



**KINE 4303-Z01 2024-24406 Measurement and Evaluation
Spring 2024**

General Course Information

Information Item	Information
Instructor:	Dr. Park Atatah (Ph.D.).
Section # and CRN:	Z01; 2024-24406
Office Location:	Leroy Moore Gym
Office Phone:	936-261-3900
Email Address:	peatatah@pvamu.edu
Office Hours:	Virtual: Wednesday 1 pm - 2 pm In-Person: Mondays 1 pm – 2 pm
Mode of Instruction:	Online: Asynchronous
Course Location:	Canvas
Class Days & Times:	N/A
Catalog Description:	This course is a study of various kinds of tests and test usage in the field of health and kinesiology. Students are exposed to and participate in practical experiences in the 1) construction and administration of tests, 2) application and use of elementary statistics to manipulate data, and 3) interpretation of results.
Prerequisites:	KINE 3302
Co-requisites:	
Required Text(s):	Morrow, J. Jackson, A., Disch, J. & Mood D. (2011). <i>Measurement and Evaluation in Human Performance</i> , 5 th Edition. Champaign, IL: Human Kinetics (ISBN-9780736090391).
Recommended Text(s):	Software SPSS Version 27 Publication Manual of the American Psychological Association: (APA) 7th Edition, 2020 by American Psychological Association ISBN-13 978-1433832161 ISBN-10:143383216X

General Course Information Table

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	SHAPE America
Connect physiological and biomechanical concepts to skillful movement physical activity and fitness.	SLO# 1, 2, 3, & 4	1
Connect motor learning and psychological/behavioral theory to skillful movement, physical activity, and fitness.	SLO# 1, 2, 3, & 4	1
Illustrate critical elements of motor skills and performance concepts.	SLO# 1, 2, 3, & 4	1
Develop appropriate (e.g., measurable, developmentally appropriate, performance based) goals and objectives aligned with local, state, and /or national standards.	SLO# 1 & 2	1,5

Judge knowledge of current technology by implementing learning experiences that require appropriate use technology to meet lesson objectives.	SLO# 1 & 2	1
Design appropriate assessments that measure achievement of goals and objectives.	SLO# 1 & 2	1

Student Learning Outcomes Table

<i>Governing Organizations</i>	<i>Alignment with Standards/Domains</i>
KINE SLOs <i>(Student Learning Objectives)</i>	<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 the scientific literature in the discipline and understand and synthesize relevant information. <u>SLO 5</u> Graduates can demonstrate the ability of technologies to support inquiry and professional practice.
SHAPE	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

Course Grade Requirement	Value	Total
Exam 1	1	15.4 pts
Exam 2	1	15.4 pts
Exam 3	1	20 pts
Discussion	6	30 pts
Group Case Study	1	9.2 pts
Group Power-Point Presentation	1	10 pts
	Total	100

Course Grade Requirement Table

Grading Criteria and Conversion:

A = 100 - 90%
B = 89 - 80%
C = 79 - 70%
D = 69 - 60%
F = 59 - Below

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Group Case Study	The Group Case Study; Please, note that this is a power point presentation PPP 20 to 25 slides only no paper. (See Submission of Assignments). Upload only one Outline and one Summary Paper per group. Please, note that no paper in this assignment. Your case study will be evaluated and graded according to group outline, group content,

	<p>and group summary paper. Each group member must be an active participant in the preparation of the final product. NO LATE ASSIGNMENTS WILL BE ACCEPTED</p> <p>Special Instructions;</p> <ol style="list-style-type: none"> 1. Only the selected group leader will submit one PPP for the group not multiple PPP (one PPP per a group) 2. All assigned group members' names must appear and remain in the cover slide of the PPP, and none should be removed by any member. 3. This PPP should be completed in APA 7th edition format 4. Complete with at least 5 to 7 references in APA 7th edition format <p>Group outline, group content, and group summary paper. Each group member must be an active participant in the preparation of the final product. See Canvas for more/additional detailed lab information.</p> <p>NO LATE ASSIGNMENTS WILL BE ACCEPTED</p>
Group PowerPoint Presentation - Psychological Measurements in Sports and Exercise	<p>Your group topics was assigned by the Instructor (See week module)</p> <p>Each group must turn in a "RECORDED" Power Point Presentation PPP (minimum of 20 to 25 slides) pertaining to the chosen topic. The Power Point must include a title page per the American Psychological Association (APA) style. The Power Point must also include references' slides per the APA style, with a minimum of 5 references. (Only 2 of the 5 references will be accepted from the internet). Upload only one recorded Power Point presentation per group. Each group member must be an active participant in the preparation of the final product. NO LATE ASSIGNMENTS WILL BE ACCEPTED.</p>
Exams	<p>a. Exams may consist of essay, fill-in-the-blank, short answer, true/false, and/or multiple-choice questions. These will be limited to the information from the associated section of the course. Exams will cover all material provided in the assigned reading, lecture, and/or activity.</p> <p>b. There will be three exams, which will include the Midterm Exam and the Final Exam. All candidates are expected to take the exam on the assigned designated day and time. If he/she cannot take the exam during the scheduled time, it is his/her responsibility to approve the absence with the instructor PRIOR to the week of the exam.</p>
Discussions	<p>There will 6 major discussions in this class and each discussion carries 5 points. For full point credit in discussions assignments, students should complete all the discussions' requirements weekly. See Canvas for more/additional detailed lab information.</p> <p>NO LATE ASSIGNMENTS WILL BE ACCEPTED.</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

- ◆ Adequate participation in all course activities.
- ◆ Please address any special needs and/or accommodations as soon as you become aware. Provide supplemental documentation.
- ◆ Discussions will 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.

Attendance

- ◆ Attendance is based upon the consistent times and dates of a student accessing 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.
- ◆ Students are expected to participate in the online learning environment (when applicable) with video function enabled (and student visible). Communicate any issues with compliance.

Submission of Assignments

Canvas Submission: All assignments, unless told otherwise, are to be submitted via Canvas only. A link with the assignment title will be made available for each assignment to be uploaded. Assignment due dates and times will be communicated to students when the module containing the assignment is made available for a particular week. Do not post/submit assignments in locations on Canvas other than the link for where the assignment is supposed to be inputted/uploaded.

Students will receive an automatic zero (0) for the assignment if one or more of the following conditions are met:

- Assignment is not submitted to the appropriate link.
- Assignment is marked late.
- Assignment was not submitted.
- Assignment is incorrect assignment.
- Assignment submitted is empty.

If any of the following conditions have been met when the link has been made unavailable in 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 instructor's email without prior consent. NOTE: Regarding assignments, students have an unlimited number of times to submit an assignment (with the exceptions of exams). If the student suspects that an assignment did not complete the submission process, or the incorrect version, the student can resubmit any number of times until satisfied that the submission was complete, or the correct version of the assignment was uploaded. 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. 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 the University, in particular, CIITS. Personal technology challenges and the like does 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.

Due to issues, challenges, and health concerns regarding COVID19, NO hardcopy assignments will be accepted for credit.

Assignments are to be the student's work, and again none will be accepted late (i.e., unavailability of Canvas link) nor can assignments be dropped/exempted from one's final grade.

Penalties for Late Assignments

Assignments must be submitted by the scheduled due date and time; therefore, late assignments are not accepted for credit.

Make-Up Assignments

Make-ups or completions for missed assignments resulting from extenuating circumstances will be considered on a case-by-case basis. Be mindful that verifiable documentation is required. Students should note that missed assignment extensions, make-ups, or completions are not guaranteed. If a student is allowed to make-up/complete an assignment, the student will have at most three (3) calendar days to submit/complete the assignment from the date permission is granted.

Note: Full credit is dependent upon circumstances.

Exam Policy

Missed exams resulting from extenuating circumstances will be considered on a case-by-case basis. Students should note that a missed exam extension, make-ups, or completion are not guaranteed. 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. Keep in mind that the instructor protects students' privacy. This is an asynchronous online course; therefore, discourse about a grade can be performed through email and/or office hours.

In general, the instructor requires a 24-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 48 hours of receipt unless the email is sent over the weekend or holiday. Students must USE ONLY their student.pvamu.edu email accounts. This is the preferred way to secure the instructor's receipt and the student's receipt of instructor response as well as to authenticate the user.

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.

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 five (5) days; otherwise, the final grade will remain as posted.

- Final grades will not be rounded up to the next letter grade.
- Grade pleading will not be entertained. Your grade is exclusively your responsibility. Work hard right from the beginning. Every little bit helps, so do not miss assignment deadlines.

Course Recording Policy and Zoom Sessions

From time to time, lectures and other communication activities may be recorded by the instructor. These items will be uploaded to the course shell. 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 unless otherwise noted.

Communication

The preferred method of exchange is email. Emails must be sent to the instructor directly at dwford@pvamu.edu. Emails will be responded to within 48 hours if sent during the 5-day work week. Thus, if an email is sent on Friday evening or during the day on Saturday, your 48 hours 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.

The second method of exchange (and in the case should email become unavailable) is the Remind App (Class Name: K4303Z01; Code: @4303z1). This app is like text messaging; however, the proper composition of messages is like that of email. Students should not correspond to or with the instructor as if using a personal text messaging app with family and friends. Responses will be provided to those who follow professional written communication rules within the app. Expect for response-time to be within 24-48 of receipt; however, weekend days apply as with email responses.

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.

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 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>

SEMESTER CALENDAR (Tentative)	
Week One: Topic Description:	Class Orientation and Introduction Syllabus Review: Course Topics and Highlights Measurement and Evaluation of Tests in Physical Activity and Sports (Case Study, Power Point Presentation)
Readings:	
Assignments: week 1	Discussion 1: Introduction and Syllabus Review
Topic Description:	Syllabus Review Pre-Assessment Test / Review Pre-Assessment Test Health and Kinesiology Terminology Measurement and Evaluation of Tests in Physical Activity and Sports
Readings: week 1	Ch. 1 Measurement and Assessment Differentiation
Assignments:	Groups & Topics Assignments Already Completed (please, see Week 1 Modules)
Topic Description:	
Readings: week 1	Ch. 2 Using Technology in Measurement and Evaluation
Assignments:	Discussion 2
Topic Description:	
Readings: week 1	Ch. 3 Descriptive Stats: Measures of Central Tendency Ch. 4 Introduction to Correlation and Prediction
Assignments:	
Topic Description:	
Readings: week 1	Ch. 5 Inferential Stats
Assignments:	
Topic Description:	
Readings: week 1	Physical Fitness/Sports Case Studies (Group Class Activity) Ch. 6 & 7 Norm and Criterion Reference Comparisons
Assignments: week 1	Midterm Exam Review & MIDTERM EXAM
Topic Description:	
Readings:	Ch. 6 & 7 Norm and Criterion Reference Comparisons
Week Two Assignments: week 2	Discussion 3 Group Case Study Assignment Power Point Presentations (Assignment)

Topic Description:	
Readings:	
Assignments:	Discussion 4
Topic Description:	
Readings:	Ch. 8 Developing Written Tests & Surveys Ch. 13 Grading as Summative Evaluation
Assignments:	
Topic Description:	
Readings:	Ch. 9 Fitness Testing in Adults
Assignments:	
Topic Description:	
Readings:	Ch. 9 Fitness Testing in Adults (Fitness Lab) Quiz Review
Assignments:	Midterm Exam Review & MIDTERM EXAM MIDTERM EXAM (Chapters 1 to 7)
Topic Description:	
Readings:	Physical Fitness and Activity Assessment in Youth
Assignments:	Exam 2 EXAM 2 (Ch. 8-9, 10 & 13)
Week Three Topic Description:	
Readings:	
Assignments:	Discussion 5 Discussion 6
Topic Description:	
Readings:	Ch. 11 Assessment of Sport Skills and Motor Abilities
Assignments:	Only Recorded Power Point Presentation PPP Assignment
Topic Description:	
Readings:	Ch. 12 Psychological Measurements in Sports and Exercise Post-Test Assessment
Assignments:	

Topic Description:	Discussion 6
Readings:	
Assignments:	FINAL EXAM Final Exam

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/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

Writing Center

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

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to

schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

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

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit:

<https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

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

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance.

Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

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

Nonacademic Misconduct

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

Sexual Misconduct

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

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, pregnancy-related 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 non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

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

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

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

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

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

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

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

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

Netiquette (online etiquette)

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

Video Conferencing Etiquette

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

Technical Support

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

Communication Expectations and Standards

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

Discussion Requirement

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

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

COVID-19 Campus Safety Measures

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 course-related 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.