BIOL 122- Human Anatomy and Physiology II Course Syllabus- Spring 2020

**COURSE NUMBER, TITLE:** BIOL_OX 122, Human Anatomy and Physiology II with lab

**PRE REQUISITES:** None

**CO-REQUISITES:** MUST BE ENROLLED IN TUESDAY LAB

**CREDIT ALLOCATION:** 4 credit hours
Lecture: 3 credits = 45 contact hours/semester
Lecture is Tuesdays & Thursdays 10:00 am – 11:15 am

Lab: 1 credit = 45 contact hours/semester
Lab is Tuesday 2:30pm to 5:30pm

**PLACEMENT:** Spring 2020

**CLASS LOCATION:** Science Building ROOM 115

**FACULTY:** Dr. Cristy Tower-Gilchrist, PhD
Senior Clinical Instructor
cristy.tower-gilchrist@emory.edu

**Office Location:** Whatcoat Building
Office hours: Tues 1:00pm to 2:00pm or by appointment

**COURSE DESCRIPTION:**
This course, the second in a two-course sequence, examines structures and functions associated with specific organ systems, and functional integration of these systems in homeostatic regulation of the body. The endocrine, cardiovascular, urogenital, respiratory, gastrointestinal, and reproductive systems will be studied. Laboratory exercises emphasize the composition and structure at both histological and gross levels of these organ systems and demonstrate associated physiological principles. Upon completion of this course, the successful student will be able to demonstrate understanding of structure, function and integration of these organ systems.

**COURSE OBJECTIVES:**
The student should be able to...
1. Outline the organization of the endocrine system and the mechanisms by which the it impacts other organ systems
2. Identify and describe the gross and histological features of the heart; describe the electrical and mechanical functions of cardiac tissue, and factors that regulate cardiac function
3. Identify arterial and venous components of circulatory routes within the human body; describe the structure and functions of special circulatory routes
4. Identify and describe important histological features of blood vessels; outline and describe
the short-term and long-term mechanisms that regulate blood pressure

5. Describe the physical characteristics and functions of blood; identify and describe the functions of the formed elements and plasma proteins (including immune functions)

6. Identify the structures and functions of the respiratory system; identify and describe the factors (chemical, physiological) that impact gas exchange, oxygen binding to hemoglobin and rate / depth of breathing

7. Identify and describe the gross and histological features of the kidney; list and describe the processes in the nephron involved with urine formation, and describe the mechanisms that regulate each

8. Identify and describe the gross and histological structure of the alimentary canal and associated digestive glands; describe hormonal and neural control of secretion in the digestive system

9. Describe the actions of the respiratory system, the urinary system and the digestive system in maintaining the composition and pH of the body fluids; discuss clinical implications of imbalances

10. Outline and describe the processes of human sexual reproduction, and describe hormonal control mechanisms that regulate them

CURRICULAR THREADS:
This course will address the Nell Hodgson Woodruff School of Nursing (NHWSN) curricular concept threads of basic science foundations.

BSN ESSENTIALS MET:
- Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

POLICIES RELATED TO THE NELL HODGSON WOODRUFF SCHOOL OF NURSING:
The current Student handbook can be accessed at the following link: http://www.nursing.emory.edu/student-life/handbooks.html

It addresses multiple topics pertinent to preparing undergraduate nurse leaders such as:
1. University Student Services
2. Academic Policies and Procedures
3. Office of Accessibility Services and Americans with Disabilities
4. Academic Grievance and Appeal Procedures
5. NHWSN Grading Scale
6. Inclement weather
7. Communication with faculty

http://www.nursing.emory.edu/audience-guides/students-audience-guide.html
Emory University policies can be found here: http://policies.emory.edu/ Oxford College policies can be found here: http://oxford.emory.edu/catalog/documents/oxford-catalog-2018-2019.pdf

COMMUNICATION WITH FACULTY:
Emory University’s policy for student-faculty communication states that email is the primary medium for official communication. “Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Certain communications may be time-
critical. While students may redirect email from their official University email address to another address (e.g., @hotmail.com, @aol.com), the University is not responsible for the delivery of email by other service providers". (Emory University Council of Deans and President’s Cabinet, 2004)

**AMERICANS WITH DISABILITIES ACT:**
Oxford College of Emory University and Nell Hodgson Woodruff School of Nursing both comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek academic accommodations must first take appropriate documentation to the Office of Accessibility Services (OAS), located on the main campus, University Administration Building, Suite 110 (www.ods.emory.edu) OR 105 W. Moore Street, Murdy Hall Room 134 on the Oxford College campus. It is the responsibility of OAS to assess the documentation of each student requesting academic accommodations based on disability.

The Office of Accessibility Services Access (OAS) works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, students must contact OAS and complete the registration process. Faculty may not provide disability accommodations until an accommodation letter has been processed; accommodations are not retroactive. Students registered with OAS who receive a letter outlining specific academic accommodations are strongly encouraged to coordinate a meeting time with their professor to discuss a protocol to implement the accommodations as needed throughout the semester. This meeting should occur as early in the semester as possible. Contact OAS for more information at (770) 784-4690 or oas.oxford@emory.edu. Additional information is available at the OAS website at http://equityandinclusion.emory.edu/access/students/index.html.

If you have a documented disability and have anticipated barriers related to the format or requirements of this course, or presume having a disability (e.g. mental health, attention, learning, vision, hearing, physical or systemic), OR if you believe that you possess a disability for which reasonable accommodation must be made, you must consult with the instructor before the close of the second class meeting. Should a disability requiring accommodation arise after the second class meeting, you must present documentation to the OAS for assessment as quickly as is possible.

**RELIGIOUS HOLIDAYS ARRANGEMENTS:**
Instructors are encouraged, not required, to accommodate students' academic needs related to religious holidays. Please make every effort to negotiate your religious holiday needs within the first two weeks of the semester; waiting longer may compromise your instructor’s ability to extend satisfactory arrangements. If you need guidance negotiating your needs related to a religious holiday, the College Chaplain, Rev. Lyn Pace, ppace@emory.edu, Candler Hall 202, is willing and available to help.

**Please be aware that Rev. Pace is not tasked with excusing students from classes or writing excuses for students to take to their professors.** Emory’s official list of religious holidays may be found at http://www.religiouslife.emory.edu/faith_traditions/holidays.html.

**RESPECT STATEMENT:**
The Nell Hodgson Woodruff School of Nursing is a learning community enriched by diversity. We are committed to inclusiveness recognizing that open exchange is necessary as we learn from each other and respect different perspectives.

We are committed to:

Promote Respect
We will respect the dignity and rights of all students, faculty and staff regardless of position, rank or authority.
Initiate Dialogue
We will initiate dialogue and express diversity of thoughts in a courteous manner, without fear of reprisal or insult.

Cultivate Reflection
We will listen respectfully while others share ideas, allow speakers to complete their thoughts and be open to considering new approaches.

Foster Equity
We will foster a safe and equitable academic environment that acknowledges the contributions and experiences of all persons from unique identities and backgrounds.

Maintain Accountability
We will hold ourselves accountable for our ethical conduct and reject intolerance, harassment, or violence towards others.

COURSE OVERVIEW:
This course, the second in a two-course sequence, examines structures and functions associated with specific organ systems, and functional integration of these systems in homeostatic regulation of the body. The endocrine, cardiovascular, urogenital, respiratory and gastrointestinal systems will be studied. Laboratory exercises emphasize the composition and structure at both histological and gross levels of these organ systems and demonstrate associated physiological principles. Upon completion of this course, the successful student will be able to demonstrate understanding of structure, function and integration of these organ systems.

REQUIRED MATERIALS:


Bookstore has is bundled as package with Prin of Anatomy+Physiology (text) with both lab manual and access WileyPlus** Bundled with WileyPLUS ISBN 9781119436508

EVAUATION AND GRADING:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMS</td>
<td>37.5%</td>
<td>375</td>
</tr>
<tr>
<td>There will be 4 exams- 125 pts each. There will be no make-up exams allowed. Exams may include multiple choice, short answer, true-false, matching or essay questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUIZZES</td>
<td>70%</td>
<td>30</td>
</tr>
<tr>
<td>There will be 9 reading quizzes (either announced or “pop”) -10 pts each. The 7 best quiz grades will be included in the final grade.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DISCUSSION
There will be 5 discussions- 20 pts each. The discussions provide an opportunity to apply what you are learning to the “real world” of health care. You will be asked to briefly answer a question about the topic of the week, and respond to two classmates’ posts. Posts and responses should contribute to the discussion. Discussion participation is expected to take no more than 30 minutes each week and will be due on Friday by 11:59pm of that week.

10% 100

HOMEWORK
There will be 5 homework assignments will be administered in canvas or wileyplus this semester. Each assignment is worth five points.

3% 30

FINAL EXAM
There will be 1 comprehensive final exam. The final exam will include material from the entire semester. Students missing one regularly scheduled exam during the semester, or students wishing to replace a low exam score, may take the comprehensive final exam. (Students must take some combination of 4 of the 5 scheduled exams)

12.5% 125

LAB
Periodic practical laboratory exams will be given.

OPPORTUNITIES FOR MAKE-UP LABORATORY EXAMS ARE EXTREMELY LIMITED AND MUST HAVE THE APPROVAL OF THE LAB COORDINATOR.

30% 300

GRADING SCALE:

Students enrolled in the PhD program will follow the Laney Graduate School grading scale. The responsibility for assigning grades rests exclusively with the faculty of a course.

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>93–100</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>90–92</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>83–86</td>
</tr>
<tr>
<td>2.7</td>
<td>B-</td>
<td>80–82</td>
</tr>
<tr>
<td>2.3</td>
<td>C+</td>
<td>77–79</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
<td>73–76</td>
</tr>
<tr>
<td>1.7</td>
<td>C-</td>
<td>70–72</td>
</tr>
<tr>
<td>1.3</td>
<td>D+</td>
<td>67–69</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
<td>63–66</td>
</tr>
<tr>
<td>0.0</td>
<td>F</td>
<td>Below 63</td>
</tr>
</tbody>
</table>

For example, if your final points in the course was 920 points, the final grade for the course would be a 92 A-.

Oxford College Grading system: Grades and Quality points can be found at the this link:
ROUNDING POLICY:
Final grades will be rounded to the nearest whole number if the 10th space number is 5 or higher. Grades are reported to the registrar at the end of each semester.

ACADEMIC INTEGRITY:
Dishonesty in the classroom will not be tolerated. The Honor Code applies to all assignments, in and out, of the classroom. The (abridged) policy regarding student dishonesty at Oxford College of Emory University can be found in “Honor Code,” under Oxford College Code of Conduct Regulations of the 2019 Catalog. An electronic version of the complete policy regarding academic integrity and conduct can be found at http://oxford.emory.edu/catalog/regulations/honor-code.html

INCLUSIVITY STATEMENT:
Oxford College of Emory University’s ideals of inclusivity require that we foster an environment where people of diverse backgrounds, identities, abilities, and ideologies are affirmed, respected, and seen as a source of strength; where we strive to learn together, and ultimately thrive communally. If we at all fail to support these ideals, then we encourage discussion towards improvement, and we hope that this statement affirms your right to seek those discussions via dialogue with faculty, staff, your peers, and the use of the “Speak Up!” system when needed.

“CIVILITY CLAUSE”:
Students are expected to behave toward course instructors, guest lecturers, and fellow students with courtesy and consideration. This means that talking and disruptive behavior will be kept to a minimum. Students who must arrive late to class should enter quietly and be prepared for class (ie, not fumbling with calculators, backpacks, papers, etc...). Students must notify the instructor as soon as he/she knows they will arrive to lab late. Students who need to leave a lab early should sit near an exit, then leave quietly. Student will need the lab instructor approval to leave a lab early. Cell phones, pagers, and other electronic devices should be silenced in the classroom. Laptops are maybe required for some lab activities ONLY.

Students are expected to demonstrate professional behaviors including professional demeanor, positive participation in lecture and labs, respect for others, and interpersonal skills consistent with personal accountability and professional integrity. Students should arrive to lecture on time and be prepared to do work. Failure to comply with the above may result in dismissal from the class and count as an absence for the day. Up to 10 points may be deducted from exams for professional misconduct.

Specifically, the following final course grade deductions could apply:
10 points off of upcoming lecture exams due to:
Inappropriate use of electronic devices during lecture and lab more than once
Failure to follow faculty’s instructions while in the lecture and lab setting more than 1 time
Rudeness or incivility to an instructor, lab employee, or peer 1 time
I, (the course coordinator), reserve the right to end a class at any time, for any reason, including the disruptive, rude, or unsafe behavior of anyone in the classroom. Your departure that day will affect your grade and/or count as an absence. In addition, the Advising Support Center will be informed of the incident, and the Assistant Dean for Academic Affairs will meet with you within the week. Questions, comments or concerns may be addressed to me outside class, during office hours, via voicemail or email, as well as during class.

COURSE WITHDRAWAL POLICY:
Please see Oxford College of Emory University Regulations link below for specific information about withdrawing from a class. Registration may be cancelled by the student until the last day of the drop/add period and no entry for that semester will be made on the student’s transcript. Please see cancellation and withdrawal policy for Oxford College: Link provided here http://oxford.emory.edu/catalog/regulations/academicregulations.html

*Determination of academic standing in a course will be based on the points accumulated at the time of withdrawal. For instance, if a course grade is based on 4 tests worth 25 points each but only 3 tests were available to the student at the point of withdrawal, academic standing will be determined based on the performance of the 3 available tests. The student must have an average score of 70% or above based on the 3 available tests to receive a grade of “W” for the course. An average score on the 3 available tests of less than 70% will result in the assignment of a grade of “WF” for the course.

INCLEMENT WEATHER:
Please see link below for information about inclement weather procedures. (http://policies.emory.edu/4.42) and Inclement Weather Line at 770-784-8400 Makeup Class Policy Due to Inclement Weather Cancellations: (http://college.emory.edu/oue/documents/make-up-inclement-weather-policy.pdf)

STUDENT HEALTH CENTER:
Please see the following link: http://oxford.emory.edu/life/thriving-at-oxford/student-health-services.html for information about the Student Health Center.

MIDTERM DEFICIENCIES:
Please read the terms of midterm deficiencies using the link below. (http://oxford.emory.edu/catalog/documents/oxford-catalog-2018-2019.pdf)

IMPORTANT REMINDER: The last day to withdraw without academic penalty is Friday, March 06, 2020.

ATTENDANCE AND ENROLLMENT:
You, as a student, are responsible for managing your enrollment in this class. Students should add/drop/withdraw using OPUS. You may drop this class during the regularly scheduled registration period without academic or financial penalty. Students who need to withdraw from the class after the registration period (generally, the first two weeks of the semester) but before the midpoint will receive a grade of W.

You, as a student, are responsible for all information and material presented in class. Attendance at lecture is strongly encouraged by the Biology department at Oxford College and attendance will be taken for every class. Students are allowed 4 absences from lecture, for any reason, during the semester. However, ANY additional cuts will result in grade reduction.

ATTENDANCE IN LAB IS MANDATORY:
Attendance in lab is mandatory and there are no cuts allowed. Students will receive a grade of zero for all assignments related to a missed lab and this includes pre-lab assignments, in-lab assignments, and post-lab quizzes. Unacceptable absence from laboratory will also result in a final grade reduced 5 points per absence. In addition, students who miss 2 labs without acceptable reasons will fail the course (see Biology Department policies attached below).
MAKE-UP WORK and LATE ASSIGNMENT POLICY:
It is important you complete all assignments on time to prevent falling behind. Therefore, NO late assignments will be accepted.

The following measures have been taken to help you work around busy schedules:
1. Assignments and quizzes Due dates are posted on canvas in calendar
2. A detailed course syllabus is provided in this syllabus
3. Modules in canvas are to display DUE dates for all assignments
4. Discussion boards will open 4 days prior to the due date and close after the due date has been reached.

- There are no make-up discussions, quizzes, or exams. The top 7 quizzes will be considered for the final lecture points. **If you miss an exam, for any reason, you may be allowed to take the optional comprehensive final exam at the end of the semester.** (Details on lab assignments is provided in separate lab syllabus)

COURSE SCHEDULE:
Be sure to check the schedule often for changes in the due dates of assignments throughout Fall semester. Please note that the course schedule is tentative and subject to change. More importantly, due date for assignments may be changed at the instructor’s discretion. You are responsible for keeping track of due dates and turning in your work by the specified due dates.

**LECTURE CALENDAR s2020 (Detailed Schedule)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topics and Readings</th>
<th>Laboratory Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>Review of Syllabus and Policies/ surveys</td>
<td>Labs do not meet</td>
</tr>
<tr>
<td>January 14 (Tue)</td>
<td>Overview of Endocrine System</td>
<td></td>
</tr>
<tr>
<td>January 16 (Thu)</td>
<td>CH18 – The Endocrine System: Overview and review; Pituitary and hypothalamus control;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>hormones of the adrenal glands and the pancreas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture Homework Assignment 1: Due by 11:59pm</td>
<td></td>
</tr>
<tr>
<td>WEEK 2</td>
<td>CH18 – The Endocrine System: continued; hormones of the adrenal glands and the pancreas</td>
<td>LAB 1: Exercise 22</td>
</tr>
<tr>
<td>January 21 (Tue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 23 (Thu)</td>
<td>Lecture Quiz 1 (at 10:00 am)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CH20 - The Heart: Gross anatomy and histology review; conduction system and conducting cell</td>
<td></td>
</tr>
<tr>
<td></td>
<td>properties; EKG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion: Pathology of the Endocrine System</td>
<td>Due by 11:59pm</td>
</tr>
<tr>
<td>January 24 (Fri)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEEK 3</td>
<td>CH 20 – The Heart: Cardiac cycle; cardiac output and Starling’s Law</td>
<td>LAB 2 –Exercise 25</td>
</tr>
<tr>
<td>January 28 (Tue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 30 (Thu)</td>
<td>Lecture Quiz 2 (at 10:00 am)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CH 20 – The Heart: Cardiac cycle; cardiac output and Starling’s Law (continued)</td>
<td></td>
</tr>
<tr>
<td>WEEK 4</td>
<td>CH 21 – Blood Vessels and Hemodynamics: Histology review; circulatory system overview;</td>
<td>LAB 3: Exercise 27</td>
</tr>
<tr>
<td>February 4 (Tue)</td>
<td>introduction to blood pressure and control</td>
<td></td>
</tr>
<tr>
<td>February 6 (Thu)</td>
<td>LECTURE EXAM 1 (Ch 18, 20, 21)</td>
<td></td>
</tr>
</tbody>
</table>

8
| WEEK 5 | February 11 (Tuesday) | CH 21 – Blood Vessels and Hemodynamics: Capillary and fluid-flow; blood pressure control mechanisms; baroreceptors and chemoreceptor reflexes | LAB 3: Exercise 28 |
|        | February 13 (Thursday) | CH 19 – Blood: Overview; structure and function of erythrocytes; hemostasis Lecture Homework Assignment 2: Due by 11:59pm | |
|        | February 14 (Fri) | Discussion: Clogged Pipes due by 11:59pm | |
| WEEK 6 | February 18 (Tuesday) | CH 19 – Blood: Overview; structure and function of erythrocytes; hemostasis | LAB EXAM 1 (Covers materials from LABS 1-4) |
|        | February 20 (Thursday) | Lecture Quiz 3 Blood (at 10:00 am) Begin CH22-The Lymphatic System and Immunity: Overview; innate; non-specific and specific defenses; Humoral and cell mediated responses | |
| WEEK 7 | February 25 (Tuesday) | CH22 – The Lymphatic System and Immunity: Humoral and cell-mediated responses | LAB 5: Exercise 29-30 |
|        | February 27 (Thursday) | Lecture Quiz 4 Lymphatic Sys (at 10:00 am) CH23 – The Respiratory System: Overview and anatomy review; Pulmonary ventilation | |
|        | February 28 (Fri) | Discussion: Blocked lymphatic drainage (by 11:59pm) | |
| WEEK 8 | March 3 (Tues) | LECTURE EXAM 2 (CHAPTERS 19,21, 22) | LAB 6: Exercise 26 |
|        | March 5 (Thurs) | CH23 – The Respiratory System: Gas exchange and transport; oxygen transport and the function of hemoglobin; control of respiration Lecture Homework Assignment 3: Due by 11:59pm Monday 3/16/2020 | |
| Friday March 6, 2020 Midterm Partial Withdrawal Deadline without Penalty | | | |
| WEEK 9 | March 10 (Tuesday) | SPRING BREAK: NO CLASSES THIS WEEK! LABS DO NOT MEET | |
|        | March 12 (Thursday) | | |
| WEEK 10 | March 17 (Tuesday) | CH 24 – The Digestive System: Overview and anatomy review; acid secretion into the stomach and its control | LAB 7: Exercise 32 & 33 |
|        | March 19 (Thursday) | Lecture Quiz 5 (at 10:00 am) CH 24 – The Digestive System: Absorption, Control of digestive processes | |
| WEEK 11 | March 24 (Tuesday) | CH 26 – The Urinary System: Overview and anatomy review; Urine formation; Renal mechanisms regulating homeostasis | LAB Exam 2 (Labs 5-7) |
| April 2 (Thursday) | LECTURE EXAM 3 (CHAPTERS 23, 24, 26) | CH 27 – Fluid, Electrolyte and Acid-Base Balance | LAB 8: Exercise 34 |
| March 27 (Fri) | Discussion: Are your kidneys functioning? (due by 11:59pm) | Lecture Homework Assignment 4: Due by 11:59pm 4/03/2020 | |

Friday April 3, 2020: One-time First Year Withdrawal Deadline

| WEEK 13 | April 7 (Tuesday) | CH 27 – Fluid, Electrolyte and Acid-Base Balance | LAB 9: Exercise 36-37 Acid-Base Balance (You Be the Doctor) |
| April 9 (Thursday) | Lecture Quiz 7 (at 10:00 am) | CH28 – The Reproductive Systems: Overview, Female and Male reproduction overview | |

| WEEK 14 | April 14 (Tuesday) | CH28 – The Reproductive Systems: Male and Female reproduction | LAB 10: Exercise 38 – 39 |
| April 16 (Thursday) | Lecture Quiz 8 (at 10:00 am) | CH 28- The Reproductive Systems | JC Presentations |
| April 17 (Fri) | Discussion: How to prevent pregnancy (due by 11:59pm) | |

| WEEK 15 | April 21 (Tuesday) | LECTURE EXAM 4 (CHAPTERS 27, 28) | LAB EXAM 3 |
| April 23 (Thursday) | In Class FINAL EXAM REVIEW; Guest Lecturer(TBA) | Review Quiz (9) (Last Day of Class) | |
| April 24 (Monday) | Lecture Homework Assignment 5: Due by 11:59pm 4/24/2020 | | |
Student work submitted as part of this course may be reviewed by Oxford College, Emory College, or School of Nursing faculty and staff for the purposes of improving instruction and enhancing Emory education.

OTHER IMPORTANT COURSE POLICIES:

GRADE DISPUTES:  
If you receive a grade that you believe is in error, you must contact Dr. Gilchrist (the course coordinator) in writing about the inaccurate grade that needs to be reviewed. YOU MUST provide the grade dispute in writing within one week of receiving the quiz or exam back. You must submit to me the question, the answer you originally submitted, the answer which received full credit, and brief explanation. I will only consider written requests.

EMAIL POLICY:  
Emails are highly welcomed as I love to receive emails from my students. However, to ensure that I can address your issue in a timely manner; the following requirements should be included in your email:

1. The problem (which should also be included in subject line) that requires a decision or action
2. The background - why are you making this request? What is the policy outlined in the syllabus?
3. Options available to you - first choice, second choice, and why each is an option.
4. Your specific request (which might also be included in the subject line; so that I can tell that it is not spam or a virus)
5. The deadline if applicable by which your request must be met

The subject line should include LAST NAME, COURSE and LAB SECTION, and the problem or request stated very succinctly. Email messages without this information in the subject line may not receive a response. (Canvas will include all of this information automatically)

More questions, concerns, comments? I welcome your input! Feel free to visit me in my office or after class, contact me via email (preferred as I am between two campuses) or drop by.

Emory Statement on Civil Discourse:  
We believe the manner in which we interact with each other is critical to cultivating and maintaining a meaningful and effective intellectual environment. We encourage a climate of respect and inclusiveness that welcomes and embraces community members with diverse backgrounds and life experiences. We deliberately seek multiple perspectives and support the free and open exchange of ideas and civil discourse. We affirm the inherent dignity in all of us and we strive to maintain a climate of justice marked by respect for each other. Our community can only continue to thrive when we approach each conversation with an open mind and when each member can contribute fully.

TITLE IX REPORTING:  
Title IX Reporting: Every Emory employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator either directly or through their relevant reporting structure. However, employees who serve in a professional role in which communications are afforded confidential status under the law (e.g., medical providers, therapists, and professional and pastoral counselors) are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved, to a Title IX
Coordinator or Deputy Title IX Coordinator. All members of the Emory community are encouraged to promptly report incidents of sexual harassment and discrimination.

For more information, visit: http://sexualmisconductresources.emory.edu/policies/index.html

**FINAL EXAMS and EXAM CHANGES:**
The college policy regarding final exam changes is stated below:

Students must obtain the permission of the Senior Associate Dean of academic affairs to take a final exam earlier or later than scheduled. Permission is normally granted for documented family emergencies, documented medical reasons, or for participation in educational programs. Permission will also be granted for students scheduled to take three exams on a single calendar day (not three exams within a general twenty-four-hour period). Students with three exams on one calendar day must document their situation with the associate dean for academic affairs no later than 5:00 p.m. on Reading Day. Students in this situation will be granted permission to work with one of their instructors to arrange to take one of their exams at an alternate date and time within the official exam week. Leaving early for rides or flights, vacations, relatives' or friends' weddings or graduations, jobs, or having two exams on one day, and other situations, are not considered valid reasons to request an earlier or later exam.

**Writing Center (Pierce Hall 117):**
The Writing Center usually opens in the third or fourth week of the semester. Consultants in the Oxford Writing Center are available to support Oxford College students as they work on any type of writing assignment and/or text, at any stage of the composing process. Consultants can assist with a range of projects, from traditional papers and presentations to websites and other multimedia projects. They take a similar approach as they work with students on concerns including idea development, structure, use of sources, grammar, and word choice. They usually do not proofread for students. Instead, they discuss strategies and resources students can use as they write, revise, and edit their own work. All students, monolingual and multilingual, are welcome to visit the Writing Center tutors. Learn more and make an appointment by visiting the WCOnline website of the Writing Center. Please review tutoring policies before your visit.
ABSENCE POLICY – BIOLOGY DEPARTMENT, OXFORD COLLEGE

All students are expected to attend all lecture and laboratory sessions. However, emergencies may arise which will necessitate absences from class. Students are allowed 4 cuts in lecture and NO CUTS in lab. Students may only miss lab without penalty in cases of illness, family emergency or a school-sponsored event which is cleared with the professor in advance. Students are responsible for all material which is covered in laboratory and lecture. When possible, students will be allowed to “make-up” laboratory material missed due to an excused absence; however, because of the nature of the laboratory material, actual “make-up” of missed activities is usually impossible.

PENALTIES
Students who exceed the “4-cut” limit in lecture, for whatever reason, or have an unacceptable absence from laboratory will have their final grade reduced 5 points per absence. Students who miss 2 labs without acceptable reasons will fail the course (see below).

LECTURE ABSENCES
THERE ARE NO EXCUSED ABSENCES FOR LECTURE. Each student may be absent four (4) times without penalty. These four (4) cuts may be used for any reason: illness, studying, travel, family emergency, etc. However, ANY additional cuts will result in grade reduction. USE YOUR CUTS JUDICIOUSLY, e.g., for sick leave only.

ACCEPTABLE LABORATORY ABSENCES
Although no discretionary absences, ie, “cuts,” are allowed regarding laboratory exercises, on rare occasions, illness, family emergencies or certain school sponsored events may make it necessary for a student to miss a laboratory session. The instructor MUST be notified prior to the day of the absence in all but the most extreme emergencies. In all cases, the final decision regarding whether or not an absence is acceptable will be made by the instructor.

AN UNACCEPTABLE ABSENCE FROM LABORATORY RESULTS IN A FIVE-POINT REDUCTION IN THE FINAL GRADE. TWO UNACCEPTABLE LABORATORY ABSENCES RESULT IN FAILURE OF THE COURSE.

MISSED TESTS
Ordinarily, tests cannot be made up, however, this is up to the instructor. If a student misses a test, and the absence is acceptable, the missed test will not count either for or against the student. If the absence is not excused, the grade will be a zero. Students are cautioned that any excuse for missing an exam will come under sever scrutiny by the instructor. THE INSTRUCTOR MUST BE NOTIFIED PRIOR TO THE TIME OF THE EXAM, AND THE INSTRUCTOR MAKES THE FINAL DECISION REGARDING WHETHER OR NOT AN ABSENCE IS ACCEPTABLE. Laboratory tests which are missed for a reason that is excused MUST be made up. The instructor must be notified prior to the time of the test.

RELIGIOUS HOLIDAYS
Students must notify the instructor one week in advance if they intend to be absent for a religious holiday.

TARDINESS
Being late to class is rude and distracting. Continued tardiness by any student will result in the assignment of absences and ultimately a reduction in the student’s grade. Three tardies equal an absence. The tardy student is responsible for notifying the instructor that s/he entered the classroom late and therefore was not absent. The instructor reserves the option of excluding a
person from further classroom or laboratory participation if the student is continuously tardy.

**Falsification of information regarding absences from class or laboratory will be considered a breach of academic integrity.**

**PLEASE NOTE that changes or additions to this syllabus, including specified readings, exam dates, grading, and course policies can be made at the discretion of the instructor at any time.**

**IMPORTANT REMINDER:** Partial Withdrawal Deadline without academic penalty is Friday, March 6, 2020.

_Last Updated: 1/10/2020_