In class requirement of student notebook computers

Student computers will be used in the classroom and may be required for taking quizzes and exams. You should bring your notebook computer to every class meeting. Computers will also be required to access course materials and to communicate with your instructor.

Course description:

Number and title: BIOL 4100, Animal Physiology CRN 20601

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 pre-requisite: BIOL 3200, BIOL 3650 and 3650L with a minimum US grade of D

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://itpchoice.clayton.edu/policy.htm.

Computer skill prerequisites: Students enrolled in this course must possess or develop proficiency with the following computer skills and be able to:

- Use the computer's operating system (Windows or Apple)
- Access and send e-mail through the CSU e-mail system
- Use a web browser and search engine
- Use a word processing program to produce reports
- Use a spreadsheet program to assemble data and produce graphs
- Use a presentation program to produce a talk or a poster
- Operate computer simulations of physiological processes
Instructor:

Dr. Diane Day (CRN 20601)
Phone: (678) 466-4794
Fax: (678) 466-4797
E-mail: DianeDay@clayton.edu
Homepage: http://faculty.clayton.edu/dday2
Office: NBS 146
Office hours: T 12-3, W 2-3:00, R 12-2 or by appointment.
Class Meetings: TR 3:35-4:50 pm in U425
Final Exam: Tuesday, May 5th at 2:45 p.m.

Outcomes:

Course Outcomes:

- Develop an understanding of critical concepts, processes, and factual information in the areas of animal physiology.
- Acquire knowledge of resources for finding the solution to problems that relate to basic science.
- Ability to utilize knowledge of animal physiology in critical studies and readings of primary scientific literature.
  - Learn how to navigate a computer simulation of physiological processes.

Biology outcomes: BIOL 4100 supports outcomes 1, 4, 5, 6, and 7 of the biology major.

- Effectively demonstrate knowledge of the basic principles of major fields of biology. This course provides background in animal physiology.
- 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.
- Demonstrate the ability to identify and describe the impact of biological and physical sciences on the environment and society.

Teacher Education Policy: The content of this course syllabus correlates to education standards established by national and state education governing agencies, accrediting agencies and learned society/professional education associations. Please refer to the course correlation matrices located at the following web site

http://www.clayton.edu/arts-sciences/teachered/standardsoutcomes

Conceptual Framework:

The mission of the Teacher Education Unit is to prepare professional educators who engage in reflective practice and who are competent, caring, committed, collaborative, culturally responsive, and prepared to teach diverse learners in an ever-changing society. For the complete CSU Teacher Education Unit Conceptual Framework, follow the link below.
General policies:

Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

Visitors (friends, children, etc.) are strictly prohibited from attending class without the permission of the instructor.

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.

Required texts:


YOU ARE REQUIRED TO PROVIDE YOUR OWN SCANTRON FOR EXAMS
Scantrons can be purchased at the book store.

Evaluation and grading:

Tentatively, the points will be distributed as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 exams @ 100 pts each</td>
<td>300</td>
</tr>
<tr>
<td>Comprehensive final</td>
<td>120</td>
</tr>
<tr>
<td>Quizzes and assignments</td>
<td>130</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>550</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89.9999</td>
</tr>
<tr>
<td>C</td>
<td>70-79.9999</td>
</tr>
<tr>
<td>D</td>
<td>60-69.9999</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

Midterm grading:

The mid-term grade will be issued by March 6th, reflects approximately 25% of the course grade. Based on this 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 fill out an official withdrawal form, available in the Office of the Registrar, by mid-term, which occurs March 6, 2015.

Specific Course policies:

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.

Class Attendance Policy: Students are expected to attend and be prepared for class. Roll will periodically be taken and quizzes will be frequently given to provide both you and me with feedback on your attendance. Any in-class assignments/quizzes may not be made up.
Cheating and Plagiarism: 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. The following are examples of cheating: copying the work of another person, allowing another person to do your assignment, working in a group on a graded item, copying or closely paraphrasing referenced sources, using anything but your brainpower on an exam, etc. If you share your assignment with another person and they copy it, you are an accessory to cheating and will receive a zero for the assignment. Cheating in any form will result in a zero on the assignment and academic misconduct forms will be filed with the Office of Student Conduct for any violation. Disciplinary procedures are described at Student Resource Handbook.

Making up missed work:

- 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.). 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. The decision on whether or not to allow a makeup quiz, or assignment is at the discretion of the instructor and without an acceptable written excuse, no makeup will be given. Makeups will not be permitted after the graded items have been returned to the class. There are no makeup exams. If you miss an exam with an excused absence, the percentage you receive on your comprehensive final will be used for the missed exam grade. For non-emergency situations (e.g., authorized school athletic events) 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, 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.
   - In the event of a serious accident, birth of a baby, death of a family member, or jury duty, written documentation is required for the length of time absent.
   - Routine doctor visits (i.e., annual eye exam, cleaning of teeth, etc.) should not be scheduled during class time.
   - If you know you have a conflict prior to a scheduled test, see the instructor to arrange to take the exam prior to that day.
   - Please contact instructor ASAP if you miss an exam.

Assignments are due at the start of class on the due date provided by your instructor. Late assignments may be accepted at the discretion of the instructor. If accepted, late assignments will be assessed a 20% reduction in overall grade for each day late. Under NO circumstances will assignments be accepted more than one week after they are due or after graded work has been returned to the class (or answer key posted online), whichever is sooner.

Quizzes and exams:

- Exams will be given at the beginning of the class period. If you come in late and the exam is still in progress, you may take the exam, but you will not be given any additional time to work. You must turn in your work when time is called.
- Quizzes will be online (D2L) or given at the beginning of class.
- All electronic devices including cell phones, tablets, pagers, calculators, etc., are not allowed during exams or quizzes unless indicated 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 a zero on the graded activity and additional judiciary procedure.

- Once the exam has been passed out in class, you may NOT leave the classroom. Please use the restroom before the exam. If you have an emergency that you are monitoring, you need to notify the instructor.

**Cell phones:**

- Cell phones must be turned off during exams. If you do not have a bag the cell phones should be given to your instructor, who will place them on the speaker's podium. Cell phones cannot be on your person during an exam. If a cell phone is found on you (clipped to your belt, in your hand, in a pocket, etc.), then it will be considered cheating and you will receive a zero on the exam and turned in to the Dean of Student conduct. You may NOT text during class. If you leave during class to make or receive a call, you will NOT be allowed back into the class.

If your cell phone goes off during class you will be asked to turn it off. Repeat repeaters will be requested to leave class and be reported to the Dean of Conduct as cell phone use during class is a breach of student conduct.

**Late assignments:** See making up missed work.

**E-mail:** Important messages and announcements will be sent to you via your CSU account. You must activate your account and check your e-mail regularly. **If you cannot use your CSU account, it is your responsibility to send me an alternate e-mail address. You are responsible for all e-mails sent to the class list.**

**Website:** Check your instructor's website regularly for new postings. You are responsible for printing out any handouts or other important items posted on the syllabus for this class.

**Disruption of the Learning Environment:** The current policy is as follows:

*Behavior which disrupts the teaching–learning process during class activities will not be tolerated. Examples of disruptive behavior include leaving class early and coming in late, talking while the instructor or other students are talking. 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.](#)

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

**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.
Writing Assistance

The Writers' Studio 224 is located in the A&S building, room 224. There you can talk with trained writing consultants 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 consultant or sign up for a regular appointment. But remember: you, not your consultant, are ultimately responsible for the quality and content of the papers you submit.

Aside from meeting with consultants one-with-one, you can also participate in consultant-led writing workshops. In these workshops, consultants will guide you in discussions and activities important to academic writing topics. Consultants and student-writers will collaborate on ways to apply writing concepts and strategies to specific writing situations. You will be identify, analyze, integrate, and synthesize writing principles through a series of writing exercises. Remember that we are here to collaborate with you as you develop your own experiences as a student-writer.

http://www.clayton.edu/cas/Study-Strategies/Assignment-Tips