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BIOL 122- Human Anatomy and Physiology II Course Syllabus- Spring 2019

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**COURSE NUMBER, TITLE:** BIOL\_OX 122, Human Anatomy and Physiology II with lab

**PRE REQUISITES:** None

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

**CREDIT ALLOCATION:** 4 credit hours  
Lecture: 3 credits = 45 contact hours/semester  
Lecture is Tuesdays & Thursdays 10:00 am – 11:15 am  
  
Lab: 1 credit = 45 contact hours/semester  
Lab is Tuesday 2:30pm to 5:30pm

**PLACEMENT:** SPRING 2019

**CLASS LOCATION:** Science Building ROOM 115

**FACULTY:** **Dr. Cristy Tower-Gilchrist, PhD**  
**Clinical Instructor**  
[cristy.tower-gilchrist@emory.edu](mailto:cristy.tower-gilchrist@emory.edu)  
**Office Location:** Whatcoat Building  
Office hours: Tues 1:00pm to 2:30pm or by appointment  
\*I will respond to email within 24-48 hours, typically sooner.  
  
OR  
Office: Emory SON room 321 (Wed 12:30pm - 1:30pm)

**COURSE DESCRIPTION:**

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

**COURSE OBJECTIVES:**

The student should be able to...

1. Outline the organization of the endocrine system and the mechanisms by which the it impacts other organ systems
2. Identify and describe the gross and histological features of the heart; describe the electrical and mechanical functions of cardiac tissue, and factors that regulate cardiac function

3. Identify arterial and venous components of circulatory routes within the human body; describe the structure and functions of special circulatory routes
4. Identify and describe important histological features of blood vessels; outline and describe the short-term and long-term mechanisms that regulate blood pressure
5. Describe the physical characteristics and functions of blood; identify and describe the functions of the formed elements and plasma proteins (including immune functions)
6. Identify the structures and functions of the respiratory system; identify and describe the factors (chemical, physiological) that impact gas exchange, oxygen binding to hemoglobin and rate / depth of breathing
7. Identify and describe the gross and histological features of the kidney; list and describe the processes in the nephron involved with urine formation, and describe the mechanisms that regulate each
8. Identify and describe the gross and histological structure of the alimentary canal and associated digestive glands; describe hormonal and neural control of secretion in the digestive system
9. Describe the actions of the respiratory system, the urinary system and the digestive system in maintaining the composition and pH of the body fluids; discuss clinical implications of imbalances
10. Outline and describe the processes of human sexual reproduction, and describe hormonal control mechanisms that regulate them

#### **CURRICULAR THREADS:**

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

#### **BSN ESSENTIALS MET:**

- Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

#### **NELL HODGSON WOODRUFF SCHOOL OF NURSING (NHWSN) POLICY:**

Students should refer to the Student Handbook located on the main School of Nursing website for program information, School resources, policies, and guidelines. University policies may be found by searching [www.emory.edu](http://www.emory.edu).

#### **COMMUNICATION WITH FACULTY:**

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

#### **AMERICANS WITH DISABILITIES ACT:**

Oxford College of Emory University and Nell Hodgson Woodruff School of Nursing both comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities

who seek academic accommodations must first take appropriate documentation to the Office of Accessibility Services (OAS), located on the main campus, University Administration Building, Suite 110 (www.ods.emory.edu) OR 105 W. Moore Street, Murdy Hall Room 134 on the Oxford College campus. It is the responsibility of OAS to assess the documentation of each student requesting academic accommodations based on disability.

The Office of Accessibility Services Access (OAS) works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, students must contact OAS and complete the registration process. Faculty may not provide disability accommodations until an accommodation letter has been processed; accommodations are not retroactive. Students registered with OAS who receive a letter outlining specific academic accommodations are strongly encouraged to

coordinate a meeting time with their professor to discuss a protocol to implement the accommodations as needed throughout the semester. This meeting should occur as early in the semester as possible. Contact OAS for more information at (770) 784-4690 or [oas.oxford@emory.edu](mailto:oas.oxford@emory.edu). Additional information is available at the OAS website at <http://equityandinclusion.emory.edu/access/students/index.html>.

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

### **RESPECT STATEMENT:**

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

*We are committed to:*

#### **Promote Respect**

*We will respect the dignity and rights of all students, faculty and staff regardless of position, rank or authority.*

#### **Initiate Dialogue**

*We will initiate dialogue and express diversity of thoughts in a courteous manner, without fear of reprisal or insult.*

#### **Cultivate Reflection**

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

#### **Foster Equity**

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

#### **Maintain Accountability**

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

### **ACADEMIC INTEGRITY:**

Dishonesty in the classroom will not be tolerated. The Honor Code applies to all assignments, in and out, of the classroom. The (abridged) policy regarding student dishonesty at **Oxford College of Emory**

**University** can be found in “Honor Code,” under Oxford College Code of Conduct, pages 132-140 of the 2018-2019 Catalog. An electronic version of the complete policy regarding academic integrity and conduct can be found at <http://oxford.emory.edu/catalog/documents/oxford-catalog-2018-2019.pdf>

Violations of the Student Code of Conduct will receive a grade of 0 for the assignment and a report of the incident will be forwarded to the Honor Council.

When appropriate, students may collaborate on experiments or assignments; however students will generally be expected to turn in their own work. Instructions regarding the nature of each assignment will be provided.

#### **COURSE WITHDRAWAL POLICY:**

Please see the 2018-2019 Catalog for specific information about withdrawing from a class. Registration may be cancelled by the student until the last day of the drop/add period and no entry for that semester will be made on the student's transcript. Please see cancellation and withdrawal policy for Oxford College: Link provided below <http://oxford.emory.edu/catalog/documents/oxford-catalog-2018-2019.pdf>

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

#### **MIDTERM DEFICIENCIES:**

Please read page 106 of University Catalogue for the terms of midterm deficiencies using the link above. **IMPORTANT REMINDER: The last day for partial withdrawal without academic penalty is Friday, March 8, 2019.**

#### **INCLEMENT WEATHER:**

For information about inclement weather procedures may be found by searching <https://oxford.emory.edu/>

#### **STUDENT HEALTH CENTER:**

Please see p. 86 of the 2018-2019 Catalogue (link above) for information about the Student Health Center.

#### **INFORMATION SPECIFIC TO THIS COURSE:**

##### **REQUIRED MATERIALS:**

**TEXT: Principles of Anatomy and Physiology** (15<sup>th</sup> ed). Tortora, Gerard J., and Derrickson, B. New York: John Wiley and Sons (2017)

**Lab Manual:** Allen, C., and Harper, V. Laboratory Manual for Anatomy and Physiology (6<sup>th</sup>ed). Hoboken: John Wiley and Sons (2017)

**Bookstore has is bundled as package with Prin of Anatomy+Physiology (text) with both lab manual and access WileyPlus\*\* Bundled with WileyPLUS ISBN 9781119535836**

## **EVALUATION AND GRADING:**

| Grades will be DETERMINED based on the following:   | POINTS      |
|---|-------------|
| <b>Exams:</b> There will be 4 hour-long, in-class exams during the semester. <i>There will be no make-up exams allowed.</i> Exams may include multiple choice, short answer, true-false, matching or essay questions.   | <b>375</b>  |
| <b>Quizzes:</b> Weekly quizzes (either announced or “pop”) will be given throughout the semester. The <i>7 best quiz grades will be included</i> in the final grade.  | <b>70</b>   |
| <b>Homework:</b> There will be 5 homework assignments will be administered in canvas or wileyplus this semester. Each assignment is worth five points.  | <b>30</b>   |
| <b>Discussions:</b> The discussions provide an opportunity to apply what you are learning to the “real world” of health care. There will be 5 during the semester and you will be asked to briefly answer a question about the topic of the week, and respond to two classmates’ posts. Posts and responses should contribute to the discussion. Weekly discussion participation is expected to take no more than 30 minutes each week and will be due on Friday by 11:59pm of that week. | <b>100</b>  |
| <b>Comprehensive Final Exam (OPTIONAL):</b> The final exam will include material from the entire semester. Students missing one regularly scheduled exam during the semester, or students wishing to replace a low exam score, may take the comprehensive final exam. (Students must take some combination of 4 of the 5 scheduled exams).  | <b>125</b>  |
| <b>Laboratory</b><br>Periodic practical laboratory exams will be given.<br><b>OPPORTUNITIES FOR MAKE-UP LABORATORY EXAMS ARE EXTREMELY LIMITED AND MUST HAVE THE APPROVAL OF THE LAB COORDINATOR.</b>   | <b>300</b>  |
| <b>TOTAL Possible for LECTURE AND LAB</b>   | <b>1000</b> |

**GRADING SCALE:**

The symbols: **A, A-, B+, B, B-, C+, C, C-, D+, D, F, W, WF, S, U, WU, IP, I, IF/IU and AUD** are used in the School of Nursing for undergraduate and graduate students.

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

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

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

**Oxford College Grading system: Grades and Quality points can be found at the this link:**

<https://inside.oxford.emory.edu/oxford/assets/File/18-oc-oc-0029%20Oxford%20catalog5.pdf>

**ROUNDING POLICY:**

Final grades will be rounded to the nearest whole number if the 10th space number is 5 or higher. Grades are reported to the registrar at the end of each semester. Please search www

2018-2019 Student Handbook ([http://www.nursing.emory.edu/ includes/documents/2018-2019%20SON%20Student%20Handbook\\_final-FINAL.pdf](http://www.nursing.emory.edu/includes/documents/2018-2019%20SON%20Student%20Handbook_final-FINAL.pdf) )

**LECTURE CALENDAR s2019 (Detailed Schedule)**

| <b>Date</b>  | <b>Lecture Topics and Readings</b>   | <b>Laboratory Exercises</b>                              |
|--|--|--|
| <b>WEEK 1</b><br><b>January 15</b><br><b>(Tuesday)</b><br><br><b>January 18</b><br><b>(Thursday)</b>   | Review of Syllabus and Policies<br>(Overview of Ch 17 Special Senses)<br><br>CH18 – The Endocrine System: Overview and review;<br>Pituitary and hypothalamus control; hormones of the<br>adrenal glands and the pancreas<br>Lecture Homework Assignment 1: Due by<br>11:59pm   | LAB 1: Exercise 22                                       |
| <b>WEEK 2</b><br><b>January 22</b><br><b>(Tuesday)</b><br><br><b>January 24</b><br><b>(Thursday)</b><br><br><b>January 25</b><br><b>(Fri)</b>    | CH18 – The Endocrine System: continued;<br>hormones of the adrenal glands and the<br>pancreas<br><br><b>Lecture Quiz 1 (at 10:00 am)</b><br>CH20 - The Heart: Gross anatomy and histology<br>review; conduction system and conducting cell<br>properties; EKG<br><br><b>Discussion: Pathology of the Endocrine System</b><br><b>due by 11:59pm</b>                     | LAB 2: Exercise 25                                       |
| <b>WEEK 3</b><br><b>January 29</b><br><b>(Tuesday)</b><br><br><b>January 31</b><br><b>(Thursday)</b>   | CH 20 – The Heart: Cardiac cycle; cardiac output<br>and Starling's Law<br><br><b>Lecture Quiz 2 (at 10:00 am)</b><br>CH 20 – The Heart: Cardiac cycle; cardiac output<br>and Starling's Law (continued)  | LAB 3: Exercise 27                                       |
| <b>WEEK 4</b><br><b>February 5</b><br><b>(Tuesday)</b><br><br><b>February 7</b><br><b>(Thursday)</b>   | CH 21 – Blood Vessels and Hemodynamics: Histology<br>review; circulatory system overview; introduction to<br>blood pressure and control<br><br><b>LECTURE EXAM 1 (Ch 18, 20, 21)</b>   | LAB 4: Exercise 28                                       |
| <b>WEEK 5</b><br><b>February 12</b><br><b>(Tuesday)</b><br><br><b>February 14</b><br><b>(Thursday)</b><br><br><b>February 15</b><br><b>(Fri)</b> | CH 21 – Blood Vessels and Hemodynamics:<br>Capillary and fluid-flow; blood pressure control<br>mechanisms; baroreceptors and chemoreceptor<br>reflexes<br><br>CH 19 – Blood: Overview; structure and function of<br>erythrocytes; hemostasis<br>Lecture Homework Assignment 2: Due by 11:59pm<br>Thursday 2/14/2019<br><b>Discussion: Clogged Pipes due by 11:59pm</b> | <b>LAB EXAM 1</b><br>(Covers materials from<br>LABS 1-4) |
| <b>WEEK 6</b><br><b>February 19</b><br><b>(Tuesday)</b><br><br><b>February 21</b><br><b>(Thursday)</b>   | CH 19 – Blood: Overview; structure and function of<br>erythrocytes; hemostasis<br><br><b>Lecture Quiz 3 Blood (at 10:00 am)</b><br>Begin CH22-The Lymphatic System and Immunity:<br>Overview; innate; non-specific and specific defenses;<br>Humoral and cell mediated responses   | LAB 5: Exercise 29-30                                    |

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| <b>WEEK 7</b><br><b>February 26</b><br><b>(Tuesday)</b><br><br><b>February 28</b><br><b>(Thursday)</b><br><br><b>March 1 (Fri)</b>       | CH22 – The Lymphatic System and Immunity:<br>Humoral and cell-mediated responses<br><br><b>Lecture Quiz 4 Lymphatic Sys (at 10:00 am)</b><br>CH23 – The Respiratory System: Overview and<br>anatomy review; Pulmonary ventilation<br><br><b>Discussion: Blocked lymphatic drainage (by</b><br><b>11:59pm)</b>  | LAB 6: Exercise 26  |
| <b>WEEK 8</b><br><b>March 5 (Tues)</b><br><br><b>March 7</b><br><b>(Thurs)</b>   | <b>LECTURE EXAM 2 (CHAPTERS 19,21, 22)</b><br><br>CH23 – The Respiratory System: Gas exchange and<br>transport; oxygen transport and the function of<br>hemoglobin; control of respiration<br>Lecture Homework Assignment 3: Due by 11:59pm<br>Monday 3/18/2019  | LAB 7: Exercise 32, 33  |
| <b>Friday March 8, 2019 Midterm Partial Withdrawal Deadline without Penalty</b>  |  |   |
| <b>WEEK 9</b><br><b>March 12</b><br><b>(Tuesday)</b><br><br><b>March 14</b><br><b>(Thursday)</b>   | <b>SPRING BREAK: NO CLASSES THIS WEEK!</b>   | <b>LABS DO NOT MEET</b>   |
| <b>WEEK 10</b><br><b>March 19</b><br><b>(Tuesday)</b><br><br><b>March 21</b><br><b>(Thursday)</b>  | CH 24 – The Digestive System: Overview and<br>anatomy review; acid secretion into the stomach and<br>its control<br><br><b>Lecture Quiz 5 (at 10:00 am)</b><br>CH 24 – The Digestive System: Absorption, Control of<br>digestive processes   | LAB 8: Exercise 34-35   |
| <b>WEEK 11</b><br><b>March 26</b><br><b>(Tuesday)</b><br><br><b>March 28</b><br><b>(Thursday)</b><br><br><b>March 29</b><br><b>(Fri)</b> | CH 26 – The Urinary System: Overview and anatomy<br>review; Urine formation; Renal mechanisms<br>regulating homeostasis<br><br><b>Lecture Quiz 6 (at 10:00 am)</b><br>CH 26 – The Urinary System: Overview and anatomy<br>review; Urine formation; Renal mechanisms<br>regulating homeostasis<br><br><b>Discussion: Are your kidneys functioning? (due by</b><br><b>11:59pm)</b> | <b>LAB Exam 2</b><br><b>(Labs 5-7)</b>                            |
| <b>WEEK 12</b><br><b>April 2</b><br><b>(Tuesday)</b><br><b>April 4</b><br><b>(Thursday)</b>  | <b>LECTURE EXAM 3 (CHAPTERS 23,24, 26)</b><br><br>CH 27 – Fluid, Electrolyte and Acid-Base Balance<br>Lecture Homework Assignment 4: Due by 11:59pm<br>4/04/2019   | LAB 9: Exercise 36-37<br>Acid-Base Balance<br>(You Be the Doctor) |



|   |   |  |
|---|---|--|
| <b>WEEK 13</b><br><b>April 9</b><br><b>(Tuesday)</b><br><br><b>April 11</b><br><b>(Thursday)</b>  | CH 27 – Fluid, Electrolyte and Acid-Base Balance<br><br><b>Lecture Quiz 7 (at 10:00 am)</b><br>CH28 – The Reproductive Systems: Overview, Female and Male reproduction overview                                 | LAB 10:<br>Exercise 38 – 39                                  |
| <b>WEEK 14</b><br><b>April 16</b><br><b>(Tuesday)</b><br><br><b>April 18</b><br><b>(Thursday)</b><br><br><b>April 19</b><br><b>(Fri)</b>    | CH28 – The Reproductive Systems: Male and Female reproduction<br><br><b>Lecture Quiz 8 (at 10:00 am)</b><br>CH 28- The Reproductive Systems<br><br>Discussion: How to prevent pregnancy (due by 11:59pm)        | LAB 11: Exercise 38 – 39 (continued)<br><br>JC Presentations |
| <b>WEEK 15</b><br><b>April 23</b><br><b>(Tuesday)</b><br><br><b>April 25</b><br><b>(Thursday)</b><br><br><b>April 28</b><br><b>(Monday)</b> | <b>LECTURE EXAM 4 ( CHAPTERS 27, 28)</b><br><br>In Class FINAL EXAM REVIEW; Guest Lecturer(TBA)<br>Review Quiz (9)<br><b>(Last Day of Class)</b><br><br>Lecture Homework Assignment 5: Due by 11:59pm 4/28/2019 | <b>LAB EXAM 3</b>  |
| <b>WEEK 16</b><br><b>May 7</b><br><b>(Tuesday)</b>  | <b>FINAL CUMULATIVE EXAM (optional)</b><br><b>2pm – 5pm</b>   |  |

**\*This schedule is tentative. I reserve the right to make changes as deemed necessary.**

Student work submitted as part of this course may be reviewed by Oxford College, Emory College, or School of Nursing faculty and staff for the purposes of improving instruction and enhancing Emory education.

## **POLICIES RELATED TO THIS COURSE**

### **ATTENDANCE AND ENROLLMENT:**

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

You, as a student, are responsible for all information and material presented in class. Attendance at lecture is strongly encouraged by the Biology department at Oxford College and **attendance will be taken for every class**. Students are allowed 4 absences from lecture, for any reason, during the semester. However, ANY additional cuts will result in grade reduction. **USE YOUR CUTS JUDICIOUSLY**, e.g., for sick leave only. Students who exceed the “4-cut” limit in lecture, for whatever

reason, or have an unacceptable absence from laboratory will have their **final grade reduced 5 points per absence**. Students who miss 2 labs without acceptable reasons will fail the course (see Biology Department policies attached below).

#### **ATTENDANCE IN LAB IS MANDATORY:**

Students who miss more than two labs without contacting the instructor and without making up the exercise will receive a failing grade for the course. See the Absence Policy later in this document for details related to class and laboratory attendance.

#### **MAKE-UP WORK:**

- There will be no make-up quizzes.
- **There are no make-up exams. If you miss an exam, for any reason, you may be allowed to take the optional comprehensive final exam at the end of the semester.**
- Make-up laboratory classes will be at the discretion of the laboratory instructor and the laboratory coordinator.
- A single, comprehensive make-up laboratory exam will be given at the end of the semester which may replace one missed laboratory exam. Only students who have earned 55% of the possible lab points (ie., 165 points out of 300 points) are eligible to take the comprehensive make-up laboratory exam. Students missing more than one laboratory exam will receive a grade of 0 for the additional missed exams. Students who miss a lab exam and who are not eligible for the comprehensive make up lab exam will receive a grade of 0 for the missed exam.
- **Only students having the express, written permission of the instructor may take the comprehensive make-up laboratory exam.**

#### **LATE ASSIGNMENT POLICY:**

It is important you complete all assignments on time to prevent falling behind. Therefore, NO late assignments will be accepted.

The following measures have been taken to help you work around busy schedules:

1. Assignments and quizzes Due dates are posted on canvas in calendar
2. A detailed course syllabus is provided in this syllabus
3. Modules in canvas are to display DUE dates for all assignments

#### **GRADE CHALLENGES:**

If you receive a grade that you believe is in error, you may challenge the grade in writing. **YOU MUST challenge the grade in writing within one week of receiving the exam or quiz back.** You must submit to me the question, the answer you originally submitted, the answer which received full credit, and brief explanation detailing your reasons for requesting an increase in your score. I will only consider written requests.

#### **RELIGIOUS HOLIDAYS ARRANGEMENTS:**

Instructors are encouraged, not required, to accommodate students' academic needs related to religious holidays. Please make every effort to negotiate your religious holiday **needs within the first two weeks of the semester; waiting longer may compromise your instructor's ability to extend satisfactory arrangements.** If you need guidance negotiating your needs related to a religious holiday, the College Chaplain, Rev. Lyn Pace, [ppace@emory.edu](mailto:ppace@emory.edu), Candler Hall 202, is willing and available to help. ***\*\*Please be aware that Rev. Pace is not tasked with excusing students from classes or writing excuses for students to take to their professors.*** Emory's official list of religious holidays may be found at [http://www.religiouslife.emory.edu/faith\\_traditions/holidays.html](http://www.religiouslife.emory.edu/faith_traditions/holidays.html).

#### **INCLUSIVITY STATEMENT:**

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

#### **"CIVILITY CLAUSE":**

Students are expected to behave toward me and fellow students with courtesy and consideration. This means that talking and disruptive behavior will be kept to a minimum. Students who must arrive late to class should email the instructor and enter quietly and be prepared for class (ie, not fumbling with calculators, backpacks, papers, etc...) Students who need to leave a class early should email the instructor and sit near an exit, then leave quietly. Cell phones, pagers, and other electronic devices should be silenced in the classroom.

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

Specifically, the following final course grade deductions could apply:

**10 points off of upcoming lecture exam due to:**

Inappropriate use of electronic devices during lecture and lab more than once

Failure to follow faculty's instructions while in the lecture and lab setting more than 1 time

Rudeness or incivility to an instructor, lab employee, or peer 1 time

**I reserve the right to end a class at any time, for any reason, including the disruptive or rude behavior of anyone in the classroom.** Questions, comments or concerns may be addressed to me outside class, during office hours, via voicemail or email, as well as during class.

#### **Emory Statement on Civil Discourse:**

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

#### **TITLE IX REPORTING:**

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

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

### **FINAL EXAMS and EXAM CHANGES:**

The college policy regarding final exam changes is stated below:

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

### **Writing Center (Pierce Hall 117):**

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

### **EMAIL POLICY:**

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

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

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

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

## **ABSENCE POLICY – BIOLOGY DEPARTMENT, OXFORD COLLEGE**

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

### **PENALTIES**

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

### **LECTURE ABSENCES**

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

### **ACCEPTABLE LABORATORY ABSENCES**

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

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

### **MISSED TESTS**

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

Laboratory tests which are missed for a reason that is excused **MUST** be made up. The instructor must be notified prior to the time of the test.

### **RELIGIOUS HOLIDAYS**

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

## **TARDINESS**

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

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

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

**IMPORTANT REMINDER: Partial Withdrawal Deadline without academic penalty is Friday, March 8, 2018.**

*Last Updated: 1/2/2019*