



# SYLLABUS

## N3428 Family Health Nursing Summer 2023

### General Course Information

Course Information	Description
<b>Instructor:</b>	Eugenie Snaith MSN., RN
<b>Section # and CRN:</b>	M04 CRN# 24300
<b>Office Location:</b>	College of Nursing Office #1166
<b>Office Phone:</b>	(713) 797-7096- (713)797-7013 (fax)
<b>Email Address:</b>	<a href="mailto:esusnaith@pvamu.edu">esusnaith@pvamu.edu</a>
<b>Office Hours:</b>	(by appointment)
<b>Mode of Instruction:</b>	Face to Face
<b>Course Location:</b>	College of Nursing PVAMU Simulation Lab
<b>Class Days &amp; Times:</b>	Tuesdays/Thursdays/Saturdays 7:00 a.m.-7:00p.m.
<b>Catalog Description:</b>	This course focuses on a family-centered approach to nursing care of the childbearing and childrearing family. Emphasis is placed on the nurse's role in health promotion, health maintenance and illness prevention in families from diverse cultures in a variety of settings. Impact of health problems on the childbearing and childrearing family are addressed. Family influences on growth and development and psychosocial processes are explored.
<b>Prerequisites:</b>	NURS 3417 Adult Health Nursing I NURS 3327 Adult Health Nursing I Practicum NURS 3300 Introduction to Pharmacology
<b>Co-requisites:</b>	Nursing 3518: Family Health Theory
<b>Required Text(s):</b>	Ricci, S. & Kyle, T. Carmen, S. (2021). Maternity and Pediatric Nursing. 4 <sup>th</sup> ed. Philadelphia: Lippincott, Williams, & Wilkins.  Prep U & Course Point+ Enhanced. Online Resources. Lippincott, Williams, & Wilkins.  Morris, D. (2016) 6th ed. Calculate with Confidence. St. Louis: Mosby.  Binder, R., Ball, J., London, M and Davidson (2017) <u>Clinical Skills Manual for Maternal-Newborn &amp; Child Nursing</u> , Prentice Hall. (5th ed). ISBN-13: 978-0-13-425700-6 (in the book store).  Mosby's 2018 Nursing Drug Reference ISBN 978-0-323-53192-4 (in the bookstore) OR Vallerand, Sanoski and Hopper. Davis Drug Guide for Nurses, 15 <sup>th</sup> edition (2017), FA Davis Company ISBN 978-0-8036-5705-2
<b>Recommended Text(s):</b>	

General Course Information Table

<b>Course Learning Objectives:</b>		
<b>Upon successful completion of this course, students will be able to:</b>	<b>Student Learning Outcome # Alignment</b>	<b>Core Curriculum Outcome Alignment</b>
1. Use knowledge from nursing, the sciences, and humanities to assist culturally diverse families to meet their health care needs	#1	DECS I-IV; AACN VI, VII, VIII, IX
2. Apply the nursing process in providing care which meets the health needs of families in a variety of health settings	#2	DECS I-IV; AACN VI, VII, VIII, IX
3. Demonstrate the use of critical thinking to solve problems and make decision in the health care setting	#3	DECS I-IV; AACN VI, VII, VIII, IX
4. Use communication effectively and incorporate information and health care technology to deliver nursing care to families in the practice setting	#4, #7	DECS I-IV; AACN I, II, III, IV, V, VI, VII, VIII, IX
5. Collaborate with other health care providers and consumer groups in health promotion of families within the community	#5	DECS I-IV; AACN VI, VII, VIII, IX
6. Use relevant nursing research finding to plan and implement health care in a variety of settings	#6	DECS I-IV; AACN III, VI, VII, VIII, IX
7. Demonstrate responsibility and accountability for one's own professional growth and practice	#7	DECS I-IV; AACN II, VI, VII, VIII, IX

**Student Learning Outcomes Table**

**Texas Board of Nursing (BON) Differentiated Essential Competencies (DECs) Fall 2021:**

- I. Member of the Profession (MOP)
- II. Provider of Patient-Centered Care (POPCC)
- III. Patient Safety Advocate (PSA)
- IV. Member of the Health Care Team (MOHCT)

**American Association of College of Nursing (AACN) Nine Essentials (2021):**

- Essential I. Liberal Education for Baccalaureate Generalist Nursing Practice
- Essential II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- Essential III. Scholarship for Evidence-Based Practice
- Essential IV. Information management and Application of Patient Care Technology
- Essential V. Health Care Policy, Finance, and Regulatory Environments
- Essential VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- Essential VII. Clinical Prevention and Population Health
- Essential VIII. Professionalism and Professional Values
- Essential IX. Baccalaureate Generalist Nursing Practice

**References**

Texas Board of Nursing Differentiated Essential Competencies of Graduates of Texas Nursing Programs (Fall 2021)

American Association of Colleges of Nursing (AACN) The Essentials of Baccalaureate Education for Professional Nursing Practice (2021)

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement		Value	Total
1)	Clinical Evaluation	50%	50%
2)	Care Plans	10%	10%
3)	Presentations/Quizzes	10%	10%
4)	Grand Rounds/Telehealth	10%	10%
5)	Lab Final Exam	20%	20%
<b>Total:</b>		<b>100%</b>	<b>100%</b>

### Grading Criteria and Conversion:

A = 90-100

B = 81-89

C = 75-80

D = 65-74

F = 64 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-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.

### Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Clinical Evaluation	Evaluation of student performance in the healthcare setting.
2. Care Plans	Written data tools identifying patient care which demonstrates evidence of knowledge, skill, and judgment in the healthcare setting.
3. Grand Rounds/Telehealth	Case studies to exercise critical thinking and determine priorities of nursing care.
4. Final Exam	A comprehensive examination to test application and analysis of information.

Detailed Description of Major Assignments Table

## Course Procedures or Additional Instructor Policies

### 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 Canvas.

### Submission of Assignments

There will be no make-ups for clinical, community or HPS activities that are missed. Please review the Attendance policy.

Assignments must be turned in at the start of assigned experience on the due date. Students with unexcused absences or who arrive late for assigned experiences will receive a grade of zero (0) for the assignment.

### Formatting Documents

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

### **Missed Exams**

Should an exam be missed for a University Excused Absence:

- Students should notify faculty of absence prior to the scheduled exam date and time.
- Notification in itself does not indicate acceptance of the excuse; the excuse must be one as described in the University Handbook with qualifying documentation.
- The College of Nursing will have a designated date during the week of final exams for missed exams. The designated date for the spring 2022 semester is May 12th.
- If more than one course exam is missed during the semester, all exams will be administered on the designated missed exam date.
- If the final exam is missed for a University Excused Absence, the exam will be administered on a date/time mutually agreed upon between the faculty and student.
- There is no make-up for unexcused absences. Unexcused missed absences will result in a grade of “0”.

### **Medication Proficiency Test**

1. Students are required to complete the medication study guide.
2. A score of 94 or above must be obtained on the medication proficiency examination in order to be eligible for clinical experiences in N3428.
3. The medication proficiency examination may be repeated only once.
4. Student who fails to demonstrate proficiency in the administration of medications is ineligible for clinical experience in N3428

### **Professional Organizations and Journals:**

**Journal of Obstetrics, Gynecological and Neonatal Nursing**  
**American Academy of Pediatrics**

### **Clinical Expectations**

#### **HIPPA – Confidentiality /Protected Health Information**

Students and faculty will understand that HIPPA policies and agreement are in place and continuous throughout students’ clinical experiences and into their professional career. Services to the patients/clients are private and confidential; available to only those authorized to provide medical services. Information may include oral, written photographic and electronic formats and are strictly confidential and protected by federal and state laws. Unauthorized use or disclosure will face disciplinary actions.

### **UNIVERSITY ATTENDANCE POLICY**

#### **University Class Attendance, Absenteeism**

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive television (video). Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or an 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.

#### **Excused Absences**

Absences due to illness, attendance at university approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor

prior to or immediately upon the student's return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports) and must comply with the respective faculty member's course protocol (syllabus, outlines, etc).

### **Excessive Absences**

Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused.

### **Clinical Absence and Tardy Procedure**

#### **Tardies**

1. The student is expected to arrive at the time set by the faculty for each clinical.
2. Any student arriving from 1 – 14 minutes of the set arrival time is tardy and will have three (3) points deducted from the final course grade.
3. Any student arriving after fifteen (15) minutes or later of the set arrival time will be dismissed from clinical and considered absent.
4. Any student with two (2) tardies will receive an unexcused absence.

#### **Absences**

1. An unexcused absence will result in a ten (10) point deduction from the final course grade.
2. Absences are excused and unexcused according to The University and College of Nursing Attendance Policy. An excused absence is due to an illness, attendance at University approved activities, and/or family or other emergencies. The student must provide supporting documentation (i.e. doctor's excuse, court documents, etc.) for the absence immediately upon return to class.
3. If the student does not provide supporting documentation, then the absence will be noted as unexcused.
4. Excessive absenteeism (one or more) excused or unexcused absence *may* result in course failure.

## **Semester Calendar**

<b>Week One:</b>	<b>Clinical Skills Check, IV Therapy workshop</b>
<b>Topic Description</b>	<b>Lab prep (see skills manual), View video &amp; skills manual</b>
Readings:	
Assignment (s):	
<b>Topic Description</b>	<b>Clinical Orientation, Facilities Tours, Clinical Orientation, Facilities Tours, Care of the Childbearing Client (Antepartum)</b>
Readings:	
Assignment (s):	View syllabus and folder materials, complete math study guide and attend review session
<b>Week Two:</b>	<b>Clinical Experiences</b>
<b>Topic Description</b>	<b>OB</b>
Readings:	
Assignment (s):	
<b>Week Three:</b>	<b>Clinical Experiences</b>
<b>Topic Description</b>	
Readings:	<b>OB</b>
Assignment (s):	
<b>Week Four:</b>	<b>Clinical Experiences, Simulation</b>
<b>Topic Description</b>	

Readings: OB  
Assignment (s):

**Topic Description**  
Readings: OB, Pedi  
Assignment (s): **Clinical Experiences, Clinical Skills Check, Clinical Orientation, Facilities Tours, Care of the Pediatric Child**

**Week Five:**  
**Topic Description**  
Readings: Pedi  
Assignment (s): **Clinical Experiences**

**Week Six:**  
**Topic Description**  
Readings: Pedi  
Assignment (s): **Clinical Experiences, Human Trafficking Activity**

**Week Seven:**  
**Topic Description**  
Readings: Pedi  
Assignment (s): **Clinical Experiences**

**Week Eight:**  
**Topic Description**  
Readings: Pedi  
Assignment (s): **Clinical Experiences**

**Week Nine:**  
**Topic Description**  
Readings: Pedi  
Assignment (s): **Clinical Experiences, Lab Final Exam**

**Week Ten:** **Dosage Calculation Exam**

## 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](http://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](mailto: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, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://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, 2<sup>nd</sup> 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](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://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](mailto:ciits@pvamu.edu).

### **Communication Expectations and Standards**

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

### **Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings,

lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

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

## **COVID-19 Campus Safety Measures**

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](mailto:studentconduct@pvamu.edu).