BIOL4100 – Animal Physiology
Course Syllabus – Spring 2016

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Number and Title:
BIOL4100 (CRN 20656)
Animal Physiology
Credit Hours: 3.0 semester credit hours
Catalog Description: This course will examine animal physiology from four different perspectives. It will examine the mechanism that underlies different functions, the evolutionary origins of particular functions, how different animals perform similar functions, and how the environment an animal lives in impacts how they carry out particular functions. This course will explore physiology in a wide range of both invertebrate and vertebrate animals with a focus on food and energy, integrating systems, muscular systems, oxygen and carbon dioxide physiology, and water and salt physiology. The course will include modules that will explore in depth animal models that integrate physiology presented in the course.

Course Prerequisites: BIOL3650 (Comparative Vertebrate Anatomy), BIOL3650L and BIOL3200 (Cell and Molecular Biology) all with a minimum grade of D.

Course objectives and outcomes

Course objectives
Following the completion of this course, each student should be able to:
• Explain the process of scientific inquiry
• Apply the course themes to explain the topics covered in class
• Describe the similarities and differences that are found in the physiological systems of different animals
• Develop suitable hypotheses to explain the patterns we see when examining different physiological systems
• Determine the type of data that would be needed to test the hypotheses that he/she develops
• Read primary literature and critique the application of physiological ideas

Biology Learning Outcomes:
BIOL4100 supports outcomes 1, 3, 4, 5, and 6 of the biology major. Students who complete this course will:
• Display knowledge of the basic principles of major fields of biology.
• Apply knowledge of physical sciences, mathematics, and statistics to biological concepts
• Communicate scientific information in a clear and concise manner both orally and in writing.
• Demonstrate the ability to collect, evaluate and interpret scientific data, and employ critical thinking to solve problems in biological science and supporting fields.
• Collaborate effectively on team-oriented projects

Instructor information
Dr. Stephen Burnett
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Fax: (678) 466-4797  
e-mail: StephenBurnett@clayton.edu  
Internet: http://www.clayton.edu/faculty/sburnett/  
Office hours: 8:00am-9:30 and 3:30-5:00pm TR, some lab times, and by appointment. During office hours, I will generally be in one of two locations: LDSC 135D (my office) or one of the biology teaching or research labs (in NBS, LAB, or LDSC). If I am not in my office, I will leave a note on my office door indicating where I can be found.

Student – Professor Conferences  
You are encouraged to meet with me at any time that is mutually convenient to discuss issues relating to the course, as well as your performance in class. If you are having difficulties with the course, I urge you to meet with me as early as you can, so we can address some of your concerns. Do not wait until the end of the semester before seeking a conference with me about your grades/performance. We can meet via electronic methods (Blackboard Collaborate) if you are unable to come to campus for a face-to-face visit.

Note: While I will strive to keep to my office hours as scheduled, periodically circumstances may arise which require me to be somewhere else. Please let me know in advance that you plan to meet with me on a given date and time.

Communication plan  
I will try to respond to all emails within 24-48 hours during the week. Emails or postings sent on the weekend will usually receive a response, but it is not guaranteed. I will generally respond more quickly to communications sent to my CSU email (linked above) than through other methods.

Grades on assignments completed online will be posted in the appropriate online location. For assignments completed in D2L, feedback will be provided immediately for multiple-choice assignments but may take up to a week for assignments that the instructor has to grade by hand (e.g., exams with short-answer questions, discussion posts, etc.). For these assignments all feedback will be linked to the assignment in D2L.

Grades for materials turned in to me will be returned as soon as they are completed. This will generally be within one week of the due date. Grades for these materials will be provided in class, and it will be your responsibility to pick any graded material up from me if you are absent. Grades for such items will not be posted online nor will they be provided to anyone who is not the student who earned the grade.

Course meetings

<table>
<thead>
<tr>
<th>CRN</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20656</td>
<td>TR</td>
<td>11:15 am – 12:30 pm</td>
<td>LDSC 155</td>
<td>Burnett</td>
</tr>
</tbody>
</table>

Textbook Information

Required Text/Resources

- Animal Physiology, 3rd Edition. Hill, Wyse, and Anderson. 2012. Sinauer Associates, Inc. Tentative chapter coverage will include portions of 1, 4, 5, 12-16, 19, 20, and 22-24. Exact chapter coverage may vary, depending on how the semester progresses. Your instructor will provide details over the course of the semester.
- Writing papers in the biological sciences, 5th edition. Victoria E. McMillan. 2012. Bedford/St. Martin’s. New York. This text will be used as a reference for writing various assignments. This is a reference that is used by a variety of biology courses. The specific sections you need to read will be indicated by your instructor for the appropriate assignments.
• YOU ARE REQUIRED TO PROVIDE YOUR OWN SCANTRONS FOR EXAMS - Scantrons can be purchased at the bookstore. Students who fail to use a scantron on the day of the exam will receive a zero for any sections of the test that required the scantron.

Course schedule
The course schedule is provided on a separate page (links on main course page). You should keep up with this schedule for specific dates and check with your instructor if there are any changes. Due dates for assignments may be changed at the instructor’s discretion. You are responsible for keeping track of due dates and turning in your work when it is required. Please note that the schedule is tentative and subject to change and may be updated throughout the semester. Major schedule changes will be posted as a news item in D2L, so be sure to check there frequently.

Grading
Each student’s grade will be calculated based on the following points

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two lecture exams</td>
<td>150</td>
</tr>
<tr>
<td>Class assignments*</td>
<td>100-200</td>
</tr>
<tr>
<td>Class project**</td>
<td>75</td>
</tr>
<tr>
<td>Final exam (comprehensive)</td>
<td>125</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>450-550</td>
</tr>
</tbody>
</table>

*Class assignments will include work done out of class as well as some items completed in class. Some of the in-class activities may be done in groups. Absent students lose in-class assignment points automatically (with a valid excuse, those points won’t count in your total). Students who are present but who do not participate in an activity will receive an automatic zero for these points. Total number of points for assignments will depend on the number of assignments over the course of the semester.

**The class project will be a group assignment. Your grade for the final project will be affected by your ability to work with your group members successfully as judged by material turned in during the semester and ratings provided by your group members. Students who are not actively participating in group activities will not receive points for group assignments. If there are difficulties working with group members, it is your responsibility to notify me of those early so that they can be addressed. Individuals who are not working well with their group mates may be removed from the group and required to complete the group project on their own. This will result in a substantial loss of points, so it is in your best interest to work well with your group mates!

Letter grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Points earned</th>
<th>Grade</th>
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<tbody>
<tr>
<td>89.5-100%</td>
<td>A</td>
</tr>
<tr>
<td>79.5-89.4%</td>
<td>B</td>
</tr>
<tr>
<td>69.5-79.4%</td>
<td>C</td>
</tr>
<tr>
<td>59.5-69.4%</td>
<td>D</td>
</tr>
<tr>
<td>Below 59.5%</td>
<td>F</td>
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</table>

Midterm progress report
The mid-term grade in this course reflects approximately 20% of the entire course grade. This grade will be posted by February 29th. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." The last day to withdraw without academic accountability is March 4th. It is each student’s responsibility to keep up with
their academic progress in this course. If you have any questions as to whether or not you are making satisfactory progress, contact your instructor BEFORE March 4th.

**General course policies**

- Changes or additions to this syllabus, including readings, exam dates, grading, and course policies can be made at the discretion of the instructor at any time. If such changes are made, they will be posted by the instructor in the news section of the course D2L page.
- General data from this course may be used by the instructor for research on improved methods of teaching, leading to presentation or publication. Data that would be used for this purpose would consist of anonymous data, with no identifying information from particular students (e.g., the overall average for the course, NOT grades from particular students). If you do not wish for your instructor to include your data in such studies, fill out the withdrawal of consent form and bring it to your instructor.
- Students agree that by taking this course all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included. Your instructor will provide more information and instructions for appropriate assignments.
- Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities. The Student Handbook is part of the Academic Catalog and Student Handbook, which begins on page 6.
- Grades will not be communicated by phone or email and graded material can only be picked up by the individual to whom it belongs.
- Visitors, including children, are not allowed in the classroom.
- No smoking, other use of tobacco, eating, or drinking is permitted at any time in the classroom.
- Issues associated with grades on assignments (disputes over points for a question, questions about grading keys, etc.) must be brought to the instructor’s attention in a timely manner. This means that such concerns must be brought to your instructor’s attention within one week of the graded assignment being returned to the class and followed up on in a timely manner. Items that are not brought to the instructor in this time period or that are brought up and not addressed by meeting with the professor soon afterwards will NOT be addressed.

**Academic Integrity**

**Academic misconduct**

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of misconduct are cheating and plagiarism. Misconduct in any form will not be tolerated; all work that you turn in must be in your own words and must be your own work. Unless otherwise stated, all assignments are individual, which means that you are responsible for completing the assignment on your own. If your brainpower did not generate what you turn in, it is considered cheating. Examples of cheating include, but are not limited to: falsifying data from an experiment, copying the work of another person, allowing another person to do your assignment, allowing another student to copy your work, working in a group on a graded item that is not specifically intended for group work, copying or closely paraphrasing other sources (your textbook, the Internet, etc.) with or without providing citations, using anything but your brainpower on an exam, etc. Misconduct in any form will result in a zero on the assignment for all involved students and academic misconduct forms may be filed with the Office of Community Standards for any violation. Judicial procedures are described beginning on page 19 in the section of the Academic Catalog and Student Handbook titled, Procedures for Adjudicating Alleged Academic Conduct Infractions.

**Using the Internet**

The use of the Internet to find answers to assignments should be avoided unless you are told to do so by your instructor. While many websites claim to provide "solutions" to homework questions that might include some of the assignments we
complete, copying these answers can qualify as academic misconduct. In addition, MANY of these sites provide answers that are blatantly wrong. In such a case you will lose the points for answering the question and may lose points for copying the answer. If the copying is significant you can also be submitted for academic misconduct. It is in your best interest to make sure that you use only your own brain power to answer questions and not go to homework “help” sites for answers. Under no circumstances will incorrect information taken from the Internet receive credit, regardless of the site from which it was taken.

**Disruptive Behavior**

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF. More detailed descriptions of examples of disruptive behavior are provided in the Clayton State University Academic Catalog and Student Handbook starting on page 14. Conditions attributed to physical or psychological disabilities are not considered as a legitimate excuse for disruptive behavior.

**Policies for late work**

- Unless otherwise stated by your instructor, assignments that are to be completed outside of class are due in class on the assigned days. Assignments that are not turned in by the assigned time immediately lose 20% of their points. They lose an additional 20% per 24-hour period.
- For assignments that must be handed in to your instructor, only Monday–Friday are counted for determining how many days the assignment is late. The additional 20% is taken off based on the time the assignment was due. For assignments due in class, the time will be based on the time specified by the instructor (this may be the beginning, the end, or at some time during the class period as specified by your instructor). For example, for an assignment due by the end of class that ends at 10 am on Monday, if you turn in an assignment at 11 am on Wednesday, it loses 60%. 20% for being after 10 am on Monday, 20% for being after 10 am on Tuesday, and 20% for being after 10 am on Wednesday. Late work that is turned in to me will be penalized based on the time that I received it. If you are unable to turn an assignment in to your instructor personally, you must have a faculty or staff member from the Department of Biology sign the assignment and mark the date and time on it before you place the item in my mailbox or under my door. Items that lack any of these three items will be penalized based on the time that your instructor picks up the assignment.
- For assignments that are submitted electronically, everyday counts, including weekends and school holidays. For items that are submitted through D2L the late penalties will depend on the assignment. For documents uploaded to a dropbox that is graded by the instructor, the late policy as outlined above will generally apply. For any online quiz with a time limit, any late submission of the assignment will result in a grade based on the answers you had completed and saved before the time limit expired. Electronic submission of assignments is only allowed if the instructor specifically permits it. If it was not permitted, electronic submissions will not be accepted and your work will be considered late, losing points until I receive a printed copy of the assignment. Similarly, for items that are required to be submitted electronically, paper copies will only be accepted at the discretion of the instructor.
- Printing problems or other general computer issues are not an acceptable excuse for submitting work late and will result in a loss of points as indicated above. This includes computer crashes, hard drive failures, difficulty with internet access, SmartPrint difficulties, etc. The only exception to this policy would be documented, widespread system failures (e.g., if D2L access is out for a significant period of time when a D2L assignment is required). Normal system downtimes (e.g., D2L maintenance) will not count as an acceptable excuse.
- Under NO circumstances will assignments be accepted more than one week after they are due or after I have returned the graded work to the class (or posted an answer key), whichever is sooner.
• Turn in all parts of your assignment together. No supplemental materials may be added once you have turned in the assignment.

Computer policies

Notebook computer requirement
Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student’s academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to the ITP page at the HUB’s website.

Electronic document formats
For any assignment submitted by uploading documents, it must be provided in a format required by your instructor. For assignments submitted as text documents, this must be in the format of Microsoft Word (.doc or .docx formats are both acceptable as long as they are produced by recent versions of the software), for images, they must be uploaded as either JPEG or PNG format files. Other assignments may require other formats as specified by your instructor. Any assignment that is submitted in a format that does not match the required one will not be accepted, and will be counted as late, losing points until a file in the proper format is submitted. As part of your technology fee, you have the ability to have a complete copy of Microsoft Office installed on your laptop. You should contact the HUB for software installation information.

Computer skill prerequisites
Students enrolled in this course must possess and have proficiency with basic computer skills and be able to do the following things without help from the instructor:

• Use the computer’s operating system to perform standard tasks
• Access and send email using the Clayton State University email system, including the ability to attach documents and view attachments
• Use a web browser and search engine
• Access D2L and the appropriate tools in the system. This includes the ability to find and read feedback provided on assignments.
• Use a word processing program for assignments as needed
• Use Microsoft Excel or other program to perform basic mathematical calculations and graph data
• Install software as required for accessing course materials and completing assignments, including browser plugins such as Adobe Flash player, Adobe PDF reader, etc.

Students who do not have the required skills should go to the HUB and/or Technology Center for training and help. Your instructor is not able to provide this training. Assignments may require use of your computer and an inability to complete an assignment due to a lack of the above skills (or other general computer issues) will not be an acceptable excuse.

In-class use of electronic devices
Computers or other electronic devices may be needed in the classroom in this course for class assignments as indicated by your instructor. In addition, such devices will be required to access course materials, work on assignments outside of class, and to communicate with your instructor. Students may be permitted to use such devices during class at the instructor’s discretion. The instructor may deny permission to use devices during class time. In addition, the instructor reserves the right to forbid device use to particular students if those students are found using them for purposes not related to the course (e.g., web surfing, email, texting, etc.). Any student using such a device for other purposes (e.g., texting during class time) will lose five (5) points from his/her grade for each violation and may have the device confiscated. During class times, you should turn your device to off/silent/airplane mode to avoid causing a distraction due to your phone ringing or making other noise. Any device that makes noise during a class will result in the student losing two (2) points from his/her grade for each violation. Excessive disruption of the class due to repeated noise from you device will result in additional loss of points for the offending student and may result in the device being confiscated. Students who have their devices confiscated for any reason will no longer be able to use that device in class for any purpose in the future.
Attendance

University attendance policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Lecture attendance policy

Attendance is expected at all class meetings and will be taken at each class meeting using the roll call system in the SWAN, so it is vital that you log in and mark yourself as present even if you are late! It is also important that you do not schedule appointments or work during this time as scheduled activities are not valid excuses for absences. You are responsible for providing your instructor with complete information if you are absent from class, particularly if you are aware of an issue ahead of time. In all cases, you must provide that information either by email or in writing as appropriate. In addition, if the absence is to be excused, you must provide me with suitable written documentation. In neither case is it suitable to simply tell me you are going to be absent and provide no further information. It is your responsibility to make sure that I have the information I need to document your absence. If such documentation is not provided, it will be assumed that your absence was unexcused, which will result in a loss of points for any missed work.

Quizzes and tests will be given at the beginning of the class; if you arrive late, you may be permitted to take the quiz/exam, as outlined in exam/quiz policies. However, you will be required to turn in the assignment at the same time as the rest of the class - NO extra time will be given. Exceptions to this policy can be made only under extenuating circumstances and with a WRITTEN excuse or explanation for tardiness or absence. Some class assignments may be given during class time and absence from that class period will result in a zero for that class assignment. If you have an acceptable excuse (see below), those points will not count in your grade. If you are late to class on a day when an assignment is being completed in class, you will lose some of those points for the assignment. The amount of points lost will depend on the amount of the assignment you missed by being late.

Missed Work

For any excuse to be "acceptable", you must provide me with an original (no photocopies) of a document from a competent authority (doctor or other healthcare provider, a subpoena, jury summons, etc.) that I can keep. If the reason for your absence was due to car problems, you MUST have a receipt or other materials documenting the need for your car to be repaired or towed. For this purpose, a note from a family member or friend is NOT acceptable. The excuse must specifically indicate the dates that are to be excused, must be presented upon the first class day that the student returns to school, and must provide contact information I can use to verify the authenticity of the document. If you have an acceptable excuse, the missed points will not count in your final course grade (which means that the remaining graded work will be responsible for a greater weight in determining your final grade). Excuses will not be accepted for routine procedures (checkups, teeth cleanings, eye exams, advising appointments, etc.). Students should not schedule such appointments for class times.

If you miss a class meeting where we complete an exam, an excused absence will result in one of two options for that exam. If it can be accommodated in the schedule of the student and the instructor, you can take a makeup exam as long as you do so before I return the exams to the class. If this isn’t possible then the exam will not count in your course grade. You are only permitted one excused absence from regular class exams, regardless of your excuse. If you miss more than one exam with an excuse, the second exam will automatically receive a grade of zero. At such a time it will probably be best to consider the option to take a hardship withdrawal, as the exams are a vital part of the assessment of your mastery of the course content. For non-emergency situations that you are aware of ahead of time (e.g., work schedule changes to accommodate special situations at your job) it may be possible to take the exam earlier, but you cannot take it later. The ability to take an exam early is at the instructor’s discretion, and must be able to be accommodated within the instructor’s
schedule. Note that an early exam will qualify as a makeup exam (see note below). If an early exam cannot be provided then the student will be required to take the exam at the regular time or receive a zero on the exam.

**WARNING: MAKEUP EXAMS MAY NOT FOLLOW THE FORMAT OF THE EXAM THAT WAS MISSED**

You *cannot* have an excused absence from the final exam - if you are unable to take the final exam at the scheduled time, and you have a valid excuse, it is up to the instructor what option will be available to you. This will be based on the instructor's schedule as well as the time when you are able to return to school after your absence. There are only two options:

1. You may be able to take a makeup version of the final exam (note the warning above about the exam format)
2. You will need to take an incomplete and take the final exam during the next semester you are enrolled at CSU. An incomplete exam must be scheduled at the beginning of that semester.

It is a general policy of the College of Arts & Sciences to allow a student to move a final exam in situations where he/she has three or more exams scheduled on the same day. If this situation applies, you are required to inform your instructor at least two weeks prior to the date (by filling out the required paperwork) of the final exam so that arrangements can be made. Failure to provide sufficient advance warning may result in your request to move the final exam being denied. If you are able to have the exam date moved, this will count as a "makeup" exam (see warning above).

**NOTE: Excuses for graded assignments can only be applied if you were NOT present to take the assignment.** If you take the assignment, you cannot ask not to count that assignment in your grade after the fact. In such situations, you will receive the score you earned on the assignment. If you know of an extenuating circumstance, it is in your best interest to discuss it with your instructor ASAP.

If you miss a class period where there is no graded assignment, there are no points that you will lose. However, you are responsible for all the material that was covered during that class period. You will need to work with a classmate to get any notes that you missed. Then you can come to me to get help understanding that material, but you cannot simply ask me to repeat all the material that you missed from lecture.

**Other policies**

**Exam/quiz policies**

Specific policies on exams and quizzes will be provided on the day of the exam/quiz itself, but several rules apply to all testing situations.

1. All electronic devices including cell phones, palm pilots, pagers, calculators, MP3 players, etc. are not allowed during exams or quizzes, unless specifically permitted by the instructor. During such activities, these devices are not permitted to be in your possession *at all* (which means they cannot be clipped to your belt, in your pocket, etc.). Possession and/or use of these items during an exam or quiz will result in an automatic zero on the graded activity, and may result in a charge for academic misconduct. *If you are dealing with a family emergency that requires you to be available for contact on the date of an exam or quiz, you must set your phone on vibrate and provide your phone to your instructor. If the phone goes off during the exam, you will be notified - at this point you will have to turn in your exam - you cannot leave to take a phone call and return. If your phone goes off and you have not notified your instructor and provided him/her with the phone, you will be treated as having violated this policy and will lose points as indicated in #2 below, even if you have a family emergency. If you have such serious situations, it is in your best interest to discuss this with your instructor ahead of time to determine the best way to address your particular situation.*
2. If a cell phone or other electronic device makes noise (by ringing, buzzing, etc.) and disrupts the testing environment, even if it is not on your person, the instructor will penalize the responsible student(s) by taking points from their score.
3. Once you have begun taking the exam/quiz, you CANNOT leave the room for any reason until you turn in your work.
4. If you arrive late, you are only permitted to take the exam/quiz if no one has completed the assignment and left the room. If you are not permitted to take the exam and have a valid excuse, those points will not count in your total. If
you do not have a valid excuse, you will receive a zero for the assignment. If you are allowed to take the exam/quiz, you must turn it in at the same time as the rest of the class – no extra time will be given.

5. On any portion that is graded using a scantron sheet, your grade will be based on what you marked on the scantron sheet, with no reference to what you have written on the exam pages. I will return the exam to you, but I will keep all scantrons in case there are problems in scoring, errors on the answer key, etc. If you wish to see your actual scantron sheet, you will need to come to my office.

E-mail
Each student must activate his/her e-mail account at Clayton State University. The class list serve will be the only method for communicating with the class by e-mail. You should also check D2L regularly for new announcements. Handouts given in class and other important items will usually be posted in D2L as well. Due to Federal privacy laws, I cannot send information to non-CSU email accounts (e.g., Yahoo, Gmail, etc.), which means such emails will not receive a response from me, except to instruct you to use your CSU account. For any email (regardless of the account you use), the following requirements must be met:
1. You clearly identify yourself in the body of the email
2. You clearly identify which class you are writing to me about
3. The subject line of your email is suitably descriptive that I can tell it isn’t spam or a virus (e.g., do not send emails with a subject of "Hello", etc.)
4. The email does not ask me to provide information that is already available through the course website or D2L
5. The email is not profane, insulting, threatening, etc. You are expected to follow similar guidelines in any electronic communication with other members of the class. Students who send such inappropriate electronic communication (including email, texts, messages through social media services, etc.) to the professor or a classmate may receive a referral for violating the student code of conduct.
6. You do not ask me specific questions concerning grades, as they cannot be discussed by email.

Emails that do not meet these requirements will not receive a response.

Desire to Learn (D2L)
Each student must activate his/her D2L account at Clayton State University. This account will be used for completing various assignments in and out of class. These assignments will generally have very specific time limits, and if they are not completed on time, they may not be possible to complete as late assignments. More information on these assignments will be provided as the semester progresses. If you have ANY problems using D2L, contact the HUB (thehub@mail.clayton.edu; 678-466-HELP).

Writing Assistance
The Writers’ Studio 224 is located in the A&S building, room 224. There you can talk with trained writing tutors about your writing projects. They are available to work with you at any stage of your paper, from generating ideas to organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a tutor or sign up for a regular appointment. But remember: you, not your tutor, are ultimately responsible for the quality and content of the papers you submit.

Operation Study
At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

Last updated: 15 December 2015