

Important class dates:

Last day to withdraw from class with
a No-Grade-of-Record (NGR)----- Thursday, September 19

Last day to withdraw from class
with a "W"----- Friday, November 15

Exams: There are four midterm exams and one final exam. All exams will be given on campus, not online. The exam questions will be based on the materials presented in the lectures. The week that each exam is given is listed below.

Midterm 1---Week of September 9 - 13

Midterm 2--- Week of October 7 - 11

Midterm 3--- Week of October 28 - November 1

Midterm 4--- Week of November 18 - 22

Final exam--- Week of December 9 - 13

Grades: Each student's grade in the class will be determined by the total points they accumulate throughout the semester. A total of 600 points are possible:

<u>Point total:</u>	<u>% of total</u>	<u>Grade</u>
600 - 540	100 - 90	A
539 - 480	89 - 80	B
479 - 390	79 - 65	C
389 - 300	64 - 50	D
299 - 0	49 - 0	F

Points:

600 possible points can be earned throughout the semester. Points are earned through discussion boards, midterms, quizzes, and the final exam. Points can be lost for unsafe, disruptive, or inappropriate behavior. There is no extra credit in this course.

<u>Points (600)</u>	<u>Source</u>	<u>Computation</u>
300	Midterms	100 pts * 3 highest (out of 4 midterms)
45	Quizzes	5 pts * 9 highest (out of 10 quizzes)
30	Discussion boards	2 pts * 15 highest (out of 16 discussions)
225	Final exam	

Earning points:

Midterms: There are four 100-point one hour midterm exams. Each midterm will consist of 50 multiple choice questions based the material presented in lecture. Each midterm will be given synchronously on campus. In other words, the midterms are not given online. The student must come to campus to take the midterm. See the exam schedule on the previous page for a list of which weeks are midterm weeks. On each midterm week, several 1 hour time slots will be available for the students to take the midterm. It is each students' responsibility to schedule one of the 1 hour time slots with the instructor at least two days before taking the midterm. All missed midterms will be recorded as a zero score regardless of the reason that the midterm was missed. There are no make-up midterms. However, each student's single lowest midterm score will not be counted so a total of 300 points (3 * 100 points) can be earned from midterms. All midterms are to be taken with no outside resources (see next page for details).

Quizzes: There are ten 5-point quizzes that will be given asynchronously online through the Canvas course shell. See pages 5 and 6 of this syllabus for the schedule of quiz weeks. Each quiz will consist of five multiple choice questions based the material presented in lecture during the week of the quiz. Once started, each quiz has a five minute time limit. The quiz for each week becomes available on Monday of the quiz week. Each quiz must be taken no later than 5:00 pm on the Sunday of the quiz week. All missed quizzes will be recorded as a zero score regardless of the reason that the quiz was missed (including internet connection problems). There are no make-up quizzes. However, each student's single lowest quiz score will not be counted so a total of 45 points (5 pts * 9 quizzes) can be earned from quizzes. All quizzes are to be taken with no outside resources (see next page for details).

Discussion boards: There are 16 two-point discussion board assignments during the semester (there is one discussion board assignment each week of the semester). The discussion boards are accessed through the Canvas course shell. Participating in a discussion board assignment involves either (a) posting a question to your study group about something in the lecture that you did not understand, or (b) answering a question that someone else in your study group has posted. Every week, each student's discussion board questions and/or answers must be posted by Sunday at 5:00 pm. Missed discussion board postings cannot be made up and will be counted as a zero. However, each student's single lowest discussion board posting will not be counted so at total 30 points (2 point* 15 highest scores) can be earned from discussion boards.

Final exam: There is one 225-point 1 hour 40 minute comprehensive final exam that will be given during the last week of the semester (December 9 - 13). The final exam will consist of 100 multiple choice questions based the material presented in lecture throughout the semester. The final exam will be given synchronously on campus. In other words, the final exam is not given online; the student must come to campus to take the final exam. It is each students' responsibility to schedule the final exam with the instructor at least two days before the student wishes to take the final exam. A missed final exam will be recorded as a zero score regardless of the reason that the exam was missed. The final exam is to be taken with no outside resources (see section below).

Student conduct:

All exams and quizzes are to be taken with no outside resources. This means that students are to answer exam and quiz questions using only their memory of the course material. In other words, students may not use books, notes, internet resources, or any other source of information during exams and quizzes. Using any source of information during an exam/quiz is considered academic dishonesty (cheating).

The exams/quizzes are given through Canvas course shell software. Because electronically-based academic dishonesty involves opening applications and/or viewing browser tabs other than the Canvas exam/quiz window, students are not allowed to click their cursor on anything outside of the Canvas window during the exam/quiz. Be aware that Canvas software monitors student activity during the exam/quiz. Clicking your cursor on any application, any website, or anything at all outside of the Canvas window during the exam/quiz (regardless of whether or not the information relates to the exam/quiz) will be reported to your instructor and is considered breaking the course's student conduct rules.

Any form of academic dishonesty will result in receiving zero points for the assignment, loss of three times the maximum point value of the assignment, and a letter of reprimand being placed in the student's permanent records at Hartnell College. Note that if you receive any information about exam questions or answers

before the exam, you are guilty of academic dishonesty unless you notify me immediately regarding your name, what information you received, and who provided you with this information. You may notify me about the information you received in any way you wish but be aware that there is a reporting link on the course website:

<http://www.lightsinheaven.com/Hartnell/Bio6/Bio6AcademicHonesty.php>

Attendance and returned materials policies:

There are no extra-credit points and no make-up quizzes, exams, or discussion boards available in this class. All missed assignments will be counted as zeros. Students have one week to review the grading and corrections on all assignments. After one week no change in score will be considered. A student absent for a total of 4 consecutive or 6 cumulative instructional hours and/or two consecutive weeks of instruction may be dropped from the class. Exceptions may be made for students who document that the cause was a medical emergency.

Lecture outlines and study problems:

All lecture outlines and all review problems are posted on the course website. They are posted as PDF files. You are encouraged to print the outlines and use them for taking study notes and working the study problems.

Lecture, quiz, and exam schedule: (subject to change)

<u>Week</u>	<u>Lecture topics</u>	<u>Exams/quizzes</u>
Aug26-Sept1 (week 1)	Introduction to physiology (chapter 1) Basic chemistry (chapter 2) Water (chapters 2 and 3)	Quiz 1
Sept 2 - 8 (week 2) <i>No class Monday</i>	Biological molecules (chapters 2 and 3) Enzymes and energy (chapter 2)	Quiz 2
Sept 9-15 (week 3)	Enzymes and energy (chapter 2) Cells and tissues (chapters 3 and 4)	Midterm 1
Sept 16-22 (week 4)	Cellular respiration (chapters 3, 10, and 24)	Quiz 3
Sept 23-29 (week 5)	Osmosis, diffusion, and cell transport (Ch. 3) The nervous system (chapters 12, 13, 15, 16)	Quiz 4

<u>Week</u>	<u>Lecture topics</u>	<u>Exams/quizzes</u>
Sept30-Oct6 (week 6)	The nervous system (chapters 12, 13, 15, 16)	Quiz 5
Oct 7–13 (week 7)	Sensory physiology (chapter 14)	Midterm 2
Oct 14-20 (week 8)	Sensory physiology (chapter 14) Endocrine system (chapter 17)	Quiz 6
Oct 21-27 (week 9)	Muscular system (chapters 4, 10, and 11)	Quiz 7
Oct28-Nov3 (week 10)	The cardiovascular system (chapters 19 and 20)	Midterm 3
Nov 4 - 10 (week 11)	The cardiovascular system (chapters 19 and 20) Blood (chapter 18)	Quiz 8
Nov 11-17 (week 12) <i>No class Monday</i>	The immune system (chapters 18 and 21)	Quiz 9
Nov 18 -24 (week 13)	The respiratory system (chapter 22)	Midterm 4
Nov25-Dec1 (week 14) <i>No class Thursday - Saturday</i>	The digestive system (chapters 23 and 24)	(No quiz)
Dec 2 - 8 (week 15)	The urinary system (chapters 25 and 26)	Quiz 10
Dec 9-15 (week 16)	Reproductive system (chapters 27 and 28)	Final Exam

Student learning outcomes:

- (a) Given an organ system, students will identify the major organs and describe their functions.
- (b) Given a body region, students will state the correct anatomical term for that body region.
- (c) Given a patient, students will demonstrate knowledge of how to take clinical measurements of a body function, and to interpret the meaning of those measurements.

In case of Emergency

In the event of a life-threatening emergency call 911.

To report a non-life threatening incident, safety hazard, or a suspicious activity please contact campus security at (831) 755-6888. From a campus line, dial 6888.

To obtain campus status information, call the campus safety and facilities emergency status bulletin telephone number: 831-796-6222. From a campus line, simply dial 6222

Please visit Hartnell's emergency reporting link here:

<http://www.hartnell.edu/reporting-emergencies>

Non-emergency police business.831-758-7321

NON-LIFE THREATENING INCIDENTS, INJURIES OR ILLNESS

During school hours call Campus Safety 831-755-6888

After school hours call 831-755-6888

UTILITY FAILURE

During school hours call the Facilities Office at x6950 or 831-755-6950

After school hours call 831-755-6888

ANY INCIDENT WITH POTENTIAL FOR ADVERSE PUBLICITY TO THE COLLEGE

Call President's Office, x6900 or 831-755-6900

After school hours call 831-755-6888

DURING A CAMPUS EMERGENCY:

During a campus emergency, you will generally be told to do one of two options, SHELTER IN PLACE or EVACUATE. When either of these are given, vehicle traffic coming onto campus will likely be turned away. Students are required to obey the directions of staff in a timely fashion.

EMERGENCY TEXT NOTIFICATIONS

In the event of an emergency, Hartnell College can contact you by email, text, and voice. Hartnell College has partnered with the Everbridge Mass Notification system to provide emergency notifications. The system is used to send emergency notifications to Hartnell faculty, staff, and students in the event of a campus emergency such as a campus closure or hazardous situation. The system will send notifications through email, voice calls, and text messaging.

Students: If you receive an emergency notification, please tell your instructor immediately.

Students: If you have knowledge of an emergency on campus, share it immediately. If you see something suspicious or potentially hazardous, let someone know.

If you have been notified that the campus has been closed because of an emergency, please do not proceed to the campus until you have confirmed that it is clear to enter the campus.

Evacuation:

Please note the exit(s) in the room. For evacuation, immediately heed official directions by proceeding calmly and quickly to an exterior assembly area as indicated by trained staff. Please stay back at least 200 feet from any building until the “all clear” command is issued. In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

Shelter In Place:

A shelter in place order is when personnel are told not to leave their immediate area. Shelter in place means that personnel should stay where they are. This could be for safety from an environmental threat, like a chemical leak off campus, to a threat of violence on campus. A LOCKDOWN is a shelter in place. In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

Lockdown

A lockdown is a Shelter in Place. In the event of a safety threat, instructors and staff will lock classroom doors and direct occupants to stay clear of windows. Occupants are requested to remain quiet. During this time, DO NOT access any exits unless directed by first responders or staff.

In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

Run, Hide, Fight:

In the event of an Active Shooter Event, there are three things you need to know in order to survive:

Run, Hide, Fight.

Ready.gov Active Shooter Website

RUN

Have an escape route and plan in mind

Leave your belongings behind

Keep your hands visible

HIDE

Hide in an area out of the shooter's view

Block entry to your hiding place and lock the doors

Silence your cell phone and/or pager

FIGHT

As a last resort and only when your life is in imminent danger

Attempt to incapacitate the shooter

Act with physical aggression and throw items at the active shooter

AFTER

Keep hands visible and empty

Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.

Follow law enforcement instructions and evacuate in the direction they come from.

Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.

Officers will shout commands and may push individuals to the ground for their safety.

Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Helping the Wounded

Take care of yourself first, and then you may be able to help the wounded before first responders arrive:

If the injured are in immediate danger, help get them to safety.

While you wait for first responder to arrive, provide first aid- apply direct pressure to wounded and use tourniquets if you have been trained to do so;

Turn wounded people onto their sides if they are unconscious and keep them warm.

EMERGENCY PREPAREDNESS:

The first 72 hours of a disaster are often the most difficult, but this period can be less stressful if everyone has extra supplies on hand. The college has a limited amount of emergency supplies, so students and staff should have on campus their own portable emergency kit including snacks, water, and prescription medication; this is especially important for those who may need to shelter on campus.

Ready.gov lists essential 72 Hour Kit Components here

REPORTING SUSPICIOUS BEHAVIOR:

If you see suspicious behavior on campus, please contact [Campus Safety](#)

ANONYMOUS REPORTING OF INCIDENTS OR CONCERNS:

Hartnell's Behavioral Intervention Team (BIT) accepts and processes anonymous reports from anyone about incidents or concerns on our campus. Please visit the [Behavioral Intervention Team website](#) for more information.

REPORTING FORMS:

Public Incident Report Form

Use the [Public Incident Report form](#) for:

Student Conduct Violations

Academic Integrity Issues

Student Complaints or Grievances

CARE Form

Use the [CARE form](#) for:

Concerns about Well-being

Mental Health Concerns

Unusual or Disruptive Behavior

USEFUL LINKS:

[Campus Maps and Directions](#)

[Emergency online resources](#)

[Campus Safety Policies](#)

[Hartnell's Emergency Alert System](#)

[Hartnell Emergency Action Plan 2017 - 2018](#)

DSPS:

The Department of Supportive Programs and Services (DSPS) coordinates academic accommodations for students with documented disabilities at Hartnell College. If you have, or suspect you may have, a disability that impacts your education, please contact the DSPS Office to determine your eligibility for accommodations. DSPS is located in the Student Services Building B, Room 107 (831) 755-6760. I encourage you to meet with Amy Lehman, Director of DSPS, to discuss your specific accommodations and to have test proctoring forms signed 5 days in advance.