Anatomy and Physiology II
BIOL 2402-P03(20210)/P63(-20318) - Spring 2022

Course Information

Description

Instructor: Yassin M. Elhassan, PhD.
Section # and CRN: P03 (20210)/P63 (20318)
Office Location: E.E. Obanion Science Building, Suite 430E
Office Phone: 936-261-3163
Email Address: yaelhassan@pvamu.edu
Office Hours: MW 10:00 – 11:00am; MW 02:00–03:00pm; F 09:00am -1:00pm & by appointment
Mode of Instruction: Face to Face
Course Location: P03: Room 103, P63: Room 311
Class Days & Times: P03: MW, 08:00-08:50 am; P63: TR, 08:00-09:50 am
Catalog Description:

BIOL 2402 Anatomy and Physiology II: 4 semester hours. An introductory course examining the organization of a human body and the mechanisms for maintaining homeostasis. Topics include metabolism, the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Designed for students who will pursue a career in nursing.

Prerequisites:

Co-requisites: Lecture and Lab
Required Text(s):

ISBN : 9781265864088
Bundle: Anatomy & Physiology; Anatomy & Physiology Lab;
Online access code

– Saladin 9e: Connect w/ Proctorio. (Bookstore)

Recommended Text(s):

Electronic Books. Go Green!! www.mhhe.com/ebooks for details

Course Learning Objectives:

Upon successful completion of this course, students will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcome # Alignment</th>
<th>Core Curriculum Objective Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
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<td>#2, #3</td>
<td>#2, #3</td>
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<td>#4</td>
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<td>#5</td>
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1. Identify the important anatomical structures in each of the stated organ systems.
2. Demonstrate a critical understanding of all-important physiological processes of the stated systems as well as fluid and electrolyte balance, nutrition, metabolism, pregnancy, human embryology, fetal development and human genetics.
3. Explain basic cellular functions such as protein synthesis, cellular respiration, DNA replication, and cell division.
4. Recognize the anatomical structures, explain physiological functions, and recognize and explain the principle of homeostasis applied to the cardiovascular, lymphatic, respiratory, urinary, digestive, and the reproductive systems.
5. Perform Oral and Written communication of biomedical terms relative to the human body.
Collaboratively work through physiological case studies #5

Demonstrate a critical understanding of biological and physiological processes #4

Analyze quantitative and empirical biomedical datasets and graphs #5

Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Lecture Exams</td>
<td>4 exams, 100 points each</td>
<td>30%</td>
</tr>
<tr>
<td>2) Laboratory Exams</td>
<td>4 exams, 100 points each</td>
<td>30%</td>
</tr>
<tr>
<td>3) Book Smart Assignments</td>
<td>13 Assignments, 100 points (Avg.)</td>
<td>10%</td>
</tr>
<tr>
<td>4) Chapter Homework Assignments</td>
<td>12 Assignments, 100 points (Avg.)</td>
<td>5%</td>
</tr>
<tr>
<td>5) Practical Exercises (Virtual laboratory, Organ System Assignments, APR, Online Discussion)</td>
<td>24 Laboratory Practical Assignments and discussions</td>
<td>5%</td>
</tr>
<tr>
<td>6) Case Study Presentation</td>
<td>Group presentation (100 points)</td>
<td>5%</td>
</tr>
<tr>
<td>7) Individual Written Paper</td>
<td>Individual paper submission (100 points)</td>
<td>5%</td>
</tr>
<tr>
<td>8) Comprehensive Final Exam</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 100 - 90 pts
B = 89 - 80 pts
C = 79 – 70 pts
D = 69 – 60 pts
F = 59 pts or 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:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Homework:</td>
<td>One assignment per chapter done on the publisher (Connect-McGraw Hill) website</td>
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<tr>
<td>1) Book Smart</td>
<td></td>
</tr>
<tr>
<td>2) Chapters &amp; Practices</td>
<td>Various assignments selected from chapters, virtual labs, Organ system practical labs; all are done on the publisher (Connect-McGraw Hill) website</td>
</tr>
</tbody>
</table>

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.

Course Evaluation Methods
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.
Exams: – Each lecture and laboratory exam will focus on measuring the students understanding of the physiological processes and anatomical structures of the human anatomy.

Lecture: Minimum of four lecture exams will be given during the semester. Exams will consist of various categories of questions, including but not limited to (multiple-choice, true/false, matching, short answer, & essay). The exams will measure the student’s ability to process anatomy and physiology lexicon, identify the structural similarities and differences, process physiological processes. In addition, they relate concepts to clinical application and communicate thoughts in written format. Lecture exams account for 30% of the final grade.

Laboratory: A minimum of four laboratory exams will be given during the semester. One laboratory exam can be given in an oral format. The practical examinations consist of identification of anatomical parts and physiological functions. Models, animal specimens, textbook & online figures and animations will be utilized to test knowledge of the various organ systems. Laboratory exams account for 30% of the final grade.

Smart Book: Smart Book helps students succeed by providing a personalized learning path that’s based on responses to questions (right or wrong) as well as how confident they feel about the answers they provide. The program also encourages the retention of the material by identifying concepts that students are likely to forget, and directing them back to portions of the e-book to help them solidify concepts. Smart Book assignments will be due each week and may be assigned ahead of the chapters; they count 10% of your grade.

Online Assignments: Online assignments are designed to supplement and reinforce course material; they include:
Connect Chapter Assignments: Will be answering a collection of questions discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true/false, matching, and essay question.

Connect Exercise Assignments: A variety of different categories of exercise assignments including virtual laboratory, Anatomy and Physiology Revealed (APR), Organ System Assignments that cover various areas of the course material. Virtual labs provide a powerful learning tool and an effective alternative for wet labs.

Biopac Laboratory Assignments: Students are engaged in scientific inquiry by participating in group data collection, analysis, and write-ups. Students will perform exercises targeting muscular function, brain function, ANS, exercise physiology and neurophysiology. All online assignments will account for 10% of your grade.

Case studies/Biological Topic: Students will collaboratively engage an assigned scientific topic discussed in the course. The group is expected to give an oral presentation of their case study to the class on an assigned day. The case study accounts for 5% of your grade.

Students will individually select a topic of their choice from a list of various scientific topics; they research the topic and submit a written research paper about the theme of their selected topic. The paper accounts for 5% of your grade.

A comprehensive Final Exam is given at the end of each semester. The final exam accounts for 10% of your grade. The final exam schedule is set by the University. See attached final exam schedule for exact date.
*Do not schedule any activity or travel before or during the final exam period (*see final exam dates).

Taskstream: Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an “artifact,” an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

Critical Thinking, Empirical and Quantitative Core Assessment
Pulmonary Function I Biopac (Lesson 12) assignment will measure the student ability to observe experimentally, record and/or calculate selected pulmonary volumes and capacities. It will also measure their ability to compare the observed values of volume and capacity with average values. Lastly, they will be able to compare the normal values.
of pulmonary volumes and capacities of subjects differing in sex, age, weight, and height. This assignment will be referenced against the Association of American College and Universities Empirical and Quantitative rubric.

**Teamwork, Oral and Written Communication**

*Case Study/Scientific Topic Core Assessment* will measure the student's ability to research, analyze and communicate information for a given case study/scientific topic. Each student will be assigned to a group to discuss the requirements of the case study. Each member of the group will be responsible for a written portion of the case study and providing a part for the oral presentation. The case study topic(s) will require students to research information and compare data. Then the students will collaboratively assemble an oral presentation using Prezi to be assessed by their peers and professor. This assignment will be referenced against the Association of American College and Universities Written and Oral communication rubric, Teamwork rubric, and Peer Evaluation Rubric (Herreid, C.F., 2007).

Example of Scientific Topic is a comparison of Nervous system disorders the students will be responsible for knowing and communicating the history, effected population, discovery and treatment of the disorder.

**Exam Policy:**

- All exams MUST be taken under MHE Proctorio. Any exam taken without MHE proctoring system (Proctorio-Lock down Browser) WILL EARN A ZERO GRADE.
- MAKE-UP EXAM POLICY. If you missed an exam you are required to submit a legitimate reason supplemented with the required official documents. otherwise a missed exam will earn a zero grade
- The lowest exam score will be dropped and that will count against your missed exam. In other words, the first missed exam (lab/lecture) will earn a zero grade and will be dropped as your lowest exam score; missing another exam, without documented legitimate excuses, will result in a zero score and will be part of your final grade computation.
- Approved substitute (make up) exams, will be given ONLY DURING THE LAST WEEK OF THE SEMESTER.
- THERE WILL BE NO MAKE-UP for The Final Exam.
- THERE WILL BE NO Early-Taking of The Final Exam (NO TRAVEL EXCUSE)

**Testing system**

- Proctorio is a Learning Integrity resource
  - This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course’s assessments, within some of your Connect assignments. As your instructor, I’ve chosen the secure exam settings required by this course, and only I will make a judgment as to any potential academic integrity violation.

- **Assignments with Proctorio**
  - You’ll be able to see which assignments in Connect include Proctorio settings because they will be clearly labeled with “Proctoring Enabled” in the assignment title. The settings that I use may vary depending on the assignment. When you start a proctored assignment, the settings in use will be indicated.

- **Proctorio Minimum System Requirements**
  - Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The Proctorio system requirements are dependent on the exam settings and may require a webcam and a microphone. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work.

- **Equity and Fairness**
  - The reason I’ve chosen to enable Proctorio settings for specific assignments in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.
Proctorio is a trusted resource for remote proctoring because of the company’s commitment to student privacy. Proctorio uses single sign-on through Connect, and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties. Read more about Proctorio’s approach to privacy.

Proctorio only runs as an extension in your Chrome browser. This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer’s hard drive, or other resources.

Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. After your proctored assignment ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, if you choose to do this, you’ll need to reinstall the extension again before starting your next proctored assignment.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution’s learning platform. Proctorio cannot see your proctored assignment data. Read more about Proctorio security.

Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in Proctorio’s Quick Start Test Taker Guide for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment.

If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or reach out to Connect or Proctorio support for troubleshooting. Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.

Semester Calendar

Biology 2402-P03(20210)/P63(20318) Lecture and Laboratory Schedule

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Lecture</th>
<th>Module 1</th>
<th>Laboratory</th>
<th>Online Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>WK 1 M(1/17) 8:00-8:50</td>
<td>Dr. Martin Luther King Jr. Day (University Closed)</td>
<td>WK 1 T(1/18) 8:00-9:50</td>
<td>Syllabus, Connect Registration, Lab Safety Forms / Pre-Test Readings: 18.1,18.2,18.3,18.4,18.5, Disorders</td>
<td>Connect Orientation Video APR Orientation Lab Assignments: 1st Lab - Virtual Labs Tutorial Virtual Lab: Blood Typing Virtual Lab: Hematocrit Lecture Assignments: Book Smart Chapter 18 Chap 18 Assignment</td>
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<td></td>
<td>Cont’d. Chap 18 Circulatory System: Blood Chap 18: Blood Typing:</td>
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<tr>
<td></td>
<td>Chapter 18: Circulatory System: Blood 18.1,18.2,18.3,18.4,18.5, Disorders</td>
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<tr>
<td>WK 4</td>
<td>Cont’d Chap 20: Circulatory System: (B. Vessels-Axial)</td>
<td>WK 4</td>
<td>Cont’d Chap 20: B. Vessels- Appendicular</td>
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</tbody>
</table>

**Module 2**

| WK 4 | Chapter 21 – Lymphatic & Immune System Readings 21.1,21.2,21.6 Disorders | WK 4 | Cont’d Chap 21: Lymphatic & Immune System |
| W(2/09) | Lecture Ex I (Chap 18, 19, 20) | R(2/10) | Lab Exam I (Blood, Heart, B. Vessels & Practice Atlas Cardiovascular I & II) |
| WK 5 | Cont’d Chap 21: Lymphatic & Immune System | WK 5 | Cont’d Chap 21: Lymphatic & Immune System |

| WK 5 | Chapter 22 – Respiratory System Readings: 22.1, 22.2, 22.3, 22.4 Disorders | WK 6 | Cont’d Chap 22: Respiratory System |
| WK 6 | Cont’d Chap 22: Respiratory System | WK 6 | Cont’d Chap 22: Respiratory System |

| Chap 23: Urinary System Readings: 23.1,3.2,23.3,23.7 Disorders | Cont’d Chap 23: Urinary System |}

**Book Smart**

Chapter 19 (cont.):
Circulatory System (Heart)

Chap 19: Heart Models/ Dissection:

*Wed, Feb 02, 12th*
Class Day (Census Date)

Lab Assignments
Practice Atlas Cardiovascular II
APR assignment
Lecture Assignments
**Book Smart** Chapter 20
Chapter 20 Bl. Vessels Assign.

Lab Assignments
APR assignment
Practice Atlas
Lecture Assignments
**Book Smart** Chapter 21
Chapter 21 Assignment

Lab Assignments
Practice Atlas: Respiratory System study
Practice Atlas: Respiratory System Assignment
Virtual lab: Respiratory System - Mechanism of Breathing
Virtual lab: Respiratory System - Pulmonary Function Tests
Lecture Assignments
**Book Smart** Chapter 22
Chapter 22 Assignment

Lab Assignments
APR assignment
Lecture Assignments
**Book Smart** Chapter 23
<table>
<thead>
<tr>
<th>Module 3</th>
<th>Chapter 23 Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>WK 7 M(2/28) 8:00-8:50</td>
<td>Cont’d Chap 23: Urinary System</td>
</tr>
<tr>
<td>WK 7 T(2/29) 8:00-9:50</td>
<td>Cont’d Chap 23: Urinary System, Chap 23:Kidney Models/ Dissection</td>
</tr>
</tbody>
</table>

| WK 8 M(3/07) 8:00-8:50 | Chapter 24 – Water, Electrolyte and Acid-Base Balance. Readings 24.1 |
| WK 8 T(3/08) 8:00-9:50 | Cont’d Chapter 24: Water, Electrolyte and Acid-Base Balance |

| W(3/09) 8:00-8:50 | Lecture Exam II (Chapters 21- 24) |
| R(3/10) 8:00-9:50 | Lab Exam II ( Chap 21-24 & Practice Atlas) |

**Mar 10 - Mar 12; Mid-Semester Examination Period: Thu through Sat (Grade Due Wed, Mar 16)**

**Student Spring Break; Mar 14 – Mar 19, 2021, Mon through Sat**

<table>
<thead>
<tr>
<th>Module 4</th>
<th>Chapter 25 Assignment</th>
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</thead>
<tbody>
<tr>
<td>WK 9 M(3/14) 8:00-8:50</td>
<td>No Classes (Spring Break)</td>
</tr>
<tr>
<td>WK 9 T(3/15) 8:00-9:50</td>
<td>No Classes (Spring Break)</td>
</tr>
<tr>
<td>W(3/16) 8:00-8:50</td>
<td>No Classes (Spring Break)</td>
</tr>
<tr>
<td>R(3/17) 8:00-9:50</td>
<td>No Classes (Spring Break)</td>
</tr>
</tbody>
</table>

| WK 10 M(3/21) 8:00-8:50 | Chapter 25 – Digestive System 25.1, 25.2, 25.3, 25.4, 25.5, 25.6,25.7 Disorders |
| WK 10 T(3/22) 8:00-9:50 | Cont’d Chap 25: Digestive System |
| WK 11 M(3/28) 8:00-8:50 | Chapter 26 Nutrition and Metabolism Readings 26.1,26.2,26.3 Disorders |
| WK 11 T(3/29) 8:00-9:50 | Cont’d Chap 26: Nutrition and Metabolism |

| WK 12 M(4/04) 8:00-8:50 | Lecture Exam III (Chapters 25- 26) |
| WK 12 T(4/05) 8:00-9:50 | Lab Exam III (Chap 25-26 & Practice Atlas) |

**Wed, Apr 06: Final Day to Withdraw from Course(s) with Academic Record (“W”)**

<table>
<thead>
<tr>
<th>WK 12</th>
<th>Lab Assignments</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Practice Atlas</td>
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<tr>
<td></td>
<td>APR assignment</td>
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</table>

**Chapter 27: Male Reproduction**

<table>
<thead>
<tr>
<th>WK 12</th>
<th>Lab Assignments</th>
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<tbody>
<tr>
<td></td>
<td>Practice Atlas</td>
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<tr>
<td></td>
<td>APR assignment</td>
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<tr>
<td>Module 5</td>
<td>Week</td>
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<tr>
<td>WK 13</td>
<td>M(4/11)</td>
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<tr>
<td>WK 14</td>
<td>M(4/18)</td>
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<tr>
<td>WK 15</td>
<td>M(4/25)</td>
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<tr>
<td>W(4/27)</td>
<td>R(4/28)</td>
</tr>
</tbody>
</table>

**Thursday, April 14, 2022**

**Paper Submission & Case Study Presentation**

**Wednesday, May 04, Last Day of Classes**

**Final Exams Period:**

**Thursday, May 05 – Thursday, May 12**

**Class Final Exam Schedule: (TBA)**

**Thursday, May 12, Final Grades due for Graduation Candidates (12:00 p.m.)**

**Saturday, May 14, Commencement**

**Tuesday, May 17, Final Grades due for all other students (11:59 p.m.)**
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
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 curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: https://www.pvamu.edu/studentengagement/

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

University Rules and Procedures

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

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

1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another’s work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

**Nonacademic Misconduct**

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

**Sexual Misconduct**

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

**Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students’ Office for additional information and to request accommodations.

**Non-Discrimination Statement**

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.
Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

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

Technical Considerations

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

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

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

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

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

Video Conferencing Etiquette
When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.
Technical Support
Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

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

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

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

COVID-19 Campus Safety Measures
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.