BIOL 1151 – Human Anatomy and Physiology I
Course Syllabus – Spring 2018

COURSE DESCRIPTION:

COURSE NUMBER AND TITLE

BIOL 1151 – Human Anatomy and Physiology I

CREDIT HOURS

3.0 semester credit hours

CATALOG DESCRIPTION

A study of the structure and functions of the human body most pertinent to students in the health sciences. Topics typically included are the study of body organization, principles of support and movement, and introduction to body maintenance. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D.

COURSE PREREQUISITES AND CO-REQUISITES

Prerequisites:
CHEM 1151 with a minimum US grade of C  OR
CHEM 1211 with a minimum US grade of C  OR
BIOL 1107 with a minimum US grade of C  OR
BIOL 1111 with a minimum US grade of C.

Co-Requisite:
BIOL 1151L – Human Anatomy and Physiology I Laboratory

NOTE: Withdrawal from BIOL 1151 requires withdrawal from BIOL 1151L, and vice versa. Material learned in the laboratory supports learning in the lecture course. Students who have credit for BIOL 1151L from a prior term are accountable for the information previously learned in the laboratory. See the BIOL 1151L 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 (Only use your CSU e-mail account to communicate academic information to your instructor)
- 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 (Posting of your work in D2L is a course requirement)

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 will 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 OR OTHER ELECTRONIC DEVICES:

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 identify and/or describe the biological core concepts: evolution; structure and function; information flow, exchange, and storage; pathways and transformations of energy and matter; and systems.
- Students will apply quantitative reasoning, modeling and simulations, and laboratory skills to answer questions in the biological sciences.
- Students will effectively communicate scientific ideas to others inside and outside of the biology discipline.
- Students will identify and describe the impact of biological science on the environment and society.

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://www.clayton.edu/faculty/nsawyer2
Office hours: Mondays and Tuesdays: 12 – 2 pm
Wednesdays and Thursdays: 3:30 – 4:30 pm
And by appointment (e-mail Dr. Sawyer to arrange a time to meet outside of those times listed above)

Dr. Diane Day
Office: LDSC 135M
Phone: (678) 466-4794
e-mail: Dianeday@clayton.edu
Internet address: http://www.clayton.edu/faculty/dday2
Office Hours: Mondays: 12:35 – 3:35 pm
Wednesdays: 2:35 – 3:35 pm
Thursdays: 12:30 – 2:10 pm
And by appointment
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>20722</td>
<td>MW</td>
<td>3:35 pm – 4:50 pm</td>
<td>LDSC 110</td>
<td>Day</td>
</tr>
<tr>
<td>2</td>
<td>20765</td>
<td>TR</td>
<td>2:10 pm – 3:25 pm</td>
<td>LDSC 210</td>
<td>Sawyer</td>
</tr>
<tr>
<td>90</td>
<td>20750</td>
<td>Online</td>
<td>Online</td>
<td>Online</td>
<td>Morgan</td>
</tr>
</tbody>
</table>

REQUIRED MATERIALS:

Required Text and Materials:

  - Custom Bundle for CSU (in the Loch Shop) includes the textbook, Marieb’s Atlas of the Human Body, and Mastering A&P 11.0 Online Access
  - Also available in the bookstore – the *looseleaf* version of the textbook (pages are not bound, but are 3-hole punched) with Mastering A&P 11.0 Online Access
  - Earlier editions may be used, but you **must** have access to Mastering A&P 11.0. 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 11.0 will also be used to access some software that is used in the laboratory (BIOL 1151L).
- Mastering A&P 11.0 (for the Martini 11th 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
- Scantrons 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.
  - Scantrons must be of the type 882-E (or 882-E compatible)

Recommended Texts and Materials (Optional):

- An Atlas of the Human Body (Marieb atlas 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>170</td>
</tr>
<tr>
<td>Mastering A&amp;P Assignments*</td>
<td>120</td>
</tr>
<tr>
<td>D2L Quizzes and Other Assignments*</td>
<td>60</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.

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

DR. SAWYER’S Rounding RULES: If at the end of the semester, your grade is on the borderline between one letter grade and another (for example, a 79.6% or a 89.7%), Dr. Sawyer will round your grade up to the higher letter grade only if the following conditions are met:

**CONDITION 1:** You have good attendance for the semester (fewer than three unexcused absences)

**CONDITION 2:** All of your MAP assignments were completed on time by the due date listed in the Detailed Course Schedule.

If both conditions are met, then Dr. Sawyer will round up your grade (for example, a 79.6% will be rounded up to a B; 89.7% will be rounded up to an A). If the conditions are not met (e.g. you have many unexcused absences and/or late MAP assignments), your grade will not be rounded up (for example, a 79.6% will be a C; 89.7% will be a B).

MID-TERM PROGRESS REPORT:

The mid-term grade in this course reflects approximately 30% of the entire course grade. This grade will be posted by February 26th. The last day to withdraw from lab and lecture is Friday, March 2nd, 2018. 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 2, 2018. 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 2, 2018.

The last day to withdraw without academic accountability is Friday, March 2, 2018.

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**TENTATIVE COURSE SCHEDULE**: 

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

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 8-11</td>
<td>Course Introduction</td>
<td>Syllabus</td>
</tr>
<tr>
<td></td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>NO CLASSES MONDAY, January 15th, (MLK Day)</strong></td>
<td></td>
</tr>
<tr>
<td>Jan 16-18</td>
<td>Nucleic Acids</td>
<td>2.12 – 2.13</td>
</tr>
<tr>
<td></td>
<td>Cellular Level of Organization</td>
<td>3</td>
</tr>
<tr>
<td>Jan 22-25</td>
<td>Cellular Level of Organization</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Tissue Level of Organization</td>
<td>4</td>
</tr>
<tr>
<td>Jan 29 – Feb 1</td>
<td>Tissue Level of Organization</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Integumentary System</td>
<td>5</td>
</tr>
<tr>
<td>Feb 5-8</td>
<td>EXAM 1 (Chapters 1-4)</td>
<td>1-4</td>
</tr>
<tr>
<td></td>
<td>Integumentary System</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Osseous Tissue and Bone Structure</td>
<td>6</td>
</tr>
<tr>
<td>Feb 12-15</td>
<td>Osseous Tissue and Bone Structure</td>
<td>6</td>
</tr>
<tr>
<td>Feb 19-22</td>
<td>The Axial Skeleton</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>The Appendicular Skeleton</td>
<td>8</td>
</tr>
<tr>
<td>Feb 26 – Mar 1</td>
<td>Articulations</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Muscle Tissue</td>
<td>10</td>
</tr>
<tr>
<td>Mar 12-15</td>
<td>EXAM 2 (Chapters 5-9)</td>
<td>5-9</td>
</tr>
<tr>
<td></td>
<td>Muscle Tissue</td>
<td>10</td>
</tr>
</tbody>
</table>

Last Day to Drop w/o Academic Penalty: Friday March 2nd

NO CLASSES March 5th – March 8th: FALL BREAK
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 19-22</td>
<td>Muscle Tissue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Muscular System</td>
<td></td>
</tr>
<tr>
<td>Mar 26-29</td>
<td>Neural Tissue</td>
<td></td>
</tr>
<tr>
<td>Apr 2-5</td>
<td>Neural Tissue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spinal Cord</td>
<td></td>
</tr>
<tr>
<td>Apr 9-12</td>
<td>EXAM 3 (Chapters 10-12)</td>
<td>10-12</td>
</tr>
<tr>
<td></td>
<td>Spinal Cord</td>
<td></td>
</tr>
<tr>
<td>Apr 16-19</td>
<td>Brain and Cranial Nerves</td>
<td></td>
</tr>
<tr>
<td>Apr 23-26</td>
<td>Autonomic Nervous System &amp; Higher Order Functions</td>
<td>16</td>
</tr>
<tr>
<td>Apr 30</td>
<td>Monday/Wednesday Classes Only – Catch-Up</td>
<td></td>
</tr>
<tr>
<td>FINAL EXAM</td>
<td>Section 1 – Day – Monday, May 7th, 2:45 pm – 4:45 pm</td>
<td></td>
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<tr>
<td></td>
<td>Section 2 – Sawyer – Thursday, May 3rd, 2:45 pm – 4:45 pm</td>
<td></td>
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<tr>
<td></td>
<td>Section 90 – Morgan – See your Instructor for details</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 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 sign-in sheet. It is the student's responsibility to sign the attendance sheet. There are no points for attendance; however, note that there are attendance requirements for rounding a grade up at the end of the semester (see [Rounding Rules](#)). You must sign the attendance sheet in order to be counted as being present in class on a particular day. Forgetting to sign in will count as an absence. Since all non-exam assignments can be completed electronically and the due dates are all listed at the beginning of the semester, absence from class is not an excuse for missing a D2L quiz or a Mastering A&P homework assignment. Also, 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.

Exam Attendance Policy:

For any excuse for missing an in-class exam 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 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](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.**

D2L Quiz Policies:

**D2L quizzes** are due on the date and time provided by your instructor in the Detailed Course Schedule. **Late submission will not be available** because the answers are provided as soon as the assignment deadline passes. **For such assignments, missing the deadline results in a zero for the assignment.** Dr. Sawyer will offer two make-up points opportunities where you have a chance to earn some “make-up points” that will be stored in a bank and used whenever you miss a D2L quiz or score less than 100% on a D2L quiz. These make-up point opportunities are due by the dates indicated in the Detailed Course Schedule – and cannot be made up if the deadline is missed. Points in the “make-up points bank” can **only** be used to supplement D2L quiz scores that are less than 100%, and any remaining points in the bank are not added to the overall grade as extra credit.

Assignments are available in D2L for many days (and usually multiple weeks), so there is no excuse for missing one unless you have a valid written excuse from a competent authority (doctor, judge, etc.) for the **entire period** for which the assignment was available. Waiting until the last day possible to do your online assignment and then having an emergency on that day **is not an excusable reason** for missing an online assignment. Complete assignments early to avoid unnecessary stress from issues on the due date.

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

You should also be aware that if you miss a D2L quiz, you **will not be able to see the questions and answers to help you study for exams.**
Mastering A&P Homework Policies:

Mastering A&P (MAP) homework assignments are due on the date and time provided by your instructor in the Detailed Course Schedule. If you cannot complete an assignment by the deadline, you may still complete it; however, the MAP online program will show you are earning 0 points for the late work. If you complete an assignment before the exam over which the material is tested (even if it is late), Dr. Sawyer will go in and assign you the points earned for that assignment. (For example: A student misses the Chapter 1 homework deadline but still completes the Chapter 1 MAP homework before Exam 1 – then that student will receive credit for their work on that assignment.) This Syllabus and the Detailed Course Schedule show which chapters are covered on which exams. Even though Dr. Sawyer allows you to get credit for late MAP homework assignments, you should note that missing a MAP homework assignment or completing it late will make you ineligible to have your grade rounded up at the end of the semester if you are on the borderline between two grades (see Rounding Rules).

Assignments are available in Mastering A&P for many days (and usually multiple weeks), so it should be easy to not miss any deadlines. Complete assignments early to avoid unnecessary stress from issues on the due date.

General computer issues are not an acceptable excuse for submitting work late and will result in the assignment being considered to be late.

MASTERING A&P COURSE CODE FOR DR. SAWYER’S CLASS: MAPSAWYER20765SPRING2018

Exam Policies:

Exams and Quizzes start at the beginning of class. There are no make-up exams unless approved by the instructor. See the "Exam Attendance 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 will 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. Mark your answers on your exam paper if you wish to check your answers against the key when it is posted.

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 will 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 Academic Catalog and Student Handbook (in the section titled “Procedures for Adjudicating Alleged Academic Conduct Infractions”).
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 Code of Conduct and Disciplinary Procedures section of the Academic Catalog and Student Handbook.

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. 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 (FERPA). 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, please see the 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.

WEAPONS ON CAMPUS:

Weapons Policy: Clayton State University is committed to providing a safe environment for our students, faculty, staff, and visitors. Information on laws and policies for regulating weapons on campus are available at http://www.clayton.edu/public-safety/Safety-Security/Weapons.

CENTER FOR ACADEMIC SUCCESS:

The Center for Academic Success (CAS) provides personalized one-on-one peer and professional staff tutoring in over 100 core subjects. The Center is located in Edgewater Hall, Suite 276. The CAS also offers moderated study groups, informal study sessions, a comfortable study environment, a student study lounge, and it's all free! Use the CAS if you need help; become a tutor if you don’t. For more information, you can e-mail the center at thecas@clayton.edu.

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 2, 2018.

Last updated: 1/3/2018