

Dr. J. Jean Mitchell BSC1085C #10397 FALL 2016 Anatomy and Physiology I ONLINE

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Dr. J. Jean Mitchell faculty website (<http://faculty.nwfsc.edu/web/science/mitchelj/contact.htm>)

Please note: ALL student communication must use an NWFSC email account (nwfsc.edu). No exceptions.

Required course materials: McGraw-Hill ConnectPlus access code for Seeley's Anatomy and Physiology 11th edition: includes e-book and the required human cadaver dissection tool (Anatomy & Physiology Revealed) access for the laboratory component, as well as LearnSmart and other helpful study resources.

- McGraw-Hill Connect access link: <http://connect.mheducation.com/class/j-mitchell-fall-2016>

By August 30th, students must complete ALL of the following activities, in D2L, to avoid being reported as "never attended" and withdrawn from the course:

- 1) View the orientation PowerPoint
- 2) View course syllabus
- 3) Submit the first dropbox essay assignment (under "Assessments" and "Dropbox")
- 4) Complete the "Practice Exam", (under "Assessments" and "Quizzes") to confirm that their computers are compatible with the required Respondus Lockdown Browser and Monitor (webcam) to successfully complete the required exams for this course in D2L.

All students must schedule to take the LAB EXAM through ProctorU <http://www.proctoru.com/portal/nwfsc/index.php> and complete that lab exam by December 3rd.

Students must register for the ProctorU Lab Exam at least 72 hours in advance to avoid a late registration fee paid to ProctorU, which would be the students' financial responsibility. The LAB EXAM is timed, and there are a series of images, taken directly from the cadaver dissection tool (many histology images are from textbook) and using the four Lab Exam ID lists (Histology, Skeleton, Muscular, and Nervous) as reference. Students should average ~45 seconds per question, **no word bank**, partial credit available on all lab exam responses. The lab exam ID lists are found in D2L under "Course Materials" and "Content". Always use the "All Content" tab for the cadaver dissection tool since there is not a separate code to access the cadaver tool.

Grading Scale: 90-100 A; 80-89 B; 70-79 C; 60-69 D; <60 F

Grade distribution:

- 35%** 4 timed EXAMS, online <http://d2l.nwfsc.edu/>, multiple choice (65 or 100 questions each). Found under "Assessments" under "Quizzes". (Exam Study Guides in D2L "content")
- 25%** Lab Exam ProctorU: Available 11/28/16 through 12/03/16 (Study 4 Lab Exam ID lists D2L "content")
- 10%** Final Exam: Available only 12/09/16 to midnight 12/10/16 (Final Exam Study Guide)
- 20%** Dropbox essay progress assignments (attendance) <http://d2l.nwfsc.edu/> Students are responsible for completing regular essay assignments (under "Assessments" in "Dropbox"). Responses must be at least 150 words. Plagiarism will result in a zero, an "F" in the course and/or possible disciplinary action. Dropbox essay assignments are attendance. Late submissions or incorrect files receive zeroes. No exceptions.
- 10%** Online D2L quizzes (Chapters 1-16) <http://d2l.nwfsc.edu/> **Due by 12/10/16.** No exceptions.

ONLINE EXAMS REQUIRE RESPONDUS LOCKDOWN BROWSER AND MONITOR (web camera)

- Exam #1 Ch. 1-5 (85 minutes; 100 questions) (Available only from 09/22/16 noon to 09/24/16 midnight CST)
- Midterm Exam Ch. 1-8 (85 minutes; 100 questions) (Available only from 10/06/16 noon to 10/08/16 midnight CST)
- Exam #2 Ch. 6-10 (55 minutes; 65 questions) (Available only from 10/27/16 noon to 10/29/16 midnight CST)
- Exam #3 Ch. 11-16 (85 minutes; 100 questions) (Available only from 11/17/16 noon to 11/19/16 midnight CST)
- Final Exam (Cumulative; 90 minutes; 100 questions) (Available 12/04/16 noon to 12/10/16 midnight CST)

Students are responsible for securing a reliable computer and reliable Internet connection for all online exams and **must complete the "Practice Exam" to confirm being able to use Respondus Lockdown Browser and Monitor (webcam)** Online exams are one attempt only, specified time limit (one question per page; no backwards movement). Exceeding time limit, opening separate browsers, or cheating during online D2L exams will result in a zero, no exceptions. Missing exam deadlines will result in a zero on the exam without valid documentation. **No resources should ever be used during the exams. Students must do their own, independent work. NOTE: Environment videos that are not thorough may result in a zero on the exam attempt.** Disciplinary action may include receiving an "F" in the course.

Additional Course Information:

Students with Disabilities: Northwest Florida State College supports an inclusive learning environment for all students. If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services on the Niceville Campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/ e-mail use and other items included in the Northwest Florida State College Catalog and Student Handbook. Students should be familiar with the rights and responsibilities detailed in the current Northwest Florida State College Catalog and Student Handbook. Plagiarism, cheating, copying fellow students' work or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade on the assignment and/or a failing grade in the course and/or formal disciplinary action. Students must complete their coursework independently.

Northwest Florida State College subscribes to Turnitin, an online plagiarism detection and prevention service. By enrolling in this class, you are consenting to upload your papers to Turnitin, where they will be checked for plagiarism. Papers submitted to Turnitin are saved as source documents within the Turnitin database solely for the purpose of detecting plagiarism in other papers.

Cell phones, pagers and other such electronic devices must be turned off during class times. Communications by electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, during class is prohibited unless expressly designated as part of the learning activities.

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, the date for any exams, presentations, or assignments due during the closure period will be postponed. A revised schedule will be available at the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

Students are expected to attend all of their scheduled classes, as class attendance is one of the strongest predictors of student success. Three consecutive day class absences, two evening class absences, or three absences in a month, and/or absences in excess of 25% of the class meetings will be reported to the Department of Academic Advising/Counseling and Financial Aid as excessive absences. Excessive absences for distance learning/hybrid classes may be determined by lack of contact with the instructor, and/or failure to make progress by not completing online coursework (exams, dropbox "attendance" essays, assignments). **Please note that simply logging into the course, in D2L, does not constitute participation.** Further, being tardy to three in-class meetings, will count as one absence.

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options.

At the discretion of the instructor, an incomplete grade ("I") may be awarded when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY assignment. To receive an "I" grade, the student must have successfully completed a significant portion of the required coursework and be able to finish the remaining work without attending class. An "I" grade will automatically convert to a grade of "F" if the student does not complete the remainder of the coursework by the established deadline.

Detailed NWFSC policies can be found in the Catalog and Student Handbook.

STUDENT RESOURCES

The [Academic Success Center \(ASC\)](#) is located in the Activities Center on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWFSC students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more information, call the Academic Success Center at (850) 729-5389 or visit our website at [Free Tutoring](#).

[Reading to Learn \(R2L\)](#) is a project of Northwest Florida State College designed to support students' learning through direct instruction of reading strategies. Students may access R2L at our website: [Reading to Learn](#).

[Math Labs](#) are located in the Math Building L, Room L-131, on the Niceville Campus and in Building 7, Room 702 on the Fort Walton Beach Campus and Room 131 at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at [Math Lab](#).

[Smarthinking](#) is an online, real-time tutoring offered free to students, who may access this service via RaiderNet.

[Open Computer Labs](#)

There are numerous open computer labs throughout the Northwest Florida State College campuses. Students may access our website for lab locations and hours: [Computer lab location and hours](#)

[Testing Center](#)

Testing Centers administer college admissions tests, placement tests, proctored exams, ACT/SAT, GED, CLEP, and DSST (formerly known as DAN TES). General information concerning tests, hours, Testing Center hours may be accessed on the Testing Center website at [Testing Center](#). Makeup exams may be taken in the Testing Center, depending upon instructor policies on late work.

[Library, Online Reference Materials, and Resources](#)

The library is a comprehensive, learning resource center providing information in print, digital, and multimedia formats to support the educational objectives of the College. In addition to in-house materials, online services and resources can be accessed through the LRC website. Library hours are posted each semester at the building entrance and on the LRC website at [Learning Resource Center](#)

[Assistance for Military and Veterans](#)

Northwest Florida State College supports our military and veterans students. You may contact NWFSC Eglin AFB Education Services Building at 850-200-4180 or NWFSC Hurlburt Center Educational Services Building at 850-200-4190 or visit our website: [Support Our Military](#)