COURSE DESCRIPTION:

COURSE NUMBER AND TITLE

BIOL 1152 – Human Anatomy and Physiology II

CREDIT HOURS

3.0 semester credit hours

CATALOG DESCRIPTION

A continuation of BIOL 1151 which typically includes study of control systems of the body, maintenance systems, and continuity.

COURSE PREREQUISITES AND CO-REQUISITES

Prerequisites:
BIOL 1151 with a minimum US grade of C AND BIOL 1151L

Co-Requisite:
BIOL 1152L – Human Anatomy and Physiology II Laboratory

NOTE: Withdrawal from BIOL 1152 requires withdrawal from BIOL 1152L, and vice versa. Material learned in the laboratory supports learning in the lecture course. Students who have credit for BIOL 1152L from a prior term are accountable for the information previously learned in the laboratory. See the BIOL 1152L syllabus for more information.

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 http://www.clayton.edu/hub/ITP-Choice/Notebook-Computer-Policy.
COMPUTER SKILL PREREQUISITES:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ or other word processing program
- Able to send and receive e-mail using Outlook™, Outlook Express™, or other e-mail program
- Able to attach and retrieve attached files via e-mail
- Able to use a Web browser
- Able to use Mastering A&P online course software (http://www.masteringaandp.com)
- Able to use D2L online course management software

Students who do not have the required skills should go to the HUB and/or Student Software Support Services 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 (or other general computer issues) will not be an acceptable excuse.

IN-CLASS USE OF STUDENT NOTEBOOK COMPUTERS:

Student notebook computers may be used in the classroom in this course for in-class assignments. Computers **will be** required to access course materials, work on assignments outside of class, and to communicate with your instructor. **However, instructors may deny permission to use a computer during class time.** In addition, instructors reserve the right to forbid computer use to particular students if those students are found using them for purposes not related to the course (e.g., web surfing, email, instant messaging, etc.). This same limitations apply to the use of other electronic devices in class (including, but not limited to cell phones, personal digital assistants, etc.). Violation of these rules may result in loss of points, so check with your instructor to determine what is acceptable.

Desire2Learn (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course.

You can gain access to Desire2Learn by signing into the SWAN portal and selecting “D2L” on the top right side. If you experience any difficulties in Desire2Learn, please e-mail or call the HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of your problem, your SWAN username, the name of the course that you are attempting to access, and your instructor’s name.

LEARNING OUTCOMES:

COURSE LEARNING OUTCOMES:

- To have the ability to understand critical concepts, processes, and factual information in the areas of anatomy and physiology.
- To have knowledge of resources for finding the solution to problems that relate to basic science.
- To develop the ability to utilize knowledge of anatomy and physiology in critical study and for making intelligent decisions in professional life.

PROGRAM LEARNING OUTCOMES:

Biology Outcomes

- Students will display knowledge of the basic principles of major fields of biology. This class will provide the student with a knowledge base in anatomy and physiology.
- Students will be able to communicate orally and in writing in a clear, concise manner. Writing skills will be displayed on class assignments and exams.
- Students will demonstrate the ability to collect, evaluate, and interpret scientific data, and employ critical thinking to solve problems in biological science. Students will demonstrate this in their ability to answer questions on class assignments and exams.
• Students will develop an appreciation for the impact of biological science on the environment and society. This will be developed as part of class assignments.

Nursing Outcomes

• Students will utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships. Communication skills will be demonstrated on class assignments and exams.
• Students will engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice. Students will demonstrate these skills by using information from lecture and class readings to answer questions on assignments and exams.
• Students will demonstrate competence in utilizing information technology resources to advance professional practice. Students will use appropriate computer resources to find information relevant to course assignments and exams.
• Students will utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes. This course will provide the knowledge base in anatomy and physiology.

Dental Hygiene Outcome

• This course will help in preparing students to contribute to their profession, community, and society by communicating effectively and thinking critically and conceptually. These skills will be demonstrated on class assignments and exams.
• This course will help DH students develop the strong knowledge base, hands-on experience, and the mind-set required for success in the dynamic field of dental hygiene. This course will provide the knowledge base in general anatomy and physiology.

INSTRUCTOR INFORMATION:

Dr. Nikki T. Sawyer
Office: LDSC 135J
Phone: (678) 466-4787
e-mail: NikkiSawyer@clayton.edu
Internet address: http://faculty.clayton.edu/nsawyer2
Office hours: Mondays: 9 am – 12 pm
Tuesdays: 3 – 4 pm
Thursdays: 10 am – 12 pm
And by appointment (e-mail Dr. Sawyer to arrange a time to meet outside of those times listed above)

Dr. Paul Guy Melvin
Office: LDSC 135C
Phone: (678) 466-4789
e-mail: PaulMelvin@clayton.edu
Internet address: http://faculty.clayton.edu/pmelvin
Office hours: TBA

Ms. Renee McFarlane
Office: LDSC 135B
Phone: (678) 466-4776
e-mail: ReneeMcFarlane@clayton.edu
Internet address: http://faculty.clayton.edu/rmcfarla
Office hours: TBA
### CLASS SECTIONS MEETING TIMES:

<table>
<thead>
<tr>
<th>Section</th>
<th>CRN</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20703</td>
<td>TR</td>
<td>11:15 am – 12:30 pm</td>
<td>LDSC 110</td>
<td>Melvin</td>
</tr>
<tr>
<td>2</td>
<td>20722</td>
<td>MW</td>
<td>12:45 pm – 2:00 pm</td>
<td>LDSC 210</td>
<td>Sawyer</td>
</tr>
<tr>
<td>90</td>
<td>20697</td>
<td>Online</td>
<td>Online</td>
<td>Online</td>
<td>McFarlane</td>
</tr>
</tbody>
</table>

### REQUIRED MATERIALS:

**Required Text and Materials:**

  - Custom Bundle for CSU includes the textbook, Martini’s Atlas of the Human Body, Mastering A&P 10.0 Online Access, and Interactive Physiology 10-System Suite CD-ROM
  - Also available in the bookstore – the *looseleaf* version of the textbook (pages are not bound, but are 3-hole punched) with Mastering A&P 10.0 Online Access
  - Earlier editions may be used, but you must have access to Mastering A&P 10.0. Course assignments may be completed using Mastering A&P. If you do not have access to it, then you will receive an automatic zero for those assignments. Mastering A&P 10.0 will also be used to access some software that is used in the laboratory (BIOL 1151L).
- Mastering A&P 10.0 (for the Martini 10th Edition Book) – [Website Link](#)
  - You may also choose to purchase the online access with eText if you prefer to not have a hardback textbook
  - Students are encouraged to use [PriceLoch.com](#) to comparison shop for textbooks.
- Scanntrons for exams
  - You are required to provide your own scantrons for exams. Scantrons can be purchased at the bookstore. Students who fail to bring a scantron on the day of the exam will receive a zero for any sections of the test that require a scantron.

**Recommended Texts and Materials (Optional):**

- Interactive Physiology 10-System Suite CD-ROM (comes with custom CSU textbook bundle)
- Martini’s Atlas of the Human Body (comes with custom CSU textbook bundle)
- A medical dictionary such as Tabor’s or the [Medline Plus Medical Dictionary](#)

### EVALUATION:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Exams @ 100 points each</td>
<td>300</td>
</tr>
<tr>
<td>1 Cumulative Final Exam</td>
<td>200</td>
</tr>
<tr>
<td>Mastering A&amp;P Assignments*</td>
<td>100</td>
</tr>
<tr>
<td>D2L Quizzes and Other Assignments*</td>
<td>50</td>
</tr>
<tr>
<td>Total</td>
<td>650</td>
</tr>
</tbody>
</table>

*Assignments may vary from one instructor to another. Check with your instructor to learn more about these points.

**NOTE:** The scheduling and format of exams and class assignments are given at each instructor’s discretion. Please consult your instructor for specific information regarding exams and class assignments, dates, and grading.
GRADING:

Your final grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>585-650</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>520-584</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>455-519</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
<td>390-454</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
<td>&lt;389</td>
</tr>
</tbody>
</table>

Your grade will be calculated by taking the total number of points you earned, dividing by the total number of points possible (based on the total possible value of all exams, quizzes, assignments, etc.), and multiplying by 100 to obtain the percentage.

\[
\text{Points Earned} \times \frac{100}{\text{Points Possible}} = \text{Final Course Grade}
\]

MID-TERM PROGRESS REPORT:

The mid-term grade in this course reflects approximately 35% of the entire course grade. This grade will be posted by February 29th. The last day to withdraw from lab and lecture is Friday, March 4th, 2016. Based on the mid-term grade, students may choose to withdraw from the course and receive a grade of “W”. Students pursuing this option must withdraw from the course using the DUCK or filling out an official withdrawal form, available in the Office of the Registrar, by mid-term, which occurs March 4, 2016. Instructions for withdrawing are provided at this link. It is each student’s responsibility to keep up with their academic progress. If you have any questions as to whether or not you are making satisfactory progress, contact your instructor BEFORE March 4, 2015.

The last day to withdraw without academic accountability is Friday, March 4, 2016.

TENTATIVE COURSE SCHEDULE*:

** For Dr. Sawyer’s course, a more detailed course syllabus will be posted on D2L.

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 11-14</td>
<td>Course Introduction</td>
<td>Syllabus</td>
</tr>
<tr>
<td></td>
<td>General Senses</td>
<td>15</td>
</tr>
<tr>
<td>Jan 19-21</td>
<td>General Senses</td>
<td>15</td>
</tr>
<tr>
<td>Jan 25-28</td>
<td>Special Senses</td>
<td>17</td>
</tr>
</tbody>
</table>

*NO CLASSES MONDAY, January 18th, MLK DAY
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 1-4</td>
<td>Endocrine System</td>
<td></td>
</tr>
<tr>
<td>Feb 8-11</td>
<td>Cardiovascular System: Blood</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EXAM 1 (Chapters 15, 17-18)</strong></td>
<td>15, 17, 18</td>
</tr>
<tr>
<td>Feb 15-18</td>
<td>Cardiovascular System: Blood</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cardiovascular System: Heart</td>
<td></td>
</tr>
<tr>
<td>Feb 22-25</td>
<td>Cardiovascular System: Heart</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cardiovascular System: Vessels</td>
<td></td>
</tr>
<tr>
<td>Feb 29 – Mar 3</td>
<td>Cardiovascular System: Vessels</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respiratory System</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Last Day to Drop w/o Academic Penalty: Friday March 4th</strong></td>
<td></td>
</tr>
<tr>
<td>Mar 14-17</td>
<td>EXAM 2 (Chapters 19-21)</td>
<td>19, 20, 21</td>
</tr>
<tr>
<td></td>
<td>Respiratory System</td>
<td></td>
</tr>
<tr>
<td>Mar 21-24</td>
<td>Respiratory System</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lymphatics and Immune System</td>
<td></td>
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<tr>
<td>Mar 28-31</td>
<td>Lymphatics and Immune System</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Digestive System</td>
<td></td>
</tr>
<tr>
<td>Apr 4-7</td>
<td>Digestive System</td>
<td></td>
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<tr>
<td>Apr 11-14</td>
<td>Urinary System</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EXAM 3 (Chapters 22-24)</strong></td>
<td>22, 23, 24</td>
</tr>
<tr>
<td>Apr 18-21</td>
<td>Urinary System</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fluid and Acid-Base Balance</td>
<td></td>
</tr>
<tr>
<td>Apr 25-28</td>
<td>Fluid and Acid-Base Balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reproductive System</td>
<td></td>
</tr>
<tr>
<td>May 2</td>
<td>Reproductive System</td>
<td></td>
</tr>
<tr>
<td><strong>FINAL EXAM</strong></td>
<td>Section 1 – Melvin – Thursday, May 5th, 10:15 am – 12:15 pm</td>
<td>All above (Cumulative)</td>
</tr>
<tr>
<td></td>
<td>Section 2 – Sawyer – Monday, May 9th, 12:30 pm – 2:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

*This lecture schedule and lecture testing is tentative and may change at the discretion of the instructor. Tests may be given the week before or the week after the week listed here—or during the week predicted. Specific test dates will be announced approximately one week in advance in class.
COURSE POLICIES:

General Policy:

Students must abide by policies in the Clayton State University Student Resource Handbook (part of the Academic Catalog and Student Handbook, and begins on page 6), and the Basic Undergraduate Student Responsibilities.

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.

Course Attendance Policy:

Attendance is expected at all class meetings and will be checked at each class meeting with the student’s signature on the class roll or by using RollCall (CSU’s online attendance program). 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 long as the materials have not been collected from the class. 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 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.

Excusable Absence Policy:

For any excuse to be "acceptable", you must provide the instructor with an original (no photocopies) of a document from a competent authority (doctor or other healthcare provider, a subpoena, jury summons, etc.) indicating the nature of the emergency. For this purpose, a note from your parents 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 makeup arrangements must be made at that time. The decision on whether or not to allow a makeup exam, quiz, or assignment is at the discretion of the instructor and without an acceptable written excuse, no makeups will be given. Makeups will not be permitted after the graded items have been returned to the class. If you are unable to make up an exam from an excused absence, the missed examination 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). For non-emergency situations (e.g., unexpected work schedule changes) it may be possible to take exams earlier, but you cannot take them 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. 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.

You are only permitted one excused absence from class exams. 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 (http://www.clayton.edu/registrar/Withdrawal), as the exams are the majority of the points in the course. In addition, excuses will not be accepted for routine procedures (checkups, teeth cleanings, eye exams, etc). Students should not schedule such appointments for class times.

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 permitted to take a makeup version of the Final Exam.
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 the next semester.

**Warning:** Makeup exams may not follow the same format as the exam that was missed.

**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 to not 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.

### Online Quiz and Assignment Policies:

**Assignments** are due on the due date and time provided by your instructor. Late assignments may be accepted at the discretion of the instructor. For assignments that are completed in D2L or Mastering A&P, late submission may not be available because graded work is provided as soon as the assignment deadline passes. For such assignments, missing the deadline results in a zero for the assignment.

**General computer issues are not an acceptable excuse for submitting work late and will result in a loss of points as indicated above.**

**Using the Internet to find answers to assignments:**

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.

### Exam and In-Class Quiz Policies:

**Exams and Quizzes** start at the beginning of class. A student who is more than 15 minutes late for the exam will not be allowed to begin the exam. There are no make-up exams unless approved by the instructor. See the “Missed or Late Work Policy” for details on missed exams. Specific policies on exams will be provided on the day of the exam, 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.
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. 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 scantrons sheet, you will need to come to my office.

The **Final Exam** is comprehensive.

All examinations are closed book. NO student-produced study sheets, note cards, notes from class, electronic information, etc. may be used on exams. All bookbags, books, notebooks, papers, etc. will be placed along the walls on the sides of the room during examinations. During exams you may have only pen/pencil(s), an eraser, and a scantron at your desk.

### Academic Dishonesty:
Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Community Standards. Judicial procedures are described in the Student Resource Handbook (beginning on page 19, in the section titled “Procedures for Adjudicating Alleged Academic Conduct Infractions”).

Cheating 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. 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, copying or closely paraphrasing referenced sources, using anything but your brainpower on an exam, quiz, lab practical, etc. Misconduct in any form will result in a zero on the assignment for all involved students and academic misconduct forms will be filed with the Office of Student Conduct for any violation as described in the paragraph above.

Plagiarism Detection Software:

Students agree that by taking this course all required papers, assignments, or lab reports may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers, assignments, or lab reports will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. The instructor will let you know which papers, assignments, or lab reports will be submitted to Turnitin.com so that you can submit these documents in such a way that no identifying information about you in included.

Disruption of the Learning Environment:

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.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at this link (and in the Academic Catalog and Student Handbook, beginning on page 14).

Some common examples of disruptive behaviors which should be avoided are:

- Refusal to comply with faculty direction
- Monopolizing classroom discussions
- Talking when the instructor or others are speaking
- Failing to respect the rights of other students to express their viewpoints
- Constant questions or interruptions that interfere with the instructor’s presentation
- Creating excessive noise
- Use of electronic devices (pagers, iPods, MP3 players, or cell phones) in the classroom without the instructor’s approval
- Overt inattentiveness (e.g., sleeping or reading the paper in class)
- Inordinate or inappropriate demands for time or attention
- Routinely entering the class late or leaving early without instructor permission.
- Leaving and re-entering the class during lecture

Conditions attributed to physical or psychological disabilities are not considered a legitimate excuse for disruptive behavior.

No talking while the instructor or another student is talking. Students repeatedly violating this policy will be asked to leave the classroom for being disruptive.
E-Mail Policy:

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 email. **Important announcements will be sent to the class on the class list serve.** You should also check D2L regularly for new postings. Handouts given in class and other important items will be posted on the course page for this class. **Grades cannot be discussed via email due to privacy issues.**

Communication from **personal email accounts** (e.g., Yahoo, gmail, etc.) is no longer acceptable due to privacy issues. **E-mails sent from a personal email account will not receive a response.**

Other Policies:

- Students must **read and abide by all course policies** as stated in this syllabus and on the first day of class.
- 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 on the announcements section of the instructor’s web page, D2L, and/or announced in class.
- Visitors, including children, are not allowed in the classroom.
- No smoking or other use of tobacco is permitted at any time in the classroom.
- Snacks and drinks are allowed, within reason. If you make a mess, you are responsible for cleaning it up. Do not bring in foods that make a lot of noise (this includes bags that rattle noisily).
- **Electronic devices**: Turn off all cell phones, pagers, etc. when entering the classroom. **Cell phone use is NOT ALLOWED during lecture classes except for recording or taking notes.** Cell phone use during class is disrespectful and distracting to the instructor and other students. Any student using their cell phone during class (ringing, talking, or sending/receiving text messages) may be asked to leave the class.
- 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.
- Grades **will not** be communicated by phone or e-mail. Graded material can only be picked up by the individual to whom it belongs.
- 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 within **one week** of the assignment being returned to the class. Items that are not brought to the instructor in this time period will **NOT** be addressed.

**OPERATION STUDY:**

**Operation Study:** At Clayton State University, we expect and support high motivation and academic achievement. To foster a change in the perception of studying, to improve study habits, and hence to promote student success, several Operation Study activities and programs will be offered throughout the semester. Be on the lookout for study sessions, study breaks, workshops, and other opportunities to earn Study Buck Gift Cards (for use in the University Bookstore) and other items. [Use this link to find out more details.](#)

Changes or additions to this syllabus, including reading, exam schedule, grading, and course policies can be made at the discretion of the instructor at any time.

**REMINDER:** The last day to withdraw without academic accountability is Friday, March 4, 2016.

*Last updated: 1/6/2016*