

KINE 4310 Research Methods Spring 2024

General Course Information

Information Item	Information
Instructor:	Dr. Dwedor Ford
Section # and CRN:	P03 25508
Office Location:	Leroy Moore Gym
Office Phone:	936-261-3900
Email Address:	dwford@pvamu.edu
Office Hours:	Mondays and Wednesdays 2:00 pm – 4:00 pm Tuesdays and Thursdays 2:00 pm – 4:30 pm
Mode of Instruction:	Face-to-Face
Course Location:	Juvenile Justice & Psyc Bldg 137
Class Days & Times:	T/R 12:30 pm – 1:50 pm
Catalog Description:	This course is designed to acclimate students to current research and the research process in their chosen field of study through the exploration of scientific writings.
Prerequisites:	Junior or Senior classification
Co-requisites:	
Required Text(s):	Baumgartner, T., Hensley, L., Zhu, W. & Kulinna, P. (2019). Conducting and reading research in kinesiology. 6 th ed. Jones & Barlett Learning. ISBN: 978-1284157536
Recommended Text(s):	

General Course Information Table

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment
1. Explain the purpose of research in Kinesiology and related fields	SLO# 1
2. Examine and analyze various research methodologies used in kinesiology.	SLO# 1
3. Evaluate scientific literature in kinesiology, focusing on the validity and reliability of findings.	SLO# 4
4. Develop innovative research proposals addressing key issues in kinesiology	SLO# 5
5. Design and present a comprehensive research project relevant to kinesiology.	SLO# 4
6. Demonstrate an understanding of select basic statistical and research concepts.	SLO# 1

Student Learning Outcomes Table

Governing Organizations	Alignment with Standards/Domains
KINE SLOs (Student Learning Objectives)	<u>SLO 1</u> Graduates can communicate effectively in written, oral, and verbal forms of expression. <u>SLO 2</u> Graduates can apply the physiological bases of human movement. <u>SLO 3</u> Graduates can demonstrate the ability of exercise testing and prescription to diverse populations at various developmental stages and under a range of health conditions. <u>SLO 4</u> Graduates can evaluate scientific literature in the discipline and understand and synthesize relevant information.

	SLO 5 Graduates can demonstrate the ability of technologies to support inquiry and professional practice.
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Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Research Proposal, Poster & Presentation	4	45
Biomechanical Analysis of Athletic Movements	1	10
Qualitative Research	1	10
Field-Based Data Collection and Analysis Group Project	1	25
Final Exam	1	10
Total:		100pts

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
Research Proposal, Poster & Presentation	<ul style="list-style-type: none"> a) Annotated Bibliography – Students will choose from a list of topics that have been devised for research in Kinesiology literature, gather 8 related articles on that topic, and summarize the methods, the findings, and discuss the importance of the research for practitioners in the field. b) Literature Review – Students will utilize previous research as the framework for the research proposal. c) Methodology – Students will also construct a methodology for a proposed research project based on the literature reviewed. d) Poster and Presentation - Students will prepare a research poster to present to the class. An abstract will be prepared to be distributed to classmates to facilitate their understanding of the student's research. More details to be accessed in Canvas.
Biomechanical Analysis of Athletic Movements	Students will choose a specific sport or physical activity and analyze key movements using biomechanical principles. The analysis will focus on understanding the mechanics of the movement, assessing its efficiency, and identifying potential injury risks.
Qualitative Research	An Oral History Interview. Interview an older family member/friend, supervisor or professor, etc. (60+) asking them to describe their overall experience with health, physical education, and/or sport. Develop a set of interview questions to inquire about opportunities, types of activities, acceptance, norms, and the value of health, wellness, physical education, or sport when they were younger. Utilize coding methods, practice coding others' interview transcripts, and construct a qualitative report based on this interview.

Field-Based Data Collection and Analysis Group Project	Students will engage in a practical group research project where they will collect and analyze data on a kinesiology or health-related topic.
Final Exam	The final exam is scheduled at the end of the semester, is comprehensive, and is online through Canvas. Students are to avail their schedules to complete the exam with the availability of the exam.

Course Procedures or Additional Instructor Policies

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 the course textbook, peer-reviewed 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.
- ◆ 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.

Attendance

- ◆ Attendance is mandatory. All students enrolled in this course are expected to attend all scheduled meetings and actively participate in all class activities and group discussions. A lack of attendance or excessive absences (as determined by the instructor) may result in a lowered grade and/or unsuccessful completion of the course.
- ◆ Students are responsible for material covered when absent. Accommodations will be made for university-sanctioned absences. Please be mindful that assignments are due before the date(s) of the university-sponsored activity's absence.
- ◆ A maximum of three (3) points will be deducted per class (from the final grade) if the student a) shows late (5-minute grace period), b) leaves early, or c) treats a fellow class member or instructor in an unprofessional and disrespectful manner.

Health/Technology Concerns

The stressors of life and adjustments, whether abrupt or fluid, take a toll on everyone. No one is exempt. If at any point during the semester, the student feels that assistance is needed for personal health (i.e., physical or mental) and/or technical reasons, the student is to contact the instructor as soon as possible to discuss the next steps. Students are encouraged not to wait until later in the semester to make the instructor aware of challenges being faced, especially if the challenges began earlier in the semester. It is much easier to address the challenges as early as possible so that possible arrangements can be made to ensure student success. Please note that any health condition and/or technology challenge reported to the instructor must be supported by verifiable documentation.

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/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 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 was not submitted.
- Assignment is incorrect assignment submitted.
- 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.

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

Technology Considerations

Regarding assignments, students have an unlimited number of times to submit an assignment (except for 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 any number of times until satisfied that the submission was complete and/or correct. The student is responsible for ensuring that the correct assignment has been submitted before the close of the submission link.

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 like 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.

Technology In-Class

As research on learning shows, unexpected noises, and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, pager, laptop, etc. makes noise or is visually distracting during class. Thus, students are strictly prohibited from surfing the web, checking email, engaging in social media, texting, etc. during class time, unless permitted to perform these activities.

Penalties for Late Assignments

Sixty percent (60%) of the total amount of possible points/credit will be deducted following the day/time/deadline of the assignment (final exam and final project excluded). No assignments will be accepted after one (1) calendar day from the due date of the assignment.

Make-Up Assignments

Non-Negotiable Submission Deadline: If a student does not submit an assignment by the due date and time, they will not be able to make up or submit the assignment later.

Impact of Missing Class on Assignment Access:

- If a student is absent on the day an assignment is given out in class, they will not be able to access the assignment on Canvas.
- To gain access to the assignment, the student must promptly provide valid documentation justifying their absence to the Student Conduct office.

Procedure for Accessing Assignments After Absence:

- If the Student Conduct office approves the provided documentation for the absence, the student will then be granted access to the assignment.
- Once access is granted, the student has a strict deadline of five (5) calendar days to submit the assignment without any penalty.
- The final deadline for submission in this scenario is 11:00 pm CST on the fifth day from when access is granted.

- If Student Conduct does not approve the provided documentation for the absence, the student will not be granted access to the assignment and receive a grade of zero (0).

No Extensions: There will be no extensions provided beyond these five days, regardless of the 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-up, 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, not before or following the class period. 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 in writing. 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 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.

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 two (2) 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. The student's grade is exclusively the student's responsibility.

Course Recording Policy and Zoom Sessions

It is strictly forbidden to record any in-class activities, including but not limited to, live lectures, student presentations, assessments conducted in class, and private conversations between students or between a student and the faculty. This policy applies equally to lectures that are uploaded to the Canvas platform.

Recording of any kind is only permissible when explicit permission is obtained from the instructor. In cases involving student conversations, consent must also be obtained from all student parties involved in the conversation.

Students are expressly prohibited from publishing or posting any course content, particularly video recordings from Canvas that include the instructor's likeness or voice, on any external platforms or mediums beyond the course itself and the Canvas platform.

The term "publish/post" encompasses any form of sharing, transmitting, circulating, distributing, or making course materials accessible in any format or medium. This includes but is not limited to, sharing with other individuals, such as fellow students, even if they are enrolled in the same class section unless permission is granted by the instructor.

Any student found to be in breach of this policy will face serious consequences, which may include disciplinary action as per the institution's guidelines.

Zoom Session Policy for Class Meetings:

- a) Substitution for In-Person Meetings: Zoom sessions may occasionally replace face-to-face meetings. Students will receive advance notice of these sessions, and attendance is compulsory.
- b) Recording of Sessions: While Zoom sessions will be recorded, these recordings may not always be immediately available for review after the class.
- c) Zoom Etiquette Requirements:
 - a. Camera Usage: Students must have their cameras turned on during the session.
 - b. Dress Code: Students should be properly dressed, as per standard classroom attire.
 - c. Location: Participation should be from a stable, seated position at a table or desk.
 - d. Attention: Students should remain alert and attentive, with microphones muted unless instructed to unmute.
- d) Prohibited Situations:
 - a. In Vehicles: Students who join the Zoom session while driving or as passengers in a vehicle will be removed and marked absent.
 - b. Non-Compliance with Camera or Dress Code: Students failing to comply with the camera and dress code requirements will also be removed from the session and marked absent.
- e) Technology Responsibility: It is the student's responsibility to ensure their technology is functional and capable of supporting participation in the Zoom session.

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.

No Google (docs, slides, etc.) platform-developed assignments will be accepted for credit.

Communication

Students are responsible for reading emails sent by the instructor and course announcements on Canvas. In addition, 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.

Activity feedback will be provided within a week of the assignment's submission deadline. 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 on 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.

How to Use Your Study Time More Efficiently

1. Read your lecture notes within 24 hours of the lecture (or at least once before the next lecture).
 - Highlight or make marginal notes for important words or concepts. This will help fix ideas and will help you to actively learn the material. This review takes about 20-30 minutes and yields a large return.
 - Re-do examples yourself, step by step, with pencil and paper. Examples often look easy when explained in class, but often turn out to be much harder when you do them yourself.
 - Write down questions about things you do not understand. Bring these questions to lectures, lab, and office hours and ask them.
2. Readings are assigned for each class. Read them - if not before the class for which they are assigned then certainly after that class and before the next. Also, as you read, highlight, and re-work examples yourself, and write down questions, as suggested above.
3. *Use office hours* productively. Ask thoughtful questions about things that you do not understand. In other words, if you do (1)-(3) above, it will be much easier to isolate what is giving you trouble. Please take advantage of the availability of office hours.
4. *Review feedback* on assignments. Feedback serves as a model for how to write, using proper sentences and paragraphs, discussions, and interpretations of assignment components.
6. We will make every effort to help you learn the course material, but you must also try to utilize the resources that are made available to help you. Please come talk to me – not only when you are having trouble but also when things are going well.

Technology

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

Canvas Support

For 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
Week One:	Syllabus/Introduction
Topic Description	Intro to Research Methods
Readings:	Exploring Kinesiology Topics - https://mypaperdone.com/blog/kinesiology-research-topics/
Assignment (s):	Research Project Idea Development
Week Two:	Library Day
Topic Description	
Readings:	Chapter 11
Assignment (s):	Annotated Bibliography
Week Three:	Types of Research
Topic Description	
Readings:	Chapters 2, 3, 4, 5, 6
Assignment (s):	
Week Four:	Understanding the Research Process and Developing the Research Plan
Topic Description	
Readings:	Chapter 7 & Chapter 10, Chapter 17
Assignment (s):	
Week Five:	Literature Review
Topic Description	
Readings:	Chapter 8, Chapter 17
Assignment (s):	Literature Review
Week Six:	Methods
Topic Description	
Readings:	Chapter 9 & Chapter 12
Assignment (s):	Methodology
Week Seven:	
Topic Description	
Readings:	
Assignment (s):	
Week Eight:	Ethical Issues and the IRB
Topic Description	
Readings:	
Assignment (s):	Biomechanical Analysis of Athletic Movements
Week Nine:	SPRING BREAK
Topic Description	
Readings:	
Assignment (s):	
Week Ten:	Qualitative and Mixed-Methods Research
Topic Description	
Readings:	Chapter 13
Assignment (s):	Qualitative Research - Due: see Canvas
Week Eleven:	Data Analysis - Descriptive Analysis
Topic Description	
Readings:	Chapter 14
Assignment (s):	Group Field-Based Data Collection
Week Twelve:	Data Analysis - Inferential Analysis
Topic Description	
Readings:	Chapter 15
Assignment (s):	Group Field-Based Data Collection
Week Thirteen:	

Topic Description

Readings:

Assignment (s): Group Field-Based Data Collection

Week Fourteen:**Topic Description** Data Analysis

Readings:

Assignment (s): Group Field-Based Data Collection

Week Fifteen:**Topic Description** Data Analysis

Readings:

Assignment (s): Group Field-Based Data Collection

Week Sixteen:**Topic Description** Final Exam

Readings:

Assignment (s): Final Exam

(Online - comprehensive)

Available: Thursday, May 2, 2024 @ midnight

Close: May 8, 2024 @ 12:00 PM (NOON)

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/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 bits
- 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.