



BIOL 2401.107HY
Human Anatomy and Physiology I
Spring 2021
Lecture – online; Lab (MS-143) – Fri 8:00am-10:50am

Instructor Information: Dr. Raymond Nwachukwu; RNwachukwu@com.edu; (409) 933-8502

Student (Office) hours and location:

Office Hours: Mon: 10:00am-6:00pm; or by appointment
Location: Blackboard Virtual Office

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. **Note:** Email is preferred method of communication. Expect responses within 24 hours during the week or 48 hours on weekends.

Required Textbook/Materials:

Textbook: Marieb, E.N. & Hoehn, K., 2019. *Human Anatomy and Physiology, 11th edition* (e-Text), Boston, MA; Pearson Education, Inc. Publisher bundled with MODIFIED Mastering A&P on-line component. ISBN13: 978-0-13-458099-9. This e-book and the Modified Mastering A&P are purchased at the time of registration through Vital Source and you will gain access to them in Blackboard on first day of class.

Lab manual: Amerman, E., 2017. *Exploring Anatomy & Physiology in the Laboratory, 3rd edition*; Englewood, Colorado, Morton Publishing Company (customized for College of the Mainland). ISBN-13: 978-1-61731-955-6. You will have to buy this; it is **not** part of registration payments.

Software & hardware – The minimum computer and internet configurations required for this class are:

- ❖ **Computer** with up-to-date operating systems from Microsoft or Apple (PC or Mac). Chromebooks and mobile devices may not be compatible with all the online course components.
- ❖ **Wi-fi/Internet access**
- ❖ Blackboard-supported **web browser** (Chrome, Firefox, Safari, etc.) capable of viewing flash video
- ❖ **Java** installed and updated
- ❖ **Respondus Lockdown Browser.**
- ❖ **Webcam.** This is usually inbuilt into your computer. If not, buy and plug it in with a USB cable.
- ❖ Your **COM e-mail** account

- ❖ **Microsoft Office** (Word, PowerPoint, Excel, Stream, Teams). COM offers free Office 365 access for students. Contact COM IT [helpdesk](#) for assistance if you don't already have it downloaded and installed
- ❖ **Adobe Acrobat DC**. Available at <https://www.adobe.com/>, and free download for all COM students. This not only has all the functions of Adobe Reader but will also enable you to both convert documents into pdf and combine different pdf files into one single file if you need to. If you are unable to get this, then get **Adobe Reader**, probably already on your computer; if not, go to this website for FREE download (uncheck all those boxes if you don't want those things): <https://get.adobe.com/reader/?promoid=KSWLH>.
- ❖ **Adobe Scan** on Phone (free) – allows you scan/convert assignments into PDFs using your phones.

Course Description: Anatomy and Physiology I (A&P 1) 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 a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Course Requirements:

Exams – lecture, lab & final

You will have four lecture exams, three lab exams, and one final exam over the duration of the course. If you meet the [requirement](#), your lowest exam, if below 75%, may be dropped or replaced by percentage average of the final exam if it is higher. (**Exception:** a zero received for cheating can neither be dropped nor replaced by the final exam score). The final (5th) exam will test the comprehension of the entire course. Both lecture & final exams will be multiple-choice format, reflecting fill-in-the-blank, matching, identification, and true-false questions. The lab practical exams will consist primarily of identification of human cellular & anatomical structures and their functions. The spelling of any structure must be correct to receive credit. A singular word will not be accepted where plural term is required and vice versa. All exams and practical will be available on the Blackboard, taken online through Respondus lockdown browser. Each test must be done by the due date. Follow the Blackboard/online calendar for **authentic** due dates. The dates listed in the course schedule are only tentative and provisional. Any test not completed by the due date will receive a “zero” grade. Test reviews are available immediately after submission.

Quizzes

You will have at least ten (10) lecture quizzes. Each quiz, except the first, will reflect 1-2 chapters (of the textbook) or a subject. The first quiz will be an orientation quiz based on the syllabus. All quizzes will be taken online, usually every week or twice in three weeks, and must be completed by the due date. There could be an instance, though very rare, where 2 quizzes may be taken in a week. The quiz with lowest grade will be dropped

Lab activities

You will have six (6) mandatory in-person lab activities (Lab Acts) on campus, out of which a student cannot miss more than one (see the [Attendance policy](#)). These face-to-face (f2f) lab

meetings will be done in groups of 3-4 students called teams. Each student must sign up to a team within the first week of class. (see “Read Me First” in the Blackboard). Every team will turn in one completed lab report or review questions per lab act, with the names of participating team members on the front page. One mandatory individual Lab Act (Lab Act 1) is a Blackboard & syllabus orientation exercise, and must be completed in the first week of class.

Mastering A&P assignments

There will be two sets of assignments in the Modified Mastering A&P component to this course: Lecture homework (Homework) and online Lab activities (LabOn). These Mastering Assignments are required, and you have access to the program through the Blackboard. With your textbook purchased during registration, you will have access to the Mastering component on the first day of class to stay current with the course requirements.

Homework: You will have 15 Mastering homework, out of which you will choose and do any 10. But I strongly recommend that you do all, although your best 10 will be taken and the rest dropped.

LabOn: There will be 10 or more LabOns, and you are required to do all.

Extra credits

There will be opportunities to earn bonus points if you meet the eligibility requirement (see the [extra credit policy](#)). The extra credits are optional. They will not affect your grade if you don't do them; they will only improve your final grade if you do them.

- a. An extra credit worth 20+ points on DNA structure and function (chapter 3 of textbook).
- b. An extra credit worth 10+ points on nervous conduction (chapters 11 – 14).
- c. An extra credit worth 20+ points by making an article journal containing news stories related to Anatomy and Physiology. Articles related to other areas of science such as physics, astronomy, geology, etc. will not be accepted. As many as 10 articles (could be less) from peer-reviewed journals, newspapers, magazines, or the Internet will be collected and may be an original or photocopy. Each must include author(s), date, and source of publication, and must be followed by a half-page typed commentary indicating how this information impact everyday life, and whether there is enough information to determine the article's accuracy (indicate why or why not). You are going to give your opinion of the article, not to summarize it.
- d. Additional bonus points for active engagement and participation during class/lab.

Respondus lockdown browser and monitor

This software is required in order to take any online test (quiz and/or exam) in this class. If not currently loaded on your computer or you are unsure, you can download and install it by clicking [here](#). Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](#) is also available.

To ensure Lockdown browser and the webcam are set up properly, do the following:

- ❖ Start Lockdown browser the same way you start other web browsers such as chrome, log into blackboard, and select this course.
- ❖ Locate and select the Help Center button on the lockdown browser toolbar.
- ❖ Run the Webcam Check and, if necessary, resolve any issues.
- ❖ Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.

- ❖ Exit the Help Center and locate the quiz named Practice Test, located in the **Assessments** module under **Course Resources** menu in the Course Blackboard shell.
- ❖ Exit Lockdown browser upon completing and submitting the test/quiz.

Any test a student fails to take through Respondus lockdown browser + webcam **will not be accepted.** (*I will award a zero for such test*).

Determination of Course Grade/Detailed Grading Formula: (methods of evaluation to be employed to include a variety of means to evaluate student performance)

Course Assessment	Total Points	Percentage of Course
LECTURE PORTION	950	70.0%
Quizzes (10)	150	10.0 %
Mastering Homework	300	15.0%
Lecture Exams (4)	400	30.0 %
Final Exam	100	15.0 %
LABORATORY PORTION	450	30.0%
Lab Practicals (3)	300	20.0%
Lab Activities & quizzes	150	10.0%
TOTAL POINTS	1400	100%

Grading Scale:

- A** A weight of the points earned for course assessments that equals 90% or more
- B** A weight of the points earned for course assessments that equals between 80% and 89%
- C** A weight of the points earned for course assessments that equals between 70% and 79%
- D** A weight of the points earned for course assessments that equals between 60% and 69%
- F** A weight of the points earned for course assessments that equals 59% or less, or for lab assessment that fails to meet either the lab science policy or the lab attendance policy
- FN** A weight of the points earned for course assessments that equals 59% or less due to poor participation
- I** An incomplete may be assigned at the discretion of the instructor in accordance with the college policy
- W** A withdrawal may be assigned in accordance with college policy.

Late Work, Make-Up, and Extra-Credit Policy:

Make-up

There are no make-ups for any missed exam, quiz, and/or assignment. Every assignment/ test will be open and available for at least 5 days. Therefore, there are no excuses for missing a due date.

Late work

Do not turn in any assignment late. Substantial number of points, up to 100%, may be deducted.

Extra credit

Extra credit assessments are dependent on your attendance. If a student has attendance below 85%, he/she may **not** be eligible for extra credit points. Any completed and graded extra credit assignment by such student may not be applied in the final grade calculation.

Lab Science Policy: The grade for this course consists of both lecture and laboratory components. Students must earn a 70% or better in the laboratory component to successfully pass the course. Earning less than 70% in the laboratory component will result in an F for the course regardless of the lecture grade. Passing the laboratory component and failing the lecture component will not guarantee a passing grade for the course. Deviations from this policy will be at the sole discretion of the instructor.

Attendance Policy: Attendance, participation and punctuality are critical both to the students' understanding of the course materials and to their success this class. This policy includes both lab attendance (f2f) and lecture attendance (online). I do know that circumstances such as death in the family, illness, etc. come up unexpectedly and may cause a student to be tardy or miss a class. I expect that the student would make every effort to come to class/lab on time, and that I would be contacted if he/she is running late or need to miss class. **This does not automatically grant/guarantee excused absence.** The student must provide a documentable evidence (such as a doctor's report) for me to approve the absence as excused. A student with excused absence may, where possible, be rescheduled for the missed in-person lab.

- Lab attendance is taken every lab f2f meeting and verified at the end of class.
- Online lecture attendance is taken once or twice a week.
- If you accumulate 2 absences in a row, I will submit your name to the Early Warning System, and you will have to complete the program in order to register for classes next semester. Total attendance below 70% may trigger a student being dropped
- Tardiness to lab is recorded in attendance register as partial attendance. It may result in an absence if the student is not present when attendance is taken (usually within the 1st fifteen minutes after class has begun), and may prevent him/her from participation in lab activities
- Do not leave in-person class/lab early! Unexcused early leaving, less than 45 minutes after class has started, counts as tardiness.
- A student with total average attendance below 95% will be disqualified from having lowest lecture exam grade dropped or replaced by a higher final exam grade

Lab attendance (face-to-face)

A student is required to come to lab to complete the face-to-face laboratory exercises required in the laboratory component of this course. Failure to complete 80% of the required in-person lab meetings will result in a "F" for the course grade unless there is a documented excuse approved by the instructor.

Lecture attendance (online)

Logging into the class one or more times twice (2 different days) a week, and performing an activity each time, satisfies the weekly lecture attendance requirement. On a week that we have f2f lab meeting, logging in (and performing an activity) once a week on a day different from f2f lab meeting satisfies the requirement. Logging into the class alone is not enough. You must perform an activity such as taking a test/quiz/assignment, accessing lecture PowerPoint or video, communicating with the professor, etc. Logging in only one day, even if it is multiple logins the same day, counts for only one attendance.

Additional Policies regarding Course Communication, Lab Use and Test Taking:

If you are having difficulty with the course material, contact me via email to discuss or to make an appointment. All students must wear mask to come to the lab. Anyone who fails to wear one

will not be allowed into the lab. Everyone is responsible for their masks. The bookstore has enough to buy from if a student forgets to bring from home. Use of phones/electronics or accessories for texting, chatting, etc during class is not allowed. All phones & electronic accessories must be turned off and put away during **every** test. Failure to obey these violates the civility and [academic integrity](#) codes. The student will get a “0” for the exam or quiz. In the classroom or laboratory, the device will be confiscated for the rest of the day or the student be dismissed from class. If dismissed from class, the student will receive a “0” for any graded activity of that day. A repeat violation may get the student ultimately dropped from class.

When taking an online exam, remember the following guidelines:

- ❖ If the computer or networking environment is different from what was used previously with the webcam and System & Network Check in [Lockdown browser](#) above, run the checks again prior to starting a test.
- ❖ Ensure you are in a noise-free location where you will not be interrupted. **No sound from people, television, radio, or other sound-producing gadgets and appliances** must be heard. Your completed test may be rejected for noncompliance and a “zero” grade awarded.
- ❖ Be sure that the room is well-lit. Avoid backlighting, such as sitting with your back to a window.
- ❖ Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- ❖ Remove, and put outside of your reach, any apple watches you wear.
- ❖ Clear your desk of all external resources or materials not permitted – books, papers, notes, other devices.
- ❖ Avoid wearing baseball caps or hats with brims.
- ❖ DO NOT block, mask or cover the camera with your palm or anything else while taking a test
- ❖ Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device is (or you are) likely to move.
- ❖ If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
- ❖ Know how much time is available for the test; ensure that you have allotted enough time to complete it.
- ❖ Remain at your computer for the duration of the test. Remember that you will be unable to exit the test until all questions are completed and submitted.

Technology Outage:

Students are responsible for maintaining their hardware, software, and Wi-Fi or Internet connection to the course. No additional time will be provided for hardware, software, or Internet connection problems that interfere with your ability to access the course and/or complete your assignments and assessments. If you are incapable of maintaining your own system, please use the computers available on campus. The Innovation (computer) Lab and Library are open during the week for students to access computers. Be mindful that access to college computers is limited by the hours of operation for the computer labs and library. You are responsible for staying abreast of these times. See Academic Success, Tutoring Center & Support Services below for more details. (Note, ***Respondus Lockdown Browser & monitor is currently not available on College of the Mainland computers.***) If a verifiable interruption in the access to the Course Management System (Blackboard) lasts for fifteen minutes or longer and occurs within twenty-

four hours of an assignment or assessment, the deadline for the assignment or assessment may be extended at the discretion of the instructor.

If a student needs a quiet place to study and/or take exam, the Computer Lab and Library are also open through the week for such students. Remember to go with your laptop if the purpose is to take a test that requires lockdown browser+webcam.

Technical and Tutorial Assistance:

For technical assistance during the course or to report a problem with Blackboard contact the Educational Technology Services (ETS) support by clicking on the “Help with Blackboard” under Course Resources on the course menu homepage. The ETS support site is also provided [here](#). For technical assistance with campus Wi-Fi, COM user ID or password, and other campus related IT needs, visit [helpdesk](#).

The **tutoring center** provides face-to-face and online tutoring sessions in a welcoming environment, and is open for students Monday through Saturday. The center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. The center also provides tutoring for science classes including Anatomy & Physiology, Microbiology, General Biology, Chemistry, Math, and Physics. To sign up for the online tutoring, click [here](#) or visit the link <https://com.mywconline.com/>. The center is located in the Technical Vocational Building, Room 1306. For help/assistance, questions or further details, contact Beth Richards at erichards@com.edu.

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
1. Use anatomical terminology to identify and describe locations of major organs of each system covered.		Exams 1 to 3 Diagram Questions
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.		Lab Act 1 & 2 (Ex.1 & 4) Body regions & cavities; Cellular structures & functions
3. Describe the interdependency and interactions of the systems.		Exam 1
4. Explain contributions of organs and systems to the maintenance of homeostasis.	Critical Thinking (CT)	Exam 1; Journal Critique; Essay paper
5. Identify causes and effects of homeostatic imbalances.		Exams 1 & 2; Journal papers review
6. Describe modern technology and tools used to study anatomy and physiology.		Muscle Fatigue Lab
7. Apply appropriate safety and ethical standards.		Lab Safety Discussions
8. Locate and identify anatomical structures.		Lab Practicals 1, 2 & 3; Sheep Brain Dissection
9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.		Ex. 11-1 Muscle Histology microscopy Muscle Fatigue activity Ex.13-1 Brain Models & Sheep Brain Dissection
10. Work collaboratively to perform experiments.	Teamwork (TW)	Conductivity & pH lab Exercise 2-1
11. Demonstrate the steps involved in the scientific method.		Conductivity experiment

12. Communicate results of scientific investigations, analyze data and formulate conclusions.	Communication Skills (CS)	pH lab Exercise 2-1; Conductivity experiment
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.	Empirical & Quantitative Skills (EQS)	pH lab Exercise 2-1; Conductivity experiment; Journal Articles critique

Academic Dishonesty: Academic dishonesty includes activities and behaviors such as cheating on tests, collusion, and plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own). Disciplinary actions will be taken for students who exhibit disorderly conduct, cheat on exams, submit plagiarized work, or are involved in collusion (helping others cheat or plagiarize). The consequences for violating the academic integrity includes one or more of a zero score for the test/assignment, “F” grade in the course, and withdrawal from the class. The student may also be referred to the Vice President of Student Success and Conduct for further disciplinary action including dismissal from the college.

Navigating the Course on Blackboard: It may be daunting to hit the ground and start running in this class without understanding how to get access to materials and resources needed. The first place to begin on the Blackboard is the “**Read Me First**”. There, locate and download the file *Navigating the Online Class*. It gives you the information and directions you need.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Sheena Abernathy, the Science Department Chair, at 409-933-8330 or sabernathy@com.edu.

COVID19 – You must complete/submit a [self-screen](#) prior to coming to campus. As stated in the [COM Spring 2021 Covid19 Guide](#), If you are feeling sick in any way, you need to stay home. Contact your instructor to address your absence and do not come on campus while you are ill. Failure to comply with this will result in you being asked to leave campus and can be considered disciplinary matter. See the [COVID-19 Statement](#) for more details.

Course outline (Tentative schedule):

WK	DATE	LECTURE (Online)	LABORATORY (MS-143) Fri – 8:00am-10:50am	Lab Meeting Schedule	
				Group A	Group B
1	1/18 – 1/23	Chapter 1 –Introduction to A&P Mastering (Hw) 1 ; Pre-Quiz (Syllabus)	<u>Alternate week-on-line activity</u> Body regions & cavities, (SLO 8), Exercises 1-1-1-5	Lab Act 1 (Syllabus)	Lab Act 1 (Syllabus)
2	1/24 – 1/30	Chapter 2 – Chemistry Quiz 1 (Ch.1); Mastering Hw 2		LabOn 1 (online)	LabOn 1 (online)
3	1/31 – 2/06	Chapter 3 – The Cell Quiz 2 (Ch.2) Exam 1 (Ch.1-2) Mastering Hw 3	FTF Lab Lab Safety (SLO7) Conductivity Lab DEMO with handout (SLO 11, 12 and 13) Exercise 2-1: pH Lab (SLO 9, 10, 12, 13) <u>Alternate week-on-line activity</u> Passive vs. Active Transport	On campus	LabOn 2 (online)
4	2/07 – 2/13	Chapter 4 – Tissues Quiz 3 (Ch.3) Mastering Hw 4		LabOn 2 (online)	On campus

5	2/14 – 2/20	Chapter 5- Integumentary System Quiz 4 (Ch.4) Mastering Hw 5	FTF-Lab Ex. 4-1 – Cell (SLO 8) Ex. 4-2 – Diffusion (SLO 8) Ex. 4-4 – Mitosis (SLO 8 & 9-microscope) <u>Alternate week-on-line activity (SLO8)</u> Histology (Tissues), Ex. 5-1 through 5-4 FTF Skin anatomy Ex.6-1) Histology of Integument (hair), Ex. 6-2 Fingerprinting Ex. 6-4	On campus	LabOn 3* LabOn 4 LabOn 5
6	2/21 – 2/27	Chapter 6- Bones & Skeletal Tissue Quiz 5 (Ch.5) Mastering Hw 6		LabOn 3* LabOn 4 LabOn 5	On campus
7	2/28 – 3/06	Chapter 7- The Skeleton Mastering Hw 7 Extra Credit 1 due; Exam 2 (Ch.3-5)	FTF-lab Skeleton, Ex. 8-1 to 8-3 (SLO8) Forensic Lab Handout (SLO9, 10, 12, 13) <u>Alternate week-on-line activity</u> Joints and joint movement (Ex. 9-3) Lab Practical 1 (Ex. 1-1 through Ex. 5-4)	On campus	LabOn 6 LabOn 7* LabOn 8
8	3/07 – 3/13	Chapter 8- The Joints Mastering Hw 8 Quiz 6 (Ch.6-7)		LabOn 6 LabOn 7* LabOn 8	On campus
	3/14 – 3/20	SPRING BREAK			
9	3/21 – 3/27	Chapter 9 – Muscles Mastering Hw 9 Quiz 7 (Ch.8)	FTF lab Ex. 11-1 Muscle Histology (SLO9-microscope) Muscle Fatigue Lab (SLO9- physiology data acquisition) Ex. 10-1 Skeletal Muscle Anatomy. Muscle Men will be up for Muscle Anatomy Review <u>Alternate week-on-line activity:</u> Muscles: Anatomy (Naming & Location, Movement)	On campus	LabOn 9 LabOn 10
10	3/28 – 4/03	Chapter 10-The Muscular System Chapter 11- Nervous Tissue Mastering Hw 10 Exam 3 (Ch.6-8)		LabOn 9 LabOn 10	On campus
11	4/04 – 4/10	Chapter 11- Nervous Tissue Chapter 12- Central Nervous System Mastering Hw 11 Quiz 8 (Ch.9-10)	FTF lab Ex.13-1: Brain Anatomy/Models w/Sheep Brain Dissection (SLO 8 & 9 dissection) EX14-2: Cranial Nerves, Locations and Functions (SLO8) <u>Alternate week-on-line activity:</u> Ex. 12-1 Nervous tissue histology (Neurons & Neuroglia); Lab act 11 Lab Practical 2 (Ex.6-1 through Ex.9-3)	On campus	LabOn 11 LabOn 12*
12	4/11 – 4/17	Chapter 12- Central Nervous System Chapter 13- Peripheral Nervous Sys Mastering Hw 12 Extra credit 2 due		LabOn 12* LabOn 11	On campus
13	4/18 – 4/24	Chapter 13- Peripheral Nervous Sys Chapter 14- Autonomic Nervous Sys Mastering Hw 13 & 14 Quiz 9 (Ch.11-13)	FTF lab Ex. 15-1 Eye Anatomy & Dissection (SLO 8) EX.15-2 Anatomy of Ear & Hearing (SLO 8) <u>Alternate week-on-line Activity</u> Ex. 14-3 Spinal Nerves and Reflexes Spinal Nerve location and Function	On campus	LabOn 13 LabOn 14*
14	4/25 – 5/01 *4/26	Chapter 14- Autonomic Nervous Sys Chapter 15- Sense Organs: Eyes & Ears Mastering Hw 15		LabOn 13 LabOn 14*	On campus
15	5/02 – 5/08	Chapter 15- Sense Organs: Eyes & Ears Exam 4 (Ch.9-14) Quiz 10 (Ch.15); Extra credit 3 due	Lab Practical 3 (Ex.10-1 through Ex.15-2)	Online	Online
16	5/09 – 5/14	Final Exam (due on Wed, 5/12)			

***W-Day – Last day to withdraw from class w/o an F (Mon, April 26th).** **NB:** The due dates for tests and assignments on this schedule are inexact, tentative and only provisional. Follow the comprehensive, exact and authentic due dates on Blackboard calendar.

Syllabus Disclaimer: Course policies are subject to change. Any changes will be posted/uploaded in the Blackboard. It is the student's responsibility to check the Blackboard for amendments or updates to the syllabus

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw is March 3rd for the 1st 8-week session, April 26 for the 16-week session, and May 5th for the 2nd 8-week session.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program

you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff who have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).