Biology 169: Anatomy & Physiology II (D01), Fall 2015
Instructor: Angie Shipp-Pennock
Office: U437
Office Hours: Monday, 2:00 – 3:00
   Tuesday, 9:30 – 10:00, 11:30 – 12:00
   Wednesday, 12:30 – 1:30
   Thursday, 9:30 – 10:00, 11:30 – 12:00
   Friday, 12:30 – 1:30
Telephone Number: 362.7215
Email: mspennock014@mail.cfcc.edu
Response Time: I will typically respond within 24 hours during the business week. Emails or phone calls received after 1:00 pm on Friday will not be returned until the following week.

CFCC General Education Competencies will incorporate all or some of the following:

✓ Computer Skills ✓ Quantitative Skills
✓ Critical Thinking ✓ Written Communication
✓ Global Awareness ✓ Understanding Scientific Concepts &
✓ Oral Communication

TEXTBOOK(S):
ISBN: 978-1-323-13344-6
Online Resources: Mastering A&P Access from Pearson (included with the textbook package).

COURSE DESCRIPTION: This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous systems, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER programs.

CLASS HOURS PER WEEK: Lecture: 3 hours: T,Th 10:00 – 11:15 SEMESTER HOURS CREDIT: 4 hours
Lab: 3 hours M 11:00 – 1:50

PREREQUISITES: BIO 168

COURSE OBJECTIVES: Upon completion, students should be able to demonstrate an in-depth understanding of anatomy and physiology and their interrelationships of the following topics:

A. ENDOCRINE SYSTEM
1. Compare the endocrine and nervous systems.
2. Compare the cellular components of the endocrine system with those of other tissues and system.
3. Compare the major chemical classes of hormones.
4. Explain the general mechanisms of hormonal action.
5. Describe how endocrine organs are controlled.
6. Describe the location, hormones, and functions of the following endocrine glands and tissues: pituitary, thyroid, parathyroid, thymus, adrenals, kidneys, heart, pancreas, testes, ovaries, and pineal glands.
7. Discuss the results of abnormal hormone production.
8. Explain how hormones interact to produce coordinated physiological responses.
9. Identify the hormones that are especially important to normal growth and discuss their roles.
10. Define the general adaptation syndrome, and compare homeostatic responses with stress responses.
11. Describe the effects that hormones have on behavior.
B. CIRCULATORY SYSTEM

1. Describe the important components and major functions of blood.
2. Identify locations on the body used for blood collections, and list the basic physical characteristics of the blood samples drawn from these locations.
3. Discuss the composition and functions of plasma.
4. Describe the origin and production of the formed elements in blood.
5. List the characteristics and functions of red blood cells.
6. Describe the structure of hemoglobin, and indicate its functions.
7. Describe the recycling system for aged or damaged erythrocytes.
8. Define erythropoiesis, identify the stages involved in erythrocyte maturation, and describe the homeostatic regulation of erythrocyte production.
9. List examples of important blood tests, and cite the normal values for each test.
10. Explain the importance of blood typing on the basis of ABO and Rh incompatibilities.
11. Categorize the various white blood cells on the basis of their structures and functions, and discuss the factors that regulate production of each class.
12. Describe the structure, function, and production of platelets.
13. Discuss mechanisms that control blood loss after an injury, and describe the reaction sequences responsible for blood clotting.
14. Describe the location and general features of the heart.
15. Describe the structure of the pericardium, and explain its functions.
16. Trace the flow of blood through the heart, identifying the major blood vessels, chambers, and heart valves.
17. Identify the layers of the heart wall.
18. Describe the vascular supply and innervation of the heart.
19. Describe the events of an action potential in cardiac muscle, and explain the importance of calcium ions to the contractile process.
20. Discuss the differences between nodal cells and conducting cells, and describe the components and functions of the conduction system of the heart.
21. Identify the electrical events associated with a normal electrocardiogram.
22. Explain the events of the cardiac cycle, including atrial and ventricular systole and diastole, and relate the heart sounds to specific events in this cycle.
23. Define stroke volume and cardiac output, and describe the factors that influence these variables.
24. Explain how adjustments in stroke volume and cardiac output are coordinated at different levels of activity.
25. Describe the effects of autonomic activity on heart function.
26. Describe the effects of hormones, drugs, temperature, and changes in ion concentration on the heart.
27. Distinguish among the types of blood vessels on the basis of their structure and function.
28. Describe how and where fluids and dissolved materials enter and leave the cardiovascular system.
29. Explain the mechanisms that regulate blood flow through arteries, capillaries, and veins.
30. Describe the factors that influence blood pressure and how blood pressure is regulated.
31. Discuss the mechanisms and various pressures involved in the movement of fluids between capillaries and interstitial spaces.
32. Describe how central and local control mechanisms interact to regulate blood flow and pressure in tissues.
33. Identify the principal blood vessels and the functional characteristics of the special circulation to the brain, heart, and lungs.
34. Explain how the activities of the cardiac, vasomotor, and respiratory centers are coordinated to control blood flow through the tissues.
35. Explain how the cardiovascular system responds to the demands of exercising, hemorrhaging, and shock.
36. Identify the major arteries and veins and the areas they serve.
37. Discuss the effects of aging on the cardiovascular system.

C. THE LYMPHATIC SYSTEM AND IMMUNITY

1. Identify the major components of the lymphatic system and explain their functions.
2. Discuss the importance of lymphocytes and describe their distribution in the body.
3. Describe the structure of lymphoid tissues and organs, and explain their functions.
4. List the body's nonspecific defenses, and describe the components and mechanisms of each.
5. Define specific resistance, and identify the forms and properties of immunity.
6. Distinguish between cell-mediated immunity and antibody-mediated immunity, and identify the cells responsible for each.
7. Discuss the different types of T cells and the role played by each.
8. Describe the general structure of an antibody molecule, and discuss the different types of antibodies present in body fluids and secretions.
9. Explain the effects of antibodies and how these effects are produced.
10. Discuss the primary and secondary responses to antigen exposure.
11. Discuss important hormones of the immune response and explain their significance.
12. Describe the origin, development, activation, and regulation of resistance.
13. Explain the origin of autoimmune disorders, immunodeficiency diseases, and allergies, and list important examples of each type of disorder.

D. THE RESPIRATORY SYSTEM
1. Identify the major components of the lymphatic system and explain their functions.
2. Discuss the importance of lymphocytes and describe their distribution in the body.
3. Describe the structure of lymphoid tissues and organs, and explain their functions.
4. List the body's nonspecific defenses, and describe the components and mechanisms of each.
5. Define specific resistance, and identify the forms and properties of immunity.
6. Distinguish between cell-mediated immunity and antibody-mediated immunity, and identify the cells responsible for each.
7. Discuss the different types of T cells and the role played by each in the immune response.
8. Describe the general structure of an antibody molecule, and discuss the different types of antibodies present in body fluids and secretions.
9. Explain the effects of antibodies and how these effects are produced.
10. Discuss the primary and secondary responses to antigen exposure.
11. Discuss important hormones of the immune response and explain their significance.
12. Describe the origin, development, activation, and regulation of resistance.
13. Explain the origin of autoimmune disorders, immunodeficiency diseases, and allergies, and list important examples of each type of disorder.

D. THE DIGESTIVE SYSTEM
1. Identify the organs of the digestive tract and the accessory organs of digestion.
2. List the functions of the digestive system.
3. Describe the functional histology of the digestive tract.
4. Describe the processes by which materials move through the gastrointestinal tract.
5. List and describe the mechanisms that regulate the activities of the digestive system.
6. Describe the anatomy and functions of the oral cavity, pharynx, and esophagus.
7. Describe the anatomy of the stomach, its histological features, and its roles in digestion and absorption.
8. Describe the anatomical and histological characteristics of the small intestine.
9. Explain the functions of the intestinal secretions, and discuss the regulation of secretory activity.
10. Describe the structure and functions of the pancreas, liver, and gallbladder absorbed.
11. Describe the structure of the large intestine, its movements, and its absorptive processes.
12. Describe the digestion and absorption of carbohydrates, lipids, and proteins.
13. Discuss the mechanisms by which water, electrolytes, and vitamins are absorbed.

E. METABOLISM AND ENERGETICS
1. Define metabolism, explaining why cells need to synthesize new organic components.
2. Describe the basic steps in glycolysis, the TCA cycle, and the electron transport chain.
3. Summarize the energy yield of glycolysis and cellular respiration.
4. Describe the pathways involved in lipid metabolism and the mechanisms necessary for lipid transport and distribution.
5. Discuss protein metabolism and the use of proteins as an energy source.
6. Discuss nucleic acid metabolism.
7. Differentiate between the absorptive and postabsorptive metabolic states, and summarize the characteristics of each.
8. Explain what constitutes a balanced diet and why such a diet is important.
9. Define metabolic rate, and discuss the factors involved in determining an individual's BMR.
10. Discuss the homeostatic mechanisms that maintain a constant body temperature.

F. THE URINARY SYSTEM
1. Identify the components of the urinary system and describe the vital functions performed by this system.
2. Describe the structural features of the kidneys.
3. Describe the structure of the nephron and the processes involved in the formation of urine.
4. Identify the major blood vessels associated with each kidney, and trace the path of blood flow through a kidney.
5. List and describe the factors that influence filtration pressure and the rate of filtrate formation.
6. Identify the types of transport mechanisms found along the nephron, and discuss the reabsorptive or secretory functions of each segment of the nephron and collecting system.
7. Explain the role of countercurrent multiplication in the formation of a concentration gradient in the medulla.
8. Describe how antidiuretic hormone and aldosterone levels influence the volume and concentration of urine.
9. Describe the normal characteristics, composition, and solute concentrations of a representative urine sample.
10. Describe the structures and functions of the ureters, urinary bladder, and urethra.
11. Discuss the voluntary and involuntary regulation of urination and details of the micturition reflex.
12. Describe the effects of aging on the urinary system.

G. FLUID, ELECTROLYTE AND ACID-BASE BALANCE
1. Compare the composition of the intracellular and extracellular fluids.
2. Explain the basic concepts involved in fluid and electrolyte regulation.
3. Identify the hormones that play important roles in regulating fluid and electrolyte balance, and describe their effects.
4. Discuss the mechanisms by which sodium, potassium, calcium, and chloride ion concentrations are regulated to maintain electrolyte balance in the body.
5. Explain the buffering systems that balance the pH of the intracellular and extracellular fluids.
6. Describe the compensatory mechanisms involved in the maintenance of acid-base balance.
7. Identify the most frequent threats to acid-base balance, and explain how the body responds when the pH of bodily fluids varies outside normal limits.

H. THE REPRODUCTIVE SYSTEM
1. Summarize the functions of the human reproductive system and its principle components.
2. Describe the components of the male reproductive system.
3. Detail the process of meiosis and spermatogenesis.
4. Describe the roles that the male reproductive tract and accessory glands play in the functional maturation, nourishment, storage, and transport of spermatozoa.
5. Discuss the normal composition of semen.
6. Describe the male external genitalia.
7. Describe the hormonal mechanisms that regulate male reproductive functions.
8. Describe the components of the female reproductive system.
9. Detail the processes of meiosis and oogenesis in the ovaries.
10. Define the phases and events of the ovarian and uterine cycles.
11. Describe the structure, histology, and functions of the vagina.
12. Name and describe the parts of the female external genitalia and mammary glands.
13. Describe the anatomical, physiological, and hormonal aspects of the female reproductive cycle.
14. Discuss the physiology of sexual intercourse as it affects the reproductive systems of males and females.
15. Describe the changes in the reproductive system that occur with aging.

I. GENETICS, DEVELOPMENT AND INHERITANCE
1. Describe the process of fertilization.
2. Explain how developmental processes are regulated.
3. List the three prenatal periods, and describe the major events associated with each period.
4. Explain how the germ layers participate in the formation of extraembryonic membranes.
5. Discuss the importance of the placenta as an endocrine organ.
6. Describe the interplay between the maternal organ systems and the developing fetus.
7. Discuss the structural and functional changes in the uterus during gestation.
8. List and discuss the events that occur during labor and delivery.
9. Identify the features and functions associated with the various life stages.
10. Relate basic principles of genetics to the inheritance of human traits.

This course provides the student with the basic tools for building a medical vocabulary. Emphasis is placed on correct pronunciation, spelling, and analysis of medical terms as they pertain to anatomy, physiology, and diseases.
GRADING SCALE:
The grading scale is as follows:

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<tr>
<th>Grade</th>
<th>Points</th>
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<td>A</td>
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<td>B</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
<td>F</td>
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Your final grade will be calculated by dividing the total number of points earned by the maximum number of points possible (830) and multiplying by 100. Grades may be curved if the instructor deems it is necessary.

<table>
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<tr>
<th>Action</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams</td>
<td>400 (100 each)</td>
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<tr>
<td>Lab Quizzes</td>
<td>250 (50 each)</td>
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<tr>
<td>Case Studies</td>
<td>60 (20 each)</td>
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<tr>
<td>Homework Assignments</td>
<td>120 (10 each)</td>
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<tr>
<td>Total</td>
<td>830</td>
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GENERAL COURSE REQUIREMENTS AND CLASS POLICY STATEMENTS

1. COURSE REQUIREMENTS: Grades will be based on a combination of lecture exams, on-line exercises and lab quizzes.

   A. TESTING: You will be given 4 (four) exams this semester accounting for approximately 48% of your final grade. Each exam will be worth 100 points. An optional cumulative final exam will be given at the end of the course. The final exam can be used to replace your lowest exam grade. If you miss an exam, the final will serve as your make-up. There will be no other make-up exams. The final exam will carry the same weight as the other 4 (four). Exams will be composed of multiple choice questions.

      An exam may be taken early as long as prior arrangements between the student and the instructor have been made and approved. The format for exams taken early will be 5 essay questions worth 20 points each.

      Please see the course schedule below for exam dates.

   B. LABORATORY: There will be 6 lab quizzes; each will be worth 50 points. Your lowest quiz grade will be dropped. Therefore, lab quizzes will total 250 points, which accounts for about 30% of your final grade. Lab quizzes cannot be made up as they will include specific testing stations. If you must miss a quiz, this will be the grade that is dropped. The last lab quiz will not be comprehensive. Please see the course schedule below for quiz dates.

      Over the course of the semester, I will randomly pick up 2 lab exercises. These will be worth 2 points each. These points will be added to your final grade for the class and are the only extra credit that will be given.

   C. CASE STUDIES: Case studies are exercises used to test your critical thinking skills using the topics we will discuss in lecture and lab. There will be three case studies worth 20 points each. I will not accept late case studies and no case study scores will be dropped.

   D. HOMEWORK: Homework will be assigned each week through Mastering. Please see the Student Registration Instructions on Bb or the handout provided on the first day of class. Homework assignments will be due on Saturdays and the schedule below shows the dates each assignment is due.
There will be 13 homework assignments worth 10 points each and the lowest homework grade will be dropped at the end of the semester. The percentage score (out of 100%) recorded on the Mastering site will be divided by 10 to generate the 10-point score reported on Blackboard.

Important Details:
- Weekly Homework will be assigned and completed on the Mastering website.
- Grades will be transferred to the Blackboard Gradebook by the instructor.
- Your two lowest homework grades will be dropped at the end of the semester.

Homework Grading Policy for Mastering:
- **Number of answer attempts per question is:** 6
- **You gain credit for:**
  - Correctly answering a question in a Part
  - Correctly answering a question in a Hint
  - Not opening a Hint (2% bonus)
- **You lose credit for:**
  - Exhausting all attempts or giving up on a question in a Part or Hint
  - Incorrectly answering a question in a Part or Hint
- **Late submissions:** receive no credit.
  - **Hints** are helpful clues or simpler questions that guide you to the answer. Hints are not available for all questions.
  - There is no penalty for leaving questions in Hints unanswered.
- **Grading of Incorrect Answers before the last attempt:**
  - You lose $\frac{100\%}{(# \text{ of options} - 1)}$ credit per incorrect answer on multiple-choice and true/false questions.
  - You lose 3% credit per incorrect answer on questions that are not multiple-choice or true/false.

E. ATTENDANCE & PARTICIPATION: Students are expected to attend all class meetings as scheduled. Students who miss more than 20% of the scheduled class time automatically receive a failing grade (F) for the course. Attendance is mandatory prior to the course Census Date (10%) for a student to remain in any class. Also, expect that attendance will be taken for all class periods.

It is your responsibility to sign the attendance sheet each day for lecture and lab! Failure to sign in will result in an absence. “I forgot” is not an acceptable reason to remove the absence. If you are caught signing in for another student that is not present, it will be considered academic dishonesty and you will receive a grade of F.

Attendance will be taken each day at the beginning of class. If a student leaves any time after roll has been called and fails to come back or even comes back later then they are subject to the attendance policy explained below.

The attendance policy for this course allows a student to be absent six times throughout the semester without fault or harm to his or her grade. The seventh absence will result in a grade of “F” for the course that the student is enrolled in for the semester.

An absence in this course is defined as any absence in either lecture or lab session in full or in part by 30 minutes or more of the designated lecture or lab time period at any point during the semester.

A tardy will be assessed when a student fails to be in class in his or her assigned seat with book and notebook ready by the time roll is taken. A tardy will also be assessed if a student leaves the lecture or lab session early or leaves either session for a period of five minutes or more up to 30 minutes without returning.

Two tardies=One absence
Excused tardies or absences are not allowed.
Absences involving extenuating circumstances (Tardies involving extenuating circumstances do
such as medical emergencies involving the student or a student’s immediate family member (parents, grandparents, spouse, siblings, children, grandchildren and the in-law counterparts of the aforementioned) or a death within the immediate family may be considered*.

*To even be considered, the student must do all of the following:
1) Contact the instructor by phone, note or e-mail within 24 hours of the start of class of the first absence associated with the extenuating circumstance; and
2) Provide proof of medical emergency or death within one week of return after extenuating circumstance.

2. COURSE STRUCTURE/SYLLABUS - Schedule

Important Dates at Cape Fear Community College Fall 2015:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 21</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 1 – 2</td>
<td>Grade of W (Instructor signature required)</td>
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<tr>
<td>September 7</td>
<td>Labor Day Holiday</td>
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<tr>
<td>October 2</td>
<td>Fall Break</td>
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<tr>
<td>October 20 – 21</td>
<td>No Classes</td>
</tr>
<tr>
<td>November 3</td>
<td>No Course Withdrawals</td>
</tr>
<tr>
<td>November 26 – 27</td>
<td>Thanksgiving Holiday Break</td>
</tr>
<tr>
<td>December 18</td>
<td>Classes end</td>
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Calendar of Class Meetings:

Lecture Schedule:

<table>
<thead>
<tr>
<th>Week Of</th>
<th>Lecture Topic</th>
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<tbody>
<tr>
<td>August 24</td>
<td>Introduction to the Course</td>
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<tr>
<td></td>
<td>Review Syllabus</td>
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<tr>
<td></td>
<td>Chapter 16 (The Endocrine System)</td>
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<tr>
<td></td>
<td>8/29: Homework: Introduction to Mastering due by 11:59 p.m.</td>
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<tr>
<td>August 31</td>
<td>Chapter 16 (The Endocrine System)</td>
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<td>Chapter 17 (Blood)</td>
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<td>9/5: Homework: Chapter 16 due by 11:59 p.m.</td>
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<tr>
<td>September 7</td>
<td>Chapter 17 (Blood)</td>
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<td>Chapter 18 (The Cardiovascular System: The Heart)</td>
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<td>9/12: Homework: Chapter 17 due by 11:59 p.m.</td>
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<td>9/12: Homework: Chapter 18 due by 11:59 p.m.</td>
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<tr>
<td>September 14</td>
<td>Chapter 18 (The Cardiovascular System: The Heart)</td>
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<td>9/17: Exam 1</td>
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<td>9/19: No Homework</td>
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<tr>
<td>September 21</td>
<td>Chapter 19 (The Cardiovascular System: Blood Vessels)</td>
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<td></td>
<td>9/26: Homework: Chapter 19 due by 11:59 p.m.</td>
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<tr>
<td>September 28</td>
<td>Chapter 20 (The Lymphatic System and Lymphoid Organs and Tissues)</td>
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<td>Chapter 21 (The Immune System: Innate and Adaptive Body Defenses)</td>
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<td>10/3: Homework: Chapter 20 due by 11:59 p.m.</td>
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<tr>
<td>October 5</td>
<td>Chapter 21 (The Immune System: Innate and Adaptive Body Defenses)</td>
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<td>Chapter 22 (The Respiratory System)</td>
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<td>10/10: Homework: Chapter 21 due by 11:59 p.m.</td>
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<td></td>
<td>10/10: Homework: Chapter 22 due by 11:59 p.m.</td>
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<td>October 12</td>
<td>Chapter 22 (The Respiratory System)</td>
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<td></td>
<td>10/15: Exam 2</td>
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<td>10/17: No Homework</td>
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<tr>
<td>October 19</td>
<td>Chapter 23 (The Digestive System)</td>
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<td>10/24: No Homework</td>
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<tr>
<td>October 26</td>
<td>Chapter 23 (The Digestive System)</td>
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<td></td>
<td>10/31: Homework: Chapter 23 due by 11:59 p.m.</td>
</tr>
<tr>
<td>November 2</td>
<td>Chapter 25 (The Urinary System)</td>
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</table>
11/7: Homework: Chapter 25 due by 11:59 p.m.

<table>
<thead>
<tr>
<th>November 9</th>
<th>Chapter 25 (The Urinary System)</th>
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<tbody>
<tr>
<td></td>
<td>11/12: Exam 3</td>
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<td>11/14: No Homework</td>
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<thead>
<tr>
<th>November 16</th>
<th>Chapter 26 (Fluid, Electrolyte, and Acid-Base Balance)</th>
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<td>11/21: Homework: Chapter 26 due by 11:59 p.m.</td>
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<thead>
<tr>
<th>November 23</th>
<th>Chapter 26 (Fluid, Electrolyte, and Acid-Base Balance)</th>
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<tr>
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<td>11/28: No Homework</td>
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<thead>
<tr>
<th>November 30</th>
<th>Chapter 27 (The Reproductive System)</th>
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<td>12/5: Homework: Chapter 27 due by 11:59 p.m.</td>
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<tr>
<th>December 7</th>
<th>Chapter 27 (The Reproductive System)</th>
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<tr>
<td></td>
<td>Chapter 28 (Pregnancy and Human Development)</td>
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<td>12/12: Homework: Chapter 28 due by 11:59 p.m.</td>
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<tr>
<th>December 14</th>
<th>12/15: Exam 4</th>
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<tr>
<td></td>
<td>12/17: Optional Cumulative Final</td>
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<tr>
<th>Lab Schedule:</th>
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<tbody>
<tr>
<td><strong>Weeks</strong></td>
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<tr>
<td>August 24</td>
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<td>November 30</td>
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<td>December 7 – 11</td>
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<td>December 14 – 18</td>
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3. **LATE ASSIGNMENT AND TEST POLICY:**

The dates for all lecture exams and lab quizzes are listed in the course schedule.

**Tests:** An optional cumulative final exam will be given at the end of the course. The final exam can be used to replace your lowest exam grade. If you miss an exam, the final will serve as your make-up. There will be no other make-up exams. An exam may be taken early as long as prior arrangements between the student and the instructor have been made and approved. The format for exams taken early will be 5 essay questions worth 20 points each.

**Lab Quizzes:** I will drop your lowest quiz grade. Lab quizzes cannot be made up as they will include
specific testing stations. If you must miss a quiz, this will be the grade that is dropped.

**Homework:** I will drop your lowest homework grade at the end of the semester. I will not accept late homework assignments.

**4. CONTINGENCY PLAN:** If there is an emergency and the instructor or an appropriate substitute does not meet with the class, wait fifteen (15) minutes. Then, everyone in the class should sign a roll sheet and designate someone to take it to the Department Chair or Secretary in U436.

**Classroom Preparedness Policy:** Classroom preparedness involves punctuality and respect within the classroom. You are expected to read each chapter and review the PowerPoints before it is covered in class. This will be your homework assignment for every class.

**Behavior:** Please be respectful in this class. Do not talk during class unless you are asking a question or taking part in a discussion with the rest of the class about the lecture topic. Please leave cell phones in your bags or pockets and be sure that the ringer is turned off. There will be no phone calls or texting during class. If you must take/make a call, please step out of the class room. You will be responsible for getting notes for any missed lecture time from one of your classmates. If you engage in any behavior that is disruptive to the class, you may be asked to leave.

**Accommodation of Special Needs Based on Disability:** Any student requesting classroom accommodations because of disability must present documentation to verify his/her disability. Documentation must be furnished to the Disabilities Service Coordinator, and this should be done prior to requesting accommodation by an instructor. On a confidential basis, the student, disabilities services and the instructor will determine the appropriate accommodations which will be provided in a manner that is consistent with the objectives, outcomes, and academic standards of the course. Absences may not exceed any class attendance policy.

**Academic Honesty/Plagiarism**

Please see Student Catalog for CFCC policy.

Reminder, plagiarism is using as your own the words or ideas of another, whether written or oral. When you use material from a source, you must quote or paraphrase accurately and properly cite the information. Failure to do so is considered plagiarism. Examples of plagiarism include word-for-word copying without correctly indicating that you are quoting, inaccurate quoting and paraphrasing, and incomplete or missing documentation. Purchasing a paper or copying someone else’s work and submitting it as your own are also plagiarism. Any misrepresentation of the source in your writing or speaking would constitute a form of plagiarism.

Whether intentional or unintentional, plagiarism is not acceptable and will result in the student being assigned a grade of zero for the assignment and/or the course, at the instructor’s discretion.

**Expectations for Interaction**

Students will be held to the highest standards of language and content in all interaction, whether online or in person. Abusive and derogatory language, actions, or content will not be tolerated. This non-discrimination policy includes face-to-face interactions, email, online discussions and all course related content and materials. To learn more about online interaction, please see “The Core Rules of Netiquette”, from the book Netiquette by Virginia Shea at: http://www.albion.com/netiquette/corerules.html

**myCFCC** is your student web portal - there you can access your class websites, email, and WebAdvisor (official academic info such as grades, transcripts, schedules, etc). Your official CFCC-provided email account is to be used for all e-mail correspondence with your instructors and CFCC staff. Some information from CFCC will ONLY be emailed to this address, and not sent through postal mail, so it is very important that you check this account. To access this account, visit the myCFCC portal - there is a link to the portal near the top of the CFCC.edu website. Login and click the Email link. Your username is part of your email address: user@mail.cfcc.edu. (Note if you’ve had a CFCC email address in the past, this one may differ because we’ve changed ‘email’ to ‘mail’ in the address.) This email account is provided to you as long as you are enrolled in classes (you can take the summer off), and may be used for personal email as well as academic email. The class websites linked from the portal are automatically created for every class - it is up to the instructors to decide whether and how to use them. Even if they are not used, you can send an email to your instructor by
clicking the Send Email link on your class homepage.

**IT Student HelpDesk**
The IT Services Student Helpdesk provides first-level technical support to all students of Cape Fear Community College. They are available to assist students with basic computer and technical needs, including logging into Blackboard, myCFCC and WebAdvisor.

More information, including Hours, Location, and Contact Information is available at: [http://www2.cfcc.edu/studenthelpdesk/](http://www2.cfcc.edu/studenthelpdesk/)

**Blackboard Help**
Answers to common Blackboard questions can be found at [http://www2.cfcc.edu/online/bb-faq](http://www2.cfcc.edu/online/bb-faq) or Ask Ray.

**Science Learning Lab N-407**
The Science Learning Lab is located in N-407. Tutors are available for all Biology, Chemistry, Geology and Physics courses. You must have your instructor sign a form to verify that you are enrolled in a Science course. The form is available in N-407.

**Learning Resource Center (LRC)**
The LRC is located in the CFCC library and can be found online at [http://cfcc.edu/learninglab](http://cfcc.edu/learninglab). The LRC provides writing assistance, computer competency skills and tutoring.

**Learning Resource Center (Library)**
The CFCC Learning Resource Center (Library) provides students with the following resources: Books/Materials, Course Reserves, Computer/Internet Access, Online Databases/Journals, Group Study Space, and a Quiet Study Space.

The Learning Resource Center (Library) is located on the 2nd Floor of the L-Building (Downtown Campus) or on the 1st Floor of the McKeithan Center (North Campus) and can be found online at [http://cfcc.edu/lrc](http://cfcc.edu/lrc).

**Additional Student Support and Academic Services**
For a list of CFCC Student Support and Academic Services, please visit [http://www2.cfcc.edu/online/student-support/](http://www2.cfcc.edu/online/student-support/).

Tobacco use is prohibited on all CFCC property.

***The instructor reserves the right, acting within the policies and procedures of Cape Fear Community College, to make changes, adjustments, additions, and deletions in course content, syllabus, or instructional technique, without notice or obligations.***