

BIOLOGY 2401 – ANATOMY & PHYSIOLOGY I; FOUR CREDIT HOURS
COURSE SYLLABUS, AMANDA R. RAKHSHANDEH, PH.D.
SPRING I 2022

Faculty Information: email – arakhshandeh@southplainscollege.edu

phone – (806) 716 – 2317

Office Hours: Please always feel free to make an appointment to meet with me at a time other than those listed below, if you give me at least 48 hours advance notice.

- Mondays: 9:30 AM – 11:15 AM (in-person)
- Tuesdays: 10:30 AM - 11 AM (in-person); 11 AM – 11:30 AM (virtual); 6:30 PM - 7 PM (virtual)
- Wednesdays: 9:30 AM – 11:15 AM (in-person)
- Thursdays: 10:30 AM - 11 AM (in-person); 11 AM – 11:30 AM (virtual)
- Fridays: 11:30 AM - 12 PM (in-person); 12 PM - 12:30 PM (virtual)
- Sundays: 10:30 AM - 11:30 AM (virtual)

Texts: This course is in the SPC TexBook program. You do not need to purchase a textbook or access code for this course.

What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.

How do I access my TexBook? Please visit Blackboard on the first day of class, in the “Start Here” folder, to find your ebook. Your ebook includes the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.

Help with TexBook issues and support: check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>

Opting out of TexBook: Participating in TexBook is not mandatory, and you can opt-out. However, by opting-out you will lose access to the ebook and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline (Sept. 15, 2021), the TexBook charge will be automatically refunded to your SPC account.

Please feel free to consult with me before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to tfewell4texasbookcompany@gmail.com. Include your first name, last name, student ID number, and the course you are opting out of. You will then receive a confirmation email.

If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / Phone: 806-716-2399; Email: agamble@texasbook.com / Phone: 806-716-4610

If you would like to purchase materials on your own, they are:

1. **Required Text:** *Human Anatomy & Physiology*. Eleventh Edition. By Marieb & Hoehn. (Hard back and loose-leaf versions available through the SPC bookstore. etext version available through the [publisher website](#).)
2. **Required Notes:** *Human Anatomy & Physiology 1 Study & Note-taking Guide*. By Amanda Rakhshandeh. 272 pages. (Available at the SPC bookstore or online through Blackboard.)
3. **Required Hardware:** An external webcam is required for one quiz and all major exams. One option is to purchase a webcam economically, using financial aid funds, through the SPC bookstore.

Optional materials that some students find useful:

1. **Online Materials:** *Mastering A&P – Human Anatomy & Physiology*; access code for online content. (Note: the purchase of a new textbook bundle will include A Brief Atlas of the Human Body and the Mastering A&P access code. You may also buy the textbook and atlas used and then purchase a Mastering A&P access code separately through the [publisher website](#).)
2. **Other resources:** *A Brief Atlas of the Human Body*. Second edition. By Hutchinson, Mallatt, Marieb, & Wilhelm.

Purpose of the course: To provide a general understanding of human anatomy and physiology for those students in the allied health fields and to meet requirements for an Associate of Arts Degree or Associate in Science Degree.

Objectives of the course:

1. To help the students acquire knowledge of normal development, structures, and functions of the human body
2. To provide a foundation for the undergraduate college and university student
3. To provide a foundation for understanding deviations from the normal in physiological function.

Course description (from State ACGM): Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides hands-on learning experience for exploration of human system components and basic physiology.

Learning Outcomes (from State ACGM):

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.
7. Apply appropriate safety and ethical standards.
8. Locate and identify anatomical structures.
9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems and virtual simulations.
10. Work collaboratively to perform experiments.
11. Demonstrate the steps involved in the scientific method.
12. Communicate results of scientific investigations, analyze data and formulate conclusions.
13. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing and summarizing to make decisions, recommendations and predictions.

Essential questions we will ask together this semester:

1. How does the shape of a body part (from the smallest to the largest) cause it to function in a specific way?
2. What new functions can be seen once different anatomical structures begin working together?
3. How do different parts of the body sense their environment? How does it then respond?
4. How do different parts of the body obtain and use energy?
5. How do biologists describe the body to one another?
6. How are different biological structures similar? How are they different? How are different biological functions similar? How are they different?

BIOLOGY 2401 TENTATIVE TOPICAL AGENDA SPRING 2022

Week	Date	Topic
1	Jan 18 – 21	Chapters 1 & 2
2	Jan 24 – 28	Chapters 2 & 3, Lecture exam 1 (Chs. 1, 2 & 3) & Lab practical exam 1 (Chs. 1 & 3) , Chapter 4
3	Jan 31 – Feb 4	Chapters 4, 5 & 6
4	Feb 7 – 11	Chapter 6, Lecture exam 2 (Chs. 4, 5 & 6) , Chapter 7
5	Feb 14 – 18	Chapters 7 & 8, Lecture exam 3 (Chs. 7 & 8) & Lab practical exam 2 (Chs. 7 & 8) , Chapter 11
6	Feb 21 – 25	Chapters 11, 12 & 13
7	Feb 28 – Mar 4	Chapter 14, Lecture exam 4 (Chs. 11, 12, 13 & 14) & Lab practical exam 3 (Chs. 11, 12 & 13) , Chapters 9 & 10
8	Mar 7 – 10	Chapter 10, Lecture exam 5 (Chs. 9 & 10) & Lab practical exam 4 (Ch. 10) , Optional comprehensive final exams – lecture & lab (Chs. 1 through 14)

The instructor reserves the right to make changes to this syllabus as necessary.

OTHER IMPORTANT DATES: SPRING 2022

Date	Event
Jan 18	First day of classes
Jan 25	Last day to drop the course without it showing on your transcript
Mar 2	Last day to drop the course with a 'W' on your transcript
Mar 10	Finals day

BIOLOGY 2401 TENTATIVE ASSIGNMENTS SCHEDULE SPRING 2022– ALL ASSIGNMENTS ARE DUE AT 11:59 PM CST ON THE DATE LISTED

Due Date	Week 1 assignments	How to access	Webcam?
T – Jan 18	Orientation Videos (#1 through 4)	Link in Blackboard; any web browser	---
	Am I Ready? Quiz	Link in Blackboard; any web browser	---
	Study Schedule	Download file from Blackboard, fill out using Excel, & turn in using link on Blackboard	---
	Prior knowledge quiz	Open Chrome, find link in Blackboard, uses Proctorio	Yes
	Email Quiz	Link in Blackboard; any web browser	---
	Student learning survey	Link in Blackboard; any web browser	---
W – Jan 19	Chapter 1 videos (#1, 2, 3 & 4)	Link in Blackboard; any web browser	---
Th – Jan 20	Chapter 1 videos (#5, 6, 7 & 8)	Link in Blackboard; any web browser	---
	Chapter 1 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 1 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 1 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
F – Jan 21	Chapter 2 videos (#1, 2, 3 & 4)	Link in Blackboard; any web browser	---
	Discussion Board or Office hours	Links in Blackboard; any web browser	---
Due Date	Week 2 assignments	How to access	Webcam?
M – Jan 24	Chapter 2 videos (#5, 6 & 7)	Link in Blackboard; any web browser	---
	Chapter 2 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 2 online tutorial	Link in Blackboard; may need to click top, right red box	---
T – Jan 25	Chapter 3 videos (#1 to 7)	Link in Blackboard; any web browser	---
W – Jan 26	Chapter 3 videos (#8 & 9)	Link in Blackboard; any web browser	---
	Chapter 3 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 3 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 3 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
Th – Jan 27	Lecture Exam 1 (Chs. 1, 2 & 3)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
	Lab Practical Exam 1 (Chs. 1 & 3)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
F – Jan 28	Chapter 4 videos (#1 to 6)	Link in Blackboard; any web browser	---

	Discussion Board or Office hours	Links in Blackboard; any web browser	---
Due Date	Week 3 assignments	How to access	Webcam?
M – Jan 31	Chapter 4 videos (#7 to 11)	Link in Blackboard; any web browser	---
T – Feb 1	Chapter 4 online tutorials (#1 & 2)	Link in Blackboard; may need to click top, right red box	---
	Chapter 4 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 4 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
W – Feb 2	Chapter 5 videos (#1 to 6, incl. #3a)	Link in Blackboard; any web browser	---
Th – Feb 3	Chapter 5 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 5 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 5 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
F – Feb 4	Chapter 6 videos (#1 to 6)	Link in Blackboard; any web browser	---
	Discussion Board or Office hours	Links in Blackboard; any web browser	---
Due Date	Week 4 assignments	How to access	Webcam?
M – Feb 7	Chapter 6 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 6 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
T – Feb 8	Lecture Exam 2 (Chs. 4, 5 & 6)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
W – Feb 9	Chapter 7 videos (#1, 1a, 1b & 1c)	Link in Blackboard; any web browser	---
Th – Feb 10	Chapter 7 videos (#1d & 1e)	Link in Blackboard; any web browser	---
	Chapter 7 online tutorial (#1)	Link in Blackboard; may need to click top, right red box	---
F – Feb 11	Chapter 7 videos (#2, 2a, 3, 3a & 3b)	Link in Blackboard; any web browser	---
	Chapter 7 online tutorial (#2)	Link in Blackboard; may need to click top, right red box	---
	Discussion Board or Office hours	Links in Blackboard; any web browser	---
Due Date	Week 5 assignments	How to access	Webcam?
M – Feb 14	Chapter 7 videos (#4, 4a, 4b, 4b, 5 & 6)	Link in Blackboard; any web browser	---
T – Feb 15	Chapter 7 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 7 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 7 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
W – Feb 16	Chapter 8 videos (#1 to 4)	Link in Blackboard; any web browser	---
	Chapter 8 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 8 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
Th – Feb 17	Lecture Exam 3 (Chs. 7 & 8)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
	Lab Practical Exam 2 (Ch. 7)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
F – Feb 18	Chapter 11 videos (#1 to 5, & 9)	Link in Blackboard; any web browser	---
	Discussion Board or Office hours	Links in Blackboard; any web browser	---
Due Date	Week 6 assignments	How to access	Webcam?
M – Feb 21	Chapter 11 videos (#6, 7 & 8)	Link in Blackboard; any web browser	---
	Chapter 11 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 11 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 11 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
T – Feb 22	Chapter 12 videos (#1 to 4, & 12)	Link in Blackboard; any web browser	---
W – Feb 23	Chapter 12 videos (#5 to 9, & 13)	Link in Blackboard; any web browser	---
	Chapter 12 online tutorial (#1)	Link in Blackboard; may need to click top, right red box	---
Th – Feb 24	Chapter 12 videos (#10 & 11)	Link in Blackboard; any web browser	---
	Chapter 12 online tutorial (#2)	Link in Blackboard; may need to click top, right red box	---
	Chapter 12 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 12 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
F – Feb 25	Chapter 13 videos (#1 to 6)	Link in Blackboard; any web browser	---
	Chapter 13 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 13 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Discussion Board or Office hours	Links in Blackboard; any web browser	---

Due Date	Week 7 assignments	How to access	Webcam?
M – Feb 28	Chapter 14 videos (#1 & 2)	Link in Blackboard; any web browser	---
	Chapter 14 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapters 13 & 14 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
T – Mar 1	Lecture Exam 4 (Chs. 11, 12, 13 & 14)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
	Lab Practical Exam 3 (Chs. 11, 12 & 13)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
W – Mar 2	Chapter 9 videos (#1 to 4)	Link in Blackboard; any web browser	---
Th – Mar 3	Chapter 9 videos (#5, 6 & 7)	Link in Blackboard; any web browser	---
	Chapter 9 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 9 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 9 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
F – Mar 4	Chapter 10 videos (#1, 1a, 1b, 1c & 1d)	Link in Blackboard; any web browser	---
	Discussion Board or Office hours	Links in Blackboard; any web browser	---
Due Date	Week 8 assignments	How to access	Webcam?
M – Mar 7	Chapter 10 videos (#1e, 1f, 1g, 1h, 1i, 1j)	Link in Blackboard; any web browser	---
T – Mar 8	Chapter 10 videos (#2 & 3)	Link in Blackboard; any web browser	---
	Chapter 10 online tutorial	Link in Blackboard; may need to click top, right red box	---
	Chapter 10 lab quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
	Chapter 10 quiz	Open Chrome, find link in Blackboard, uses Proctorio	---
W – Mar 9	Lecture Exam 5 (Chs. 9 & 10)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
	Lab Practical Exam 4 (Ch. 10)	Open Chrome, find link in Blackboard, uses Proctorio	Yes
Th – Mar 10	Optional comprehensive final exams – lecture and lab (Chs. 1 through 14)	Open Chrome, find link in Blackboard, uses Proctorio	Yes

Tips for Success:

- **Plan to study 20 hours a week outside of course videos.** To pass this course, most students need to study around 20 hours per week outside of simply watching the course videos. The best overall study strategy is to work consistently, in small doses. “Cramming” for an exam is rarely successful. I suggest that you plan your study time at the beginning of each week. Begin by marking down the times for each day that you have family or work commitments, as well as other non-negotiable time commitments. Then plan the specific days, hours, and places that you will study throughout the week. Be sure to pick a study location that is as free from distractions as possible. Stick to your plan and then reward yourself at the end of the week for a job well-done.
- **Take good notes.** In the videos, I will discuss the **most significant concepts** from your readings. At times, I will present examples that may not be given in your textbook. You are responsible for **all** of this information. Good note-taking will help you to remember which concepts were most important and why. Additionally, the act of note-taking is itself a learning exercise that helps you to stay actively engaged in the topic and better remember class discussions. The Note-taking guide is designed to help you structure your note-taking.
- **Ask questions.** If you don’t understand something discussed in the online content, ask questions on the Discussion Board, attend an online real-time session with me, ask questions by email, or arrange to meet with me individually online. I welcome your questions, and if you’re struggling, it’s important to get help early. Additionally, by asking questions, you take charge of your own learning.
- **Use the tools that I provide.** As an instructor, I believe that my job is to help you rise up to the high standards of this course. Therefore, I will provide you with a number of tools to support you in your learning.
 - **Videos** – You may re-watch the videos of me talking through course concepts by visiting my YouTube channel for the course at any point (link found in the ‘Extra Help’ section).
 - **Interactive: Human Anatomy** – This database contains a 3D, rotatable online anatomy tool. You can access this tool at your own home for free by visiting the SPC library’s database links (<https://southplainscollege.libguides.com/az.php?a=i>). It's the last database on the list. Use it to study or follow along with video instruction.
 - **Note-taking guide** – This guide helps you structure your note taking during class, know when you have missed important points, and better review material when studying at home. All videos, quizzes and exams are designed to match what is covered in the note-taking guide.
 - **Online tutorials** – The ‘extra practice’ section of the course contains additional, ungraded online tutorials for each chapter of the course. These tutorials often write about tough topics in a slightly different way than the textbook, contain interactive games to help you test what you know, and have helpful videos from outside sources embedded within them.
 - **PowerPoint slides** – The PowerPoint slides that I use for the course are included in the note-taking guide and in the ‘Extra Help’ section of the course.
 - **Lecture exam reviews** – Each exam review lists topics from each chapter on which you will be tested. Exams cover only the topics listed on reviews, which are found in the Note-taking guide.
 - **Practical exam “terms to know”** – Each chapter contains many anatomical structures. I will test you on only a subset of these structures, which are listed on the “terms to know” sheets in the Note-taking guide.
 - **Tutoring:** Free SPC Tutors are available to all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit [this link](#) to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations. Tutor.com also provides 180 FREE minutes of tutoring each week. Log into Blackboard and click on the tutor.com link on the left-hand tool bar. Tutor.com tutors are available Monday through Thursday, from 8pm-8am; and from 6pm Friday to 8am Monday.
- **Study effectively.** Any biology course these days will have a **lot** of information, so making the most of your study time is key. Begin by making your own study aids. For example, make outlines and flash cards of course material as you read and review your notes. Create visual study aids where you draw out important structures and label key features. Doing this will help you to not only remember course concepts, but also better understand how they relate to each other. I also suggest that you practice writing out and linking concepts **by memory**, use blank versions of the note-taking guide as a study aid, create lists of questions that help you remember the material, and then practice answering those questions, filling out a blank note-taking guide, or recreating visual study aids **by memory**. Remember, all quizzes and exams are timed, so it’s important to know the material well before beginning an exam. You should do at least one or two of these activities each day. *Finally, please note that reading text, notes, review guides, or images over and over again is the **LEAST EFFECTIVE** way to study for this class. Students who do not test their memories of course concepts when studying typically earn around a 40 to 50% on major examinations.*

Evaluation Criteria:

- **Videos & online tutorials (5%)** –

- **Videos** – You will watch videos for each chapter of the course that have questions embedded within them. You should fill out your note-taking guide as you watch these videos. Write down questions about material that you do not understand and list your questions in the “fuzzy” concepts section at the end of each video.
- **Online tutorials** – Each chapter will contain at least one online tutorial that requires you to complete interactive games that can be repeated an unlimited number of times, until you earn a 100%. You should use the games to finish filling out your note-taking guide.

The lowest three grades from this category will be dropped; therefore, no make-up work will be allowed. All other grades will be averaged and will be worth 5% of your final grade.

- **Lab quizzes and chapter quizzes (5%)** –

- **Lab quizzes** – Lab quizzes will be given in a fill-in-the-blank format. They are designed to mimic the lab practical exam format to give you a “heads-up” about how well you know the material, prior to major examinations, giving you time to adjust your study strategies.
- **Chapter quizzes** – Chapter quizzes will be a combination of multiple-choice, true/false, matching, identifications, fill-in-the-blank, and short answer questions. These quizzes are designed to give you a “heads-up” about how well you know course material, prior to major examinations, giving you time to adjust your study strategies. You may repeat chapter quizzes up to five times, receiving different questions each time. After the due date, you may view your entire quiz to guide your study efforts.

The lowest three grades from this category will be dropped; therefore, no make-up work will be allowed. All other quiz grades will be averaged and will be worth 5% of your final grade.

- **Attendance (5%)** – You have the option to fulfill a weekly attendance requirement in one of two ways. The lowest grade from this section will be dropped; therefore, no make-up opportunities will be given. Each week you can choose any option for fulfilling the attendance requirement.

- **Option 1** – Make one Discussion Board entry each week that contains at least two questions on the video topics for the week. For a question to count, it must list a specific concept or idea for which you have a question. Questions that state something along the lines of, “I don’t get the entire video. Can you explain?” or “I don’t get the entire chapter.” will not count for credit. A great way to think of questions to ask is to look for blank spots in your note-taking guide and ask for help filling them out. Or, you can ask, “This is my understanding of concept X: (INSERT YOUR IDEAS HERE). Is this correct?” I will post my answers to your questions on the Discussion Board, so that all students can learn from each other’s questions and my answers. Discussion Board entries are generally due on Friday’s at 11:59 PM, except when Friday is a holiday. In those cases, Discussion Board entries are due the day before the holiday begins at 11:59 PM.
- **Option 2** – You may attend one online office hours session with the instructor each week and ask at least two questions. Again, for a question to count, you must ask about a specific concept or idea. Questions along the lines of, “I don’t get the entire chapter. Can you explain?” will not count for credit. So that you can plan, virtual office hours will not be held during the holidays listed on page 3 of this syllabus.

- **Lecture examinations (60%)** – Five lecture exams will be given throughout the semester. The lecture exams will contain mostly multiple-choice questions. No lecture exam grades will be dropped. Please see the makeup policy for missed exams.

- **Practical examinations (25%)** – Your lab grade for the semester will be based on four lab practical examinations, which are all in the fill-in-the-blank format. Word banks will not be given and terms must be spelled correctly for full credit. No lab practical grades will be dropped. Please see the makeup policy for missed exams.

Final grade determination: Grades are not curved under any circumstances and extra credit is not given.

90 - 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D <60 = F

Class Policies:

- 1. Attendance:** Regular engagement with course material is necessary for satisfactory achievement. Therefore, I have made some sort of course assignment due every day. If you have four days' worth of non-submitted assignments, I may drop you from the course. If you are dropped from this course by me, you will receive a grade of "X", rather than "W", on your transcript. If you decide to stop attending class, it is your responsibility to immediately drop this course through the registrar's office to avoid being dropped by me for non-attendance. It is your responsibility to verify that you are dropped from this course using your student online account.
- 2. Technical difficulties:** If you experience technical difficulties on a major exam, please *immediately* visit Proctorio support (<https://proctorio.com/support>) and open up a live chat with their 24/7 support staff. If they cannot resolve your problem, please *immediately* email me and notify me about your difficulties, providing screenshots and other documentation as needed. After emailing me, regularly check your email over the next hour, in case of a reply. For other technical difficulties, please *immediately* call the SPC help desk at 806.716.2600.
- 3. Major exam protocol:** All major exams will be given online and these exams *must* be proctored. Therefore, you will be required to use webcam software ([Proctorio](#)) that records you while taking exams. You will be required to show official picture identification prior to the start of the exam and will not earn credit, regardless of your score, without showing identification.

The following table lists additional conduct requirements for online exams, as well as consequences for conduct violations:

Exam conduct requirement	Consequence for violation of exam conduct
Correct placement of webcam	A 30% penalty will be given for webcam placement that doesn't allow the instructor to view the testing environment during the exam. See the instructional video in the course website for a demonstration of correct webcam placement.
Complete environment scan	A 30% penalty will be given for an incomplete or insufficient scan of the testing environment. See the instructional video in the course website for a demonstration of how to completely scan your testing environment.
Sufficient lighting of the testing environment	A 30% penalty will be given for an exam taken without enough lighting for the instructor to view the testing environment during the exam.
Student remains in webcam view during exam	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam.
No unauthorized materials near desk area	A student who has any unauthorized materials (books, notes, blank paper, phone, another computer, etc.) near the testing area will receive a zero for that exam. You will be able to access a blank white board through the Proctorio exam settings that you can use as scratch paper during the exam.
No talking with other adults during the exam, no playing of music or other audio recordings, no wearing headphones.	A student who has any music or audio recordings playing during exams, who wears headphones, or who talks with any adult for any reason during the exam, will receive a zero for that exam. If you're worried about childcare during the exam, please contact the instructor immediately for help brainstorming solutions.

Consequences for violating the above requirements will be suspended on the prior knowledge quiz, so that I can help you correct your honest mistakes. Look for an email from me with feedback on how your testing environment looked after you take the prior knowledge. Consequences will be suspended *only* on the prior knowledge quiz.

- 6. Make-up assignment policy:** If you experience computer problems or miss an assignment, you *will not* be able to make up or retake the assignment. A missed assignment will result in a zero on that assignment, *no exceptions*. Instead, you are allowed to drop grades, as listed in the above sections. Therefore, I suggest that you use your dropped grades wisely.
- 7. Make-up exam policy:** I know that life events sometimes arise and that unexpected computer problems sometimes occur. Therefore, if you experience computer problems or miss a major exam, you are allowed to make up the following, without providing me with an excuse: 1) one and only one practical exam; and 2) one and only one lecture exam. The make-up day for all missed exams is either within one week of the missed exam or on Wednesday, March 9 – whichever you prefer. Any

other missed exams will result in a zero, regardless of the reason. Therefore, use these “free passes” wisely. If you already know of a conflict with an exam date, you are welcome to contact me at least 48 hours prior to the start of the exam and make arrangements to take it early. In addition, you are welcome to take a comprehensive final lecture exam and/or a comprehensive final practical exam to replace one exam grade in each of those categories.

4. **Cyber bully:** Disorderly conduct, such as verbally abusive or intimidating emails, or subjecting another person to inappropriate, abusive, threatening, or demeaning actions will be subject to disciplinary action. Students who behave in a disorderly fashion may be required to withdraw from the course.
5. **Cheating:** Honesty and ethical behaviors are imperatives in any career. Therefore, cheating will not be tolerated. South Plains College’s “Student Conduct” guidelines will apply to all work in this course. Cheating includes, but is not limited, to all of the following:
 - Copying from another student’s paper.
 - Using test materials not authorized by the person administering the test.
 - Collaborating with or seeking aid from another student during a test without permission from the test administrator.
 - Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
 - The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
 - Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
 - Bribing another person to obtain an unadministered test or information about an unadministered test.
 - The use of any testing materials that are prohibited.

If you have any questions about what constitutes your own work, definitely ask!

8. **Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.
9. **Disabilities Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
10. **Non-Discrimination Statement:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
11. **Sexual Harassment Statement:** South Plains College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment, misconduct or assault, South Plains College encourages you to report it. If you tell me that you have been a victim of sexual harassment, misconduct or assault, I am required by law to report it to the College’s Title IX coordinator. If you wish to speak to someone in confidence, you may visit with a personal counselor or health professional in the SPC Health and Wellness Center.
12. **Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student’s responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 for assistance.