

**Perimeter College, Georgia State University**  
**Biology 2251, Anatomy & Physiology I Lecture**  
**Term: Fall 2023**

**First-half semester (Mini-mester I) Face-to-Face (on campus) class**

Rev: 07/31/23

**Instructor:** Dr. Mark Hollier

**Phone:** 678-891-3779 (This is an office landline and does not accept text messages)

**Email:** Emails are to be sent through iCollege. Dr Hollier's GSU email is for emergencies only (see section on Emailing Dr. Hollier in the syllabus).

**Course Abbreviation:** BIOL 2251-006

**CRN:** 90387

**Course Hours:** 3

**Class times:** TR 07:00-09:45 (7:00am-9:45am)

**Class location:** CD-1170

**Tutoring and Advising times:**

Day	Time (24hr)	Time (12hr)	Location
Monday	14:00-15:30	2:00pm-3:30pm	Webex
Tuesday	14:30-15:30	2:30pm-3:30pm	LTC (CB-1200)
Tuesday	15:30-16:30	3:30pm-4:30pm	Office (CC-1126)
Tuesday	16:30-17:00	4:30pm-5:00pm	Webex
Wednesday	14:00-15:30	2:00pm-3:30pm	Webex
Thursday	14:30-15:30	2:30pm-3:30pm	LTC (CB-1200)
Thursday	15:30-16:30	3:30pm-4:30pm	Office (CC-1126)
Thursday	16:30-17:00	4:30pm-5:00pm	Webex

Feel free to come and see me when you need help at the location(s) listed in the table above. The first set of tutoring hours will be on the first date of classes (Start of classes) as listed in the class schedule. The final set of tutoring hours will be on the last date of classes (End of classes) as listed in the class schedule. There are no set tutoring hours during final exam week. Students must email Dr Hollier in iCollege to make arrangements for tutoring outside the hours listed above. The time must be mutually agreeable to the student and Dr Hollier and will be performed through Webex for all appointments outside of the hours listed in the table above. Students who turn up outside the hours listed above without an appointment will be turned away / ejected from Webex.

**Office location:** CC-1126 (Suite C-1120, Rm. 1126 – Office is at the back on the right). My office is in the CC-1120 office suite. Locate the elevator on the first floor of C-building, find the phone on the wall, and dial my office extension (this is displayed on the wall above the phone).

**Miscellaneous:**

- **Follow the instructions in the “Starting the course” section within the first week of the course.**
- Dr Hollier will reply to emails within 24-48 hours Monday to Friday. Dr Hollier will do his best to check email over the weekend and will reply to emails received over the weekend by the end of Monday (11:59pm) at the latest.
- Students should feel free to contact me with any questions at any time. I am here to help you as much as you require, but I cannot help you if you leave it until the last minute.
- **All assignments (tests, quizzes, etc.) will be given online. It is your responsibility to ensure you have adequate internet speed, access to a computer, and to check the iCollege maintenance schedule. Most assignments will be given using the Lockdown browser with identity verification using a webcam.**
- This class will use turnitin.com, a plagiarism prevention site, for some assessed work. However, any assessed work may be sent by the instructor to turnitin.com. **Dr Hollier takes cheating and plagiarism very seriously and has a zero tolerance policy for cheating and plagiarism, so do not do it (or suffer the consequences). Ignorance is not an excuse.**

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## Pre-requisite

BIOL 1103K (or BIOL 1103 and BIOL 1103L) or BIOL 2107K (or BIOL 2107 and BIOL 2107L) or CHEM 1151K (or CHEM 1151 and CHEM 1151L) or CHEM 1211K (or CHEM 1211 and CHEM 1211L) or PHYS 1111K (or PHYS 1111 and PHYS 1111L) with a C or better

See section 1310.50 for Learning Support and ESL placement information.

All students who wish to graduate with either an Associate's degree or Bachelor's degree from an institution within the University System of Georgia must complete core curriculum requirements (<http://www.usg.edu/policymanual/section3/C338>, [http://www.usg.edu/academic\\_affairs\\_handbook/section2/C738](http://www.usg.edu/academic_affairs_handbook/section2/C738), <https://catalog.gsu.edu/associate20162017/1400-university-degree-requirements-and-graduation/#core-curriculum-requirements>). This requirement comes from the Board of Regents (that oversees the University System of Georgia), the University System of Georgia, and Georgia State University. Students must meet these requirements in order to graduate with either an Associate's degree or Bachelor's degree. The entities that oversee the accreditation of the University System of Georgia and Allied Health programs also state that these requirements must be met in order for a student to graduate. In area D of the core curriculum, it states that students must complete a science sequence course (which means both lectures and labs, or combined courses for each part of the sequence). That means you must take a science sequence course other than Anatomy & Physiology to meet graduation requirements. The science sequence courses for students pursuing degrees in the Health professions are Introductory Biology I and II (BIOL-1103 and BIOL-1104), Principles of Biology I and II (BIOL-2107 and BIOL-2108), Survey of Chemistry I and II (CHEM-1151 and CHEM-1152), or Introductory Physics (PHYS-1111 and PHYS-1112). The Anatomy & Physiology I and II (BIOL-2251 and BIOL-2252) are not area D courses and do not meet the core curriculum requirements for the area D science sequence. The University System of Georgia policy section 2.4.4 provides more details specifically for the Allied Health Professions and states "Students in the health professions, including nursing, must fulfill the Area D science requirement with a two-semester laboratory sequence in either physics, chemistry, or biology. The only biology courses that may be used to fulfill this requirement are Introductory Biology (designed for non-science majors) and Principles of Biology (designed for science majors). The Survey of Chemistry sequence (CHEM 1151 and CHEM 1152) has been designed for the Area D health professions track. Health professions majors have the option of taking the Survey of Chemistry sequence or the sequence appropriate for science majors, but they may not fulfill their Area D requirements with chemistry courses designed for non-science majors."

I strongly recommend taking the Science courses in the following order (take other core curriculum required classes around these each semester), as it will prepare you with the required knowledge for the courses through the entire sequence: The first science sequence course (lecture and lab, or a combined course); the next semester take second science sequence course (lecture and lab, or a combined course) and BIOL-2251 (lecture and lab, or a combined course); the next semester take BIOL-2252 (lecture and lab, or a combined course); the next semester take BIOL-2260 (lecture and lab, or a combined course).

Some Allied Health Professions specifically require the Survey of Chemistry courses (CHEM-1151 and CHEM-1152) as your area D science sequence. Check with the programs that you wish to apply to for their program specific requirements.

Taking courses in a different order will mean you are lacking the knowledge and skills instructors assume you already have when you go through the entire sequence of courses. This could severely disadvantage you in those courses. Attempting to take these courses in a different order and

withdrawing when you realize you are not prepared for the course will probably impact your application to the health profession programs and will definitely count towards your withdrawal limits. The withdrawal policy (<https://catalog.gsu.edu/associate20182019/university-academic-regulations/#dropping-classes-and-voluntary-withdrawal>) limits you to 3 W's at the Associate's level and 6 W's total by the end of Bachelor's level. Perimeter College is considered the Associate level, regardless of whether you intend to get an Associate's degree or Bachelor's degree. Once you have reached 3 W's, all withdrawals will result in WF grades, which count as an F towards your GPA and can affect your financial aid.

## Co-requisite

BIOL 2251L.

## Required text

<http://www.mhollier.com/booksaandplect.html> provides an image of the text book and acceptable older editions.

## Modified MasteringA&P is **OPTIONAL** for

**this course.** Grading option C includes more work done on the Modified Mastering site. It may be cheaper to purchase the ebook + Modified Mastering access directly from the publisher at <http://www.pearson.com/mastering> and a used text book online if you wish to use it for this course. If purchased, Modified Mastering access must be for the current edition of the book listed.

- *Printed book and Modified MasteringA&P:* Human Anatomy & Physiology Plus Modified Mastering A&P with Pearson eText -- Access Card Package (11th edition); Marieb, E.N., & Hoehn, K.; 2018; Benjamin Cummings; ISBN: 9780135175040
- *Printed book WITHOUT Modified MasteringA&P:* Human Anatomy & Physiology (11th Edition); Marieb, E.N., & Hoehn, K.; 2018; Benjamin Cummings; ISBN: 9780134580999
- *E-book and Modified MasteringA&P:* Available from <http://www.pearson.com/mastering> directly, or Modified Mastering A&P with Pearson eText -- Standalone Access Card -- for Human Anatomy & Physiology (11th Edition); Benjamin Cummings; ISBN: 9780134763415
- It may be cheaper to purchase the ebook + Modified Mastering access directly from the publisher at <http://www.pearson.com/mastering> and a used text book online.
- **Older editions of the book are fine to use**, as long as they are within three editions of the book(s) listed. If you decide to get Modified Mastering access, then it must be for the current edition of the book listed above.
  - 10th edition: Human Anatomy & Physiology; Marieb, E.N., & Hoehn, K.; 2015; Benjamin Cummings; ISBN: 9780321927040
  - 9th edition: Human Anatomy & Physiology; Marieb, E.N., & Hoehn, K.; 2012; Benjamin Cummings; ISBN: 9780321743268
  - 8th edition: Human Anatomy & Physiology; Marieb, E.N., & Hoehn, K.; 2009; Benjamin Cummings; ISBN: 9780805395693

## Required material

Students will be required to bring Scantrons (available in bookstore), #2 pencils, and paper to every test / examination that is given in person. If tests / exams are online, they will not be needed.

## Reading assignments

Students should pre-read the course objectives of each chapter and the summary at the end of each chapter prior to class, along with reading the chapter after completion in the lectures for clarification and study.

## Learning Outcomes

Learning outcomes are the goals students achieve in their programs of study. They represent the knowledge, skills and attitudes that students should gain to successfully complete the requirements of a course, major, and degree. A special set of general learning outcomes cover the goals for all students at the university. Students begin mastery of the university's learning outcomes in the core (first two years of study) and continue to develop these skills throughout their major. The learning outcomes for all students are:

Area A1. Written Communication: Students produce well-organized written communications that exhibit logical thinking and organization, use appropriate style for audience, and meet conventional standards of usage.

Area A2. Mathematics: Students demonstrate the ability to interpret and analyze quantitative information; to apply mathematical principles and techniques; and to use mathematical models to solve applied problems.

Area B. Institutional Foundations: Students demonstrate effective critical thinking skills through interpreting, presenting or evaluating ideas.

Area C. Humanities/Fine Arts: Students can effectively evaluate the role of the humanities, fine arts, and languages in the human experience.

Area D. Natural and Computational Sciences: Students apply scientific and computational reasoning and methods of inquiry to explain natural phenomena and/or analyze quantitative information and solve applied problems.

Area E. Social Sciences: Students effectively analyze the complexity of human behavior, and how historical, economic, political, social, and/or spatial relationships develop, persist, and/or change.

## Course Description

This is the first of a two-course sequence in anatomy and physiology designed to meet the requirements for nursing, dental hygiene, physical education, and other health science majors. Topics covered include animal cell structure and function, cell chemistry, cell division, metabolism, tissues, integumentary system, skeletal system, muscle system, and nervous system.

## Expected Educational Results

As a consequence of completing this course, the student will be able to:

1. Describe and identify the levels of organization of the human body.
2. Describe and apply the basic principles of chemistry as they relate to anatomy and physiology.
3. Identify, describe, and explain cell structures and their functions.
4. Identify, describe, and explain tissue structures and functions.
5. Identify, describe and explain the structures and functions of the integumentary system
6. Identify, describe, and explain the structures and functions of bones and joints.
7. Identify, describe, and explain the structures and functions of muscles.

8. Identify, describe, and explain the structures and functions of the nervous system and sensory organs.

## **General Educational Outcomes**

1. Students produce well-organized communication that exhibit logical thinking and organization, use appropriate style for audience and meet conventional standards of usage. This will be achieved through at least one of the following ways:
  - I. Listening: note-taking in lecture
  - II. Reading: textbook, assignments, instructions for tasks
  - III. Writing: writing assignments and discussion test questions
  - IV. Speaking: oral response to questions
2. Students demonstrate effective problem-solving and critical thinking skills through interpreting, presenting or evaluating ideas. Through class participation, writing assignments, and testing, the student will demonstrate the ability to apply problem-solving skills. They will be able to explain natural phenomena, understand & explain physiological processes, analyze clinical situations, and apply their understanding to explain or diagnose new situations.

## **Course Content**

1. An introduction to the human body
2. The chemical level of organization
  - I. Review of basic inorganic chemistry
  - II. Introduction to basic organic chemistry
3. The cellular level of organization
  - I. Cellular structure
  - II. Cellular function
4. The Tissue Level of Organization
  - I. Epithelial tissue
  - II. Connective tissue
  - III. Muscular tissue
  - IV. Nervous tissue
5. The Integumentary System
  - I. Skin
  - II. Hair, nails, and glands
6. The Skeletal System
  - I. Bone Tissues
  - II. Axial skeleton
  - III. Appendicular skeleton
  - IV. Articulations
7. The Muscular System
  - I. Muscle Tissues
  - II. Skeletal Muscles
8. The Nervous System
  - I. Nervous tissue
  - II. The Brain and the Cranial Nerves
  - III. The Spinal Cord and Spinal Nerves
  - IV. Neural Integration
  - V. Autonomic Nervous System
9. Special Senses

# Assessment of Outcome Objectives

## *Course grade:*

1. Each instructor, according to the guidelines presented in the instructor's course syllabus, will determine students' grades. Methods can include quizzes, tests, projects, assignments, and/or homework as developed by each instructor.
2. The final exam will be comprehensive, which will include questions from all the sections of the course covered. The course final examination will consist of at least 15% and no more than 30% of the overall course grade.
3. It is strongly recommended that critical thinking questions be included in the exams.

## *Course assessment:*

1. This course will be assessed regularly (once per academic year). Individual instructors should use feedback from assessments in their classes to review and evaluate their own teaching practices to improve student success.
2. The construction of the assessment questions and data analysis will be the responsibility of the college-wide Anatomy & Physiology Curriculum Committee. The committee will evaluate college-wide assessment data to identify areas needing improvement and make recommendations.
3. Course assessments should be securely maintained and not available for student review outside test-taking.

# Starting the course

At the start of the semester, you need to do the following within the first week of the course. I expect that you will do these on the first day of classes so that you are prepared for the classes during the first week.

- Watch the student orientation video and perform a system check. These are on the login page for iCollege BEFORE you click "CampusID Login".
- Read the syllabus and schedule.
- Read the cheating and plagiarism module.
- Complete the following quizzes (these have unlimited attempts; you must score 100% on each quiz for all other content in iCollege to be released to you). You can have the syllabus and schedule open when taking these quizzes. All of these "start of the semester quizzes" are due by the end of roll verification (due date will be listed in the class schedule). However, you will not be able to complete any course work until you have completed all of these start of the semester quizzes. The sooner you pass them, the sooner you can start learning.
  - Syllabus quiz
  - Roll verification quiz (online classes only)
    - Roll verification for on campus (face-to-face) classes can only be performed in the classroom with a signature on a piece of paper (see Roll verification policy in this syllabus)
  - Cheating and plagiarism quiz
  - Success in this course quiz
  - Lockdown Browser quiz
- Menu bar navigation in the iCollege site:
  - Content:
    - Course materials are sorted in content folders by chapters / exercises.
    - Content folders are released on the Friday of the prior week.
    - Content folders contain course materials provided by Dr Hollier for the course (see the "Course Materials in iCollege" section in this syllabus). If fill-in-the-blank notes are provided, it is recommend that you print them out and bring them to class or use while watching recording lectures (if available).



- The “Course Information Files” folder contains the information for registering with Modified Mastering and Turnitin. It also contains other files relevant to the course as a whole or not tied to specific content folders.
- Announcements:
  - Announcements are posted here as and when they occur.
  - Check this a minimum of once per week.
  - Dr Hollier may or may not remember to make announcements in the classroom for face-to-face classes.
- Email:
  - To send Dr Hollier an email, click “Compose”, then “Address Book”, find “Hollier, Mark” in the list and check the box, then click the blue “To” word.
  - You will now see “Mark Hollier” is listed in the To Recipient list. Then click “Add Recipients”.
  - Type your email in the “Body” box. Click “Send”.
- Discussions:
  - Discussion boards (online classes), signing up for extra credit topics, posting an introduction, forming study groups, and asking questions in general is done here.
- Webex:
  - Click this Webex button to attend Tutoring hours listed as on Webex.
  - You will be taken to a login page where you will have to enter your name and GSU email address.
  - Check Dr Hollier’s Tutoring and Advising times for when Webex is available (first page of syllabus or top of one page class schedule).
- Quizzes:
  - All quizzes, exams, and tests are accessed through the button. When they are available (according to the class schedule), you will see them here.
- Assignments:
  - Any assignments that are listed as being uploaded on iCollege are done through this option.
- Grades:
  - Grades for assignments submitted on iCollege are available here.
  - Grades for assignments on Modified Mastering are available on Modified Mastering (they will not be posted here).
  - Grades for assignments on Turnitin are available on Turnitin (they will not be posted here).
- All assignments listed as on Mastering are located on the Modified Mastering website for the course.
- Using the discussions tab, open the introductions topic and post a brief introduction about yourself.
- Check the class schedule for what will be covered each class and assignment due dates / release dates. It is highly recommended that you print the one page schedule to keep you on track. This one page schedule lists all class assignments with what they cover and when they are available.
- Read the sections in the syllabus on “Success in College classes” and “How to study for classes”. Create your weekly plan immediately.

Important notes:

- **All quizzes and tests in iCollege are accessed by using the “Quizzes” button in the menu bar.**
- **The “Course Information Files” folder contains the information for registering with Modified Mastering.** Turnitin is used through the assignments tab in iCollege.

- You have to pass the four start of the semester quizzes before you can access the Mastering Course ID.
- If you post the Mastering course ID in the discussions folders or email the Mastering course ID to anyone then you will receive a grade of zero for ALL extra credit assignments for the entire semester. By doing this, you are allowing students to do work without completing the start of the semester quizzes. This is why the penalty is so severe for posting or giving this information to anyone.
- If you think you can text the Mastering Course ID to your friend and I won't know, then be aware that I can cross reference who registered for Mastering and who has passed the start of the semester quizzes. Students who have registered with Mastering but not passed the start of the semester quizzes will either face receiving a grade of zero for all extra credit assignments themselves or can turn you in (requires absolute proof of who gave them the Mastering course ID) and you receiving the zero for all extra credit assignments.
- Pearson sets a registration date range of 2 weeks for Mastering based on the start date of the course listed by the instructor for when students can register for a Mastering account. That means students must register for Mastering within 2 weeks of the start of classes. You will not be allowed to register after the 2 week window. If you cannot afford the access code in the first two weeks, then you can register for free temporary access in that 2 week window.
- Your name must match what is in iCollege. If you register under a different name and/or with an email that does not indicate who it is, then you will receive no credit (zero points) for all assignments that you complete.
- **Online tests and assignments are open book, unless specifically stated as closed book in the syllabus and/or class schedule.** In-class assignments are closed book (no resources of any kind), unless specifically stated as open book in the syllabus and/or class schedule.
- **The MultiSelect questions on lecture tests come from one of three places: (i) Materials provided in iCollege (lectures, fill-in-the-blank notes, etc.), (ii) Mastering, and (iii) the course textbook. The majority (about two thirds of the questions) come from the Materials provided in iCollege. Looking at questions students have queried, I find myself writing back with specific page numbers as to where the information was located in the materials in iCollege.**
- Students are expected to log into iCollege at a minimum of once per week and must check announcements / emails / discussion postings. The icons indicating new items are not always reliable, so actually checking each part is required. If you sent an email to Dr Hollier and are expecting a reply, you are expected to check daily until receive a reply.
- During the "roll verification" period, students MUST complete the roll verification requirements (sign roll verification sheet for in-class courses and a quiz in iCollege for online classes) and complete the syllabus quiz in iCollege (both scoring 100%). These MUST be completed by the end of roll verification (due date will be listed in the class schedule). Failure to complete the syllabus quiz and roll verification by this point will result in the student being entered as never attended / participated. This will result in the student being removed from the course due to Science class safety reasons. Sending the email requesting the extension on the last day of roll verification may result in Dr Hollier not seeing the email in time to open them for the student. In this case, the student will be entered as never attended. The fault was with the student for not requesting the extension at an earlier time, and more specifically, for not taking the quizzes during the period when they are open.

- Science class instructors will not be performing any faculty initiated withdrawals from classes after the roll verification is completed. It is the students' responsibility to withdraw from classes and to complete all of the required forms for withdrawals. If you stop attending class AND do not withdraw from class, then you will be given a course grade based on work you completed and zero grades for assignments you did not complete.
- Registering late for a class, regardless of the reason, is the student's choice. Any work missed during the first week of class due to late registration falls under the requesting extensions policies. It is the student's responsibility to contact Dr Hollier using the email system in iCollege to request any extensions if they register late, including, but not limited to, the start of the semester quizzes. Dr Hollier will NOT email students to let them know that they have not completed work. Ensuring work is completed is the student's responsibility alone. Some items can be extended and some cannot be extended (see the requesting extensions course policies). Catching up is the student's responsibility. Missing the first week of class is not recommended as it puts the student at a disadvantage, often resulting in the student being behind the rest of the semester and performing poorly overall. In this situation, it may be better for the student to drop the class (in the add/drop period) or withdrawing (in the withdrawal period) and taking the course in a future semester. This is the student's decision and responsibility to do whatever they decide. If a student registers late, then any classes that were held prior to when they registered will be considered missed classes. These will count as unexcused missed classes in relation to the attendance policy. Registering late was the students choice.
- Make a note of when iCollege will not be available due to scheduled maintenance (Maintenance Schedule). This is on the login page for iCollege BEFORE you click "CampusID Login". If quizzes and/or assignments are due during this time, then it is your responsibility to have checked the maintenance schedule and planned to take the quizzes / assignments before that time starts.

## Why you are taking this course

You are most likely taking this course as it is a prerequisite for your planned career. That means this course is considered important by your chosen career programs and is something you should learn for the long-term. You are expected to take your knowledge, understanding, application, and synthesis of this course material with you to that program. They will not reteach you this information. They expect you know it just as well as when you actually took this course.

Your goal for this course is more than just passing tests / assignments. You should be learning the material in this course for the long-term. If all you do is learn it to pass a test and then forget it, you have not achieved the purpose of making you take this course relative to your chosen career path. If you did get a place in your chosen career path, your lack of knowledge, understanding, application, and synthesis of this material could cause you to be kicked out of that program. It's hard enough to get into those programs in the beginning, and likely even harder to get in if you got kicked out for not knowing material you are expected to know. Why should they give you a second chance when there are so many people who never got a first chance?

If you decide to cheat, then you are harming your own learning and potentially killing patients that you work with in the future. What if you kill someone because you did not have the knowledge you were supposed to because you cheated?

A hypothetical example: A pre-nursing student cheats in an Anatomy and Physiology course by looking up answers on tests and not actually learning the material. This student passes the A&P course and gets a place in the nursing program.

- Is that fair to other students who actually studied?
- Will this student succeed in the program?

- Would you want this person as your nurse?
- What if the student causes the death of your sick mother or sick child?
  - Every person is someone's daughter or son, and possibly someone's mother, father, sibling, partner, or relative.
- What if that student is you? And by cheating in this course you end up killing someone in the future that was due to your lack of knowledge of material you cheated on.
- Who would you blame? The student for cheating or the college / university for not catching them cheating?
- If the student is you, who do you blame? The internet for having answers posted on it? Or yourself for not doing the work that you are expected to do?

The point is that you are taking this course for a reason. Whether you see it now or not, more than just myself are expecting to you to learn, understand, and apply this material in the future. If you cannot pass this course without cheating, then you are cheating more than yourself. You are harming everyone you work with in the future and potentially causing the death of someone's family member or loved one. That is the real cost of cheating.

## **Advising information for Allied Health careers**

The Allied Health career programs application process takes some time. You should plan your application ahead of time. It takes about 1 year from when you start applying to when you start the program if you accepted. The following timeline assumes you start A&P1 in a Fall semester and are planning to start your career program the following Fall semester:

- Fall semester (1 year before you plan to start the actual program):
  - Take A&P1 lecture and lab.
  - Research which Universities / College you want to apply for and what their specific requirements are for their programs.
  - Identify application deadlines.
  - Identify who you want to write letters of recommendation. If Dr Hollier, see the section on letters of recommendation later in this syllabus or at [www.mhollier.com](http://www.mhollier.com) .
  - Identify entrance testing centers (such as for the TEAS, PCAT, MCAT, etc.) and make an appointment so the scores will reach the program by their deadline.
    - Some programs requires the entrance test score to be submitted at the same deadline as the application deadline, others have the application deadline before the entrance test score deadline. Verify for the specific program you are applying to.
  - Arrange volunteering in a related area.
    - Volunteering in a related area shows you have initiative, know what you are getting into, and dedicated to the field.
    - This can earn you "bonus" points in some programs. Other programs look for this when deciding who to interview or offer places to.
    - A lot of places require a background check to be done, which takes time. Others require letters of recommendation before they consider you.
- Between Fall and Spring semester:
  - Do your volunteering work.
  - If you wait until the semester is over before arranging volunteering then you will likely not be able to actually do it between semesters due to the time frame it takes to process your paperwork.
- Spring semester (the same calendar year as when you plan to start the actual program):
  - Take A&P2 lecture and lab.
  - Take the entrance test if the deadline was after the application deadline.
  - Possibly be interviewed by the program.

- Wait to hear if you have a place for the next Fall semester. How long this takes depends on the program and school. Could be 1 week after an interview or could be 3 months or more!
- Summer semester (the semester immediately before you plan to start the actual program):
  - Take Microbiology Lecture and Lab.

## Course Materials in iCollege

Content folders will contain one of the following sets of course materials.

- If the content folder has a title, except for the folder titled “Important Topics”:
  - This is the new version of the course materials, except for Important Topics which have not been updated yet.
  - The updated materials are
    - A video with open captions below the video (captions do not block any of the video content).
    - An audio version of the video lecture (good for playing while driving).
    - PDF files:
      - Slide images from the video.
      - Fill-in-the-blank transcripts of the video. It is recommended that you print out the fill-in-the-blanks version and bring them to class or use while watching the videos.
      - Complete transcripts of the video.
- If the content folder is listed as “ChX” (with X being a number).
  - This is the old version of the course materials which are in the process of being updated.
  - The materials in these folders include:
    - A video with no captions.
    - An audio version of the video lecture (good for playing while driving).
    - PDF files:
      - A transcript of the recorded lecture (these were created by students for extra credit and the accuracy of these transcripts is questionable).
      - Fill-in-the-blanks notes for the chapter. It is recommended that you print out the fill-in-the-blanks version and bring them to class or use while watching the videos (if the videos are available).
      - Complete notes for the chapter.
  - These old versions will only be available if a request from the Access and Accommodation Center (formerly Disability Services) is NOT received stating that the course materials must be ADA compliant. If such a request is received, then the non-compliant course materials (most likely the video, audio, and/or transcripts) will be removed from the course. The chapter notes will likely remain as available.
  - When using these older materials, you need to cross-reference the recorded lectures / transcripts with information provided in the notes, in the course text book, and/or on Mastering. Spelling errors likely occur, especially for scientific words, as a simple example. Please use “common sense” when trying to determine what is correct. If everything except the transcript states the same thing, then that is the correct version.
  - These older versions are useful when correctly used with cross-referencing. If a single change is made, such as correcting the spelling of a single word, then the new requirements instantly apply to that item. This means they would need to be removed for not meeting the current ADA requirements. The older versions are left in place until the new versions have been created. That is better than not having access to them at all.

Video files and audio files (if available) can be played directly through iCollege by clicking on the file and then the play button. Video files are mp4 files and audio files are mp3 files. These file types can

be downloaded to your computer (click the download button below the video or audio player after clicking on the file in the content folder). These video and audio files can be synced to devices in the way you would normally transfer files to that device. The files will not directly download to a device and be usable, they must be transferred from a computer to your device.

Dr Hollier is in the process of updating his course materials. Updating the course materials to meet the current ADA compliance standards takes a long time for each topic. Dr Hollier is working on updating all materials as fast as he can. The Access and Accommodations Center (formerly Disability Services) can require specific conditions to be applied to a course so that all parts of the course meet ADA and Section 508 requirements. When a request is received from the Access and Accommodations Center, the requirement must be applied to the entire section of the course so that no student(s) are being discriminated against. All students are legally required to have equal access to the course materials when the College has been presented with valid documentation to the Access and Accommodations Center.

The old recorded lectures were not created from a transcript, they were recorded real time with me sitting in front of a computer and talking about what was on the slide. At that time, recorded lectures were new to Perimeter College, and college education in general. The College Faculty were not informed that we had to do anything other than record a lecture. Since the expansion of online courses in education in general, accessibility has become a big issue. The recorded lectures were put through machine-generated transcription, but the outcome was terrible. The recorded lectures were then put through human-generated transcription for one course, and it came back still well below the legal requirements of accuracy. In the past, transcribing lectures were assigned to students as part of the course work, and that also fell well below the legal requirements of accuracy. Updating the old recorded lectures is more than just adding captions. The following would have to be done to make them meet current standards: update the sound quality, use ADA compliant images, add alternative text to all images, provide a description of images within the narration, and have accurate transcripts. To make these changes means the entire lecture has to be started from the beginning.

The old recorded lectures are usable only if a request from the Access and Accommodations Center does not come through stating that certain requirements must be applied to a specific section of a course.

Each course has 50-100 hours of recorded lectures. It takes two to four weeks to create a single one-hour lecture, given I still have full-time work commitments and commitments outside of work (I do have a life!). The work involved in creating each new video is:

1. Updating the PowerPoint slides with current information / images that are meeting readability/visual standards.
2. Writing the transcription of what should be discussed for each slide.
3. Creating alternative text for all images (for the hard of hearing), viewable in the pdf version of slide images made after the lecture has been recorded.
4. Describing the images in narration, adding that into the transcript prior to recording the lecture (for the visually impaired).
5. Recording the lecture itself. Editing the recording to remove errors, loud noises, etc.as best as possible.
6. Adding captions by playing the lecture and copying and pasting 6 second segments one after the next for the entire lecture into the screen-capture software.
7. Rendering a non-captioned version of the lectures. Playing the non-captioned lecture with captions beneath the video while screen capturing it. Rendering the open captioned version of the lecture.

- Exporting the transcript into document format, creating the transcript version, slide images version, and fill-in-the-blank version. Then applying specific properties to these documents so that they are all accessible by screen readers and that the alternative text shows up for any images.

I am currently working on new versions of lectures so that they meet all ADA and section 508 requirements. However, given that I work full time and have other commitments, it will take 1-2 years per course. As new versions are finished, they will replace the old version (new versions added to the course and old versions removed from the course).

When the requirement for compliance in a specific course is received from the Access and Accommodations Center, Dr Hollier has no choice but to remove all non-compliant course materials. If new versions of the course materials are not ready, then students will have to rely on the remaining course materials provided in iCollege (likely the notes for the chapters), the lecture textbook, and anything provided through the Modified Mastering site for the course. Dr Hollier is never happy when he removes course materials from a course, but Dr Hollier is required to comply with legal requirements when he receives such a notification.

## Class Schedule

See class schedule on last page of syllabus. This schedule is also posted in iCollege as a single page. It includes ALL assignments, their due dates, and what is covered in them. **Print the class schedule and cross off assignments as you complete them.** The schedule is available on a single page and on multiple pages if it is difficult for you to read the single page version.

**The calendar in iCollege will NOT be used.** All due dates for important dates and assignments (iCollege, Mastering, and Turnitin) are listed on the one-page class schedule. If you request extensions, note the new due date on your printed schedule and cross it off when you complete it.


## Weekly work and what is on chapter tests

The schedule lists what work you should be covering each week in the column “Chapters / Topics / iCollege content folders”.

There are 10 chapter tests in the semester. The course covers more than 10 chapters, which means a chapter test will possibly have multiple chapters in it. Chapter test 01 does not mean it only covers chapter 1. It means it is the first test covering some of the chapters of the course material. This is explained in the syllabus in the section about tests. The schedule lists what material will be on that chapter test beneath it.


The two parts above are shown on the sample image below (from my Microbiology lecture class; check your actual class schedule as this is just an example image).

Course material to work through each week



Date (start of week, Monday)	Week	Chapters / Topics / iCollege content folders <small>Aqua = Covered at home for face-to-face classes. Orange = Covered at home for face-to-face classes. Not tested on, but required for understanding of future material in the course.</small>	Misc dates	Assignments towards course grade (on iCollege)	Extra credit assignments (on iCollege)	Assignments NOT towards course grade (on iCollege)	Tutorials and Disease Cases (on Mastering)
08/24/20	1	<p>The Microbial World And You.</p> <p>Chemistry for Biology: Chemistry - Inorganic Chemistry - Organic.</p> <p>Observing Microorganisms Through a Microscope.</p> <p>Functional Anatomy of Prokaryotic and Eukaryotic Cells: Cell Biology - Plasma Membrane and Transportation. Cell Biology - Prokaryotic Cells. Cell Biology - Eukaryotic Cells.</p> <p>Ch05 - Microbial Metabolism.</p>	Start of classes = 08/24/20			<p>Syllabus quiz = 08/24/20-08/30/20</p> <p>Roll Verification Quiz = 08/24/20-08/30/20</p> <p>Plagiarism module = 08/24/20-08/30/20</p> <p>Lockdown Browser Test = 08/24/20-08/30/20</p> <p>Microbiology Chapter 01 – Short Quiz = 08/24/20-08/30/20</p> <p>Microbiology Chapter 04 – Short Quiz = 08/24/20-08/30/20</p>	<p>Chapter 01 Tutorial (The Microbial World And You) = 08/24/20-08/30/20</p> <p>Chapter 04 Tutorial (Functional Anatomy of Prokaryotic and Eukaryotic Cells) = 08/24/20-08/30/20</p>
08/31/20	2	<p>Ch05 - Microbial Metabolism.</p> <p>Ch06 - Microbial Growth. Cell Biology - Cell Division.</p> <p>Ch07 - The Control of Microbial Growth.</p> <p>Ch08 - Microbial Genetics. Cell Biology - DNA Replication, Cell Biology - Transcription, Cell Biology - Translation.</p>		<p>09/04/20-09/07/20 Chapter Test 1 The Microbial World And You + Functional Anatomy of Prokaryotic and Eukaryotic Cells.</p>		<p>Microbiology Chapter 05 – Short Quiz = 08/31/20-09/06/20</p> <p>Microbiology Chapter 06 – Short Quiz = 08/31/20-09/06/20</p>	<p>Chapter 05 Tutorial (Microbial Metabolism) = 08/31/20-09/06/20</p> <p>Chapter 06 Tutorial (Microbial Growth) = 08/31/20-09/06/20</p>

What is on each chapter test



## Course Grade

Notes on how to read the grade table below for lecture classes:

- Rows in gray show how much each section is worth when the assignments are combined. Actual grades are calculated only from rows not in gray.
- Grading options:
  - Option A has the least amount of work, but the course grade is based more from the harder assignments.
  - Option B has the medium amount of work, with the harder chapter tests being lowered in value towards your course grade but requiring you to complete additional online assignments in iCollege that are typically easier than chapter tests. You still have to complete the chapter tests!
  - Option C has the most amount of work, with chapter tests being considerably lowered in value towards your course grade but requiring you to complete additional online assignments in iCollege that are typically easier than chapter tests and additional assignments in Modified Mastering. You still have to complete the chapter tests!
  - You will automatically be given the highest of the three grading options at the end of the semester.

### Course Grade Weighting

Column in "How to calculate your lecture grade" file	Col AO	Col AP	Col AQ
Assignment	Option A	Option B	Option C
Chapter Tests	54.000%	30.000%	15.000%
Final	20.000%	20.000%	20.000%
Mastering Tutorials	0.000%	0.000%	15.000%
Mastering Disease Cases	0.000%	0.000%	10.000%
iCollege Short Quizzes	0.000%	24.000%	14.000%
Case study	5.000%	5.000%	5.000%
Discussion	10.000%	10.000%	10.000%
Start of the semester quizzes	1.000%	1.000%	1.000%
Attendance	10.000%	10.000%	10.000%
Overall test percentage for course	74.000%	50.000%	35.000%
Overall non-test percentage for course	26.000%	50.000%	65.000%
Total	100.000%	100.000%	100.000%

Course grade ranges	
A	Greater than or equal to 90.000%
B	Greater than or equal to 80.000%, but less than 90.000%
C	Greater than or equal to 70.000%, but less than 80.000%
D	Greater than or equal to 60.000%, but less than 70.000%
F	Less than 60.000%

Students will automatically be given the highest grading option at the end of the semester in lecture classes where more than one grading option is available. Lab classes have a single grading option.



I do not believe in curving grades as it is unfair to all students in the class and goes against my academic ethics, so please do not ask me at the end of the semester. The grade you earn is the grade you get.

**It is the student responsibility to keep track of their grades and how each category affects their overall course grade.** In the “Class/Course information and files” folder on iCollege there is a pdf file titled “How to calculate your lecture grade” for lecture classes” or “How to calculate your lab grade” for lab classes”. You can check that you correctly calculated your grade by emailing a picture of your completed “How to calculate your lecture/lab grade” file to Dr Hollier as an attachment in iCollege. Dr Hollier will verify your calculations but will not do them for you. Final course grades calculated by Dr Hollier will be the only valid course grades. If required, Dr Hollier will provide the course breakdown calculations to you to show how your course grade was generated.

Dr. Hollier will post current course averages each week in iCollege (this could occur at any point during the week, based on when Dr Hollier has time to post grades). This will represent the highest current average if more than one grading option is available. Grades posted each week represent your course average based on all assignments which had a due date on or before the previous Sunday at 11:59pm. Assignments will be dropped in the weekly course average only after you have one more assignment grade in that category than the number listed as being dropped. If you want to know how that average was calculated, complete the grade tracking file “How to calculate your lecture grade” for lecture classes” or “How to calculate your lab grade” for lab classes”. You will receive a notification / email in iCollege if your current average is less than 70% on the day or the following day after the grade is posted.

The course grade is based on the weightings listed in the course grade table above, and the policies in this syllabus for how many items are dropped in the different assignment types / categories (see table below). The iCollege gradebook is used to post grades to students, not to calculate grades. Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation. The subtotals iCollege automatically generates do not take into account grade weightings for different types of assignments, do not list values for all assignments, and/or may include assignments that have no course grade. You **MUST** calculate your course grade and average using the grade weighting in the course grade table and policies in this syllabus, not just simply adding up total points as listed in iCollege.

At the end of the semester, your course grade will be posted in iCollege as “[Short course name] Overall Course Grade”. [Short course name] will be the short name of your course, for example A&P1 Lecture or Micro Lab. This overall course grade applies the scores you earned on your assignments throughout the semester to the grade weighting listed in the “Course Grade Weighting” table above. It includes all grades, which includes extra credit. You can convert this numerical grade into a letter grade using the “Course grade ranges” table above. **Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation.**

**Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation.** The subtotals iCollege automatically generates do not take into account grade weightings for different types of assignments, do not list values for all assignments, do not assign a zero for assignments you did not complete, and/or may include assignments that have no course grade. **Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation.**

To view your course grade in PAWS you may need to complete the course survey(s) that are available in PAWS when they become. If the surveys are being given, then they must be completed

for all courses that you took this semester before all grades will be displayed. The grades in PAWS will be viewable in PAWS according to GSU “Grades available to Students via PAWS” date as listed on the GSU website / calendar. I have no control over this date, which is why I post your numerical grade in iCollege.

GSU now uses a “Thank A Teacher Program” (<https://cetl.gsu.edu/programs-grants-awards/thank-a-teacher-program/>) in addition to the student evaluations located in PAWS:

Each semester, CETLOE collects thank you notes from students across the university to share with faculty. Students are invited to participate in the Thank A Teacher Program through announcements on their iCollege pages at the end of every semester, and they have responded to the invitation!

Notes collected through Thank a Teacher are shared with faculty at the end of each grading period and the response from faculty has been truly humbling. Many of them tell us that one note from a student made their whole semester worth it!

**Students interested in writing Thank You Notes to their teachers will be able to do so in the last three weeks of any semester. Just log into iCollege during the last three weeks, and you’ll see a link to a form for your note.** Please be aware that thank you notes DO NOT replace student evaluation of instruction, so be sure to take the time to complete that as well.

Faculty receiving notes should consider the note an official university communication and add the note to their teaching portfolios or annual review.

Questions about the Thank a Teacher program can be directed to Jennifer Hall (CETLOE Associate Director) at [jenniferhall@gsu.edu](mailto:jenniferhall@gsu.edu)

## Number of assignments dropped

Assignment category	Number of items dropped
Overall chapter tests (Chapter test score plus extra credit for that chapter test)	2
Mastering tutorials	1
Mastering disease cases	1
Short quizzes	1
Discussions	Scores for 2 weeks values as posted in iCollege
Attendance (number of weeks excused before absence authorization from the Dean of Students is required)	Scores for 2 weeks values as posted in iCollege
Case study	0
Start of the semester quizzes	0
Important topics extra credit tests	0

### Notes for dropped assignments

- The above table contains the accurate information for how many items of each assignment type are dropped in the course. This information supersedes any reference in other parts of this syllabus that may contradict this. Dr Hollier has done his best to ensure that this table is the only place where this information is listed.
- Assignments will be dropped in the weekly course average only after you have one more assignment grade in that category than the number listed as being dropped.

## Grade transferal from external sites (such as those provided by Publishers of the text book)

Grades from external sites will be transferred the following week from the external site to iCollege. Any grades that are due after 11:59pm on the Sunday of the prior week will not be transferred until the following week. Any grades from extended work will be transferred based on the above policy and based on the due date for the extension(s).

## Emailing Dr. Hollier

Dr Hollier will reply to emails within 24-48 hours Monday to Friday. Dr Hollier will do his best to check email over the weekend and will reply to emails received over the weekend by the end of Monday (11:59pm) at the latest.

E-mail within iCollege for anything related to the class. Emails regarding class work / material that are not within the iCollege email system will be ignored with no reply sent or action taken. Dr Hollier's GSU email is for emergencies only (mhollier@gsu.edu), which does NOT include requesting extensions, asking questions about class material, informing me of illnesses or that you will be late to class, or anything related to the class. An emergency is if you are on the way to the hospital, have been admitted to hospital, or have been arrested. Anything else must be sent through the iCollege email system. If you do email Dr Hollier's GSU email then it must be from your student GSU email account. Emails from other addresses (such as gmail) will be ignored.

You need to setup your iCollege email so that it includes previous emails, otherwise Dr Hollier has no idea what you're replying to. To set this up, click on message alerts (envelope icon at the top when you log into iCollege), click on settings, and then make sure the box is checked for "Include original message in email replies".

The image contains three screenshots of the iCollege email interface. The top screenshot shows the navigation bar with an envelope icon highlighted by a red arrow and labeled "Envelope icon". The middle screenshot shows the "Inbox" view with a "Settings" gear icon highlighted by a red arrow and labeled "Settings". The bottom screenshot shows the "Email Settings" page with the "Include original message in email replies" checkbox checked, highlighted by a red arrow and labeled "Make sure this box is checked".

## Secondary point of contact for students

Students should contact Dr Hollier first for anything relating to the course using iCollege email. Dr Hollier's GSU email is for emergencies only. Needing an extension is an example of something that is NOT an emergency. Use iCollege email. Allow up to 48 hours for Dr Hollier to reply.

If a student wishes to contact an additional person AFTER contacting Dr Hollier and allowing 48 business hours for a response, then please contact:

For on-campus (face-to-face) classes on Clarkston Campus, you must contact the Clarkston Associate Department Chair:

Mr. Mark Graves                      [mgraves1@gsu.edu](mailto:mgraves1@gsu.edu)                      Clarkston campus, Room CC-2163  
678-891-3750                      <https://gsu meetings.webex.com/meet/mgraves1>

For online classes, you must contact the Life & Earth Sciences Department Chair for Perimeter College:

Dr. Deniz Ballero                      [dballero@gsu.edu](mailto:dballero@gsu.edu)                      Clarkston campus, Room CC-2167  
678-891-7567                      <https://gsu meetings.webex.com/meet/dballero>

If you have not contacted Dr Hollier first, then the additional contact will just tell you to contact your instructor first. If you contact any other administrators at GSU, they will also tell you to contact your instructor first and then the additional contact listed above after contacting your instructor.

## **Dr Hollier's teaching philosophy**

Dr Hollier wants all students to succeed in the course and achieve their career goals beyond this course. Dr Hollier also wants students to be prepared for their future career, for entrance exams, for how students will be assessed in future courses/programs, and on Board exams. Dr Hollier will hold all students to the same standard, treat all students equally, and assess all students on their work alone (not relative to other students).

Dr Hollier expects student to come prepared to class, to spend sufficient time studying and completing assignments for the course, to ask Dr Hollier for assistance if you need it, and to do your part as a student. See "Success in College classes" section of the syllabus for more information. Dr Hollier will help you as much as you need, but if you do not do your part then no matter how much Dr Hollier helps you, you may not achieve your goals. You should seek help from Dr Hollier if you are struggling or if you have questions and concerns about the course. Dr Hollier is here to help you, but cannot help you if you don't seek help. Dr Hollier holds weekly tutoring times for students for student to just appear for help/assistance. Outside of those hours, you can make arrangements with Dr Hollier for tutoring sessions.

When it comes to learning, everyone learns differently. See "Learning Styles" section of the syllabus for more information. There is no magic wand that can make you memorize, understand, and/or apply the course content. It takes hard work, time, and finding the learning format that works for you.

Dr Hollier conducts classes in an informal format. Students should ask any questions they have to Dr Hollier during in class, in tutoring times, and/or through iCollege (email or discussion). Dr Hollier will explain course material in simple terms as much as possible, use analogies, and link it to how it is worded / structured for the level of the course. Students should feel free to get up and move around at any point during class, leave class and return, and interrupt Dr Hollier with questions. Students will be given breaks during class times depending on the length of the class period.

Dr Hollier will assess students on multiple levels of Bloom's taxonomy (Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation), different question formats (Multiple choice, MultiSelect, categorize, image-based, etc.), different assignment types (tests, quizzes, lab reports, essays, case studies, analysis assignments, etc.), critical thinking abilities, and/or basic skills that should be

learned in college (computer skills, grammar, spelling, ability to write coherently, etc.). The extent of this will be appropriate to the specific course.

Dr Hollier believes students learn best through engaging with the course content frequently, consistently, and effectively (see “Learning Styles” and “Success in College classes” sections of the syllabus for more information). For on-campus classes, Dr Hollier expects students to attend regularly and participate in the class through asking questions, answering questions, and engaging in discussions. For online classes, Dr Hollier expects students to access and use iCollege throughout each week, engage in the instructor-initiated discussions in a similar way to how you would in a physical classroom, and utilize course materials in iCollege in a similar way as you would in on-campus classes. For all classes (on-campus and online), Dr Hollier expects regular, consistent, and frequent engagement with the course content from students. Dr Hollier will interact with students as identified in the “Instructor-student interaction” section of this syllabus.

## **Instructor-student interaction**

This course will have the following instructor-initiated interaction between the Dr Hollier and students:

- On-campus (in-class) courses:
  - Dr Hollier will interact with students during the scheduled class times. If you have questions, please ask them during this time.
  - Students have the opportunity to submit questions and/or topics to review on the in-class discussions submission at the end of each class. Dr Hollier will respond to questions from in-class discussion submissions the following class.
  - Dr Hollier will interact with students by providing specific comments, when appropriate (if the score is not 100%), for each student on their written responses for lecture tests for lecture courses.
  - Dr Hollier will interact with students by providing specific comments, when appropriate (if the score is not 100%), for each student on lab reports for laboratory courses.
- Online courses:
  - Dr Hollier will interact with students through weekly instructor-initiated discussions within iCollege. These will require students to respond to Dr Hollier twice within that week (see the “weekly instructor-initiated discussions” section of this syllabus).
  - Dr Hollier will interact with students by providing specific comments for each student on their written responses for lecture tests for lecture courses.
  - Dr Hollier will interact with students by contacting them each week if their grades suggest they will not pass the course. The contact will be initiated via email within iCollege and the student will be asked to visit tutoring hours or arrange a time that is mutually agreeable to both of us if the student cannot make any of the regular tutoring times to discuss their progress. The online Department may also contact students each week who are not receiving a passing grade.

All students have the following as optional ways to interact with Dr Hollier:

- Attending regularly scheduled tutoring and advising times as listed in the syllabus and schedule. The times, days, and locations are listed on the first page of the syllabus and at the top of the class schedule.
- Emailing Dr Hollier within iCollege. Emails sent to Dr Hollier’s GSU email address may not be received by Dr Hollier in a timely manner, or potentially at all. The GSU email system uses spam filtering, clutter control, and quarantine systems that, individually or combined together, result in many emails being withheld and only discovered later when Dr Hollier receives the notification of what is present in each location. Emails sent within iCollege are checked regularly (each business day) and you can expect a timely response.

- Talking to Dr Hollier before or after class for on-campus (in-class) courses.

**Phone calls:** To talk to Dr Hollier on the phone, you must make prior arrangements with Dr Hollier for a specific date and time. The phone number listed in this syllabus is Dr Hollier's office phone number and it does not accept text messages. Dr Hollier will not be in his office outside of regularly scheduled tutoring hours without prior arrangements being made. Dr Hollier will NOT phone a student from his home or cell phone. Therefore, to talk on the phone, you have to arrange with Dr Hollier so he can be in his office to use his office phone.

## **Tutoring and advising hours**

Tutoring and advising hours are posted on the first page of the syllabus and at the top of the class schedule. The first set of tutoring hours will be on the first date of classes (Start of classes) as listed in the class schedule. The final set of tutoring hours will be on the last date of classes (End of classes) as listed in the class schedule. There are no set tutoring hours during final exam week. However, tutoring hours can be arranged during final exam week by appointment. Students must email Dr Hollier in iCollege to make arrangements for tutoring in final exam week. The time must be mutually agreeable to the student and Dr Hollier and will be performed through Webex. Students who turn up outside the hours listed above without an appointment will be turned away / ejected from Webex.

Any changes to tutoring hours, whether for a single day or a change for the duration of the semester, will be posted in the announcements section of iCollege. You should always check the announcements prior to attending any tutoring and advising time.

Dr Hollier does his best to schedule tutoring and advising hours at different times on different days. When teaching on-campus classes, the on-campus tutoring and advising times will be held close to those times. Online tutoring hours are set to vary the time of day to give students a chance to attend based on their own schedules. Hopefully there will be some hours each week that will match your ability to attend.

Dr Hollier is always willing to schedule appointments outside of the regular posted tutoring and advising hours. Scheduled sessions would most likely be held online. To schedule a session outside of the regular hours, you need to email Dr Hollier in iCollege 48 hours prior to the day you wish to meet. In your email, specify what time of the day you can meet. Dr Hollier will do his best to meet your schedule. However, the day and time must be mutually compatible for both of us. If you schedule an appointment and cannot make it, then let Dr Hollier know ahead of time if you can. If you miss 2 scheduled appointments (without good reason), then Dr Hollier will not schedule future appointments for you.

### **To access my online tutoring and advising hours:**

1. Log in to the course in iCollege.
2. Click on the Webex button in the menu bar.
3. Click on Sign in.

Enter your information

Name

Email address

Characters

Enter the text in the image.

Next

Already have an account? [Sign in](#)

More ways to sign in

#### 4. Sign in with your GSU email address and password.

If you enter your name and email address then click next, you will be placed in a waiting room. The waiting room area is supposed to send a notification to me that someone is there, but so far this has not been notifying me or making a noise that someone is waiting. If you sign in with your GSU email address and password you will be placed directly into the Webex room (bypass the waiting room) and I will see you there.

You can also download the Cisco Webex Meet app on your mobile device and join that way. When you have opened the app, click on join meeting, then type “mhollier” in the search box. This will take you to my Webex room. The Webex app is easy to use and you can use it from anywhere, such as on the go (you are not constrained to your computer).

Notes for online sessions:

- Connect with audio only. No video. This reduces the bandwidth usage for both of us and for the GSU Webex bandwidth allowance. Audio only increases the quality of the audio.
- I can share content with you, and you can share content with me. This is not the same as video. Video is us seeing each other. Sharing content is showing something on the screen.
- Regularly hosted sessions according to the tutoring and advising schedule are open to everyone in my classes. Any number of students could turn up at any given time. So, don't share personal, identifiable, or FERPA related information if other students are present.
- If I am talking to a student, just wait in the room. If students are waiting, I will limit each person I help to 15 minutes before they have to rejoin the line. If I am discussing something confidential with a student, I will ask you to leave and come back in 15 minutes.
- You must unmute yourself when you wish to talk. Participants are set with mute on when they join a session by default.
- The first time you join a Webex session, you may need to authorize Webex to access your microphone on your computer or mobile device. This should be a onetime authorization.

**What tutoring and advising hours are NOT for:**

- Repeating entire lecture / lab sessions that you missed.

- Performing lectures for online classes. If you want a lecture in real-time then you need to sign up for an on-campus class or a synchronous online class. Dr Hollier only teach asynchronous classes online (no real-time lecturing).

#### **What tutoring and advising hours are for:**

- Answering specific questions from content topics where you are struggling.
- Answering questions about assignments and the course.
- Advising about science courses at Perimeter College.
- General advising about standardized tests, application processes, etc. for Allied Health career programs.
- General advising about how to improve in the course / college.

#### **Respondus Lockdown Browser with Respondus Monitor**

- **The Respondus Lockdown Browser and Respondus Monitor record both audio and video during the environment check and throughout the assignment. During the ID check and “mugshot” your surroundings are captured in the image. Any items that you deem to be private / personal (that you do not want to be present on the recordings) should be removed prior to starting any assignment that requires the Respondus Lockdown Browser and Respondus Monitor.**
- Most assignments in iCollege will require you to use the Respondus Lockdown Browser. A quiz in iCollege titled “Lockdown Browser Test - Requires Respondus Lockdown Browser + Webcam” is available for you to check that the Lockdown browser works on your computer before taking a test. You should take this quiz every time before taking an actual test to ensure all components of the browser are working on your computer (before taking the actual test).
- You must pass the lockdown browser quiz on iCollege with a score of 100% before any others assignments on iCollege will be released and visible to you.
- The lockdown browser will:
  - **Be used to verify who is taking the assignment.** This requires you to have a webcam so you can show your government / Perimeter College photo ID and your face at the start of each assignment. This is to ensure that you are the actual person taking the assignment and that it is not someone else taking the assignment for you. Once you have verified your identity, closing the lockdown browser and reopening it will result in a grade of zero for that assignment. The webcam may remain recording while you take the entire assignment. The Perimeter College account holder must maintain password security and not share his or her login information with anyone; including spouses, parents, friends, or family. Allowing someone other than the registered student to access this iCollege class for any reason is considered cheating and a violation of the Perimeter College Academic Honesty Policy. The first occasion a student violates these rules will result in Dr Hollier selecting the option to send that student to the expulsion panel immediately and an immediate F in the course – absolutely no exceptions.
  - **Prevent you from opening other windows, browsers, and files on that computer while taking the assignment.** This will prevent direct copying and pasting answers on the assignment. Any form of copying and pasting of answers, even if using other computers and typing what you read, is still cheating.



- Students must also show valid ID and take a picture of their face with the webcam. Students are not allowed to cover up the webcam to prevent the assignment being recorded. Students must perform the environment check to show what is around them during the assignment. Any assignment where the identity of the student is not clear, an official ID card is not shown during the test setup, an environment check is inadequately performed, or the student is not visible in the recording will be graded as a zero score. If this is done more than once, then in addition to the zero score, the student will be written up for academic dishonesty.
- When you open the quiz in iCollege can download the Lockdown Browser if you have not done so previously.
- If you do not have a webcam on your computer, then you must arrange to come to the college and take the assignment on a Perimeter College computer. The laptops loaned out by the library at Perimeter College campuses to be used within the library have both the lockdown browser installed and a webcam. These have been tested and work with the lockdown browser with webcam. Not all Perimeter College computers have webcams.
- If you have problems installing the Lockdown browser on your computer, then you must also come to the college to take the tests as described above.
- You must perform the environment check to show what is around you. Failure to show what is in the environment around your computer will result in a zero grade for the entire assignment.
  - An adequate environment check means showing me what is within reach of you. That means the tabletop surface or wherever your computer/laptop is sitting.
  - Most tests are open book, so I expect to see your text book and notes. See next part about below “Online assignments are open book, unless specifically stated as closed book in the syllabus and/or class schedule”.
  - Other electronic devices are allowed, but cannot be used to google questions and copy answers from. They can be used to lookup definitions of words you do not understand. They can be used to access the eText if that is your book.
  - If you use a second electronic device during the assignment for an open book assignment (see below), you **MUST** show the camera what was on the screen of that device. Hold it there for at least 10 seconds. That does not mean you can google the question, read an answer, then lookup something else and show me the second thing but not the first! When you finishing typing you must show me the screen of the second device immediately. If you start typing again / pressing buttons without showing me the screen then I will assume you are cheating.
  - You should **NOT** be getting up and moving off screen during an assignment. If an emergency occurs and you have to get up and leave, then you must do an environment check again when you return by showing the area around you. Do not stop the assignment, just show the environment by moving the camera. You will lose time if you get up from the assignment for any reason.

**Online assignments are open book, unless specifically stated as closed book in the syllabus and/or class schedule.**

- For open book assignments:
  - I know students have the textbook and notes in front of them when taking online assignment. These assignments have been designed to allow for that, if the assignment is not listed as closed book in the syllabus and/or schedule. You can have notes and the textbook with you and look things up if the assignment is an open book assignment. The timing of the assignment will prevent you from doing that for everything.
  - If you are using an e-text or e-notes, that is fine to use while taking the open book assignments. You are also allowed to look up terms that you are not familiar with online.

The lockdown browser locks that computer, so to do any of these options would require a second electronic device.

- It is not acceptable to google questions and then copy answers over for any type of assignment (see “Earning your grade” section).
- For closed book assignments:
  - You are not allowed any books, notes, recordings, and/or any type of information to be accessible that is not coming directly from your brain. During the environment check you must show that nothing is accessible.
  - If you have accommodations for a disability, then you are allowed anything that matches the requirements on the accommodation form sent from Disability Services.
  - It is not acceptable to google questions and then copy answers over for any type of assignment (see “Earning your grade” section).
  - With closed book assignments, it is even more crucial that you perform an adequate environment check to show what is around you. **For closed book assignments, failure to show what is in the environment around your computer will result in a zero grade for the entire assignment.** This policy has no exceptions, unless you have accommodations from Disability Services. An adequate environment check for closed book assignments must include:
    - Showing me what is within reach of you (that means the tabletop surface or wherever your computer/laptop is sitting).
    - Not having any electronic devices (other than what you are using to take the assignment) near you.
    - Having no notes, books, recordings, cheat sheets, manuscripts, holographic projections, or any other form of storing and/or accessing course materials that is known or unknown around you.
  - During closed book assignments:
    - You should never get up and move off camera unless it is an emergency. In an emergency, you must explain yourself when you return in the video recording and email Dr Hollier immediately after submitting the assignment.
    - You should not be talking to other people or talking to yourself out loud. Talking out loud will be considered a form of cheating, as you could be reading the question to someone around the corner, having them find the answer, and then having them communicate that answer to you in some form. This is not allowed.
    - Your face should always be visible within the camera view.
    - You should not be looking away from the screen for any reason. See the video links below.

### **Official Information from GSU:**

**Respondus Lockdown Browser:** This free Internet browser must be installed on your computer and used for all assignments. The first time you take an assignment requiring the lockdown browser, you will see directions for installing it. You will complete the “Lockdown browser test” quiz to ensure your computer works with the lockdown browser and webcam (Respondus Monitor) before you can take any other assignment that requires the Respondus Lockdown Browser and Respondus Monitor.

Respondus will record you as you complete your test. The testing process requires that you first complete an environmental scan. An environmental scan should provide clear video footage of the workspace in which you are taking your exam to ensure that the testing environment is secure. Items in your immediate surroundings will be seen and recorded by your camera during the environmental scan. You should remove any items you deem private and/or personal.

You are expected to watch the general information for students on taking assignments that use the lockdown browser with webcam that is available at:

[https://mediaspace.gsu.edu/media/Respondus+Overview/1\\_i54pcnec](https://mediaspace.gsu.edu/media/Respondus+Overview/1_i54pcnec)

[https://mediaspace.gsu.edu/media/Respondus+with+Webcam+Hints/1\\_m80fipoc](https://mediaspace.gsu.edu/media/Respondus+with+Webcam+Hints/1_m80fipoc)

[https://gsutech.service-now.com/sp?id=kb\\_article&sys\\_id=f9c2da0fdb889b00601b502bdc961930](https://gsutech.service-now.com/sp?id=kb_article&sys_id=f9c2da0fdb889b00601b502bdc961930)

## **If you have assignment problems while using the Lockdown Browser**

If you encounter problems with online assignments other than what is listed below, then close the assignment, do not submit it, and email me immediately explaining the situation that occurred. Your email must be received within 3 minutes of the problem occurring. Take a picture of the time and the computer screen to log the time. Email that picture as an attachment (this can be done after sending your initial email that is within 3 minutes of the problem).

Potential problems and solutions:

- **You open the wrong test:** Immediately close it, do not answer any questions, and email me within 3 minutes of opening the assignment that you accidentally opened the wrong assignment. If your email is timed more than 3 minutes after opening the assignment then it means you have potentially reviewed all questions. That would mean you are ineligible for the assignment being reset as you would have reviewed the questions. This is not fair / discriminating to other students. If you do this more than twice, then the third time and onwards your assignment will not be reset. Make sure you verify the assignment that you want to take before opening an assignment.
- **Your computer freezes during a test:** save your answers as you go! Take a picture of the computer screen with a clock, watch, or something showing the time of that picture. I will reopen the assignment with however much time you have remaining. Answers that were saved will still be saved and you will complete the remaining questions you did not answer. If you do not save any answers as you go, then you will have to answer all of the questions in the remaining time. So, make sure you save answers as you go for every assignment.

## **Computer requirements for the Respondus Lockdown Browser and Respondus Monitor:**

- A "full" PC or MAC computer, or an iPad.
  - "Full" is defined here as having a standard operating system for a PC or MAC, not a mobile version of the operating system. As an example, the mobile version of Windows is not compatible with the Respondus Lockdown Browser and Respondus Monitor.
  - If using a MAC, you will most likely have to download Google Chrome for the MAC and use that to open iCollege and then access the quizzes. Safari on the MAC may not work with the Lockdown Browser and has caused issues for students previously.
  - iPad's are compatible providing the instructor activates that option. Dr Hollier always activates this option, and so iPads will work in Dr Hollier's classes. Whether iPads can be used in other instructors' classes is dependent on the instructor allowing the use of iPads and activating that option.
- Chromebooks are **NOT** compatible with the lockdown browser.
- Android based tablets are **NOT** compatible with the lockdown browser.
- Mobile phones are **NOT** compatible with the lockdown browser.
- For more information on the Respondus Lockdown Browser and Respondus Monitor, please see <http://www.mhollier.com/booksRespondus.html> .

## Video and/or audio recording in general

Video and/or audio recording will be used in this course. This can occur at any point, any time, and/or any location. Recordings can be taken with any device that captures video and/or audio that is known or unknown, including, but not limited to, webcams, cameras, digital recorders, parabolic microphones, drones, bubblechip, etc. This does not mean Dr Hollier employs all of these methods, just that anything is possible from anyone in the course and/or location. Dr Hollier can control certain things in the class, such as using the Respondus Monitor for assignments. However, Dr Hollier cannot control what other students in the course record, recordings from any security cameras, drones, etc. The policy for this course is that students are permitted to record classes for their own personal use. This means students cannot share the recording, in whole or part(s), with anyone else in any format and/or medium. Students are not allowed to post these recordings online in any way and/or on any platform. Any recordings are for individual student use by the person who made the recording only. However, that does not mean a student could not record you, as could happen anywhere in society today. Dr Hollier has no control over what other students decide to record in this course / class and assumes no responsibility for the action of anyone else. Anything you deem to be personal and/or private should not be on display in any digital environment (such as a webcam) and/or in any public location (such as a classroom, on campus, etc.). By passing the syllabus quiz and/or signing the syllabus signature sheet you acknowledge that you could be recorded at any time in this course / class. By passing the syllabus quiz and/or signing the syllabus signature sheet you acknowledge that you will remove from view anything private and/or personal that you do not want anyone else to see.

## Querying graded work

If you disagree with the grade on any graded work, then you must send Dr Hollier an email within 5 business days of receiving the grade. Querying grades on assignments cannot be made at the end of the semester when you have calculated your course grade. Grade queries must be within 5 business days of receiving the grade for that assignment. The only exception to this is that any grade query on assignments close to the end of the semester must be submitted a minimum of 2 days before the end of classes date listed in the class schedule (this could mean less than 5 business days to query grades for assignments towards the end of the semester). During final exam week you can only query an assignment within 2 days of the grade being posted. For the in class and/or proctored part of a final exam, this has to be done before 11am of the next day from the date of the in class final exam (example: Your final in class exam is Tuesday, you have until 11am on Wednesday to query the in class final exam). After these specified time points the grades on the assignment(s) are considered final, accepted as an accurate grade by everyone, and can no longer be queried. The email querying your assignment(s) grade must be through iCollege and must contain: (i) Assignment title; (ii) Attempt number (if applicable); (iii) Question number; (iv) Why you think it was graded incorrectly; (v) What score you think you should have received. This must be done for each assignment and/or question that you want to query. Dr Hollier will review the assignment / question(s), apply the grading criteria to the assignment / question(s), apply course policies strictly to the letter of the policies in the syllabus, and reply with information as to why it was graded the way it was. **This could result in the grade either increasing, remaining the same, or decreasing.** The grade that is applied in regrading will be the final grade for that assignment / question(s) whether it increased, remained the same, or decreased. The original grade will be considered invalid, and the grade according to the grading criteria after regrading will be used. Dr Hollier does not review graded work in person. If you did not clearly answer the question, then you cannot add clarification or further explanations after the fact. Only the submitted work will be considered, not "this is what I meant". All grade queries must be done through email so there is written documentation of the grade breakdown. Verbal queries will be ignored. All course policies will be strictly applied when any grade query is submitted. **This could also result in the overall course grade either increasing, remaining the same, or decreasing.**

The original grade will be considered invalid, and the grade after all course policies are strictly applied will be the valid grade.

## Requesting extensions

- Extensions can be requested by sending an email in iCollege to Dr Hollier. Emails sent to Dr Hollier's GSU email will be ignored with no reply given. Repeated emails to Dr Hollier's GSU email will result in no extension(s) being granted when you finally do use the iCollege email system.
- In the email on iCollege, you must type up the list of assignments to be extended and the due date when you want the assignment(s) extending to. If the date you request is not reasonable, then Dr Hollier will set your due date.
  - Attaching a screenshot is not acceptable as it takes me more time to work out what you want extended. Stating everything between a date range is not acceptable. I don't carry the schedule around with me or have it memorized. This is why the dates are in the schedule. You want the extension and I am doing this as a benefit to you. If you don't get an extension then it does not affect my grade. Don't make my work harder than it needs to be. You are one person, I give extensions for all classes which have many students. The simple act of me having to work out what you want extending compounds when multiple students do this and wastes my limited time. I will ignore requests that do anything other than type up the assignment titles and due dates when making requests for extensions.
  - If you do not include a due date in your email then it will be set to the Sunday after the date of your email for 11:59pm.
- Extensions are for assignments not completed and/or submitted. They are not do-overs where you get to take an assignment again to see if you can get a better grade. If you have started an assignment and something goes technically wrong, then do not submit the test. Email Dr Hollier and state the assignment has not been submitted and explain what happened. If you have completed an assignment and/or submitted an assignment, then it cannot be extended.
- You can only request extensions for work listed in the bullet point below. Items that have no course grade will not be extended. These must be completed in the designated time frame if you wish to use them studying from.
- **Assignments that can be extended:**
  - Lecture:
    - Chapter Tests
    - Important Topics Extra Credit Tests
    - Extra Credit for Chapter Tests
    - Mastering Tutorials (if given in the course)
    - Mastering Disease Cases (if given in the course)
    - Short Quizzes
  - Lab:
    - Extra credit for the midterm exam
    - Post-lab Homework assignments (if given in the course)
    - Online Quizzes (if given in the course)
    - Histology Drawings (if given in the course)
    - Lab Reports based on online activities (if given in the course)
- **Assignments that cannot be extended:**
  - Assignments that you miss because you did not complete the start of the semester quizzes in the FIRST week of classes will NOT be extended and you will have earned zero's on those assignments. This applies to ALL assignments, even if they are in the list of assignments above that can be extended. You should have started this course when classes officially started.
  - Lecture:

- Online Discussions of any type (if given in the course)
- Follow-Up Quizzes (if given in the course)
- Case Study (if given in the course)
- Any component of the Final exam grade (Online Multiple Choice / MultiSelect Final, Bonus Quiz, A.S.S., Proctored / In-Class Final)
- Online attendance
- In-class attendance
- Online discussions
- In-class discussions
- Lab:
  - Midterm exam
  - Final exam
  - In-Class Quizzes (if given in the course)
  - Pre-lab homework assignments (if given in the course)
  - Lab Reports based on in-class experiments (if given in the course)
  - Unknown Report (Micro lab) (if given in the course)
  - Extra Credit Assignment(s) in lab
  - Online attendance
  - In-class attendance
  - Online discussions
  - In-class discussions
- **Extenuating circumstances:** Extenuating circumstances supersede the list of what is and is not extendable.
- When requesting an extension, you must **list ALL assignments by TITLE**, and the due date you want it extending to.
- You can always complete tutorial assignments on Mastering before I have extended it, and when the extension is applied it will be regraded for you. This means you don't have to wait for me to respond.
- For the syllabus quiz, roll verification quiz, cheating & plagiarism quiz, and lockdown browser test quiz, if you did not take these during the first week of classes, then you will have to email Dr Hollier in iCollege and request an extension. The latest these can be extended to is the end of the second week of classes. Failure to complete these within that time will result in you being entered as never attended under the roll verification policy.
- There are 2 deadlines for requesting extended work (excluding the syllabus quiz, roll verification quiz, cheating & plagiarism quiz, and lockdown browser test quiz):
  - **Before midpoint extension request date:** This will be set approximately 1 week before midpoint. **Assignments up to this date can be extended with a due date of no later than Sunday at 11:59pm before the midpoint / last day to withdraw date.** If you do not request an extension for an assignment in this time frame then you will not be able to extend it later in the course. If you do not complete it by the day before midpoint, it will not be extended again, even if this is your first extension request for this assignment.
    - Students must have sufficient information to make an informed decision about their course progress at midpoint. The due date of the Sunday before midpoint is the last possible extension date so that student receive those grades, Dr Hollier can grade any written answers / assignments, and Dr Hollier can post the weekly course average for the student that includes the grades from the extended assignments before midpoint.
  - **After midpoint extension request date:** This will be set approximately 2 weeks before the last day of classes or the lab final exam. **Assignments from the “before midpoint extension request date” until the “after midpoint extension request date” can be extended with a**

**due date of no later than 1 week before the last day of classes / lab final exam.** If you do not request an extension for an assignment in this time frame then you will not be able to extend it later in the course. If you do not complete it by the date of no later than 1 week before the last day of classes / lab final exam, it will not be extended again, even if this is your first extension request for this assignment. Assignments due after the second extension date cannot be extended. You will need to plan your time accordingly and get the work done by the due date.

- **Extenuating circumstances:** Extenuating circumstances supersede the above extension request dates.
- Not being aware of the dates for these deadlines is not an acceptable excuse. They are posted in the class schedule.
- **Extenuating circumstances:** For extenuating circumstances you must submit your documentation through the dean of students site to be approved ( <https://deanofstudents.gsu.edu> ) for an extension. Approval of the extenuating circumstances is made by the Dean of Students, not Dr Hollier.
- The deadline for extended work will be sent in a reply email. It is your responsibility to check your email for the due date and to ensure that you complete the work before that date.
- **No assignment, other than the part(s) of the final exam, will be extended into final exam week.** All assignments (excluding the final exam) must be finished by the end of classes as listed in the official college calendar. Criteria for the before midpoint extension request date and after midpoint extension request date apply.
- Each assignment will only be extended a maximum of twice. Not completing assignment(s) within the time(s) that the assignment(s) has been extended for will result in no additional extensions for those assignments. Exceptions to this rule: (i) Work requested to be extended under the before midpoint extension request date category must be completed by the day before midpoint. If you do not complete it by the day before midpoint, it will not be extended again, even if this is your first extension request for this assignment. (ii) Work requested to be extended under the after midpoint extension request date category must be completed by the date of no later than 1 week before the last day of classes / lab final exam. If you do not complete it by the date of no later than 1 week before the last day of classes / lab final exam, it will not be extended again, even if this is your first extension request for this assignment.
- Extension requests must be requested within 2 classes of your return to class, but no later than the official end of classes date. Extension requests will not be accepted after the official end of classes, except for the final exam.
- After completing online tests that have been extended, you must email Dr Hollier to let him know that it needs grading. When doing this, you must specify what test Dr Hollier needs to grade for you. Until you send this email and Dr Hollier has graded it, the test will show with a grade of zero. **If you forget to inform Dr Hollier that it needs grading within a week of submitting the test then you may be stuck with a grade of zero.**
- Work submitted late without requesting an extension according to the policy for requesting extensions results in a grade of zero.
- **Discussions are not extendable.** They require an interaction with either Dr Hollier and/or other students, and so all must be on the same schedule for that to work. Not being on the same schedule prevents discussions from achieving their academic goal. Thus, discussions cannot be extended as the academic goal cannot be achieved without the interaction.

## **Online Assignment Review Period**

Online assignments will be **available for review for 5 business days after the assignment grades are released.** The assignment will then be closed and will NOT

be able to be reviewed after that point. You should verify your answers and how they were graded in that 5 business day period. If you requested an extension and want to review your extended assignment, then you will have to attend a tutoring session to review the assignment(s). This can include attending Webex tutoring. Inform Dr Hollier which assignment(s) you wish to review and they will be opened for a short period of time. That means you have to be prepared to review at that point. If you cannot attend any of the regular tutoring hours, then email Dr Hollier and arrangements can be made for a different time for you to review the assignment(s).

## **Reviewing Assignments (tests, quizzes, etc.)**

You can review your MultiSelect and paragraph questions throughout the semester using the lockdown browser. MultiSelect parts are graded automatically and available for review immediately. Paragraph parts require manual grading and will typically be graded within 1-2 days of the end of the test period. To review your attempt(s), go to quizzes in iCollege, click on the drop down arrow next to the quiz, click on submissions, and then click on the attempt. For paragraph questions, you will be able to view the feedback and/or the correct answer in the feedback section. When you see the question and your written answer you will need to click on the link for feedback to see it.

**Online assignments will be available for review for 5 business days after the test grades are released.** The tests will then be closed and will NOT be able to be reviewed after that point. You should verify your answers and how they were graded in that 5 business day period.

If you requested an extension, the only way for you to review the test once it has been closed is to attend Dr Hollier's posted Webex hours. The test will be opened when you attend the Webex tutoring hours and closed when you leave the Webex tutoring hours. This includes your ability to review any first attempt of an assignment before taking your second attempt. That means you have to plan when to take assignments with 2 attempts if you want that review if you ask for an extension.

For assignments that used the Lockdown Browser, follow the steps shown on the next page to review tests. For assignments that did not use the Respondus Lockdown Browser, these same steps work, except that you click on the part that states "not clickable". For reviewing feedback, you may have to click launch in lockdown browser when it asks.

I specifically close the tests after a review period for several reasons:

- Students need to review after the test, so they learn from mistakes made for future tests. Limiting access to the review period forces students to review before the next test.
- If students do badly on a test, then they need to fix their knowledge and understanding, as future chapters depend on students' knowledge and understanding from previous chapters. Limiting access forces students to review and fix their knowledge/understanding before moving on with the next material.
- Students should be learning the material for the long-term, not just to pass a test. This course contains material that is essential for careers in the health field. If a student learns the material for just the test, then they do not have that knowledge/understanding when they move forward in their career. This can cause students to fail out of programs later in their career. It is difficult to get into these programs to start with. It is more difficult to get back in when you fail out as so many people apply. Why should they give you a second chance when they haven't given some people a first chance? Failing out of a health field program due to lack of knowledge from courses they have already passed is a complete waste of time and money for the student, as they would not have achieved their career goal.



- Students want to review tests so they can memorize answers, not show what they actually have learned. This is very similar to the above comment. Students need to learn this material for the long term, not to pass a test. A comprehensive exam at the end of the semester is designed to see what you have learned from the course, not what you can memorize within a week before the exam.

# Step-by-step directions for assignments that use the Respondus Lockdown Browser

**1**

**2**

**3**

**4**

**5**

**6**

**Not clickable**

**Lockdown browser window launched**

**New tab with test**

HUMAN ANATOMY & PHYSIOLOGY I Section 006 Summer Semester...  
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### Quiz List

Current Quizzes	Feedback	Attempts
<b>Roll Verification Quiz</b> Due on Jun 16, 2019 11:59 PM Availability: always available	-	0 / unlimited
<b>Syllabus Quiz</b> Due on Jun 16, 2019 11:59 PM Availability: always available	-	0 / unlimited
<b>Cheating &amp; Plagiarism</b> Due on Jun 16, 2019 11:59 PM Availability: always available	-	0 / unlimited
<b>Lockdown Browser Test - Requires Respondus LockDown Browser + Webcam</b> Availability: always available	-	2 / unlimited
<b>A&amp;P1 Chapter test 07 - Extra Credit - Requires Respondus LockDown Browser + Webcam</b> Due on Jul 22, 2019 11:59 PM Available on Jul 15, 2019 11:59 PM until Jul 23, 2019 11:59 PM	-	1 / 1
<b>A&amp;P1 Chapter test 08 - Extra Credit - Requires Respondus LockDown Browser + Webcam</b> Due on Jul 22, 2019 11:59 PM Available on Jul 15, 2019 11:59 PM until Jul 23, 2019 11:59 PM	-	0 / 1
<b>A&amp;P1 Chapter 12 - Short Quiz</b> Due on Jul 21, 2019 11:59 PM Available on Jul 14, 2019 11:59 PM until Jul 23, 2019 11:59 PM	-	0 / 2

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### Summary - A&P1 Chapter test 07 - Extra Credit - Requires Respondus LockDown Browser + Webcam

Submissions Reports

5:35 PM Update

Current User  
Demo Student (username: Demo.1852665)

Quiz Period  
Due on Jul 22, 2019 11:59 PM  
Available on Jul 15, 2019 11:59 PM until Jul 23, 2019 11:59 PM

Time Allowed  
0:30:00

Attempts  
Allowed - 1, Completed - 1

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### Quiz Submissions - A&P1 Chapter test 07 - Extra Credit - Requires Respondus LockDown Browser + Webcam

Demo Student (username: Demo.1852665)

Individual Attempts	Score
Attempt 1	8 / 25 - 32 %
Overall Grade (highest attempt): 8 / 25 - 32 %	

To view your results you must use the Respondus LockDown Browser

Download and install the latest version of LockDown Browser

Launch LockDown Browser

Quiz Submissions - A&P1 Chapter test 07 - Extra Credit - Requires Respondus LockDown Browser + Webcam

Demo Student (username: Demo.1852665)

Individual Attempts	Score
Attempt 1	8 / 25 - 32 %
Overall Grade (highest attempt): 8 / 25 - 32 %	

Exit LockDown Browser

Class Statistics

Quiz Submissions - A&P1 Chapter test 07 - Extra Credit - Requires Respondus LockDown Browser + Webcam

Demo Student (username: Demo.1852665)

Attempt 1  
Written: Jul 17, 2019 5:30 PM - Jul 17, 2019 5:31 PM  
Submission View  
Your quiz has been submitted successfully.  
Question 1

# Step-by-step directions for understanding Multiple Choice or MultiSelect questions when reviewing these assignments

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## Quiz List

Course Start	Evaluation Status	Attempts
Roll Verification Quiz		0 / unlimited
Lockdown Browser Test - Requires Respondus LockDown Browser + Webcam	Feedback: On Attempt	1 / unlimited
Syllabus Quiz	Feedback: On Attempt	1 / unlimited
Cheating & Plagiarism		0 / unlimited
Misc	Evaluation Status	Attempts
Reviewing paragraph assignemnts	Feedback: On Attempt	1 / 1
Reviewing Multiple Choice or MultiSelect assignments	Feedback: On Attempt	1 / 1

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Quiz List > Submissions

## Quiz Submissions - Reviewing Multiple Choice or MultiSelect assignments

Demo Student (username: demo.1191369)

Individual Attempts	Score
Attempt 1	0.4 / 3 - 13.33 %
Overall Grade (highest attempt):	0.4 / 3 - 13.33 %

### Class Statistics

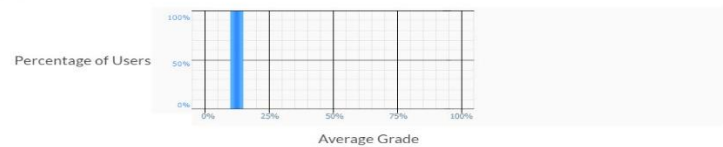
Class Average:



Your Score:



### Score Distribution



## Quiz Submissions - Reviewing Multiple Choice or MultiSelect assignments

Demo Student (username: demo.1191369)

Attempt 1

Written: Apr 5, 2020 11:46 AM - Apr 5, 2020 11:46 AM

Submission View

Your quiz has been submitted successfully.

**Question 1** 0 / 1 point

Multiple choice questions have a single correct answer.

- This is the correct answer
- This is incorrect answer 1
- This is incorrect answer 2
- This is incorrect answer 3
- This is incorrect answer 4

View Feedback

**Question 2** 0.4 / 2 points

Any number (all, 4, 3, 2, or 1) of answers could be correct. Make sure you read the question and each answer carefully.

- This is correct answer 1
- This is incorrect answer 1
- This is incorrect answer 2
- This is incorrect answer 3
- This is correct answer 2

View Feedback

Attempt Score: 0.4 / 3 - 13.33 %  
Overall Grade (highest attempt): 0.4 / 3 - 13.33 %

Done

Blue arrows indicate the correct answer if you did not get the question fully correct (did not score 100% for that question)

Red crosses indicate an answer that you selected and got wrong

For Multiple Choice questions the filled circle shown here is what you selected

Ticks inside these boxes indicate the answer options you selected

# Step-by-step directions for reviewing feedback on Paragraph questions / Case studies

## Quiz List

Course Start	Evaluation Status	Attempts
Roll Verification Quiz		0 / unlimited
Lockdown Browser Test - Requires Respondus LockDown Browser + Webcam	Feedback: On Attempt	1 / unlimited
Syllabus Quiz	Feedback: On Attempt	1 / unlimited
Cheating & Plagiarism		0 / unlimited
Misc	Evaluation Status	Attempts
Reviewing paragraph assignemnts	Feedback: On Attempt	1 / 1



## Quiz Submissions - Reviewing paragraph assignemnts

Demo Student (username: demo.1191369)

Individual Attempts	Score
Attempt 1	3 / 5 - 60 %
Overall Grade (highest attempt): 3 / 5 - 60 %	



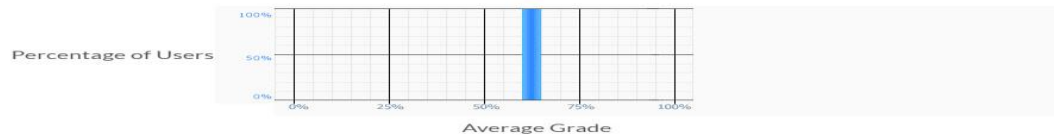
### Class Statistics

Class Average:

Your Score:



### Score Distribution



## Quiz Submissions - Reviewing paragraph assignemnts

Demo Student (username: demo.1191369)

Attempt 1

Written: Apr 5, 2020 11:14 AM - Apr 5, 2020 11:14 AM

Submission View

Your quiz has been submitted successfully.

**Question 1** 3 / 5 points

This is showing you how to review paragraph questions when they have been graded. When you see this part you will see your answer below. A link below that is where the feedback is located.

This is the answer that you submitted.

The correct answer is not displayed for Written Response type questions.

[View Feedback](#)



Attempt Score: 3 / 5 - 60 %  
Overall Grade (highest attempt): 3 / 5 - 60 %

Done

## Quiz Submissions - Reviewing paragraph assignemnts

Demo Student (username: demo.1191369)

Attempt 1

Written: Apr 5, 2020 11:14 AM - Apr 5, 2020 11:14 AM

Submission View

Your quiz has been submitted successfully.

**Review feedback relative to your submitted answer before querying why you got the score you did. If you still do not understand why after reviewing the feedback, then email Dr Hollier in iCollege.**

**Question 1** 3 / 5 points

This is showing you how to review paragraph questions when they have been graded. When you see this part you will see your answer below. A link below that is where the feedback is located.

This is the answer that you submitted.

**This is the answer you submitted.**

The correct answer is not displayed for Written Response type questions.

Hide Feedback

This is where feedback will be provided.

**Look here for feedback if you did not score 100% once a grade appears in the iCollege grade book for this assignment**

Attempt Score: 3 / 5 - 60 %  
Overall Grade (highest attempt): 3 / 5 - 60 %

Done

## How to understand MultiSelect grading icons

- Blue arrow(s) indicate what the correct option(s) were.
- A blue arrow and green tick means that is a correct answer and you correctly identified that as a correct answer.
- No blue arrow and a green tick means that it was not a correct answer and you correctly identified it as a wrong answer by not selecting it.
- A blue arrow and a red cross means that it was a correct answer, however you did not select it as a correct answer, and got that part of the question wrong.
- No blue arrow and a red cross means that it was not a correct answer, and you wrongly identified it as a correct answer.
- The ticks in the little boxes are the options you selected as correct for that question. An absence of a tick means you did not select that option as a correct answer.

## MultiSelect grading explanation

Lets assume there are 5 answer options to a question.

- Example 1: The correct answers should have been 4 of the answers are correct (should have been selected) and 1 of the answers is wrong (should not have been selected). If we assume you selected 3 of the correct answers and left 2 answers not selected (1 should have been left unchecked, but 1 should have been selected). Your score is 4 correct (the 3 you correctly selected and the 1 you correctly did not select) and 1 wrong (the one you did not select when you should have). Your score is right minus wrong divided by total answers. For this example that is  $(4-1) / 5 = 3/5 = 60\%$  or 1.2 points for that question (maximum is 2 points).
- Example 2: The correct answers should have been 4 of the answers are correct (should have been selected) and 1 of the answers is wrong (should not have been selected). If we assume you selected 4 of the correct answers and left 1 answers not selected (1 should have been left unchecked). Your score is 4 correct (the 4 you correctly selected and the 1 you correctly did not select) and 0 wrong. Your score is right minus wrong divided by total answers. For this example that is  $(5-0) / 5 = 5/5 = 100\%$  or 2 points for that question (maximum is 2 points).
- Example 3: The correct answers should have been 4 of the answers are correct (should have been selected) and 1 of the answers is wrong (should not have been selected). If we assume you selected 1 of the correct answers and left 4 answers not selected (1 should have been left unchecked, but 3 should have been selected). Your score is 2 correct (the 1 you correctly selected and the 1 you correctly did not select) and 3 wrong (the 3 you should have selected but did not). Your score is right minus wrong divided by total answers. For this example that is  $(2-3) / 5 = 0/5 = 0\%$  or 0 points for that question (maximum is 2 points). I do not do negative points which would happen as 2 minus 3 is -1.

## Important Topics

Important topics covers material that connects, and is an integral part of, many chapters and topics in this course. Learning this material in separate chapters does not necessarily allow you to fully understand each topic and how impacts the host organism overall. These important topics are designed to try and bridge that gap. These topics are a foundation for a better understanding of the course and for your future career in the Health field. I strongly recommend that you study these topics throughout the course, between the end of this course and when you get in to your career program, and during your career program.

Important topics will be given in this course as extra credit. Please refer to the extra credit section of the syllabus for the format and value of these assignments.

## Tests – Lecture Class

There will be no makeup tests / exams given in class. Online tests can be made up by following the rules for requesting extensions as listed in the “Make-ups for online assignments” section. The exception to those rules are for a student who has a special permission for being absent during the exam time (this requires a fully documented and valid reason). Documented excuses must be provided within 2 classes of your return to class, but no later than the date of the final exam. Excuses will not be accepted after the final exam, except for the final exam. Tests will most likely comprise of multiple choice and/or multiple select questions, and paragraph questions from all chapters covered/important topics. Tests may include, but not limited to, fill in the blank answers, matching questions, diagram questions, mathematical questions, and/or a test composed entirely of paragraph/essay questions. All questions must be answered on the tests. Turning up late to a test will reduce your test time, tests start and end the same time for the entire class (no extensions given for being late, so make sure you are on time). You **MUST** bring a green scantron, pencil, and if directed also bring some paper to write the paragraph answers on to each in-class test. Makeup tests, or tests given on a different day and/or time and/or location, for valid and documented reasons, **WILL** be different to the test given to the rest of the class, and **MAY** be given in a different format to the test given to the rest of the class (could include, but not limited to, fill in the blank answers, matching questions, diagram questions, mathematical questions, and/or a test composed entirely of paragraph/essay questions). The **final exam for this course will be cumulative (comprehensive)** and will be similar in nature to the tests given throughout the semester. It is important that the student learns any material that they did not master during the course of the semester prior to taking the final exam as they can expect to see the same type of problems again on the final exam. **Failure to take the final exam will result in all extra credit work graded being excluded from their final grade** (meaning that the extra credit work grades will be reduced to zero, and based on the grading criteria you cannot earn more than 80% without taking the final exam). A common course assessment may be administered as part of the final exam (a single question from the assessment exam will be equally weighted to a single question from the final practical exam).

All tests **MUST** be taken. To be clear, the final exam cannot be dropped and you cannot just skip a test.

Failure to take a test but taking the extra credit for the test will result in a zero grade for that test. Extra credit for tests is only included if you actually take the test.

I do not believe in curving grades as it is unfair to all students in the class and goes against my academic ethics, so please do not ask me at the end of the semester. The grade you earn is the grade you get.

Online tests and assignments are open book, unless specifically stated as closed book in the syllabus and/or class schedule. In-class assignments are closed book (no resources of any kind), unless specifically stated as open book in the syllabus and/or class schedule.

**The Lockdown Browser with a webcam is required for all tests in iCollege. Refer to the section “Respondus Lockdown Browser with Respondus Monitor” for more information.**

Online tests will be available for review for 5 business days after the test grades are released. The tests will then be closed and will not be able to be reviewed after that point. You should verify your answers and how they were graded in that 5 business day period.

**You are NOT allowed to take pictures or images of tests in any way or form.** This includes, but not limited to, during the test and when reviewing tests. You are not allowed to write down test questions. You can review test questions in iCollege, but you are not allowed to keep a copy in any form. Making a copy of any test question in any form (known or unknown) is considered cheating.

When planning the time and date for taking online tests or quizzes, always check the iCollege maintenance time(s). You must plan to complete the quiz / test within the time frame for the test / quiz, and allow for any scheduled iCollege maintenance. During the iCollege maintenance time you will not be able to access iCollege. If you are in progress of completing a quiz or test when the iCollege maintenance starts you will lose that work. Requesting a test or quiz to be reopened as you did not plan around the iCollege maintenance time is not an acceptable reason for requesting an extension and your request will be denied.

When working through tests online always make sure you save each answer as you go. If you do not do this and something goes wrong, then you will only have the remaining time to answer all questions (see “If you have test problems” section below).

**The MultiSelect questions on lecture tests come from one of three places: (i) Materials provided in iCollege (lectures, fill-in-the-blank notes, etc.), (ii) Mastering, and (iii) the course textbook. The majority (about two thirds of the questions) come from the Materials provided in iCollege. Looking at questions students have queried, I find myself writing back with specific page numbers as to where the information was located in the materials in iCollege.**

### **Understanding what is required for paragraph questions**

Paragraph questions often require you to go beyond regurgitating the course material. They require higher level skills (see table below). Paragraph questions often require you to integrate information from multiple chapters in the course, not just the chapter on that assignment.

Bloom's Taxonomy	Verbs	Expectations
Knowledge	Define, Identify, Label, List, Match, Name, Recall, Recognize, Reproduce, Select, State	Remember previously learned material
Comprehension	Comprehend, Condense, Describe, Discuss, Distinguish, Explain, Interpret, Locate, Understand	Grasp the meaning of material
Application	Apply, Construct, Demonstrate, Operate, Produce, Use	Use learning in new and concrete situations
Analysis	Analyze, Compare, Contrast, Differentiate, Outline, Summarize	Understand both the content and structure of material
Synthesis	Compile, Create, Develop, Generalize, Integrate, Propose	Formulate new structures from existing knowledge and skills
Evaluation	Appraise, Assess, Criticize, Defend, Evaluate, Justify, Support	Judge the value of material

## Chapter Tests Format

- Chapter tests cover material from the chapters indicated in the schedule.
- Chapter tests will have the following two components (you must take both parts within the exam time frame listed in the schedule)
  - 10 multiselect questions per chapter
    - 2 minutes per question + 5 minutes additional to the total time.
    - 2 attempts, with the highest scoring attempt being the one that is used. You must take both attempts within the exam time frame listed in the schedule. You will be able to review your first attempt immediately after taking it. You will not be able to take the second attempt after the exam time frame listed in the schedule has expired.
  - 1 paragraph question per chapter
    - 10 minutes per question + 5 minutes additional to the total time.
    - 1 attempt only.
- Multiselect questions = one or more answers could be correct, including the possibility that every answer is correct. They will be graded as right answers minus wrong answer. For example, if 3 answers are correct and 1 is wrong, and you only select 2 correct answers, then you score  $3-1 = 2$  points out of 4 for that question = 50% for that question.
- Multiselect questions are worth 2 points for each question.
- Chapter paragraph questions are worth 5 points for each question.
- Chapter tests will have an extra credit assignment in iCollege (see extra credit section).

## Final exam

The final exam consists of multiple parts. All parts of the final exam must be taken. The different parts of the final exam are:

- Online final – MultiSelect = Comprehensive MultiSelect final (given just before end of classes).
- MC Class Final = Comprehensive Multiple Choice final (given in final exam week).
- A bonus quiz.

It is the student's responsibility to ensure they have a reliable internet connection prior to taking any online assignment. This is especially important at the end of the semester when taking final exams.



## Online Final – MultiSelect format for Anatomy & Physiology

A&P online final test:

- 3 multi-select questions per chapter
  - 2 minutes per question + 5 minutes additional to the total time.
  - 2 attempts, with the highest scoring attempt being the one that is used. You must take both attempts within the exam time frame listed in the schedule. You will be able to review your first attempt immediately after taking it. You will not be able to take the second attempt after the exam time frame listed in the schedule has expired.
- Multiselect questions = one or more answers could be correct, including the possibility that every answer is correct. They will be graded as right answers minus wrong answer. For example, if 3 answers are correct and 1 is wrong, and you only select 2 correct answers, then you score  $3-1 = 2$  points out of 4 for that question = 50% for that question.
- Multiselect questions are worth 2 points for each question.
- Online final tests will NOT have an extra credit assignment.

## MC Class Final = Comprehensive Class Final format

- Comprehensive Class Final = 1 hour (60 minutes) total time.
- 50 multiple-choice questions: The 50 multiple-choice questions will come from all chapters covered in the course and important topics. Multiple choice questions only have one correct answer. Each multiple choice question is worth 1 point.
- You will have one attempt only.
- You will need to bring a green scantron with you to the test location. You will write your full name, 900 number, course, CRN number, and date on the green scantron in the boxes for your information (if a box does not exist, use any available boxes in that area for the information). Complete these boxes before coming to the exam. Bring photo ID with you to prove you are the person taking the exam for online classes only. The exam starts promptly, and turning up late means you have lost time for your exam as the exam will end at the specified time regardless of when you turn up to take the exam. No books or electronic equipment are allowed during the exam. You must complete the scantron in pencil only.
- Comprehensive Class Final will NOT have an extra credit assignment.
- The comprehensive class final is a proctored exam in person.
- **This is a closed book exam. You are NOT allowed anything to assist you other than your own brain. This means you cannot have anything, including, but not limited to, books, notes, electronic devices, etc. during this quiz.**
- The comprehensive class final will be recorded in class.
- If this is an online class, make sure you know your iCollege username and password when you come to campus (if you have it saved to your computer and do not use it regularly, make sure you write both down on a piece of paper and bring that with you).
  - It is recommended that you change it 1 day before the scheduled proctored final and verify it works when it is changed.
  - Bring your own laptop (if you have one) to the proctored final as a backup option that could be used if there are problems with the college computers.
  - Bring a scantron as a second backup option in case there are issues with all computers. A paper version of the test is the last resort.

## Final exam bonus quiz

A bonus quiz (Anatomy & Physiology Survey = APS) will be available online in iCollege that tests your general (comprehensive) knowledge of the course.

- 25 questions (A&P1 Lecture): These questions will come from all chapters covered in the course and important topics.
- Multiselect questions = one or more answers could be correct, including the possibility that every answer is correct. They will be graded as right answers minus wrong answer. For example, if 3 answers are correct and 1 is wrong, and you only select 2 correct answers, then you score  $3-1 = 2$  points out of 4 for that question = 50% for that question.
- Each question is worth 1 point towards your final exam grade. If you do not take the bonus quiz, then your score will be zero for the bonus quiz.
- Your final exam score cannot go above 100%.
- You will have one attempt at this quiz.
- You will have 85 minutes (A&P1) to take this quiz.
- You will need to use the lockdown browser with Respondus Monitor, just as you have used it all semester for important topics and chapter tests.
- **This is a closed book exam. You are NOT allowed anything to assist you other than your own brain. This means you cannot have anything, including, but not limited to, books, notes, electronic devices, etc. during this quiz.**
- These are bonus questions, so you have nothing to lose by taking this quiz.
- This assignment is not eligible for extensions. If you do not take the bonus quiz within the stated time frame, then your score will be zero for the bonus quiz.

### Final exams in final exam week

The date of the final exam cannot be changed for any reason. There will not be any alternatives for any non-valid reason. For valid, documentable reasons, the departmental policy is that an incomplete is given (refer to the incomplete policy in this syllabus) and the student takes a makeup exam the following semester. This would mean any courses that have this course as a prerequisite could not be taken until the semester after the makeup exam has been completed and the grade change processed. This would effectively delay your college progress by an entire semester.

### iCollege short quizzes

These assignments have NO course grade for grading option A. These assignments only have a course grade for options B and C. You can still complete these assignments with option A, however they will have no course grade (will be considered as practice assignments). A grade for the short quizzes will appear in the Grades part of iCollege. Again, **short quizzes are only part of your course grade with options B and C.**

iCollege short quiz format:

- iCollege short quizzes cover material from the chapters indicated in the schedule.
- iCollege short quizzes consist of 10 questions total from all chapters included on the short quiz.
- iCollege short quizzes are timed at 1 minute per question + 5 minutes additional to the total time (15 minutes total).
- Each question is graded as 1 point, giving 10 points total.
- You will have 2 attempts only (highest scoring attempt being the one that is used).

### Modified Mastering site (Lecture classes)

**Modified Mastering is OPTIONAL** for this course. Grading option C includes more work done on the Modified Mastering site.

**Lecture and laboratory classes are separate classes at Perimeter College and each has its own Mastering course, which means there is a Mastering course for lecture class and a different Mastering course for Laboratory class** (depending on whether your instructor(s) use them in the course). You only need one access code (for the lecture textbook; see book information part of the syllabus) and will be provided with different course ID's for lecture and laboratory classes (by the instructor of each class if they use Mastering). If your instructor uses Mastering in your course(s), then you must register with each course. Dr Hollier has separate courses in mastering for both lecture and laboratory class. If you are taking one or both with him, then you need to register for the appropriate course(s).

Students should register with the appropriate Modified Mastering site (Modified MasteringA&P or Modified MasteringMicrobiology) with their own account using your name as it is listed in iCollege. You cannot just use another students account (such as a friend who has already taken the class). Your name must match what is in iCollege. If you register under a different name and/or with an email that does not indicate who it is, then you will receive no credit (zero points) for all assignments that you complete. This situation will not be fixed at the end of the semester under any circumstance. The account **MUST** be in your name and registered with an email account that identifies you. Your student GSU email account can be used as that would identify you as the owner of that email account.

#### Registering

- Go to [www.pearson.com/mastering](http://www.pearson.com/mastering) .
- Under Register, select **Student** .
- Confirm you have the information needed, then select **OK! Register now** .
- Enter your instructor's **course ID (this is in the course information files folder in iCollege; you must pass ALL start of the semester quizzes with a score of 100% on each quiz to see this folder), and Continue** .
- Enter your existing Pearson account **username** and **password** to Sign In . You have an account if you have ever used a MyLab or Mastering product. If you don't have an account, select **Create** and complete the required fields.
- Select an access option.
- If purchasing directly through Pearson then the system generates your access code and probably enters it for you. If you purchased the Access Code elsewhere, enter the access code.
- From the You're Done! page, select **Go To My Courses** .
- On the My Courses page, select the course name to start your work.

#### To sign in later:

- Go to [www.pearson.com/mastering](http://www.pearson.com/mastering) .
- Select **Sign In** .
- Enter your Pearson account **username** and **password**, and **Sign In** .
- Select the course name to start your work.

#### To upgrade temporary access to full access:

- Go to [www.pearson.com/mastering](http://www.pearson.com/mastering) .
- Select **Sign In** .
- Enter your Pearson account **username** and **password**, and **Sign In** .
- Select **Upgrade access** for the course .
- Enter an access code or buy access with a credit card or PayPal.

Pearson sets a registration date range of 2 weeks for Mastering based on the start date of the course listed by the instructor for when students can register for a Mastering account. That means **students must register for Mastering within 2 weeks of the start of classes. You will not be allowed to register after the 2-week window.** If you cannot afford the access code in the first two weeks, then you can register for free temporary access in that 2-week window. The 2-week time period set by Pearson will NOT be modified by Dr Hollier or Pearson if you do not register within the first 2 weeks of the course. All students have the same ability to register for Mastering within the first 2 weeks of class. If a student decides to not register within the first 2 weeks of class then that is their decision through choice or apathy for their own education and success in courses. Dr Hollier will not over-ride the standard setting of the 2-week registration period.

If you use the 2 week free temporary access, you must pay for the access before your free access ends. Once your free access ends, it will not be possible for you to pay and continue using Mastering. Don't wait until the last day of your free trial if you do wish to continue using Mastering!

Due to the 2-week registration period explained above, Dr Hollier sets the course start date to the official first day of class. This gives all students the full 2-weeks to register with Modified Mastering. The downside is that students cannot complete the Mastering registration or purchase of the eText book through Pearson before the official first day of classes.

Free temporary access is provided by Pearson, and may include access to the eText during this free temporary access period. If you only pay for Mastering access and do not pay for the access with the eText, then the eText will not be available after the temporary period has expired. However, signing up for multiple accounts, one after another using different email addresses is prevented by Pearson through two ways: (i) Not allowing students to register after 2 weeks from the listed start date of the course. (ii) When temporary access accounts expire, the grades are no longer visible to the course instructor and there is nothing that the course instructor can do about this.

Pearson is a company that expects payment for its products and services. If you try to circumvent paying for Mastering but still expect to benefit from it, then it may be impossible to get your grades, or you may be required to pay for each account you created instead of a single account. The sole responsibility for registering, paying, and using Mastering is on the student. **A grade of 100% can still be earned in the course under options A and B that does not require any use of Mastering.**

This website is designed to help you learn and master the subject material. This website is run by the publishers of your textbook, and will be used to complete online quizzes, homework, and to allow you to study through online tutorials (all types of assignments are due within the time frame listed in the schedule). All grades displayed in the Modified Mastering site will be percentages for the assignments.

- **Tutorials** have been created for you to learn the material, and by completing these you will master the material covered in class. Hints are provided to assist you, and the correct answer will be shown to you if you get it incorrect. Using hints has no penalty. Not using hints will give you a 3% bonus for getting the question correct. Exhausting all attempts and not getting the question correct, or giving up and asking to see the answer, will result in a zero grade for the question. Each incorrect answer submitted will result in a deduction per incorrect answer of 25%. There is no time limit on homework assignments, except that it must be completed within the time frame.
- **Disease cases:** There are four total for the semester. They could be one case with many questions relating to one case, or they could be many separate cases with one or more questions per case. All will have a case description, typically a clinical situation, and question types will include multiple choice, drag-and-drop, and short answer/essay questions. There is no time limit on homework assignments, except that it must be completed within the time frame. Using hints (if

available) has a 3% penalty. Not using hints will give you a 5% bonus for getting the question correct.

- **Dynamic Study Modules** are designed to test your knowledge of the material covered by testing your understanding and giving explanations of the material covered. There is no course grade for these modules, but it will help identify where you need to study. These can be accessed by clicking on "Dynamic Study Modules" link on the Mastering "Course Home Page" to take these on a computer. An app is available to use these on Apple iPhone or Android mobile devices. In the iTunes store, pick the one with a blue icon (this one does the dynamic study modules).

**The same rules and regulations as listed under end of chapter quizzes apply to all work performed on this website.** If you are identified as cheating/plagiarizing (see end of chapter quizzes and cheating/plagiarism sections of this syllabus), then you will be suspended from the mastering site (this means you will not be able to access any of the tutorials, homework assignments, or quizzes; you will only be able to access the study area of the site). Access to this website is by use of the code inside your NEW textbook that is required for this course. If you purchased a used textbook, then you will have to purchase an access code for the website separately (see Dr Hollier's webpage at <http://www.mhollier.com> under the textbook options for the course to find out how to purchase this code separately).

## Case study

Each student will be assigned a case study, where the student has to critically think about the clinical case presented to them and answer questions on that case. Below are the requirements and regulations of these case studies:

- The case studies will be available on iCollege under the quizzes tab.
- Dr. Hollier may submit your responses to [www.turnitin.com](http://www.turnitin.com).
- The availability is listed in the class schedule.
- You will be required to use the Lockdown Browser and Respondus Monitor on this assignment.
- You will have 120 minutes to complete this assignment. Once started the timer will continue to count down even if you leave the assignment. You must complete it once started. There is no entering and exiting this assignment to complete at a later date.
- You have a single attempt on the case study.
- **Students are to work on their case study alone** and are NOT to work in groups (violation of this WILL result in the consequences listed in the cheating and plagiarism section of this syllabus for ALL students who work on the case study). You are not to discuss your case study with other students during the time frame the case study assignment is open.
- Make sure you adhere to the requirements in this course relating to cheating and/or plagiarism.
- **Violation of any of these rules WILL earn you a grade of zero.**

**The Lockdown Browser with a webcam is required for the case study in iCollege. Refer to the section "Respondus Lockdown Browser with Respondus Monitor" for more information.**

## Discussions for on campus (face-to-face) classes

Face-to-face classes are defined as classes where you attend in person on campus. They are not blended or online classes. Face-to-face classes may have all assignments performed online. However, the classes are held in person and traditional lectures / laboratory exercises are given according to the class schedule. Discussions will be facilitated by Dr Hollier in the classroom during class time. Discussions will be mixed in with the lecture / laboratory as and when appropriate.

Students are welcome to bring topics up for discussion or ask questions, as they would in any face-to-face class format.

Discussions held in the classroom are intended to engage you in the material covered in the course as an individual student and this requires that you actively participate, provide dialogue, and demonstrate that you have learned from the course material by applying your understanding to the topic.

Discussions will be conducted in the classroom / laboratory each class as part of your course grade. Only students present in the room are eligible to participate. Dr Hollier will display a QR code on the projector for students to scan on their mobile device. The QR code will direct the student to an online form where they are to follow the instructions in the discussion on the form. It is important that each student includes their name in the format of "Last name, First name" as listed in iCollege for the student before they post their discussion. If your name changed and was not updated by the start of the semester in iCollege, then you must list your former name that was listed in iCollege at the start of the semester for the entire semester. Some of the discussions submitted by students will be used to start the next class.

Grading for discussions:

- The maximum points per week for face-to-face discussions is 10 points.
  - If the class meets twice a week, then each discussion is worth a maximum of 5 points.
  - If the class meets once a week, then each discussion is worth a maximum of 10 points.
- Submitting your discussion in the online form with your "Last name, First name" before your submission is graded according to the above.
- The following will score you zero points:
  - Not including your "Last name, First name" before your submission.
  - Not submitting the discussion.
  - Not meeting attendance requirements but still submitting a discussion.

Notes for discussions:

- **Discussions for on campus (face-to-face) classes are not extendable.**
- **Discussions for on campus (face-to-face) classes are performed in the classroom and require the student to be present in the classroom and have met the attendance requirement for that class.**
- Sending a picture of the QR code to another student so they can submit a discussion when they are not present in the room is considered cheating.
  - Examples of this include, but are not limited to:
    - Leaving the class early and asking another student to text you a picture of the QR code to allow you to submit the discussion when you did not participate until the class end.
    - Asking another student to submit the discussion for you if you leave early.
    - Not turning up for class and asking another student to text you a picture of the QR code to allow you to submit the discussion when you did not attend class.
  - Both the student who sends the code to the other student, and the student who uses it, will be written up for cheating.
  - Both students will be penalized with a negative score for that number of points for the day in their discussion grade. This negative score will not be dropped at the end of the semester.
- Registering late for classes does not change the requirement for the first week's instructor-initiated discussion posting. Registering late for a class is a student decision and is never recommended.

## Extra credit work

### Extra credit assignments per chapter test

- These are to gain points back on a test. One assignment will be available per chapter test in iCollege. This is NOT available for the final exam. The assignments will be an online test based on the same chapters the test covered. The online test will consist of 25 multiple choice questions (one minute per question + 5 minutes to the total time = 30 minutes total).
- You will only have one attempt at this extra credit assignment, and it will be available as listed in the schedule.
- The extra credit assignment is worth a maximum of 10 points to be added to your test score, and is based on how well you perform on the extra credit assignment. Example, if you score 100% on the extra credit assignment, then 10 points will be added to your test score. If you score 50% on the extra credit assignment, then only 5 points will be added to your test score. It is possible to score a maximum of 110% on your test by completing the extra credit assignment per test.
- Extra credit for the tests only counts if you take the test. Failure to take the test will result in any points from the extra credit test being reduced to zero.

### A&P Important Topics extra credit assignments

- This extra credit goes towards your overall course grade. It is not part of extra credit for chapter tests.
- Important topics extra credit assignments cover material from the important topics for the course. There are 5 important topics extra credit assignments in the semester. Each assignment is considered its own assignment. Completing some of the assignments will earn you points based on the specific assignments you completed and how well you did on them.
- In Anatomy & Physiology these include diffusion/active transport/osmosis topic, pH topic, and inflammation topic. All topics will be on every test.
- Multiselect questions = one or more answers could be correct, including the possibility that every answer is correct. They will be graded as right answers minus wrong answer. For example, if 3 answers are correct and 1 is wrong, and you only select 2 correct answers, then you score  $3-1 = 2$  points out of 4 for that question = 50% for that question.
- Multiselect questions are worth 2 points for each question.
- Each extra credit assignment is worth a maximum of 1% towards your course grade (maximum of 5% towards your overall course grade).
  - The actual value towards your course grade is your overall percent for the assignment multiplied by the maximum percentage the assignment is worth towards your course grade.
  - For calculating your course grade, average the percentage of the grades for all 5 assignments and multiply by 5%.
- Important topics extra credit assignments have a multiselect component only. There will be 10 multi-select questions per important topic.
  - Topics covered: (i) diffusion/active transport/osmosis topic, (ii) pH topic, and (iii) inflammation topic.
  - 2 minutes per question + 5 minutes additional to the total time.
  - 2 attempts, with the highest scoring attempt being the one that is used. You must take both attempts within the exam time frame listed in the schedule. You will be able to review your first attempt immediately after taking it. You will not be able to take the second attempt after the exam time frame listed in the schedule has expired.

### Notes on extra credit

- **Failure to take either part of the final exam will result in ALL extra credit work being excluded from your course grade** (meaning that the extra credit work grades for ALL unit tests and the essay will be reduced to zero).

- This is the only extra credit work that is available. Additional extra credit work will not be given under any circumstance, so do not ask when you realize that you need to improve your grade.
- If you miss the time frame, or decide you do not need it and later change your mind, you will not be allowed to take it. Do the work on time!

## References

All assessed work must be correctly referenced throughout the assignment AND at the end of the assignment within a “References” section. Assignments MUST include at least two references. One reference MUST be a scientific research paper reference (you may use Galileo to locate a reference for this requirement). Internet references MUST be an active link to the actual page referenced (if it is not an active link then it will be considered to be incorrectly referenced). **References MUST be placed within the text to show which parts were referenced (citing source, page number, paragraph number) and quoted material MUST be placed within quotation marks**, in addition to the reference list at the end of the assignment. An example of an in-text reference would be “Welcome to the study of one of the most fascinating subjects possible – your own body” (Marieb, Pg1, Para1). Invalid references are unacceptable, whether intentional or not, and can result in a grade of zero for that assignment and/or be viewed as a form of cheating. The “references” section at the end of your assignment (may also be termed bibliography) MUST use the following style:

- For a book or manual:
  - Title of book, Edition number, Chapter number and title, Section heading, Page numbers, Paragraph number, Year of publication, Publisher name, ISBN.
- For scientific papers:
  - Author names (Surname, First Initial.), (Year – in parentheses). Title of article. Journal name, volume number, page numbers (x-y).
- For internet references:
  - Title of site, Date site was referenced, Title of subheading within site where reference was made to, web address (as an active link that when clicked will take me directly to that site).
- References obtained through Galileo must have “**Galileo:**” (in bold) at the start of the reference, and then have the correct reference as described above.

## Copyright of Course Materials

**Copyright:** Copyright is a doctrine of federal law that invests the “author” of a creative work of original “expression” with certain exclusive rights, enforceable by law, for a limited period of time, and subject to defined limitations. U.S. copyright law is found in the Copyright Act, Title 17 of the United States Code.

These exclusive rights, set forth in Section 106 of Title 17, include the rights to do, and to authorize others to do, the following:

- reproduce copies of the work;
- distribute copies of the work to the public;
- create derivative works based on the work;
- perform the work publicly (in the case of certain types of works) and, in the case of sound recordings, to do so by digital transmission; and
- display the work publicly (in the case of certain types of works).

Violation of any of these rights, by engaging in the activity without authority from the copyright owner or a relevant statutory exception or limitation on the right at issue, is called “infringement” and is subject to potentially significant civil liability and, in certain cases, criminal liability. Infringement and



the legal remedies for infringement are discussed in Part I.M. In addition to civil and/or criminal liability, infringement of these rights may also result in a grade reduction/change to an "F" for the course.

Copyright can apply to a wide array of different types of works, including those identified in Sections 102(a) and 103:

- literary works (including novels, articles, texts, poems, and computer programs);
- musical works (the notes and lyrics written by songwriters);
- dramatic works (such as plays);
- pantomimes and choreographic works;
- pictorial, graphic and sculptural works (including photographs and drawings);
- motion pictures and other audiovisual works (including television programs and home movies);
- sound recordings (the sounds made by the performing artist and record company);
- architectural works; and
- compilations and databases of the foregoing and of other material (to the extent they reflect original "authorship" in the selection or arrangement of elements).

It is important to distinguish the copyright in a work from the ownership of a particular copy of a work. For example, ownership of a copy of a book does not include ownership of any of the copyright rights, such as the right to make copies of the content of that book. See Section 202. There are, however, specific exceptions and limitations on the copyright rights that allow the owner of a copy of a work to take certain actions with respect to that work that do not violate the exclusive rights of the copyright holder. See Parts I.F-L.

A copyrightable original work of creative expression is protected by copyright automatically, from the moment it is fixed in any "tangible medium of expression" (such as paper, film, or a computer disk or memory) from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. For example, copyright attaches to a literary work such as an article or a novel as soon as the author writes it on paper or types it onto a computer hard drive. No other act or process need take place.

Although registration of a work with the U.S. Copyright Office is not necessary to obtain copyright protection, there are significant benefits to the copyright owner from registration if the owner must go to court to enforce a copyright against an alleged infringer. See discussion of remedies in Part I.M.

A work is protected by copyright even if it does not contain a formal copyright notice (the word "copyright," abbreviation "copr.," or symbol "©" with the year of first publication and name of the copyright owner), although works first published before March 1, 1989, without notice, may have entered the public domain (see discussion of the public domain in Part I.C).

Any recording (audio, video, or any other format known or unknown) made in class by anyone (student or instructor) is considered part of the course materials for the course and is therefore copyrighted by Dr Hollier. The rights of the student for that recording are the same as the rights of the student for all course materials under the copyright policy for the course.

### **Copyright License Summary**

- Dr. Mark Hollier's course materials are protected by copyright.
- Dr. Mark Hollier is the owner of the copyright.
- Under this copyright:
  - You are NOT free to copy, distribute, display, and/or perform the work.

- You may NOT use this work for commercial purposes.
- You may NOT alter, transform, and/or build upon this work.

## **GSU Policy Prohibiting Students from Posting Instructor-Generated Materials on External Sites**

The selling, sharing, publishing, presenting, or distributing of instructor-prepared course lecture notes, videos, audio recordings, or any other instructor-produced materials from any course for any commercial purpose is strictly prohibited unless explicit written permission is granted in advance by the course instructor. This includes posting any materials on websites, including, but not limited to, Chegg, Course Hero, OneClass, Stuvia, StuDocu, or any other site. Unauthorized sale or commercial distribution of such material is a violation of the instructor's intellectual property and the privacy rights of students attending the class, and is prohibited.

Dr Hollier does not give permission for any student to distribute his course materials to any site, person, company, organization, entity, or anything that is known or unknown. Students can only use the course materials for their own personal use. This includes that students are not allowed to give Dr Hollier's course materials to other students in other classes.

## **Roll Verification Policy – On campus (face-to-face; in-class) classes**

Students' academic success is the major priority of the College. The roll verification period (formerly known as the "no show" period) will be listed in the class schedule. During the roll verification period for on campus (face-to-face) classes, students **MUST** sign the roll verification sheet in class and complete the syllabus quiz in iCollege (scoring 100%).

Roll verification and attendance for on campus (face-to-face) classes requires a physical signature on a piece of paper in the classroom. One of the main reasons is related to student VISAs for international students and their requirement that they can only take one online class a semester and must be enrolled as a full-time student. All of their other classes must be on campus (face-to-face) classes with actual attendance ( <https://isss.gsu.edu/incoming-students/step-1-admissions/sevis-student-exchange-visitor-information-system/> ). Due to this policy, the only way to comply is to perform roll verification and attendance for on campus classes in the classroom.

The only way to meet this roll verification requirement for on campus classes is to come to the classroom and sign the roll verification sheet. Until you have signed the roll verification sheet in the classroom, you will not be able to access any course materials and assignments in iCollege (other than some start of the semester assignments). This requires Dr Hollier to manually enter a score in iCollege after you have signed the roll verification sheet. This will occur at some point after class has ended on the same day you signed the roll verification sheet. If you miss classes at the start of the semester, this will delay when you can access course materials and assignments in iCollege.

Dr Hollier will not email students to let them know that they have not completed work. Ensuring work is completed is the student's responsibility alone. Failure to complete roll verification within the roll verification period will result in the student being entered as never attended / participated. This will result in the student being institutionally withdrawn / removed from the course due to Science class safety reasons. Students will not be reinstated into Science courses if they failed to meet the roll verification requirements for either the lecture or laboratory class in the roll verification period. Students who are reported as 'never attended' ("no show") in a co-requisite course during the enrollment verification period may be administratively dropped from both courses and may NOT be able to be reinstated in the course.

During the “roll verification” period, students MUST sign the roll verification sheet in the classroom and complete the “Syllabus quiz” in iCollege (scoring 100%). Failure to sign the roll verification sheet and complete syllabus quiz during the roll verification period will result in the student being entered as never attended / participated.

This is a college policy that I cannot over-ride and must comply with. The federal government requires this to be accurate (no exceptions) in order to provide financial aid to the university. Institutes have lost federal financial aid support for violating this requirement.

## **Attendance Policy – On campus (face-to-face; in-class) classes**

Students’ academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students’ learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments, announcements, and material covered during an absence. You are expected to attend all classes and take all exams. Students’ responsibility for materials covered is unaffected by absence. Arrival to any class 10 minutes after the scheduled class time is counted as absence; similarly an early departure 10 minutes before the class is over is also counted as an absence.

Students who register for an on-campus class are agreeing that they will attend class on campus at its specified meeting days and times. Students who want to complete all work online and not come to the classroom must register for an online section of the course. They should not register for an on-campus class and treat it like an online class.

Roll verification and attendance for on campus (face-to-face) classes requires a physical signature on a piece of paper in the classroom. One of the main reasons is related to student VISAs for international students and their requirement that they can only take one online class a semester and must be enrolled as a full-time student. All of their other classes must be on campus (face-to-face) classes with actual attendance ( <https://isss.gsu.edu/incoming-students/step-1-admissions/sevis-student-exchange-visitor-information-system/> ). Due to this policy, the only way to comply is to perform roll verification and attendance for on campus classes in the classroom.

Faculty have been directed by the Department Chair of Life & Earth Sciences for Perimeter College to meet the above requirements through attendance and/or assignment grades that can only be earned in the classroom for on campus classes. How this is accomplished has been left up to each individual faculty member to identify in the course syllabus.

Dr Hollier will comply with the above policy through an attendance grade and participation in discussions in the classroom. All other assignments will be given in an online setting. Online assignments offer many benefits to students, including, but not limited to: the ability to be given multiple attempts with the highest score being the one that counts; reduced stress environments as the student picks their location, environment, and can play music in the background if desired; reduced distractions than in a classroom; ability to meet ADA requirements for students with disabilities; ability to extend assignments according to the extension policy listed in this syllabus; reduced anxiety for students; more frequent assignments that cover less course material on the assignment.

Attendance after the roll verification period will be determined by attendance sheets in the classroom. Each week's attendance is worth 1 point. For classes that meet twice a week, that means 0.5 points per class. For classes that meet once per week, that means 1 point per class. Attendance points will be updated in iCollege after the last class that week and will be listed as a weekly attendance total.

**Any official request or policy from GSU, the State government, and/or the Federal government for reporting of attendance will be based on when you last signed an attendance sheet in the classroom.** If you are ill and do not come to class, you will need to submit an absence authorization request to the Dean of Students ( <https://deanofstudents.gsu.edu> ; <https://deanofstudents.gsu.edu/student-assistance/#professor> ) when you are feeling better and/or able to access a computer / mobile device. The Dean of Students online process may require documentation. The number of on campus absences you're excused for before you must request an absence authorization is listed in the number of assignments dropped part of this syllabus.

## If you are ill, don't come to class.

Do not come and infect your classmates or Dr Hollier and make it hard for them to get their work done just because you are ill. **Missed classes due to illness, up to the number allowed under the number of on campus absences you're excused for before you must request an absence authorization, will NOT require an authorization absence from the Dean of Students.** These will be dropped at the end of the semester according to the number of assignments dropped section in the syllabus. You will be expected to keep up with the work missed through the materials in iCollege when you are feeling better / capable of doing that. Assignments can be extended according to the extension policy in this syllabus.

All students are expected to log into iCollege frequently (at a minimum of twice per week) and must always check announcements / emails / course materials when they log into the class.

If a student registers late, then any classes that were held prior to when they registered will be considered missed classes. These will count as unexcused missed classes in relation to the attendance policy. Registering late was the student's choice. Material for the course was covered in the missed class(es) where the student was not present. The student missed that information and thus missed class. Class registration is the student's responsibility and registering after classes have started is not recommended as they will have missed class material.

## Inclement weather / School closings

Severe weather and other reasons may cause the college to close unexpectedly. Check the college website ( <http://perimeter.gsu.edu/> ) regularly for updates and to see when the college will reopen. Please ensure you have signed up for Panther Alerts at <http://safety.gsu.edu/emergency-management/about/emergencynotifications/> . This will give you updates to your email, phone, etc. when the college closes or other situations arise. During the times the college is closed, you are expected to do the following:

- For lecture classes, the class will continue as listed in the class schedule. Go over the material posted in iCollege and watch the recorded lectures for this week. Come to class and/or tutoring times with questions on the material you reviewed if you have any questions.
- For lab classes, an updated schedule or a notice of how exercises will be accommodated, will be posted in iCollege when these arrangements have been made by the lab supervisor for the campus.

# Cheating and Plagiarism

## Earning your grade

You are expected to demonstrate your knowledge and understanding to earn grades. The grade you earn in class, whether an online class or a face-to-face class, is used to demonstrate your competency in the course. Graded work is for the instructor to assess how well you are doing in the course by seeing your knowledge and understanding of the material. By submitting work that is not your own, these objectives are not achieved, and you are deceiving the instructor as to your competence in the course. Any form of misrepresenting your knowledge, understanding, and/or competency in any graded test/assignment is considered cheating. This includes, but is not limited to, copying/pasting/typing correct answer feedback from previous attempts of online tests where you have reviewed the questions, typing up word-for-word from Dr Hollier's lecture notes or a text book, or googling questions and copying/pasting/typing answers from online. If you do this then you have only demonstrated that you can copy and paste, and not that you have understood and learned the course material. Working on assignment(s), test(s), quiz(zes) as a group or having someone else complete assignment(s), test(s), quiz(zes) for you is not allowed (any group work will explicitly state that in the syllabus; no statement under an assignment, test, or quiz category means it is individual work). Sharing your work, including, but not limited to, showing other students your work as an example, is not allowed. This is not acceptable. **You are NOT allowed to take pictures or images of tests in any way or form.** This includes, but not limited to, during the test and when reviewing tests. You are not allowed to write down test questions. You can review test questions in iCollege, but you are not allowed to keep copy in any form. Making a copy of any test question in any form (known or unknown) is considered cheating. It is not acceptable to give someone else your work to look at or look at someone else's work on any assignment (such as lab reports), whether you have finished this course or are in this course. You write the assignment yourself, not look at what someone else did and then make changes. Using a service, including, but not limited to, groupme, where you share information about tests and/or assignments is considered cheating. A grade of zero will be given for the entire test or assignment, and this zero grade will not be dropped when your lowest graded item grade is dropped. These are just a few examples of cheating, any form of deceiving the instructor about your knowledge, understanding, and/or competency on graded work is cheating and will result in zero grades for that work and the other penalties listed in the cheating/plagiarism section can and will also be applied. Dr Hollier can ask you to explain the content of any work you submit for a grade and if you fail to be able to explain what you submitted you can face the penalties for cheating / plagiarism. For more information on cheating and plagiarism see the sections in the syllabus referring to each graded assignment, assessed work, plagiarism, and cheating/plagiarism, and any other applicable sections in this syllabus.

## Ethics, Morals, and Honesty

Ethics can be defined as the moral principles of an individual that relate to how they behave or conduct an activity. Morals can be defined as the beliefs and/or standards that a person finds as acceptable to do. Honesty can be defined as being truthful and/or not being deceitful. Dr Hollier expects all students to be honest and have good morals and ethics in relation to only submitting assignments that they have created on their own. Any form of deceiving Dr Hollier in relation to your knowledge, understanding, and/or competency in this course is considered dishonest, unethical, and immoral. Being dishonest, unethical, and/or immoral will result in charges of cheating and/or plagiarism.

## Assessed work

Any assessed work that is submitted needs to be correctly referenced. Correct referencing includes correctly citing references during the text, a reference section at the end of the work citing where the information came from, and the correct use of quotations around the quotes that you have referenced

(see reference section for more information). **THE ONLY ITEMS YOU CAN QUOTE INCLUDE: OPINIONS, DIRECTIONS OF USE, AND GOVERNMENTAL AND/OR OFFICIAL STATEMENTS THAT HAVE BEEN RELEASED BY A GOVERNMENT OR ORGANIZATION.** Examples of what you cannot quote include (but not limited to): factual information, information provided by your instructor, information from text books, the internet, laboratory manuals, journals, periodicals, magazines, any other source of published or web posted information, any other source of media (TV, radio, podcasts, or any other source of media type), other students work (past or present classes), your own work from previous classes (you **MUST** do new work, and **CANNOT** submit work you previously submitted in any other class). This is information that you read, learn, and then process yourself into your own work. Paraphrasing by changing a few words here and there, or changing every other word, is not acceptable. The purpose of assessed work is that you do the work yourself, and it represents your own work and your competency in the subject (not your competency to use a thesaurus, change some words, or cut and paste). You cannot copy from other students, work together to create two different pieces of work, or plagiarize anyone else's work from the class, different classes, or anywhere else (see cheating and plagiarism section of syllabus). You **CANNOT** submit any work of your own that you have already submitted in a previous class (either a previous class of mine, with another instructor at Perimeter College, or with another instructor at any other institution). If you do submit previous work of your own, you will be considered to have plagiarized your work and cheated by not doing the work again as is required, and will result in the same consequences as cheating / plagiarizing from other sources. **If you quote material that you are not allowed to quote, then you will be subject to the consequences listed under "Cheating and Plagiarism" in this syllabus. There will be NO exceptions to this rule, there is no valid excuse for plagiarism.** All assessed work must be correctly referenced throughout the assignment **AND** at the end of the assignment within a "References" section (see reference section in this syllabus).

## **Plagiarism**

Plagiarism is a serious academic offense and is unacceptable. Graded work is for the instructor to assess how well you are doing in the course by seeing your knowledge and understanding of the material. By submitting work that is not your own, these objectives are not achieved, and you are deceiving the instructor as to your competence in the course. The following are categories of plagiarism as defined by [www.turnitin.com](http://www.turnitin.com). You still must follow the information listed in the "assessed work" section, "references" section, "scientific research paper references" section, "turnitin.com" section, and all other sections of this syllabus.

- *Clone*— An act of submitting another's work, word-for-word, as one's own..

- *CTRL-C*— A written piece that contains significant portions of text from a single source without alterations.
- *Find-Replace*— The act of changing key words and phrases but retaining the essential content of the source in a paper.
- *Remix*— An act of paraphrasing from other sources and making the content fit together seamlessly.
- *Recycle*— The act of borrowing generously from one’s own previous work without citation; To self plagiarize.
- *Hybrid*— The act of combining perfectly cited sources with copied passages—without citation—in one paper.
- *Mashup*— A paper that represents a mix of copied material from several different sources without proper citation.
- *404 Error*— A written piece that includes citations to non-existent or inaccurate information about sources.
- *Aggregator*— The “Aggregator” includes proper citation, but the paper contains almost no original work.
- *Re-Tweet*— This paper includes proper citation, but relies too closely on the text’s original wording and/or structure.

## Contract Cheating

Contract cheating, as described by [www.plagiarism.org](http://www.plagiarism.org), is “Paying someone to write your paper, whether it’s a fellow student or an essay mill, is a form of plagiarism and is usually considered one of the most serious by teachers and administrators alike.” Contract cheating also occurs if you pay someone to take a test for you. Contract cheating is a form of misrepresenting your knowledge, understanding, and/or competency on an assignment(s) and is deceiving your instructor of your abilities and competencies in the course. Graded work is for the instructor to assess how well you are doing in the course by seeing your knowledge and understanding of the material. By submitting work that is not your own, these objectives are not achieved, and you are deceiving the instructor as to your competence in the course.

## Turnitin.com

This class will use turnitin.com, a plagiarism prevention site, for some assessed work. However, any assessed work may be sent by the instructor to turnitin.com. Any work submitted in the form of lab reports, essays, etc. (as directed by the instructor) will be submitted online to [www.turnitin.com](http://www.turnitin.com) by the student.

**Students will upload appropriate assignments into the ASSIGNMENTS tab of iCollege.** This will automatically send it to Turnitin for analysis. **ALL WORK SUBMITTED TO TURNITIN.COM WILL BE PLACED INTO THE REPOSITORY AT TURNITIN SO THAT IT CAN BE CHECKED AGAINST OTHER PAPERS/ASSIGNMENTS FOR PLAGIARISM (PAST, PRESENT, AND FUTURE).** Only upload your file, do not copy and paste the file in to turnitin. If you copy and paste your assignment in to turnitin then all formatting and tables will be removed and your submitted work will not have the correct formatting. You will lose formatting points this way that will not be credited back. You must submit the file in Microsoft Word format (.doc or .docx format). Files submitted in other formats (such as .pages or .pdf) will result in a zero score for formatting in the grading rubric. After submission, you will receive a receipt after submission of an assessment. Ensure that you print this receipt as this is proof of your submission in case something goes wrong. **When you upload your work you MUST check your work**

**on the preview (confirmation) page to ensure that the entire work is present** (not checking and only part of your work being submitted will be the work that is graded, you will not be allowed to resubmit). The preview removes images and other formatting (including table format). As such, you are responsible for ensuring all your text is present. **You will only be allowed to upload your work once, THE FIRST SUBMISSION IS THE FINAL SUBMISSION (there are NO exceptions to this rule)**, so make sure your work is complete and is your final version. This policy is here to ensure you do not plagiarize from the start of the assignment. You CANNOT submit work to see if you would get caught, then change it if a section is highlighted by turnitin, to get around plagiarism. You cannot submit an assignment and then decide that you did not want to submit the assignment as you were caught plagiarizing on that assignment. Any work that is submitted to turnitin.com will be graded using grademark on turnitin. The grade(s) for the assignment(s) and comments from the instructor can be accessed by clicking on the assignment on Turnitin. It is your responsibility to check your grade and to any the comments.

### **Lockdown Browser with a webcam is required for all appropriate assignments in iCollege**

- Most assignments in iCollege will require you to use the Respondus Lockdown Browser. A quiz in iCollege titled “Lockdown Browser Test - Requires Respondus Lockdown Browser + Webcam” is available for you to check that the Lockdown browser works on your computer before taking a test. You should take this quiz every time before taking an actual test to ensure all components of the browser are working on your computer (before taking the actual test).
- You must pass the lockdown browser quiz on iCollege with a score of 100% before any others assignments on iCollege will be released and visible to you.
- The lockdown browser will:
  - **Be used to verify who is taking the assignment.** This requires you to have a webcam so you can show your government / Perimeter College photo ID and your face at the start of each assignment. This is to ensure that you are the actual person taking the assignment and that it is not someone else taking the assignment for you. Once you have verified your identity, closing the lockdown browser and reopening it will result in a grade of zero for that assignment. The webcam may remain recording while you take the entire assignment. The Perimeter College account holder must maintain password security and not share his or her login information with anyone; including spouses, parents, friends, or family. Allowing someone other than the registered student to access this iCollege class for any reason is considered cheating and a violation of the Perimeter College Academic Honesty Policy. The first occasion a student violates these rules will result in Dr Hollier selecting the option to send that student to the expulsion panel immediately and an immediate F in the course – absolutely no exceptions.
  - **Prevent you from opening other windows, browsers, and files on that computer while taking the assignment.** This will prevent direct copying and pasting answers on the assignment. Any form of copying and pasting of answers, even if using other computers and typing what you read, is still cheating.
- Students must also show valid ID and take a picture of their face with the webcam. Students are not allowed to cover up the webcam to prevent the assignment being recorded. Students must perform the environment check to show what is around them during the assignment. Any assignment where the identity of the student is not clear, an official ID card is not shown during the test setup, an environment check is inadequately performed, or the student is not visible in the recording will be graded as a zero score. If this is done more than once, then in addition to the zero score, the student will be written up for academic dishonesty.



- When you open the quiz in iCollege can download the Lockdown Browser if you have not done so previously.
- If you do not have a webcam on your computer, then you must arrange to come to the college and take the assignment on a Perimeter College computer. The laptops loaned out by the library at Perimeter College campuses to be used within the library have both the lockdown browser installed and a webcam. These have been tested and work with the lockdown browser with webcam. Not all Perimeter College computers have webcams.
- If you have problems installing the Lockdown browser on your computer, then you must also come to the college to take the tests as described above.
- You must perform the environment check to show what is around you. Failure to show what is in the environment around your computer will result in a zero grade for the entire assignment.
  - An adequate environment check means showing me what is within reach of you. That means the tabletop surface or wherever your computer/laptop is sitting.
  - Tests are open book, so I expect to see your text book and notes.
  - Other electronic devices are allowed, but cannot be used to google questions and copy answers from. They can be used to lookup definitions of words you do not understand. They can be used to access the eText if that is your book.
  - If you use a second electronic device during the assignment for an open book assignment (see below), you **MUST** show the camera what was on the screen of that device. Hold it there for at least 10 seconds. That does not mean you can google the question, read an answer, then lookup something else and show me the second thing but not the first! When you finishing typing you must show me the screen of the second device immediately. If you start typing again / pressing buttons without showing me the screen then I will assume you are cheating.
  - You should **NOT** be getting up and moving off screen during an assignment. If an emergency occurs and you have to get up and leave, then you must do an environment check again when you return by showing the area around you. Do not stop the assignment, just show the environment by moving the camera. You will lose time if you get up from the assignment for any reason.
- **You are NOT allowed to take pictures or images of tests in any way or form.** This includes, but not limited to, during the test, and when reviewing tests. You are not allowed to write down test questions. You can review test questions in iCollege, but you are not allowed to keep a copy in any form. Making a copy of any test question in any form (known or unknown) is considered cheating.
- You are not allowed to leave the view of the webcam and/or talk to anyone else while taking a test or quiz that requires the Lockdown Browser and Respondus Monitor.
- If you have technical issues while taking a test / quiz using the Lockdown Browser and Respondus Monitor, then you will be required to take all tests on a Perimeter College campus using the Lockdown Browser and Respondus Monitor on a GSU computer provided for student use.

**Online assignments are open book, unless specifically stated as closed book in the syllabus and/or class schedule.**

- For open book assignments:
  - I know students have the textbook and notes in front of them when taking online assignment. These assignments have been designed to allow for that, if the assignment is not listed as closed book in the syllabus and/or schedule. You can have notes and the textbook with you and look things up if the assignment is an open book assignment. The timing of the assignment will prevent you from doing that for everything.
  - If you are using an e-text or e-notes, that is fine to use while taking the open book assignments. You are also allowed to look up terms that you are not familiar with online.

The lockdown browser locks that computer, so to do any of these options would require a second electronic device.

- It is not acceptable to google questions and then copy answers over for any type of assignment (see “Earning your grade” section).
- For closed book assignments:
  - You are not allowed any books, notes, recordings, and/or any type of information to be accessible that is not coming directly from your brain. During the environment check you must show that nothing is accessible.
  - If you have accommodations for a disability, then you are allowed anything that matches the requirements on the accommodation form sent from Disability Services.
  - It is not acceptable to google questions and then copy answers over for any type of assignment (see “Earning your grade” section).

## Academic Honesty

Please review GSU’s policy on academic dishonesty at the following websites:

<http://codeofconduct.gsu.edu/>

<https://deanofstudents.gsu.edu/faculty/#academic-honesty>

<https://catalogs.gsu.edu/content.php?catoid=13&navoid=1436>

**Dr Hollier’s policies on cheating and/or plagiarism (in addition to the college wide policies):** Students who give their work to another student to review and/or allow their work to be copied are just as guilty of cheating and/or plagiarism and will receive the same penalty as the student who copied the work (no exceptions). Cheating and plagiarism also includes (but is not limited to): **quoting or copying material you are not allowed to quote (see assessed work section of syllabus), submitting false references (see referencing section of the syllabus)**, attempting to copy answers during tests/exams from other students/individuals, using ANY electronic devices during tests/exams (regardless of the reason; with the exception of a simple calculator that would be provided by Dr Hollier if it is required), copying answers/work between students/individuals, copying answers/work from the internet, copying answers/work from any source that gives the same question, having another student/individual take quizzes/do the work for you, and/or working in groups (of students or other individuals) to complete gradable work in any format (unless specifically directed by Dr Hollier as constituting gradable group work). Students must also show valid ID and take a picture of their face with the webcam for tests using the Respondus Lockdown Browser and Respondus Monitor. Students are not allowed to cover up the webcam to prevent the test being recorded. Students must perform the environment check to show what is around them during the test. Any test where the identity of the student is not clear, an environment check is adequately performed, or the student is not visible in the recording will be graded as a zero score is considered a violation of the test conditions and a form of academic dishonesty.

When an instructor believes there has been a violation of the Academic Honesty Policy (AHP), the student may accept the instructor’s decision or appeal it to the department chair. If the student chooses, he or she may appeal the decision of the department chair to the campus academic dean. The decision of the dean is final. **Multiple violations may result in expulsion.**

**Penalties/punishments for cheating and/or plagiarism in Dr Hollier’s classes (one or more will be applied):**

- **A grade reduction to ZERO for that work/assignment category. This will not be dropped if it is part of a grade where the lowest grade is dropped.**
  - **When one item is detected as plagiarized, previous items can be checked for plagiarism.**
  - **If previous work within that assignment category, or other assignment category, is identified as plagiarized then that work will additionally penalized for cheating and/or plagiarism.**
  - **Additional penalties can include zero grades for each work identified for cheating and/or plagiarism, zero grades for each assignment category where cheating and/or plagiarism occurred, or an F in the course.**
- **Loss of ALL extra credit for the entire semester.**
- **An “F” in the course.**
- **A charge of academic dishonesty will prevent you from being able to withdraw from the course.**
- **If the charges of academic dishonesty are upheld or not contested, then Dr Hollier will not write you a letter of recommendation.**

**Dr Hollier reserves the right to also refer any incident to the expulsion panel and student affairs/Dean of Student Services (which includes the College Court/Judicial board) depending on the seriousness of the violation of Dr Hollier’s policies.**

## **iCollege**

iCollege is used to supplement this course. It is used to disseminate course materials (lecture notes, reviews, extra credit work, quizzes, and discussion board questions, etc.), provide the primary communication tools (e-mail and discussion board) for students to contact Dr Hollier and other students in the class, posting of grades for all tests and quizzes, and to provide announcements relevant to the course. **It is the students’ responsibility to ensure that they do not try to take online quizzes during schedule maintenance times for iCollege. The students MUST check the maintenance schedule each week and before taking each quiz. IF YOU TAKE QUIZZES DURING THE MAINTENANCE TIME AND THE QUIZ STOPS OR CLOSES, THEN THE QUIZ WILL NOT BE RESET, AND YOU WILL NOT BE ALLOWED TO HAVE ANOTHER CHANCE AT THE QUIZ.**

Materials posted on iCollege (or any other media type) CANNOT be posted by students in any way or form elsewhere (including, but not limited to: web pages, torrents, on CD/DVD, in paper publications, giving materials to students in other classes or colleges/universities). Violation of this could result in a

grade reduction to your overall course grade by 10% per item posted and/or legal action by Dr Hollier or the publisher who owns the copyright of the material.

Support for iCollege:

- The support options can be found by visiting the iCollege login page and looking for help or support options.

If problems occur, then **you have the following responsibilities:**

- You must get help IMMEDIATELY from the 24/7 technical support, not days later.
- If the problems are not resolved within 48 hours THEN contact me.
- Make sure you have an ALTERNATIVE COMPUTER ACCESS PLAN. If your computer (any part!) or internet connection fails then it is your responsibility to have an alternative access plan (another computer).
- Make sure you BACK-UP YOUR WORK REGULARLY (recommended is weekly) to some type of media other than your computer (CD, flash drive, external hard drive, etc.)
- For problems with electronic quizzes / assignments that is due to iCollege failure only (this does not include problems with your computer or internet connection, only problems with iCollege itself), then you must: (i) contact the helpdesk, AND (ii) notify me immediately (by e-mail (iCollege, GSU, or personal), phone, or mail. **Failure to perform BOTH of these actions could result in forfeiture of any considerations, time extensions, etc.**

## Success in College classes

- **Get sufficient sleep:** For you to learn effectively, you need to ensure you get adequate sleep. Sleep is an important time where your body repairs itself and processes the information you have been studying. Not getting sufficient sleep (6-8 hours) means you do not effectively process the information from that day and are left with information in your next days “temporary store”. That means you can put less into it the next day!
- **Plan some recreation time:** Everyone needs to unwind, so you should plan some down time to relax and recoup. It is often good to plan your weekly schedule with a day off from studying or college work. This allows you to recoup, gather your thoughts, relax, reduce stress, not start to hate the course material, and not go insane.
- **Spend enough time studying:** For either a full-semester lecture or lab class, you should be spending about 9-12 hours of studying outside of class each week. For lecture and lab combined, that is a 18-24 hours a week. The amount of time needed varies per student and is linked to how effectively your study time is. For a half-semester class, you need to double these times per week. If planning 24 hours a week, then that would equate to 4 hours a day.
- **Take breaks during study time:** Your brain can only absorb so much materials at any given time. You need to take short (~5 minute breaks) every 20-30 minutes). This does not mean study for 5 minutes and then watch an episode of your favorite TV show! Also split up your study time throughout the week. Don't think you can study for 8 hours in a single day. Your brain can only handle so much at a time. Beyond that, you're either wasting your time or your efficiency of studying has decreased. When adding 4 hours of study time a day to 6 of your days, you should probably split it up into at least two, 2 hour slots.
- **Study technique:** You will need to work out your study style for each specific class. What works in one class may not work for another class. How a person learns is unique to that person. There is no one style that is guaranteed to work for everyone. Only you can work out your learning style. Some suggestions are in the section on “How to study for classes”.
- **Don't take on too much:** If you have taken on too much, then you will not do well in any of it. You need to look at the big picture of your career. Perhaps taking less classes, cutting back work hours, or cutting back on your social life, is something you need to change to succeed and

actually get the career you want. It is better to get in a little later than never get in as you did not get the grades you needed due to taking on too much.

- **Create a schedule:** Create a weekly schedule planning your entire week. Include everything in your life on each day, such as time in class, study time, test taking time, sleep, traveling to/from work/college, eating, relaxing, etc. Each day should represent the full 24 hours. There is a “Weekly schedule planner” file in the course information and files folder on iCollege where you can fill it in. This schedule should help you see if you have taken on too much or not. You should also hold yourself to it each week, as later or tomorrow never comes. If you cannot fit everything into the 24 hours each day, then something has to give. You cannot make a day longer! Only you can decide what needs to change.

## Learning styles

- The following are the most commonly referenced learning styles:
  - *Visual learners:* Learn by observing things. Visual learners understand information best when presented with pictures, images, and diagrams. They can easily visualize information, have a good sense of direction, and usually like to draw out processes or create concept maps.
  - *Auditory learners:* Learn by hearing sound / music / rhythm. Auditory learners understand information best when listening only, sometimes requiring them to close their eyes while listening. They often learn best by presenting / explaining the information verbally to someone else.
  - *Reading / Writing learners:* Learn by reading information and then writing it down. Reading / writing learners understand information best when they hand write what they have read and/or summarize the information with handwriting. They often do best by taking lots of notes during lectures / recorded lectures.
  - *Kinesthetic learners:* Learn through a hands-on approach that often uses multiple senses at the same time (touch, vision, hearing) and by doing something (such as solving problems or a lab experiment). Kinesthetic learners understand information best when doing something, such as an activity. They often learn best through activities and answering questions after doing something, such as an online activity.
- In the past 10-20 years there has been a lot of focus on learning styles in all levels of education. However, there really is little data to suggest that matching a learning style to each student actually improves their grades or what they retain.
- It is better to think of learning styles more as learning preferences. For example, you may prefer to watch a news show on TV rather than read the news from an app or a newspaper. Just because you prefer to watch the news on TV does not mean you wouldn't understand the news in a newspaper. Both ways would create the same outcome, you learned something in the news. Just because you have a preference does not mean it is the only way you learn, or even the best way. Perhaps reading the newspaper helps you understand the issue better than passively watching it on TV, even though you prefer to watch it on TV.
- We have discovered enough about how the brain learns information to be better learners. The following is very much a summary and presented in a simplified way.
  - Information initially goes into a temporary buffer in your cerebral cortex. Your brain then sifts through this and transfers some of it to your short-term memory.
  - Your temporary buffer can only hold so much, which is why you should take breaks every 15-30 minutes while studying. Your temporary buffer is also emptied during REM sleep so you can refill it the next day. If you don't get enough sleep, then you do not empty your temporary buffer, and cannot add as much the next day.

- Learning requires you to transfer information from your short-term memory to long-term memory. What aids transfer of information from short-term memory to long-term memory is excitement, rehearsal, and association of old and new information.
  - *Excitement*: If you have an interest in something you are more likely to learn it. If you have no interest in the topic you find it very hard to learn that information. When you are interested in something, your adrenaline (epinephrine) levels increase. This hormone not only works in the extreme of the fight-or-flight response, but aids in memory transfer. There are simple ways to increase adrenaline levels before studying, such as taking a 5-minute walk around the house. The slightly higher adrenaline levels, in theory, help with that memory transfer. Another option would be to read while working out on a treadmill or stationary bike at a gym.
  - *Rehearsal*: This requires a time commitment to go over everything multiple times. The more often you access a memory, the easier it is for your brain to find it, process it, and integrate it with other information. Accessing information (memories) more frequently results in more long-term potentiation in your neurons (see below).
  - *Association of old and new information*: It is easier to continue something than start from scratch. With learning it is the same. It is easier to tie new information to old information than to create entirely separate pieces of information (memories). This requires you to connect information between chapters of a course for example, rather than just study one chapter at a time and not see how they relate to each other. Linking information together results in a greater level of long-term potentiation in and between neurons (see below).
- Memories are stored in our brains, and neurons change when information is stored in them. What actually occurs is long-term potentiation. The neuronal RNA content changes, novel proteins are produced, dendrites and axon terminals change shape, make new contacts, and/or increase in numbers. More neurotransmitters are synthesized and released when you access that memory. More receptors are embedded in the post-synaptic membranes. All of this allows your brain to make stronger and more numerous connections, which results in your being able to remember that information more easily and have a better understanding and application of that information.
- Everyone is also somewhat unique with how they learn, and what works for one person may not work for another person. Only you can work out what helps you learn. Try different ways. If one way is not helping, then try something else. If something does not work for you, then there is no point wasting your time in continuing to try to learn that way. Also, do not immediately rule out a method of learning because it is not what you prefer. You may find a method that you think is tedious (such as the time-consuming method of handwriting notes) helps you learn even though you find it tedious.

## How to study for classes

This is only a guide on how to study for my lecture classes. The methods listed below may or may not be useful to every student, each of us are different and study/learn in different ways. What may work some students, may not work for others. These are Dr Hollier's suggestions:

1. For each hour of lecture class time you should be spending 3-4 hours of time studying at home.
2. Before the material is covered in class, read the chapter summaries. This will familiarize you with the key parts of the chapter before they are covered in class, and will enable you to follow the class more easily.
3. Print out and bring the fill in the blank lecture notes with you to class and fill in the blanks as we go through class. This will stop you just sitting there doing nothing and from writing down everything I say in class. It is strongly recommended instead of highlighting in the book, as writing the key words will help them sink in more easily than just highlighting them.

4. Print out and use the fill in the blank lecture notes while watching the recorded lectures. This will stop you just sitting there doing nothing and from writing down everything. It is strongly recommended to use the fill-in-the-blank notes instead of highlighting in the book, as writing the key words will help them sink in more easily than just highlighting them.
  - Recorded lectures are the equivalent of coming to class. When you come to an in-class session, you bring your pen and paper and take notes during the lecture. In-class sessions are specifically scheduled. When you watch the recorded lectures, you should be doing the same. Take notes and watch them at set times each week.
  - While I understand that some students do not have much experience with online classes, most students are aware of the importance of going to class. In thinking about what has data supporting learning, there is a significant amount of data showing that students who go to in-class sessions do better on tests, and in the course, than students who do not go to in-class sessions. In line with that, utilizing the recorded lectures in conjunction with the fill-in-the-blank notes as an online equivalent of in-class sessions will increase your learning of the course material.
  - Reading the transcripts only is not an equivalent to watching the recorded lectures in conjunction with utilizing the fill-in-the-blank notes. If all you do is read the transcript you are ignoring auditory and visual inputs that aid in learning. Having the material come through multiple senses at once has been demonstrated as a more effective way to learn something. Using only a single sense, such as reading alone, is significantly less effective for learning.
  - Recorded lectures are intended to be used in conjunction with the fill-in-the-blank notes. To maximize your learning, you need to be completing the fill-in-the-blank notes with a pen or pencil (not typing into them). Typing on the computer has been shown to not help in learning. However, manually writing has been shown to improve learning.
  - I specifically created the fill-in-the-blank notes with certain words missing that are important ones to pick up on. If you're not using them, I would definitely recommend that.
5. When the chapter is completed, read the chapter cover to cover and fill in any blanks that you missed during class. It is very important you read the chapter cover to cover, as my tests and quizzes can come from any part of the chapter, whether I covered it in class or not. When reading the chapter, do NOT read the chapter all at once. The brain can only handle small amounts of information at a time, so read for 10-15 minutes (complete sub-sections), then take 2-3 minutes break where you do not think about the material, before moving on to the next part. This is very important. If you read the entire chapter straight through without breaks, you will most probably not learn anything, or only the very beginning of the chapter.
6. After finishing reading the chapter, wait about 30 minutes and read the chapter summary again.
7. Go to the mastering site and take the tutorials (if any are present), then the homework assignment. The tutorials will help you understand the key concepts for the topics they cover, and the homework will test you overall understanding of the chapter material. After completing the homework, re-read the parts of the chapter and lecture notes for the areas where you had problems in the homework (got the questions incorrect).
8. If you are still unsure of the chapter, or specific parts of the chapter, grab two pens of different color and some paper (or a small notebook). Write a sub-chapter heading down on the page, then using one color write down what you remember about that topic in bullet point format on one half of the page. Then read the sub-chapter part and write down the bullet points summarizing it in the other color on the other half of the page (so the two parts in different colors are side by side). This will show you the difference between what you remember and what was covered in the section. Do this for all sections of the chapter or for the parts you are having problems with. Take breaks between each section. When the section/chapter is covered, read through the notes and see what the differences were. These notes will also be useful to study from. The actual writing down of the information is one of the most useful/effective ways I have seen for students to actually learn and remember the material, however it is time consuming.

9. Also make use of the study area in the mastering site. This will give other ways to study, such as mp3 tutorials that you can download to your mp3 player (playing these in the car is a way to learn the material by osmosis from hearing it over and over), more quizzes to take, animations to watch, pre-made flash cards (if you are a flash card person), and a lot more. This is an extremely valuable resource to help you learn, so make full use of it.
10. Re-read through the lecture class notes or notes made above, and the chapter summary before taking the quiz online.
11. Take the short quiz in iCollege. For the questions you get wrong, work out why you were wrong and what the correct answer is. By understanding your mistakes you will learn a lot. The point of this is not just to find the correct answer and memorize it, as that will ultimately get you know where, but to learn why you were wrong, and why the correct is the correct answer.
12. If you have further questions after doing all of the above, come and see me during office hours and we can work through parts of the above together, or I can provide further explanations for the areas you are having trouble with.

### **MultiSelect questions and learning**

- If you are doing well on the essay questions, but not as well as you want on the MultiSelect questions, then it suggests that you are generally understanding the material, but not taking in the specific details of the material. The MultiSelect parts of the tests are very much focused on specific details in the recorded lectures and/or text book. That is where I would suggest you devote more time. You may need to go over them more than once or twice.
- MultiSelect questions were created to test detailed knowledge, understanding, and application of the course content. The tests are generated from pools of questions that could come from any part of the content listed as being covered on that test.
- You cannot use process of elimination with MultiSelect questions as you do with Multiple Choice questions. MultiSelect questions thus prevent you from making “educated guesses” and test you on what you actually know.
- MultiSelect questions could have any number of correct answers. The best way to approach them is to view each answer as a true/false statement relative to what the question asks. View each answer independently from the other answers.
- The questions are written based on specific details, not overall concepts. If you study and generally understand the material, but cannot list / name specific examples, structures, functions, etc. then you have not learned sufficient details for these questions. These MultiSelect questions focus on details.
- The best way to learn the details of the course content is to utilize the fill-in-the-blank notes while watching the recorded lectures. Another option is the writing what you remember with two different color pens option listed above in the general learning information.

### **Paragraph / Essay questions and learning**

- If you are doing well on the MultiSelect questions, but not the paragraph / essay questions, then it suggests that you are memorizing details but not necessarily understanding the bigger picture and/or able to reach higher Blooms taxonomy levels of the course content (application, analysis, synthesis, or evaluation levels).
- Paragraph / essay questions require you to apply what you have learned in new ways / to new examples, analyze information related to the concepts and work out how it is related or solve a problem, summarize the concepts with examples, and/or evaluate concepts for accuracy / comparison / implementation.
- The best way to approach these questions is to first identify what is specifically is being asked. Just writing what you know about something may not answer the question that was actually



asked. The most common mistake I see is that students just write down what they know about the topic, but it doesn't actually answer the question that was asked.

- These questions require critical thinking, which is very difficult to teach someone. It was how you think about something, not something you can necessarily read and memorize. However, if you do not have a good understanding of the concepts then you will struggle with these questions. So, the first thing to do is make sure you understand the concepts of the content that could be covered on the test first.
- A lot of the essay questions also require you to provide specific examples in your answer. A good way to learn examples is to write down headings, a brief summary of the concept as the first bullet point, and then examples as bullet points beneath. When listing the examples, try to explain why it is a good example and how it relates to the concept.

## Early Alerts / Course Performance Alerts

Perimeter College utilizes an "Early Alert" system to identify students who are at risk of failing a course ( <https://success.students.gsu.edu/early-alert/> ). Perimeter College defines the Early Alert system as "Early Alert at Georgia State University is an initiative that seeks to provide feedback and support to students who have demonstrated behaviors within the first six weeks of the semester that may hinder academic performance and overall college success. This outreach effort is a partnership between faculty teaching undergraduate students and staff in the Office of Student Success."

The principle of Early Alerts is to help struggling students while there is still time to make changes and improve grades. Statistics from GSU shows this helps students who are struggling. This goal is an admirable goal in education. However, there are problems with the implementation of this system, consequences to these actions, and a conflict with general higher education principles. These are outlined below:

- The Early Alerts initiative is discriminatory to all students who are not reported as at risk. Students who receive an at-risk alert are given additional support and resources from the University that students not at risk do not receive. Every student should be given the same opportunities to improve their grade. Getting into Health Field related career programs, such as nursing, is competitive. Every student should be aiming for an A grade in prerequisite courses to be as competitive as possible. To offer additional help and support in improving their grade to a student who could fail a class, but not to a student who is averaging a B or C is discrimination. The B and C students should also be given the same opportunities so they can be more competitive in applications to their future programs.
- If a student is averaging an A, B, or C, and are thus not reported as at risk, they could still fail the course. For example, if they stop attending class, stop taking tests, and/or miss other assignment deadlines, then they could still fail the class. Early Alerts are submitted around one quarter to one third of the way through the course for full semester classes, about two thirds of the way through the course for mini-mester 1 courses, and before the course even starts for mini-mester 2 courses. The course grade is spread out over the length of the course as best possible. When Early Alerts are submitted, a student could not have scored enough course points to pass the course, even if they had a score of 100% on every assignment, regardless of whether it is a full semester, mini-mester 1, or mini-mester 2 course.
- The Early Alert notification has two consequences depending on whether you receive one or not:
  - *If you receive an Early Alert:* Students consciously (and subconsciously) acknowledge they have to do better. This results in students either continuing to study, try to improve their study efficiency, and/or make changes to other aspects of their life so they can spend more time studying for the course. These are all positive things.
  - *If you do not receive an Early Alert:* Students are aware when Early Alerts come out. If a student does not receive an Early Alert they often consciously (and subconsciously)

assume they are doing well and will get an A in the course. This is not necessarily correct, as all students can improve their study habits and time spent studying. By not receiving the alert, students generally do not make any changes. This means a B or C level student will still get that B or C at the end of the course. To get the A grade, the B and C level student would need to make changes just like the student who received the alert. Some students may also slack off if they don't receive an alert, which would result in a decrease in their grade.

Due to the above reasons, Dr Hollier will list every single student as at risk. This allows all students to be reminded that they need to continue studying, try to improve, complete all assignments, and give them access to the resources of the University to help them improve their grade. There are no exceptions to this situation. Every single student, even if you are averaging a 100%, will be reported as at risk in any Early Alert system (or any University initiative that has the same outcome).

[Start of Alert]

**At Risk:** Yes

**Alert Reason:** General Concern

**Comments:**

All students at this point in the semester are at potential of failing the class if they decide to stop attending class, do not study sufficiently, do not ask the instructor questions when they are having problems, or stop taking the tests. Given the point in the semester, it is possible that any student could fail.

Students have weekly assignments and/or tests and know how well (or not) they are doing on the tests and in the course. Students have the responsibility to monitor their progress in this way and take action when needed. Students should use the document "How to calculate your lecture grade" or "How to calculate your lab grade" to track their progress. Students can confirm they have correctly calculated their grade by emailing a picture of the completed tables to Dr Hollier as an attachment in iCollege. In doing so, they will know their current progress and if they are struggling in the course. It will also identify where they are struggling.

As an alert, students should utilize the grade calculator provided to them. If they are not doing this, then they should. This is an alert for them to do this.

Please refer to the class syllabus section "Early Alerts / Course Performance Alerts" for more information about these alerts, their purpose, and why Dr. Hollier enters the same alert for ALL students.

[End of Alert]

Bottom line: You have the responsibility

- To track your progress with the student grade calculator provided.
- To attend every class meeting for face-to-face classes or enter iCollege online each week for online classes.
- To come and see me when you are having problems.
- To continue studying for the course and complete the assignments.

## **Academic support**

You should always seek assistance from the course instructor first. However, the following are options to obtain further academic support:

- *Learning and Tutorial Center (LTC)*: The LTC is a resource for student success. It's mission is to "enable Perimeter College's diverse population of students to achieve their educational, personal, and career goals through tutoring and technology-based instruction, empowering them to become successful, independent, lifelong learners." There is a CRLA-certified LTC located on each of PC's

five campuses where we provide academic support in mathematics, reading, writing, science and more. In addition to our face-to-face tutoring services, we provide a variety of other services and resources to accommodate student needs.

- *PERIMETER COLLEGE Nursing Tutorial Lab*: The Nursing Tutorial Lab was built and designed to provide academic assistance to nursing and pre-nursing students at Perimeter College. Students may self-refer or be referred to the program by College faculty and staff. Depending on need, students may receive assistance in such areas as medical-math skills, science, and college survival skills: test taking strategies; time management; stress reduction; and general study skills. Review sessions in specific content areas are offered. The Tutorial Lab Director and a Biology tutor are available for individual or small group tutoring sessions.
- *Library*: The college library is a great resource for finding information, using student computers, media spots to complete online work of a variety of types, a place to study, and a place to obtain general help or find out where to obtain help.
- *Disability services*: Perimeter College is committed to providing educational opportunities for all students and assisting them in making their college experience successful and positive. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Center for Disability Services coordinates the provision of reasonable accommodations for students with disabilities.

## Perimeter College Student Scholarships

Perimeter College offers merit-based, need-based and service-based scholarships. All scholarship awards are contingent upon the availability of funds and are subject to revision. Information is located at <https://perimeter.gsu.edu/student-accounts/scholarships/> .

## Letters of Recommendation

<http://www.mhollier.com/letters.html>

Dr Hollier will only provide letters of recommendation to students who get either an A or a B as their overall course grade. **To request a letter of recommendation you must give me four weeks notice before the date that you require it.** You must also e-mail the following information to my college e-mail address ( [mhollier@gsu.edu](mailto:mhollier@gsu.edu) ):

- Your full name and what personal pronoun you use to refer to yourself (he, she, they, ze, ve, etc.).
- Which course(s) you took with me and which semester you took each of those courses.
- The full name and address of the college/university you are applying to.
- The name of the program that you are applying for as listed on the application form.
- Your science class course grades for all science courses taken at PERIMETER COLLEGE.
- Your current GPA.
- A list and brief description of any volunteering / community service you have performed within the last two years.
- Any information that you are including on your application that I am expected to know.
- The date that you require the letter(s) by.
- If you are applying to the Byrdine F. Lewis School of Nursing and Health Professions (Georgia State University) then you also need to send me the following information exactly as you entered it on your online application:
  - Student name.
  - Panther ID number.
  - Student email.
  - Program you are applying to (Traditional, ACE, or ACE and traditional)
  - Term you are applying for.

- Whether the letter will be submitted electronically or whether you need it printed and placed in a signed and sealed envelope.
  - If it will be electronically submitted, then enter my information into their system (Dr Mark Hollier, Associate Professor of Biology, [mhollier@gsu.edu](mailto:mhollier@gsu.edu), 678-891-3779, 555 N.Indian Creek Dr, Clarkston, GA 30021). It is your responsibility to ensure that any required information I need for submitting your letter of recommendation electronically is sent to my email address.
  - For printed letters, specify the full address that should go on the front of the envelope. Also indicate if you want to pick it up from me or if I am to mail it directly to the address you provided.

If you were written up for cheating and/or plagiarism, or decide to let your class work “fall in to the hands” of students after you leave my classes, your name will be black listed for letters of recommendation. If you do request a letter of recommendation under these situations, Dr. Hollier will either decline writing you a letter, or write a letter of recommendation including general information about your lack of integrity and ethics.

## **Class Withdrawal**

After the enrollment verification period, students who elect to withdraw from either course (lecture or lab) will NOT automatically be dropped from the co-requisite course. Students who elect to withdraw from either course are advised and strongly encouraged to initiate withdrawals from both co-requisite courses at the same time. Students should regularly check their PAWS/GoSOLAR accounts to ensure official enrollment in a course. Students are advised to withdraw from co-requisite courses if they withdraw from either course throughout the course of the semester.

<https://catalog.gsu.edu/>

<https://catalogs.gsu.edu/content.php?catoid=13&navoid=1563>

Students are responsible for formally adding, dropping, or withdrawing from classes using the online registration system, PAWS at [paws.gsu.edu](http://paws.gsu.edu). Students may not attend a class unless they have registered for that class, nor should students simply stop attending a class unless they have formally dropped or withdrawn from that class. Students should be aware of the financial obligations and academic impact of adding, dropping, or withdrawing from classes by consulting with an academic advisor and referring to information concerning the tuition refund schedule found on the Student Financial Services’ webpage, [sfs.gsu.edu](http://sfs.gsu.edu).

## **Incomplete**

<https://catalogs.gsu.edu/content.php?catoid=13&navoid=1573&hl=%22Incomplete%22&returnto=search>

A grade of incomplete (“I”) may be assigned at the instructor’s discretion if a student 1) is earning a passing grade at the time the incomplete is requested, and 2) has completed most of the major assignments, generally all but one, and 3) cannot complete the remainder of the coursework due to non-academic reasons beyond the student’s control. If an instructor denies a student’s request for an incomplete, the student may appeal to the department chair. The decision of the department chair is final.

If a situation that does not allow you to continue the course work occurs during the semester prior to midpoint, then you are expected to withdraw from classes before midpoint. A grade of incomplete or a hardship withdrawal is not available if the circumstance(s) / situation occur before midpoint. If the circumstance(s) / situation occur after midpoint, then you may be eligible for either an incomplete or hardship withdrawal. Neither of these options (incomplete or hardship withdrawal) are guaranteed. They are determined by college policy.

## Expectations of the students

Students are responsible for all material covered and announcements made in class. Students are expected to complete all assignments on time, come to all classes, participate in classroom activities in groups/individually (depending on the activity), check iCollege daily, and communicate/participate in a professional manner. Students should conduct themselves in a professional and academic manner that respects the rights of other students and the instructor. Because entering and exiting the room during class can be distracting to other students (as well as the instructor), refrain from such movements except as physiologically necessary. Any unnecessary or loud talking during class should be avoided. Eating and drinking is prohibited in the classroom. Students that do not conduct themselves in a professional and academic manner may be dismissed from class and receive a zero for any assignments, quizzes, or test for that class time. Continued noncompliance of these expectations will result in severe grade reductions for one or more tests from the course (as decided by the instructor).

## Electronic devices

1. Students are responsible for their electronic devices if they bring to class. The college and/or Dr. Hollier are not responsible/liable for any damage or loss of electronic devices.
2. Electronic devices are allowed during class times. The electronic devices must not disrupt the class, and sound(s) must be turned off.
3. **Electronic devices of any kind (except devices for the hard of hearing) are NOT allowed during tests, exams, quizzes, etc. and when going over the tests, exams, quizzes, etc. once they have been graded.** The first violation of this part of the policy will result in an immediate grade of zero for that test. A second violation will result in an F for the entire course. This includes, but is not limited to, phones, smart watches, smart glasses, and programmable calculators. If you have smart glasses, you will need to have a pair of regular glasses to wear during tests, exams, quizzes, etc.
4. **Cell phone use (or ringing) in class will not be tolerated.**
5. Voice recorders are to be used to aid in note taking during class only, and have the following constraints:
  - a. The recorder must be placed next to the student (not at the front of the class next to the instructor).
  - b. The instructor and/or PERIMETER COLLEGE cannot be held responsible for any damage or loss of the recording device.
  - c. It is understood that such recordings are to be utilized only for the student's personal use as a study supplement.
  - d. Recorders are not to be operated in playback mode or otherwise operated in a manner such as to cause disruption to the class.
  - e. Recordings may not be posted for dissemination anywhere in any form.
6. Laptops can only be used to allow students to type notes instead of writing them, or to look at the class material instead of printing it out. Laptops are not to be used for surfing the internet, doing work for other classes, or playing games. Laptops cannot be used to record the class through a webcam in any way or form. Typing must be kept to a quiet level, if your keyboard is too noisy (as determined by the instructor), then you will not be allowed to use your laptop during class. Violation of any part of this policy will result in the forfeiture of your right to use your laptop.
7. Use of imaging devices of any kind (cameras, video recorders, etc.) is strictly prohibited in the class.

## Dress attire

The instructor reserves the right to identify attire which is inappropriate for a classroom setting, including (but not limited to): attire with curse words, attire depicting nudity, and attire with minimal coverage. Please use discretion and be courteous to those around you when choosing attire.

## Tobacco and Smoke-Free Campus Policy

<http://codeofconduct.gsu.edu/>

Georgia State University ("Georgia State") is committed to providing a clean, healthy, and comfortable environment for all students, faculty, staff and visitors. The use of tobacco products is prohibited on all property owned, leased or used by Georgia State, including but not limited to all internal and external areas; parking garages and parking lots; and in Georgia State owned and/or leased vehicles. Such use is also prohibited within 25 feet of all Georgia State building entrances and exits. Tobacco products include cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco such as electronic cigarettes. The advertising, sale or free sampling of tobacco products on Georgia State property is also prohibited.

## Children in class / at college

The college has a policy that prohibits children from sitting in or being left in the hallway during class. **If you come to class with a child, then you will be asked to leave the class. If you bring a child to a test then you will not be allowed to take the test**, and the policy of no make-up tests for missed tests WILL apply to this situation (no exceptions).

## Disruptive behavior

<http://codeofconduct.gsu.edu/>

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class\* behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messages, or pages during class, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, excessive tardiness, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

## House Bill 280

Please refer to [www.usg.edu/hb280](http://www.usg.edu/hb280) regarding House Bill 280.

## Important statements

1. **Student Code of Conduct:** Students should be familiar with the Student Code of Conduct ( <http://codeofconduct.gsu.edu/> ).
2. **GSU statement:** The course syllabus provides a general plan for the course; deviations may be necessary.
3. **GSU statement:** Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation.

4. **GSU email policy:** Every student is assigned an official Georgia State University email address at the time of acceptance. It is essential that students regularly check this email account. Academic departments and student service units across campus use the University assigned email as a means of communicating with students about official university business, and students are held responsible for this information. Email from Georgia State will be sent to the student's official Georgia State e-mail address. It will not be sent to any other address (such as a Gmail or Yahoo account). However, students may configure their Georgia State account to forward to another address. ( <https://catalogs.gsu.edu/content.php?catoid=13&navoid=1531> )
- Perimeter College requires students to use GSU-provided email accounts for communication. The Perimeter College account holder must maintain password security and not share his or her login information with anyone, including spouses, parents, friends, or family. Therefore, only the registered student is permitted to login to iCollege with his or her assigned username and password to participate in this class. Allowing someone other than the registered student to access this iCollege class for any reason is considered cheating and a violation of the Georgia State University's Policy on Academic Honesty. Users must not use profanity, obscenities, or derogatory remarks in email messages. Threatening, sexual, ethnic, and/or racial harassment, including unwanted / unsolicited bulk electronic mail, is strictly prohibited. Persons in violation of this procedure are subject to a range of sanctions, including the loss of computer network access privileges, disciplinary action, dismissal from the College and legal action.
5. **Sexual Misconduct Policy:** The University System of Georgia is committed to ensuring a safe learning environment that supports the dignity of all members of the University System of Georgia community. The University System of Georgia does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. The University System of Georgia will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University System further strongly encourages members of the University System community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner. Prevention is one of the primary mechanisms used to reduce incidents of sexual violence on campuses. USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting. (<http://codeofconduct.gsu.edu/>)
6. **American Disability Act Statement:** Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought.
- Students are required to give the instructor of the course reasonable notice of any accommodations ("Request academic accommodations in a timely manner relative to the semester that they plan to attend"; <https://disability.gsu.edu/about-us/rights-responsibilities/> ). Accommodations will be applied to assignments that have a due date in the class schedule of 7 days after the date the official accommodation was received. Assignments that have a due date of less than 7 days in the official class schedule from when the official request was received will not be adjusted. Requesting extensions on these assignments will also result in additional accommodations being applied if an extension is granted. The dates will strictly go by the dates in

the official class schedule and not extension dates. An accommodations form will be generated by Dr Hollier upon receiving the official Disability Form from the Disability Services and the student (both should be on the email if the form is emailed). All parties (student, instructor, and Disability Services) will review and sign the form to ensure that all conditions are legally met.

7. **Non-discrimination Statement:** Georgia State University does not discriminate against individuals on the basis of race, color, sex, religion, creed, age, sexual orientation, gender, disability, national origin, or veteran status in employment or the administration of the program and activities conducted by Georgia State University or any of its several departments now in existence or hereafter established. Additionally, no chartered student organization may engage in discriminatory conduct whether collectively or through the actions of its individual members. (See Code Section I. Chartering Student Organizations.). (<http://codeofconduct.gsu.edu/>)
8. **Affirmative Action Statement:** It is the policy of Georgia State University to implement affirmative action and equal opportunity for all employees and students, without regard to race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability. This policy also applies to applicants for employment or admission.
9. **Basic Needs Statement:** Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide resources that we may possess. The Embark program at GSU (<https://deanofstudents.gsu.edu/student-assistance/embark/>) provides resources for students facing homelessness.
10. **Counseling Services:** The Counseling Center provides individual counseling sessions, group counseling, couples counseling and mind-body services that are free of charge to enrolled Georgia State University students ( <https://counselingcenter.gsu.edu/services/counseling-services/> ). While counseling might be helpful in numerous situations, students who are experiencing the following are strongly encouraged to seek counseling services:
  - Experienced a change in appetite or weight
  - Experienced a loss (e.g., a relationship breakup, a parent's death)
  - Feeling overwhelmed by what is going on in life
  - Having thoughts about hurting themselves or someone else
  - Inability to concentrate on schoolwork or other activities
  - Inability to sleep at night or constantly feel tired
  - Increased use of alcohol or other drugs (including cigarettes)
  - Unhappiness on most days or feeling a sense of hopelessness
  - Worrying excessively or are constantly on edge
11. **Campus Safety:** Georgia State University values the safety of all university community members on all of our campuses. To promote campus safety, the university is providing the LiveSafe app free for all students, faculty, and staff. This app provides a quick, convenient, and discrete way to communicate with the GSU police. I strongly recommend that you download the app from either the Apple App Store or Google Play. You can sign-up for Panther Alerts and learn more about LiveSafe by visiting the GSU LiveSafe webpage: <https://safety.gsu.edu/livesafe/> .
  - In addition, please make sure you have the campus police numbers in your phone.
  - For emergencies call 404-413-3333
  - For non-emergencies and to request a safety escort call 404-413-2100
  - If you are hearing impaired call 404-413-3203

**Disclaimer:**



**Dr Hollier reserves the right to make any changes to any part of this syllabus at any time (students CANNOT change the syllabus). Any changes to be made will be discussed with students, and then the approved changes (by instructor and students) will be written down and ALL students will have to sign for the changes to take effect. If a student fails to sign for the changes, then the changes will NOT apply to that student (and they will not be allowed to sign later) if they change their mind.**

Instructor: Dr. Mark Hollier  
Phone: 678-891-3779  
Email: iCollege (mhollier@gsu.edu = emergencies only)  
Course Abbreviation: BIOL-2251-006  
CRN: 90387  
Course Hours: 3  
Class times: TR 0700-0945 (7:00am-9:45am)  
Class location: CD-1170

Tutoring and Advising times

Day	Time (24hr)	Time (12hr)	Location
Monday	14:00-15:30	2:00pm-3:30pm	Webex
Tuesday	14:30-15:30	2:30pm-3:30pm	LTC (CB-1200)
Tuesday	15:30-16:30	3:00pm-4:30pm	Office (CC-1126)
Tuesday	16:30-17:00	4:30pm-5:00pm	Webex
Wednesday	14:00-15:30	2:00pm-3:30pm	Webex
Thursday	14:30-15:30	2:30pm-3:30pm	LTC (CB-1200)
Thursday	15:30-16:30	3:30pm-4:30pm	Office (CC-1126)
Thursday	16:30-17:00	4:30pm-5:00pm	Webex

Any changes to tutoring hours, whether for a single day or a change for the duration of the semester, will be in the announcements section of iCollege. You should always check the announcements prior to attending any tutoring and advising time.

Webex tutoring is available outside of the above listed hours. Dr. Hollier is always willing to schedule appointments outside of the regular posted tutoring and advising hours. To schedule a session outside of the regular hours, you need to email Dr. Hollier in iCollege 48 hours prior to the day you wish to meet. In your email, specify what time of the day you can meet. Dr. Hollier will do his best to meet your schedule. However, the day and time must be mutually compatible for both of us. Students who turn up outside the hours listed or without an appointment will be turned away / ejected from Webex.

Date (start of week, Monday)	Week	Class	Chapters / Topics / iCollege content folders <i>Aqua = Covered at home for face-to-face classes. Orange = Covered at home for face-to-face classes. Not tested on, but required for understanding of future material in the course.</i>	Misc dates	Assignments towards course grade (on iCollege) All grading options	Extra credit assignments (on iCollege) All grading options	Discussions for on campus (face-to-face) classes All grading options	Tutorials and Disease Cases (on Mastering) Grading option C only	Assignments towards course grade (on iCollege) Grading options B & C only	Misc. Assignments towards course grade
08/21/23	1	1	<b>Ch01 - The human body - An Orientation.</b>  <b>Chemistry for Biology:</b> Chemistry - Inorganic Chemistry - Organic.	<b>Start of classes = 08/21/23</b>  <b>Roll Verification Period = 08/21/23-08/30/23</b>  <b>Roll Verification MUST be signed in class (no emails or online quiz is allowed by Department / College policy for on campus classes)</b>	<b>Chapter Test 1: Ch01 - The human body - An Orientation + Chemistry for Biology = 08/25/23-08/28/23</b>		Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).  Submit your discussion from the classroom using the QR code displayed in class.	AP1 Tutorial 01 (Ch01: The human body - An Orientation & Ch02: Chemistry for Biology) = 08/21/23-08/21/23	AP1 Short Quiz 01 (Ch01: The human body - An Orientation & Ch02: Chemistry for Biology) = 08/21/23-08/21/23	iCollege: Syllabus quiz = 08/21/23-08/30/23  Roll Verification = MUST be signed in class  Plagiarism module = 08/21/23-08/30/23  Success in this course = 08/21/23-08/30/23  Lockdown Browser Test = 08/21/23-08/30/23
08/28/23	2	2	<b>Cells - The Living Units:</b> Cell Biology - Plasma Membrane and Transport. Cell Biology - Eukaryotic Cells. Cell Biology - DNA Replication. Cell Biology - Cell Division. Cell Biology - Transcription. Cell Biology - Translation.		<b>Chapter Test 2: Cells - The Living Units = 09/01/23-09/04/23</b>		Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 02 (Ch03: Cells - The Living Units) = 08/28/23-09/03/23	AP1 Short Quiz 02 (Ch03: Cells - The Living Units) = 08/28/23-09/03/23	
08/28/23	2	3	<b>Cells - The Living Units:</b> Cell Biology - Plasma Membrane and Transport. Cell Biology - Eukaryotic Cells. Cell Biology - DNA Replication. Cell Biology - Cell Division. Cell Biology - Transcription. Cell Biology - Translation.	<b>Before midpoint extension request date = 08/31/23</b>	<b>Chapter Test 3: Ch04 - Tissue - The Living Fabric = 09/01/23-09/04/23</b>	<b>A&amp;P1 Chapter test 01 - Extra Credit = 08/29/23-08/31/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 03 (Ch04: Tissue - The Living Fabric) = 08/28/23-09/03/23	AP1 Short Quiz 03 (Ch04: Tissue - The Living Fabric) = 08/28/23-09/03/23	
08/28/23	2	4	<b>Ch04 - Tissue - The Living Fabric.</b>  <b>Ch05 - The Integumentary System.</b>		<b>Chapter Test 4: Ch05 - The Integumentary System + Ch06 - Bones and Skeletal Tissues = 09/08/23-09/11/23</b>	<b>Extra Credit = Important Topics Test 1 = 09/01/23-09/04/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	Disease Cases 1 (Ch01-04) = 08/28/23-09/03/23		
09/04/23	3	5	<b>Ch06 - Bones and Skeletal Tissues.</b>  <b>Ch07 - The Skeleton.</b>  <b>Ch08 - Joints.</b>	<b>Last day to withdraw = 09/08/23</b>	<b>Chapter Test 5: Ch07 - The Skeleton + Ch08 - Joints = 09/08/23-09/11/23</b>	<b>A&amp;P1 Chapter test 02 - Extra Credit = 09/05/23-09/07/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 04 (Ch05: The Integumentary System & Ch06: Bones and Skeletal Tissues) = 09/04/23-09/10/23	AP1 Short Quiz 04 (Ch05: The Integumentary System & Ch06: Bones and Skeletal Tissues) = 09/04/23-09/10/23	
09/04/23	3	6	<b>Ch08 - Joints.</b>  <b>Ch09 - Muscles and Muscle Tissue</b>		<b>Chapter Test 6: Ch09 - Muscles and Muscle Tissue + Ch10 - The Muscular System = 09/15/23-09/18/23</b>	<b>Extra Credit = Important Topics Test 2 = 09/08/23-09/11/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 05 (Ch07: The Skeleton & Ch08: Joints) = 09/04/23-09/10/23	AP1 Short Quiz 05 (Ch07: The Skeleton & Ch08: Joints) = 09/04/23-09/10/23	
09/11/23	4	7	<b>Ch09 - Muscles and Muscle Tissue.</b>  <b>Ch10 - The Muscular System.</b>		<b>Chapter Test 7: Ch11 - Nervous System and Nervous Tissue = 09/22/23-09/25/23</b>	<b>A&amp;P1 Chapter test 04 - Extra Credit = 09/12/23-09/14/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 06 (Ch09: Muscles and Muscle Tissue & Ch10: The Muscular System) = 09/11/23-09/17/23	AP1 Short Quiz 06 (Ch09: Muscles and Muscle Tissue & Ch10: The Muscular System) = 09/11/23-09/17/23	
09/11/23	4	8	<b>Ch11 - Nervous System and Nervous Tissue.</b>		<b>Chapter Test 8: Ch12 - Central Nervous System = 09/22/23-09/25/23</b>	<b>Extra Credit = Important Topics Test 3 = 09/15/23-09/18/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 07 (Ch11: Nervous System and Nervous Tissue) = 09/18/23-09/24/23	AP1 Short Quiz 07 (Ch11: Nervous System and Nervous Tissue) = 09/18/23-09/24/23	
09/18/23	5	9	<b>Ch12 - Central Nervous System.</b>		<b>Chapter Test 9: Ch13 - Peripheral Nervous System + Ch14 - Autonomic Nervous System = 09/29/23-10/02/23</b>	<b>A&amp;P1 Chapter test 05 - Extra Credit = 09/12/23-09/14/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 08 (Ch12: Central Nervous System) = 09/18/23-09/24/23	AP1 Short Quiz 08 (Ch12: Central Nervous System) = 09/18/23-09/24/23	
09/18/23	5	10	<b>Ch12 - Central Nervous System.</b>  <b>Ch13 - Peripheral Nervous System.</b>		<b>A&amp;P1 Case Study = 09/25/23-09/28/23</b>	<b>Extra Credit = Important Topics Test 4 = 09/22/23-09/25/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	Disease Cases 3 (Ch09-12) = 09/18/23-09/24/23		
09/25/23	6	11	<b>Ch13 - Peripheral Nervous System.</b>  <b>Ch14 - Autonomic Nervous System.</b>	<b>After midpoint extension request date = 09/25/23</b>		<b>A&amp;P1 Chapter test 07 - Extra Credit = 09/26/23-09/28/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 09 (Ch13: Peripheral Nervous System & Ch14: Autonomic Nervous System) = 09/25/23-10/01/23	AP1 Short Quiz 09 (Ch13: Peripheral Nervous System & Ch14: Autonomic Nervous System) = 09/25/23-10/01/23	
09/25/23	6	12	<b>Ch15 - Special Senses.</b>		<b>Chapter Test 10: Ch15 - Special Senses = 09/29/23-10/02/23</b>	<b>Extra Credit = Important Topics Test 5 = 09/29/23-10/02/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	AP1 Tutorial 10 (Ch15: Special Senses) = 09/25/23-10/01/23	AP1 Short Quiz 10 (Ch15: Special Senses) = 09/25/23-10/01/23	
10/02/23	7			<b>End of classes = 10/04/23</b>  <b>Final exam week = 10/05/23-10/07/23</b>	<b>Online final - MultiSelect (Open book) = 10/03/23-10/04/23</b>  <b>MC Class Final (Closed book [no resources other than your brain]) = 10/05/23-10/06/23</b>	<b>A&amp;P1 Chapter test 08 - Extra Credit = 09/26/23-09/28/23</b>  <b>Extra Credit = Important Topics Test 6 = 09/30/23-10/02/23</b>	Submit your discussion from the classroom using the QR code displayed in class.  If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).	Disease Cases 4 (Ch13-15) = 09/25/23-10/01/23	<b>A&amp;P final exam bonus quiz = 10/03/23-10/04/23</b>	

Disclaimer: The class dates and content are tentative, and as such are subject to change.

Work due dates are 11:59pm of the day indicated, unless otherwise indicated (late submissions will NOT be graded)

Online assignments are open from 12:01am on the first date of the range listed until 11:59pm of the last date listed.