

HUMAN PHYSIOLOGY LECTURE and LABORATORY SYLLABUS

Spring 2010

BIOL 2134

Lecture Section 0495

Monday & Wednesday meets from 9:30 – 10:45 AM

Monday Lab Section 0496 meets from 2:00 – 4:50 PM

Tuesday Lab Section 0497 meets from 8:00 – 10:50 AM

1. INSTRUCTOR: Dr. Loree Gaines, Instructor

Office: 138 F; phone: 581- 2879 (Voice mail)

Biology Office: 581-2373 (Secretary)

Office Hours: Tuesday and Thursday from 4 – 5 PM, Wednesday and Friday, 1 – 2 PM; and by appointment.

Web Page: www.cameron.edu/~loreeg/

e-mail: loreeg@cameron.edu

2. REQUIRED: Fox, *Human Physiology**, 11th Edition (Boston, McGraw Hill, 2009)

It is available at the Cameron bookstore.

An electronic version (e-book) of the Fox/Human Physiology is also available for student purchase.

LAB MANUAL: Human Physiology Lab BIOL 2134L, McGraw-Hill is Required.

You should bring a calculator and colored pencils with you to each class (lecture and lab). The calculator **cannot** be the one on your cell phone.

***Bring your text to every class session, even lab; it will be an essential reference.**

3. COURSE DESCRIPTION: Human Physiology is a lower-level, lecture-laboratory course that introduces non-biology majors to the functions and homeostatic mechanisms of the human body. Emphasis is on concepts and principles that serve as a foundation for understanding human physiology. Laboratory experiences demonstrate physiological mechanisms and serve as a basis for understanding clinical applications of physiology. Lecture 3 hours, laboratory 3 hours.

PREREQUISITES: BIOL 1364 (Principles of Biology I) & BIOL 1474 (Principles of biology II), or BIOL 2034 (Human Anatomy); and CHEM 1354 and CHEM 1361 (General Chemistry I and General Chemistry I Lab). This course will **NOT** satisfy General Education requirements.

4. COURSE OBJECTIVES: Human Physiology is a prerequisite course for many of the allied health fields. In the text, specific content objectives are listed at the beginning of each chapter.

5. GRADES:

a. **Lecture.**

1. **Exams.** Five (5) exams will be given during the semester. Four (4) lecture exams will be worth 100 points each. The last exam (Exam V) will be given during finals. It will consist of 100 points of new lecture material, covered since Exam IV, and 50 points of comprehensive material. The last exam/final will be worth 150 points. Each exam

can be a combination of multiple-choice, matching, true/false, completion, fill-in-the-blank, and short answer questions over lecture material. See Make-ups below for the Make-up policy on Lecture Exams.

2. **Quizzes.** I will periodically give required pop quizzes throughout the semester. Students must be present to take the quizzes and there are no make-ups for missed quizzes. All possible points for the quizzes are required points for the semester; they are NOT bonus points. Students who leave class early on a quiz day will not have their quizzes graded. Students who leave class and then re-enter the classroom will also not have their quizzes graded.

3. **Homework Assignments.** There will be eight (8) Homework Assignments during the semester. Each Homework Assignment is worth 10 points. Homework assignments may include, but not be limited to, labeling diagrams, short answer questions, multiple choice questions, fill in the blank questions, matching, true/false questions, sequencing, etc. and will be over one or more of the chapters covered in lecture. Homework Assignment questions may also cover material we will not have time to cover in class. The material covered in Homework Assignments is also testable. Each homework assignment is due at the beginning of the lecture period designated in the schedule below. If a student is late to class, I reserve the right to deduct points for homework that is not turned in **by** 9:30 AM; homework turned in on the day it's due after 9:30 AM may have points deducted.

Grading of Homework:

Homework Assignment #1 is mandatory and required of all students.

Homework Assignments #2 through #8:

1. If a student scores 80 or higher on Exam I, Homework #2 and #3 are optional.
2. If a student scores less than 80 on Exam I, Homework #2 and #3 are mandatory and required.
3. If a student scores 80 or higher on Exam II, Homework #4 and #5 are optional.
4. If a student scores less than 80 on Exam II, Homework #4 and #5 are mandatory and required.
5. If a student scores 80 or higher on Exam III, Homework #6 and #7 are optional.
6. If a student scores less than 80 on Exam III, Homework #6 and #7 are mandatory and required.
7. If a student scores 80 or higher on Exam IV, Homework #8 is optional.
8. If a student scores less than 80 on Exam IV, Homework #8 is mandatory and required.
 - Students can do the **optional** homework if they scored 80 or higher on the Exam prior to the due date of the homework. Students who score 80 or more on the Exam prior to the due date of the homework may do the homework. If they elect to do the optional homework, the score they earn will be calculated in as a regular assignment in their overall grade. If a student, who is not required to do the homework, does the homework, their score does **NOT** count as Bonus Points. If a student that has the option of doing the homework or not, does not turn the homework assignment in on its due date will not have the homework graded. Students not required to do a homework assignment will have their

lecture grade calculated based on the number of points they attempt and are required to earn.

- Students who score less than 80 on the Exam prior to the due date of the homework are **required** to do the homework and turn it in on time, as required homework is calculated into their grade. Students who are required to do a homework assignment **MUST** complete the assignment or receive a “0” for the homework. Students required to do a homework assignment will have their lecture grade calculated based on the required number of points they need for the semester.
- ALL homework, mandatory and required or optional, must be turned in at 9:30 AM on the day specified in the schedule below.

4. **Worksheets.** A worksheet will be due at the time of each of the 100 point exams. There are four (4) 100 point exams thus there will be four (4) worksheets throughout the semester. Each worksheet will be worth 15 points. Worksheets can be found on my website. (www.cameron.edu/~loreeg)

5. **Make-Up Exams.** Make-up exams will be allowed only on a case-by-case basis at my discretion, and are essay / short answer / matching / fill-in-the-blank / etc. (i.e., blank sheets of paper with one to three questions per page).

As stated, Make-Up Exams **are at my discretion** and are given in the event of an emergency, or other excused absence that conflicts with a scheduled exam. **You need to inform me, not a classmate, my voice mail, my e-mail, or the Department Secretary, of the emergency prior to the exam that you will need to miss.** In the event this is not possible, you must inform me within 24 hours of missing an exam. I also need written documentation of the reason you missed the exam. Students will be allowed a maximum of one (1) Make-up Exam for per semester.

Finals will NOT be given early!

6. **Bonus Assignment.** Students who would like to earn bonus points may do the Bonus Assignment which will be worth a maximum of 10 bonus points. See Handout on Bonus Assignment for more details. All Bonus points earned are added to you total points earned and divided by the number of required points. Bonus points are not Required Points.

b. **Laboratory.** Laboratory exercises are designed to illustrate and/or demonstrate fundamental physiological concepts and principles. Most labs will require completion of some written work. Your Laboratory Grade will be based on:

1. **Lab Quizzes.** There will be twelve (12) Lab Quizzes given during the semester. The Lab Quizzes will be written and/or practical exams that will have identification of lab material (to include but not be limited to histology slides, equipment identification and use, etc), analysis of data, drawing graphs, short answers, explanation and description of lab procedures, and calculations. Each Lab Quiz will be over the previous week’s lab. Laboratory reports for each lab will not be picked up or graded, but the questions/material covered in the lab reports may be used as questions on the Lab Quizzes. Students should answer all the lab questions to help them prepare for the Lab

Quizzes. Quizzes will be worth 10 points each. I will drop the lowest lab quiz. The dropped score will count as extra credit, not to exceed 5 points, and will be added to the student's total lab points at the end of the semester. For example, if a student's lowest pre-lab score is a "0", then the student earns "0" extra credit points for the semester. If a student's lowest pre-lab score is 3 points, they will get 3 extra credit points. If a student's lowest pre-lab score is more than 5 points, they will get 5 points extra credit. If you must miss a lab quiz, the missed quiz will count as your lowest lab quiz score. There are no make-up lab quizzes.

Students MUST be present, and STAY and PARTICIPATE in lab AFTER the Lab Quiz for their Lab Quiz to be graded. Please do not schedule doctor/dentist or any other appointments during lab time. Students will not be excused early to leave for work or other class time activity. Leaving without prior approval will result in the lab quiz not being graded for the lab that is left early.

2. **Physiology Trivial Pursuit Game.** The last Lab period of the semester we play a "Physiology Trivial Pursuit" game. Each student will be assigned a body system to write questions over. The last lab period students will play two rounds of "Physiology Trivial Pursuit" using the questions the class wrote. The students who score the highest will earn the most points for this exercise. This exercise is worth 20 points.

3. The laboratory portion counts as 25% of your overall grade in this course. Lab Quizzes will be given at the beginning of each scheduled lab period. Students who are late will not be given extra time to complete the Lab Quizzes.

4. I will only grade Lab Quizzes of the students who stay and participate in lab each week.

Lecture Portion (worth 75% of overall Grade)

5 Exams	500 pts
Comprehensive portion of Exam V/Final	50 pts
1 Required Homework Assignment	10 pts
7 Homework Assignments - if this Homework is required it must be done, if it is optional any homework the student does will be included in their lecture point total for the semester	0 – 70 pts
4 Worksheets	60 pts
TOTAL	620 - 690 pts

This point total does NOT include any required Pop Quiz Points.

Your Lecture grade is your percentage of lecture points X 0.75.

Example on Calculating Lecture Score assuming an 80 average on Exams I through IV and scoring 90% (or 9 points) on Homework assignments:

$$\text{Exams} + \text{Worksheets} + \text{Homework} \\ (100 \times 5) + (15 \times 5) + (10 \times \# \text{ of homework assignments})$$

$$(80 \times 5) + (15 \times 5) + (9 \times 1) = 484 / 585 \times 100 = 82.74\%$$

$$(80 \times 5) + (15 \times 5) + (9 \times 8) = 547 / 655 \times 100 = 83.51\%$$

This is just a sample grade calculation for lecture points and was based on the assumption you scored 15 on each of the Worksheets and only 9 points on each of the Homework assignments. Each student, who falls in the optional category for Homework, must decide for themselves if they want to do the homework. If a student for which Homework is Optional decides not to do the homework and turn it in on the due date, they cannot later decide to “make-up” any optional Homework they missed.

Bring a **NON-GRAPHING calculator with you to each Lab and Lecture.**

Laboratory Portion (worth 25% of overall Grade)

12 Lab Quizzes (minus low score)	110 pts
Physiology Game	20 pts
TOTAL	130 pts

Your Lab grade is your percentage of lab points X 0.25.

Your Course grade = Lecture Grade + Lab Grade

Total Available Points, for lecture and lab, for the term: 810 to 880 points (depending on the number of required Homework assignments)

You will need to be concurrently enrolled in Human Physiology Lecture (2134) and Human Physiology Lab (2134L) to pass this course.

I reserve the right to give unannounced pop quizzes during the term.

NOTE: This point distribution is subject to change during the semester.

6. **FINAL COURSE GRADE.** The Lecture Portion of the course is 75% of your final grade and the Laboratory Portion of the course is 25% of your final grade. The Lecture Portion average will be multiplied by 75%. The Laboratory Portion average will be multiplied by 25%. The total for each portion will be added together to get your FINAL course average. Grading is the standard 90/80/70/60. You can track your progress with the tables on the last page of this syllabus.

7. **HAZARDOUS SUBSTANCES:** In lab, you will occasionally use substances which are potentially hazardous. Note the location of the emergency shower at the back of the room. Safety precautions will be explained and must be followed. The risks are minimal, but obviously **NO HORSEPLAY IS ALLOWED IN LAB.** Further instructions will be given in lab.

8. **CHILDREN** are not permitted in either lecture or lab.

9. **TEACHING PHILOSOPHY: YOU ARE THE KEY TO SUCCESS!** All of you can do well in this course if you're willing to put in the effort. There is a **HUGE** body of knowledge that you must acquire. A 4-credit-hour laboratory science course is essentially like taking two typical 3-hour courses together, so you should expect to work twice as hard.

10. RULES FOR SUCCESS:

- a. **Don't miss lecture or lab.** This is the first thing students from previous semesters offer for advice. There is simply too much material covered too rapidly to catch up if you get behind. **Print off the "Note Taking Pages" for the chapter(s) we will cover in class each day.** Refer to schedule below to see which chapters we will be covering and when.
- b. **Keep up by studying regularly.** Read the chapters and Note Taking Pages **BEFORE** you come to lecture. You will not succeed in this course if you wait until the day before an exam to study. You must drill on the material as it is presented.
- c. **Manage your time well.** Schedule study time **every day**.
- d. **Cooperative learning works.** Research has shown that students who study with other students usually perform better on exams. This can be difficult at a commuter University like Cameron but is worth the effort. Form a small (2, 3 or 4 students) study group and get together to work on review questions at the end of each section and chapter.
- e. **Study the "right stuff"**. The purpose of a lecture is to direct your attention to what you need to know. The notes clearly state what you are expected to learn. Recopying your notes and making flash cards are two essential techniques.
- f. **Practice! Practice! Practice!** After learning your notes, put yourself in a test situation by answering each chapter's checkpoint and review questions, and the text's website chapter quizzes. You may want to "write" your own study Exam to help you review the material, either individually or in small groups.
- g. **If you're having difficulty, get help early.** The sooner you ask me for help, the more options we have to improve your learning.
- h. **Improve your test-taking skills.** We'll cover this in more detail before the first exam.
- i. **DO the Homework Assignments, Worksheets and Pre-Labs!** The Worksheets and Pre-Labs are designed to assist you in learning the course material. Grades are based on the assumption you are completing the Homework Assignments, Worksheets, and Pre-Labs. Failure to do all the Homework Assignments, Worksheets, and Pre-Labs may negatively affect your grade. The Homework Assignments, and Worksheets are worth up to 20% of your Lecture Grade, and the Pre-Labs are worth 37% of your Lab grade.

Homework Assignments are due at the beginning of each lecture on the dates specified in the Schedule below and will **not** be accepted late.

Worksheets are due at the time of each exam and will **not** be accepted late.

Pre-labs are due on the dates specified in the Schedule below and will **not** be accepted late.

11. **ACADEMIC HONESTY:** it should be self evident that you are expected to do your own work, relying only on your brain and trusty lucky pencil during exams and quizzes. When quoting, either directly or indirectly, on a paper, failure to give credit to your source material is plagiarism; plagiarism is a form of cheating or academic dishonesty. Cheating will be dealt with harshly, as described in the *Cameron Student Policies Handbook*.

12. **ATTENDANCE POLICY.** Students are expected to attend every class. Students are expected to arrive at class **on time** and be prepared for the class (lecture or lab). See Course Schedule below for topics that will be covered for that day's instruction. **Failure to attend will NOT result in automatic withdrawal from this or any class at Cameron.**

Withdrawing from a class with an automatic W - A student may withdraw from a class on or before the last date to withdraw with an automatic W.

Withdrawing from a class without an automatic W - If a student drops after the last date to withdraw with an automatic W but on or before the last date to withdraw, it is the instructor's

discretion as to whether the grade assigned will be a W or an F. If you withdraw after April 12, 2010, I will record your current class grade on the withdrawal slip when I sign it. This means you will have an “A”, “B”, “C”, “D”, or “F” instead of a “W” on the withdrawal slip if you drop between April 12 and Apr 26.

13. CODE OF STUDENT CONDUCT.

- a. Please turn your CELL PHONES, PAGERS, iPods, MP3, players, etc. OFF during class. If you have a need to be “available” at all times (for example, you are on-call at work or you have a true emergency) please let me know before class and place your cell phone on “vibrate” before class. Please remove any ear pods or headphones upon entering the classroom.
- b. Please turn ALL CELL PHONES, PAGERS, iPods, MP3, players, etc. OFF during exams and quizzes. I reserve the right to assume a student is finished with their exam or quiz if their cell phone goes off during the exam or quiz and pick their exam or quiz up at that time. This also applies if I hear a phone ring on “vibrate”. Be courteous to your classmates and turn your electronic devices off before each exam or quiz.
- c. ENTERING AND LEAVING CLASSROOM. Please limit entering and exiting the classroom to before and after class. Entering, leaving, and re-entering the classroom at other times is disruptive to the rest of the class so please be on time and stay until class is over.
- d. EXAM TIME. You may not leave the classroom, answer a cell phone, text message, listen to an MP3 player, or wear any ear pods or headphones during an exam or quiz. Failure to comply will end your exam or quiz at that time.

14. STUDENTS RIGHTS AND RESPONSIBILITIES: The *Cameron Student Policies Handbook* is the official University publication explaining policies and procedures for all aspects of University life. You are responsible for knowing its contents. Copies are available in the office of the Dean of Students.

15. If you have special needs due to a disability, you must first register with disability services. They will work with you and your physician to determine the learning aids that are necessary. Disability services will provide me with a letter explaining the accommodations that are needed. They will not discuss the disability with me. I will accommodate your needs provided you first register with disability services. I am not allowed to provide accommodations unless I receive proper documentation from disability services.

HUMAN PHYSIOLOGY LECTURE and LABORATORY COURSE SCHEDULE

Spring 2010
Dr. Loree Gaines

(This is a **tentative schedule**, subject to change at any time.)

Week of Jan 11 – 15			
Lecture	Jan 11	Classes Begin Introduction / The Study of Body Function	Chapter 1
	Jan 13	The Study of Body Function / Cell Structure and Genetic Control Assignment: Homework #1 Required for all Students	Chapters 1 and 3
Lab	Jan 11 or 12	LAB #1: Introduction and Safety / Lecture on Chapter 2 / Metrics / Graphing Lecture on Chapter 2	
Week of Jan 18 – 22			
Lecture	Jan 18	MARTIN LUTHER KING HOLIDAY – NO CLASS	
	Jan 20	Cell Structure and Genetic Control / Enzymes and Energy	Chapters 3 and 4
Lab	Jan 18 or 19	MARTIN LUTHER KING HOLIDAY – NO LAB THIS WEEK	
Week of Jan 25 – 29			
Lecture	Jan 25	Enzymes and Energy	Chapter 4
	Jan 27	Cell Respiration and Metabolism / Interactions Between Cells and the Extracellular Environment	Chapters 5 and 6
Lab	Jan 25 or 26	LAB #2: Enzymes Lecture on Chapter 5 Assignment: Lab Quiz over Lab #1	
Week of Feb 1 – 5			
Lecture	Feb 1	Interactions Between Cells and the Extracellular Environment	Chapter 6
	Feb 3	EXAM I and WORKSHEET I	
Lab	Feb 1 or 2	LAB #3: Chemistry and pH and Buffers Lecture on Chapter 6 Assignment: Lab Quiz over Lab #2	
Week of Feb 8 – 12			
Lecture	Feb 8	Endocrine Glands: Secretion and Action of Hormones Assignment: Homework #2 Optional if scored 80 or more on Exam I Required if scored less than 80 on Exam I	Chapter 11
	Feb 10	Endocrine Glands: Secretion and Action of Hormones	Chapter 11

Lab	Feb 8 or 9	LAB #4: Osmosis Lecture on Chapter 11 Assignment: Lab Quiz over Lab #3	
Week of Feb 15 – 19			
Lecture	Feb 15	Endocrine Glands: Secretion and Action of Hormones / Regulation of Metabolism	Chapter 11 and Chapter 19, pages 669 – 688
	Feb 17	The Nervous System : Neurons and Synapses Assignment: Homework #3 Optional if scored 80 or more on Exam I Required if scored less than 80 on Exam I	Chapter 7, pages 170 – 182
Lab	Feb 15 or 16	LAB #5: Endocrine Lecture on Chapters 19 and 7 Assignment: Lab Quiz over Lab #4	
Week of Feb 22 - 26			
Lecture	Feb 22	EXAM II and WORKSHEET II	covers Chapters 6, 11, and 19
	Feb 24	Muscle: Mechanisms of Contraction and Neural Control	Chapter 12
Lab	Feb 22 or 23	LAB #6: Special Senses Lecture on Chapter 12 Assignment: Lab Quiz over Lab #5	
Week of Mar 1 - 5			
Lecture	Mar 1	Muscle: Mechanisms of Contraction and Neural Control / Blood, Heart, and Circulation Assignment: Homework #4 Optional if scored 80 or more on Exam II Required if scored less than 80 on Exam II	Chapters 12 and 13
	Mar 3	Blood, Heart, and Circulation	Chapter 13
Lab	Mar 1 or 2	LAB #7: Hematology / Blood Typing Lecture on Chapter 13 Assignment: Lab Quiz over Lab #6	
Week of Mar 8 - 12			
Lecture	Mar 8	Blood, Heart, and Circulation / Cardiac Output, Blood Flow, and Blood Pressure	Chapters 13 and 14
	Mar 10	Cardiac Output, Blood Flow, and Blood Pressure / Respiratory Physiology Assignment: Homework #5 Optional if scored 80 or more on Exam II Required if scored less than 80 on Exam II	Chapters 14 and 16
Lab	Mar 8 or 9	LAB #8: ECG/EKG Lecture on Chapter 14 Assignment: Lab Quiz over Lab #7	
Week of Mar 15 – 19 – SPRING BREAK – NO CLASSES			

Week of Mar 22 - 26			
Lecture	Mar 22	Respiratory Physiology	Chapter 16
	Mar 24	EXAM III and WORKSHEET III	covers Chapters 7, 12, 13, and 14
Lab	Mar 22 or 23	LAB #9: Respiratory Lab Lecture on Chapter 16 Assignment: Lab Quiz over Lab #8	
Week of Mar 29 – Apr 2			
Lecture	Mar 29	Physiology of the Kidneys	Chapter 17
	Mar 31	Physiology of the Kidneys / The Digestive System Assignment: Homework #6 Optional if scored 80 or more on Exam III Required if scored less than 80 on Exam III	Chapters 17 and 18
Lab	Mar 29 or 30	LAB #10: Renal Lecture on Chapter 17 Assignment: Lab Quiz over Lab #9	
Week of Apr 5 - 9			
Lecture	Apr 5	The Digestive System	Chapter 18
	Apr 7	Regulation of Metabolism Assignment: Homework #7 Optional if scored 80 or more on Exam III Required if scored less than 80 on Exam III	Chapter 19, pages 654 - 669
Lab	Apr 5 or 6	LAB #11: Digestive Lab Lecture on Chapter 18 Assignment: Lab Quiz over Lab #10	
Week of Apr 12 - 16			
Lecture	Apr 12	EXAM IV and WORKSHEET IV	covers Chapters 16, 17, 18, and 19
	Apr 14	The Nervous System / The Central Nervous System	Chapter 7, pages 160 – 170 and 182 – 198
Lab	Apr 12 or 13	LAB #12: Disease Transmission Lecture over Chapter 15 Assignment: Lab Quiz over Lab #11	
Week of Apr 19 - 23			
Lecture	Apr 19	The Nervous System / The Central Nervous System Assignment: Bonus Paper Due	Chapter 7, pages 160 – 170 and 182 – 198, and Chapter 8
	Apr 21	The Autonomic Nervous System / Reproduction	Chapters 9 and 20
Lab	Apr 19 or 20	Lecture on The Central Nervous System / The Autonomic Nervous System Assignment: Lab Quiz over Lab #12 Physiology Game Questions Due	Chapters 8 and 9

Week of Apr 26 - 30			
Lecture	Apr 26	Reproduction Assignment: Homework #8 Optional if scored 80 or more on Exam IV Required if scored less than 80 on Exam IV	Chapter 20
	Apr 28	Reproduction	Chapter 20
Lab	Apr 26 or 27	PHYSIOLOGY GAME	
Week of May 3 - 7			
Lecture	May 3	Reproduction Review	Chapter 20
	Fri, May 7	EXAM V / FINAL	covers Chapters 15, 7, 8, 9, and 20
Lab		No Lab this week	

Exam V / Final is Friday, May 7, 2010 from 8 – 10 AM.

EXAM I covers: Chapters 1 - 5

EXAM II covers: Chapters 6, 11, 19 (designated portions)

EXAM III covers: Chapters 7 (designated portions), 12, 13, and 14

EXAM IV covers: Chapters 16, 17, 18, and 19 (designated portions)

EXAM IV / FINAL* covers: Chapters 15, 7 (designated portions), 8, 9, and 20

* Final is comprehensive over the entire semester

Lectures will be in SC103 and Labs will be in SC114 unless otherwise stated. Additional Lab time, other than already stated, may be used for lecture.

Dates to Remember:

★ Jan 19: LAST DAY TO ENROLL OR ADD A CLASS
 Jan 25: LAST DAY TO DROP WITHOUT ENTRY ON TRANSCRIPT AND TO GET FULL REFUND

Jan 18: MARTIN LUTHER KING HOLIDAY – NO CLASSES

Apr 12: LAST DAY TO WITHDRAW WITH AN AUTOMATIC “W”

Apr 26: LAST DAY TO WITHDRAW FROM A CLASS - NEED INSTRUCTOR’S PERMISSION. I will record on the withdrawal form the grade you have at the time I sign the withdrawal form.

ASSIGNMENTS AT A GLANCE

Week	Homework	Exam and Worksheet	Lab Quiz over Lab
Jan 11 – 15	#1		
Jan 18 – 22			
Jan 25 – 29			1
Feb 1 – 5		I	2
Feb 8 – 12	#2		3
Feb 15 – 19	#3		4
Feb 22 – 26		II	5
Mar 1 – 5	#4		6
Mar 8 – 12	#5		7
Mar 15 – 19	SPRING BREAK – NO CLASSES		
Mar 22 – 26		III	8
Mar 29 – Apr 2	#6		9
Apr 5 – 9	#7		10
Apr 12 – 16		IV	11
Apr 19 – 23	Bonus Paper Due		12 Physiology Game Questions Due
Apr 26 - 30	#8		Physiology Game
May 3 - 7		V / FINAL	

Exam V / Final is Friday, May 7, 2010 at 8 AM.

MONITOR YOUR OWN PROGRESS

EXAMS	I	II	III	IV	V / FINAL	Total Points Earned
My Score						
Total points possible	100	100	100	100	150	

WORKSHEETS	I	II	III	IV	Total Points Earned
My Score					
Total points possible	15	15	15	15	

HOMEWORK ASSIGNMENT Required by ALL Students	1	Total Points Earned
My Score		
Total points possible	10	

HOMWORK ASSIGNMENTS Required for SOME students, optional for others	2	3	4	5	6	7	8	Total Points Earned
My Score								
Total points possible	10	10	10	10	10	10	10	

LECTURE QUIZZES	Total Points Earned
My Scores	
Total points possible	

Lecture Grade	My Total Exam Score	My Total Worksheet Score	My Total Required Homework Assignment Score (Homework #1)	My Total Other Homework Score (Homework #2 - #8)	Total Points Earned for Lecture Quizzes	Total Points Earned for Lecture

Lecture Grade = Percentage of Points Earned for Lecture X 0.75

Lecture Grade = _____ X 0.75 = _____

LAB QUIZZES	Scores from 11 Highest Lab Quizzes											Total Points Earned	
	1	2	3	4	5	6	7	8	9	10	11		
My Score													
Total points possible													

Lowest Lab Quiz Score is dropped.

Physiology Game Score _____

Lab Grade	My Total Lab Quiz Scores	My Total Physiology Game Score	Total Points Earned for Lab

Lab Grade = Percentage of Points Earned for Lecture X 0.25

Lab Grade = _____ X 0.25 = _____

Final Grade = Lecture Grade + Lab Grade

= _____ + _____ = _____

Cameron University
Student Information Sheet and Syllabus Attachment
Spring 2010, 16 week session

IMPORTANT DATES (16 WEEK SESSION)

Classes Begin 1/11/10
Last date to enroll or add 1/19/10
Last date to drop with no transcript entry 1/25/10
Last date to drop with full refund 1/25/10
Penalty for late payment begins 2/26/10
Last date to withdraw with an Automatic W 4/12/10
Last date to apply for May Graduation 3/24/10
Last date to withdraw from a class 4/26/10
Final Exams 5/4/10-5/7/10
Session Ends / Commencement 5/7/10
Final grades posted, 4 p.m. 5/11/10

SPRING SEMESTER HOLIDAYS

Martin Luther King Holiday 1/18/10
Spring Break 3/15/10-3/19/10

HELPFUL NUMBERS (Area code 580)

See <http://www.cameron.edu/info/contact.html> for a complete listing.

Admissions Office 581-2289
Bookstore 581-2375
CU-Duncan 877-282-3626
Career Services 581-2209
Continuing Ed/Outreach 581-2610
Counseling Center 581-2244
Financial Assistance 581-2293
Ft. Sill Admissions 355-8211
International Students 591-8019
Library 581-2410
Online Help Desk 581-2338
Public Safety, Non-emergency 581-2237
Public Safety, Emergency 581-2911
Registrar 581-2238
School of Business 581-2267
School of Ed and Beh Sci 581-2339
School of Liberal Arts 581-2491
School of Science & Tech 581-2308
Student Activities 581-2217
Student Housing 581-2392
Student Services 581-2244
Student Support Services 581-2352
Testing Center 581-2502
Veterans Affairs 581-2301

CAMPUS SAFETY

Public Safety - The Office of Public Safety is located in Room 100, South Shepler Center. For

non-emergency contact, please use (580) 581-2237. For an emergency, please dial x2911 (on campus) or (580) 581-2911 (off campus). Call boxes are also available at prominent locations around campus.

Weather – It is the policy of CU that classes will meet as scheduled. Inclement weather conditions may occasionally create problems for students. The potential inability to attend class, as a result of poor travel conditions, should be discussed between faculty and students before a problem arises. Should inclement weather conditions or other circumstances dictate closing of the university, a delay in start time or event cancellations, announcements will be made through various media. A listing of media outlets used for weather notices is available under the heading Weather Policy in the Student Handbook and online at <http://www.cameron.edu/student-services/handbook>. In the absence of any announcement, classes will be held as scheduled. In all instances of inclement weather and/or hazardous travel, **please use your best judgment concerning your own personal safety before coming to the university.**

Emergency Communication System – The Emergency Communication System allows CU to send timesensitive notifications via voice messages, emails, and text messages. The service will help us provide a safer environment, enhance emergency preparedness and keep our faculty, staff and students better informed. Students should update their contact information on **MyCU**. Emergency messages from CU will display caller ID (580) 581-2200 and the email sender will be notice@cameron.edu.

ACADEMIC INTEGRITY STATEMENT

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of academic dishonesty, including cheating and plagiarism, will be subject to disciplinary action. Additional information is provided in the Cameron University Code of Student Conduct http://www.cameron.edu/student_development/student_conduct/

MyCU

Access your **MyCU** account to check your grades as well as your enrollment schedule, your current charges and payments, and your transcript. **MyCU** may also be used to pay university bills online through the “My Info” tab and then selecting “Online Payment”. You may also modify your access code

and view closed and cancelled classes. To access your account you must use your access (student) ID number and your access code which was assigned when you completed the enrollment process. Your access ID is the unique 6 digit number found on your student ID. For more information about **MyCU** contact the Office of Admissions at (580) 581- 2230.

STUDENT EMAIL

Student email accounts and other services may be found at <http://studentmail.cameron.edu> The User Name Construction link provides information about user names and passwords. Students should check their Cameron email regularly regardless of whether or not they have other email accounts. A student who wishes to be contacted at an address other than Cameron email should be sure to keep a current preferred address on record in **MyCU**. Please note that **MyCU** email addresses and accounts are distinct from BlackBoard accounts for online courses, changing an address in one location does not automatically change the address in the other location.

DISABILITY STATEMENT

It is the policy of Cameron University to accommodate students with disabilities, pursuant to federal and state law. Students with disabilities who need classroom accommodations must make their requests by contacting the Office of Student Development at (580) 581-2209, North Shepler Room 314.

PRIVACY/FERPA STATEMENT

Student records are filed in a variety of offices as listed in the *Student Handbook*. To protect the rights of students and graduates, CU releases restricted information to other persons or agencies only as provided by FERPA. A student may choose to release information to a third party by completing a FERPA waiver. Forms and information are available in the Office of the Dean of Student Services, North Shepler 324, (580) 581-2244.

COUNSELING CENTER

Any student enrolled in at least six hours may receive mental health counseling free of charge by contacting Student Services at 581-2244. All appointments and discussions are confidential and subject to the appropriate FERPA and HIPAA regulations.

ATTENDANCE POLICY

A student is responsible for the content of each course in which s/he is officially enrolled. At the beginning of each course the instructor will define and quantify attendance standards, procedures for

verifying unavoidable absences, and methods of dealing with missed assignments and examinations. It is the student's responsibility to note these instructions and follow them consistently and carefully.

DROPPING OR WITHDRAWING

All students should check with their advisor and financial aid before dropping or withdrawing from a class. Dropping or withdrawing from a class can be processed in North Shepler, Room 201 or at CUDuncan.

Dropping - A student may drop a class on or before the last day to drop with a full refund. Classes dropped during this period will not appear on the transcript. Dropping before the last day to drop with a full refund can be processed by the faculty advisor.

Withdrawing from a class with an automatic W - A student may withdraw from a class on or before the last date to withdraw with an automatic W.

Withdrawing from a class without an automatic W - If a student drops after the last date to withdraw with an automatic W but on or before the last date to withdraw, it is the instructor's discretion as to whether the grade assigned will be a W or an F. Students should obtain the instructor's signature with the assigned grade on a drop slip.

Complete Withdrawal - A student may withdraw from all classes on or before the last date to withdraw. To process a complete withdrawal, obtain an **OFFICIAL** withdrawal form from the Registrar's Office in North Shepler 2nd Floor. Obtain instructors' signatures for all courses. Obtain Financial Assistance Office clearance and signature if receiving financial aid. Return to the Registrar's Office to process the withdrawal; take the form to the Business Office Cashier or One Stop in North Shepler for final clearance. CU-Duncan students may complete the withdrawal process on the Duncan campus.

INCOMPLETE GRADE

An incomplete grade of "I" may be given at an instructor's discretion to a student who is not able to complete work *because of circumstances beyond the student's control*. The student must have satisfactorily completed a substantial portion of the required coursework for the semester. Students who receive an "I" will have until the time agreed upon between the instructor and the student to complete the required work for the course, not to exceed one year from the end of the semester in which the course was taken.