Task Analysis and Complexity <i>Due: See Canvas Portal for the due date and time</i>
<b>Week Eleven:</b>	Hands-on, Hands-off, and Direct Instructional Approaches to Learning Skills
<b>Topic Description</b>	
Readings:	Chapter 8: Skill Presentation
Assignment (s):	
<b>Week Twelve:</b>	Principles of Practice Design

<b>Topic Description</b>	
Readings:	Chapter 9: Principles of Practice Design
Assignment (s):	<b>Lab</b> (Self-Analysis & Verbal Instruction Effectiveness) Due: <i>See Canvas Portal for the due date and time</i>
<b>Week Thirteen:</b>	
<b>Topic Description</b>	
Readings:	Chapter 10: Practice Schedules
Assignment (s):	<b>Read</b> – Practice Design <b>Lab</b> – <i>Design a variable practice.</i> Due: <i>See Canvas Portal for the due date and time</i>
<b>Week Fourteen:</b>	
<b>Topic Description</b>	
Readings:	Chapter 11: Diagnosing Errors
Assignment (s):	
<b>Week Fifteen:</b>	
<b>Topic Description</b>	
Readings:	Chapter 12: Correcting Errors
Assignment (s):	
<b>Week Sixteen:</b>	
<b>Topic Description</b>	
Readings:	
Assignment (s):	<b>Group Final Project</b> – Due, April 24, 2024 (No exceptions) <b>Only lead member of the group needs to submit the Final project</b>
	Final Exam (See Canvas portal)



*Description of course assignments: It is the responsibility of the student to know if there are any changes regarding due dates or assignments. Please make sure you are checking canvas daily for any updates. Note: As the instructor, I may change the following assignments as necessary to meet the needs of the class. The 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 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. [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.