



## **Lecture Syllabus Addendum**

### **BIOL 2402 - Anatomy and Physiology 2**

*Revision Date: 081624*

#### **Alternate Operations:**

If we are required to go to alternate operations, the plan is to continue the course digitally.

#### **Assessment(s):**

Quiz: Missed quizzes due to legitimate reasons should be rescheduled with the professor within one week of the scheduled quiz. It is the responsibility of the student to schedule makeup quizzes. Makeup will consist of fill in the blank questions.

Mastering A&P Quizzes: Multiple attempts per quiz are allowed. No extensions are allowed on these quizzes.

Mastering Dynamic Study Modules: Dynamic Study Modules are a subset of mastering quizzes that allow students to attempt questions multiple times. The grade awarded for the Dynamic Study Module is a weighted aggregate of these multiple question attempts. Students are allowed to rework completed Dynamic Study modules, but this rework will not impact their initial grade. Mastering Dynamic Study Modules do not have an option for late submission.

Mastering Interactive Reading: Interactive Reading assignments are a subset of mastering quizzes that guide students through the chapter while asking questions. No extensions are allowed on these quizzes.

Exams: Missed examinations due to legitimate reasons should be rescheduled with the professor within one week of the scheduled examination. The makeup exam will consist of up to four essay questions. It is the responsibility of the student to schedule a makeup exam. A student will not be permitted more than one makeup exam.

Final Exam: Due to the nature and timing of digital Final Exams, there is little to no room for makeup. The Final Exam will be open for two (2) days. Students wishing to schedule an alternative time for the final exam must complete paperwork that will be forwarded, up the chain of command, to the VP of instruction. Due to the nature of any given chain of command, this paper needs to be submitted in advance.

#### **Course requirements:**

##### **Attendance:**

The student is responsible for attending all lectures and laboratories and completing all assigned lecture/lab assignments/examinations. When the professor feels that the student has been absent to such a degree as to invalidate the learning experience, the professor may recommend to the Vice President of Instructional Affairs that the student be dropped from the course. The professor may drop the student for attendance deficiencies after they have accumulated the following number of absences:

Fall or Spring semester:

4 participation activities for online lecture class (an aggregate attendance score of 70-75%)

Class participation is required and encouraged. For the sake of streamlining this attendance, your

class will be using an attendance grade that is aggregated from Group 1 Dynamic Study Modules. There are multiple attendance Dynamic Study Module assignments spaced throughout the course. **Late submission of attendance assignments is not an option (think of it as “skipping” a class meeting). For the sake of this course, an aggregate attendance score of 70% is equivalent to 4 missed participation activities. If your attendance score is lower than 70% , then the final exam will not replace your lowest lecture exam grade -AND- you will lose any attendance bonus for the course (where applicable).**

#### Academic integrity:

Academic integrity is an important value in student development. **Cheating is defined as unauthorized help on an examination, practical or assigned course material.** A student must not receive from any other student or give to any other student any information, answers, or help during an exam, in-class quiz, and practical. A student must not “steal” the answers from an unsuspecting student during an exam, in-class quiz, and practical. A student must not use any sources for answers during the exam (including, but not limited to: notes, books or electronic devices) without prior authorization from the professor. A student must not obtain exam questions illegally, tamper with the exam/in-class quiz/practical questions, nor change the results of an exam/in-class quiz/practical after it has been graded. **All cheating infractions will result in a grade of “0” for the assignment.** A student will fail the class upon their second cheating offense. Students shall have the right to contest a cheating claim. The appeals process is specifically defined in the student handbook.

#### Technology (Minimum system Requirement Reminder):

Please make sure that your system is up to the task of a modern college course. The library does have some systems for checkout, but your Professor is not responsible for your technology. Below is a basic guideline of minimum system requirements for the majority of the technology used in this course:

- At least 8GB of Ram (16 GB suggested)
- At least 2.5GHz processor (3.5 GHz suggested)
- Broadband or equivalent connection is required:
- 100 Mbps download / 10Mbps upload is ideal
- 50 Mbps download / 5 Mbps upload is lower limit
- Google account (please note that your PC student email gives you access to a google account) is required
- Google Office Suite (or Microsoft Office)
- The brand of the computer does not matter as much as the requirements listed above.

#### General (college level critical thinking / reading):

The student is responsible for taking notes, reading and outlining course materials, and being prepared for lecture and laboratory responsibilities.

It is the responsibility of the student to complete and turn in all course work on the scheduled dates. **Thirty points or more will be taken away for any assignment turned in late.** Regardless of any situation, the professor should be contacted ASAP to develop an alternate schedule.

#### **Extra Credit:**

**The point of extra credit is to reward students that keep up with the course readings more so than to give students a last minute saving grace.** Students should note that extra credit requirements vary from Professor to Professor. Your Professor/Instructor **may** offer multiple forms of extra credit throughout the semester including but not limited to:

- Group 3 Dynamic Study Modules
- Group 4 Dynamic Study Modules
- Pop-Up Discussion Events
- Replacement of the lowest Exam grade with the Final exam grade (see the “Course requirements” section above for attendance requirements)