



SYLLABUS

KINE 4619 Internship in Health and Human Performance Spring 2024 Department of Health and Kinesiology Whitlowe R. Green College of Education

Course Information	Description
Instructor:	Mrs. Dana Howell-Perkins
Section # and CRN:	4619 P01 2420-24933
Office Location:	Virtual
Office Phone:	936-261-3900
Email Address:	dchowellperkins@pvamu.edu
Office Hours:	Monday-Thursday 8am-9am
Mode of Instruction:	Virtual
Course Location:	Internship site placement
Class Days & Times:	Per Site Detail
Catalog Description:	This internship will allow the student to receive hands on experience in the health and human performance field (Athletics-Sports Medicine, Health, Physical Education and Dance). The student will work hand in hand with individuals in the field and perform the daily duties of an assistant/students.

Prerequisites: Student should have knowledge in health education and human performance/movement and athletics.

Co-requisites: N/A

Recommended Text(s): *Publication Manual of the American Psychological Association*, Sixth edition.

Course Learning Objectives:

	Upon successful completion of this course, students will be able to: [NOTE: BEGIN each outcome with a VERB]:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment [Delete this column for graduate courses]
1	Graduates can communicate effectively in written, oral and verbal forms of expression.		
2	Graduates can apply the physiological bases of human movement.		

3	Graduates can demonstrate the ability of exercise testing and prescription to diverse populations at various developmental stages and under a range of health conditions.		
4	Graduates can evaluate the scientific literature in the discipline, and understand and synthesize relevant information.		
5	Graduates can demonstrate the ability of technologies to support inquiry and professional practice.		
6			
7			

Add other outcomes, objectives, or specialized accrediting agency requirements as needed.

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement		Value	Total
1)	1) Site Discussion Question Assignment	1 x 10 Points	10 Points
2)	2) Resume/Cover letter	1 x 10 points	10 points
3)	3) Mid-Evaluation and Complete Clock Hours	1 x 20 Points	20 Points
4)	4) COVID-19 Research Questions	1 x 10 point	10 Points
5)	5) Site Research Topic Abstract 1 @ 10 points	1 x 10 Points	10 Points
6)	6) Final Evaluation and Complete Clock Hours/Portfolio 25 of 40	1 x 15; 1x25 Points	40 Points
Total:			100

Grading Criteria and Conversion: [Insert points or percentages]

A = 90-100 points/percent

B = 80-89 points/percent

C = 70-79 points/percent

D = 60-69 points/percent

F = 59 and below points/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 and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

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

Grading Criteria and Conversion:

A = 90-100 points/percent

B = 80-89 points/percent

C = 70-79 points/percent

D = 60-69 points/percent

F = 59 and below points/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, performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, 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.

Site Discussion Question Assignment– 1 (10 points):	<p>After participating in your internship organization in Week One, please explain in 100 to 150 words,(a) what year the organization was founded, (b) the founder of the organization, (c) the demographics and population serviced by the organization, (d) the type of organization it is (i.e., profit or non-profit), and whether you would like to work in this type of organization for your long-term career goal.</p> <p>Once you post your initial response by Thursday at 11:59 P.M. CST, then reply to one of your peers and discuss in 50 to 100 words, if what you are learning in/about your internship while serving is similar or different to what they are learning in/about their internship while serving by Sunday at 11:59 P.M. CST.</p> <p>NOTE: Initial response is worth 5 points and your response to your peer is worth 5 points for a total possible 10 points. NO LATE ASSIGNMENTS WILL BE ACCEPTED.</p>
Resume/Cover Letter 3 @ 10 points	<p>The candidate will use the Prairie View A&M University Career Services to find the best resumes/cover letters used today. The candidate will create one resume for a short term job, and then create a Long-term resume for the job you chose to make a career. The cover letter should only cover the long-term position you are looking to pursue. NO LATE ASSIGNMENTS WILL BE ACCEPTED.</p>
Mid Evaluation and Complete Clock Hours (1 @ 20 points):	<p>The instructor will visit with the site Preceptor and observe the candidate activities. There is not action required from the candidate for this assignment. NO ACTION IS REQUIRED BY THE STUDENT. ALL CONTACT WILL BE WITH PROFESSOR AND PRECEPTOR (INTERNSHIP SUPERVISOR)</p>
COVID-19 Report (1 @ 10 points)	<p>The candidate will complete a written report updating latest findings on Coronavirus/COVID-19 on their local hometown. This report should cover how many tested, total number of cases, deaths, and recoveries. This assignment should be (APA Style) 3 pages typed 12" font, double spaced, Cover page along with the 3 pages and the reference page. NO LATE ASSIGNMENTS WILL BE ACCEPTED.</p>
Site Research Topic Abstract 1 @ 10 points	<p>The candidate will use APA Style to complete the assignment. This assignment should only cover the research topic given to you by your site supervisor. Please follow APA Style while completing this assignment to receive full points (1 @ 10 points) NO LATE ASSIGNMENTS WILL BE <u>ACCEPTED</u>.</p>

	The candidate will visit Prairie View A&M University Career Services and
Final Evaluation and Completed Clock Hours(1 @40pts) Portfolio (25 points):	<p>The candidate will submit a Portfolio of the Internship experience. The Portfolio must be typed and submitted online in the Canvas Portal link provided (Do not submit Portfolio in a binder). There is action required from the candidate during time The Portfolio will include a typed summary and final documentation of the internship which will include, but not limited to the internship expectations, the fulfilled job requirements and outcome, experiences, reflection of the internship, and any pertinent paperwork and/or documentation related to the internship. The Portfolio (typed summary and pertinent documentation) must be a minimum of five pages in length. In addition, you may also include and upload pictures and / or graphics if applicable. PLEASE DO NOT submit Progress Reports as the Portfolio. NO LATE ASSIGNMENTS WILL BE ACCEPTED.</p> <p>FINAL CLOCK HOURS 40 POINTS The instructor will visit with the site preceptor and observe the candidate activities. There is not action required from the candidate for this assignment. NO ACTION IS REQUIRED BY THE STUDENT. ALL CONTACT WILL BE WITH PROFESSOR AND PRECOPTE (INTERNSHIP SUPERVISOR)</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, but for general information, you can visit Taskstream via the link in eCourses.

[NOTE: If there are any special instructions relating to assignment submissions, formatting, or other course policies, they should be included here. Include individual policies on tardiness, cell phones, and other class disruptions. If you have additional classroom rules that do not fit on a single page, consider posting them in eCourses instead.]

Semester Calendar

Taskstream

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

Submission of Assignments

Assignments must be submitted in the format requested by the Instructor and submitted through the eCourse Portal. When applicable, work should be submitted utilizing APA (American Psychological Association) style. All assignments must be typed, black ink, 12 font size, double –spaced, multiple pages stapled, and must include a title page. Assignments submitted otherwise will not be accepted. In addition, points will be deducted for typographical, grammatical and sentence structure errors. Assignments are not to be hole-punched. Do not submit work in folders, sheet protectors or report covers. Points will be deducted for not following directions. **Candidates must send all assignments, course correspondence and email through the eCourse Portal email. PLEASE DO NOT** send any assignments or course correspondence to my PVAMU Faculty email account.

Retention of Assignments and Exams

After the candidate has seen his/her grade, the instructor reserves the right to retain all assignments and examinations completed by the candidate.

Penalties for Late Assignments

Assignments submitted through the eCourse Portal, must be submitted by the designated time deadline. Assignments must be submitted during the first ten minutes of class (if applicable) on the scheduled due date. Points will be deducted on late assignments. **Assignments will not be accepted after five days of the initial due date.** In the case of an excused absence, candidates must submit documents within two days of returning to class.

Quizzes and skills tests (if applicable) must be made up within one week from the due date. Five points will be deducted per day.

Each candidate is responsible for submitting all work on the scheduled due date whether present or not.

Formatting Documents

Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

Exam Policy

Exams should be taken as scheduled. **No make-up exams will be allowed**, unless permission is granted by the instructor **PRIOR** to the exam and/or under documented emergencies. (See Student Handbook).

Electronic Devices:

Cell phones, I-pod's, etc., must be turned off or on vibrate during class. Likewise, iPad2's, Laptops, and/or tape recorders, etc., must be turned off during class. If your cell phone should ring or candidate is texting during class, you will be required to submit a 10 page paper with 10 references on the topic "Cell phones and its importance to society". Failure to submit this paper within 3 days and/or the use of any of the other aforementioned devices in class will result in a full letter grade reduction of your final grade.

House Bill 2504

Please Note: House Bill 2504 does allow students the choice not to purchase the class textbook(s). Students have the choice of using alternative methods to access textbook information (internet websites, books on reserved at the library, etc.). Students are required and held accountability to complete all assignments as noted in the syllabus.

Expectations Of Students For Appropriate Attire

Wear appropriate attire for dressing out for **Skills Activities** – (Gym short: T-shirt, and Tennis shoes) Jeans, dress clothes, and sandal are not allowed. Points will be deducted from your overall **Grade** (5 points each time) **You will not be able to participate with improper attire.**

Professional Organizations

1. PAHPERD: Panther Association for Health, Physical Education, Recreation and Dance
2. TAHPERD: Texas Association for Health, Physical Education, Recreation and Dance
3. AAHPERD: American Alliance for Health, Physical Education, Recreation and Dance
4. KAPPA DELTA PI: International Honor Society in Education, MU EPSILON CHAPTER 293, Prairie View A&M University
5. PHI EPSILON KAPPA: National Professional Fraternity in Health and Kinesiology
6. SHAPE: Society for Health and Physical Educators

SEMESTER CALENDAR

Week 1 Topic Description:	Course Orientation and Introduction, Syllabus, Internship begins- Candidate on site
Chapter(s)	
Assignment(s)	Initial Instructor's Introduction by Program Coordinator
Week 2 Topic Description:	Site Introduction Research Paper
Chapter(s)	
Assignment(s)	Site Overview research paper focusing solely on site supervisor
Week 3 Topic Description:	Candidate on site
Chapter(s)	
Assignment(s)	Research Instructions from Site Supervisor
Week 4 Topic Description:	Submit a rough draft Resume/Cover Letter
Chapter(s)	
Assignment(s)	Visit http://www.pvamu.edu/careerservices , and then join http://joinhandshake.com
Week 5 Topic Description:	Candidate on Site
Chapter(s)	
Assignment(s)	Site Research Topic
Assignment(s)	

Week 6 Topic Description:	Submit final Resumes/Cover Letter for grade
Chapter(s)	
Assignment(s)	Create one long-term resume for your career job, and then create a cover letter. Both documents should be submitted at this time to complete this assignment.

Assignment(s)	
Week 7 Topic Description:	Candidate on Site
Chapter(s)	
Assignment(s)	

Assignment(s)	
Week 8 Topic Description:	Instructor/Site Supervisor Mid-Semester Evaluation and Clock Hours
Chapter(s)	
Assignment(s)	Site

Week 9 Topic Description:	Spring Break
Chapter(s)	
Assignment(s)	

Assignment(s)	
Week 10 Topic Description:	Candidate on site and check in with instructor of class through remind only
Chapter(s)	
Assignment(s)	http://www.perfectinterview.compvamu/

Week 11 Topic Description:	Candidate on Site
Chapter(s)	
Assignment(s)	
Week 12 Topic Description:	Covid -19 Current Event Questions
Chapter(s)	
Assignment(s)	The candidate will complete the questions updating latest findings on Coronavirus/COVID-19 on their local hometown.

Week 13 Topic Description:	Candidate on site
Chapter(s)	
Assignment(s)	Research Instructions from Site Supervisor

Week 14 Topic Description:	
Chapter(s)	
Assignment(s)	This Abstract Assignment should only cover the research topic given to you by your site supervisor.
Week 15 Topic Description:	Final Evaluation and Clock Hours
Chapter(s)	
Assignment(s)	Final Evaluation and Complete Clock Hours DUE, and Portfolio DUE Internship Site Evaluation DUE

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. 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: pv tutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

Writing Center

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

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

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

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring 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.

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. 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.

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 [NOTE: Delete this section when the COVID-19 pandemic is over]

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-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to covid-19@pvamu.edu. Proof for self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly 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. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. 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 may qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to www.pvamu.edu/coronavirus or email covid-19@pvamu.edu.