

Syllabus

VS 331 Histology Syllabus

Instructor Information

Instructor: Dr. Shari Lanning

Course Creator: Dr. Sherry Stewart

Email: Shari.Lanning@colostate.edu (Responses to email will be provided within 48 hours during weekdays.)

Office phone: 970-297-3740 (Dr. Lanning, during business hours)

Cell phone: 970-692-7105

Getting Started

To Get Started with the Course

1. Watch and read important information related to the course by clicking on **the links next to the funny image on the Homepage.**
2. Set your Canvas Notification Preferences - read how at [How do I set my Notification Preferences as a student?](#) [Note: Scroll down to "Profile User Settings" near the bottom of the page.] If you don't set Notification Preferences, you may miss email or other important messages from your instructor or others in your courses. Alternately, you might receive a lot of notices that you don't want to see.
3. Explore the Canvas course layout by clicking on items on the Left Navigation Menu.
4. Begin your coursework by clicking on **"Home"** and **selecting the first lecture under "Unit One."**

Email

- **To send email to your instructor or to class members:**
 - Select "Inbox" from the top of the course window.
 - Select the "Compose a new message" icon.

- Select course participant(s) for addressing email.
- You are also welcome to email me directly: Shari.Lanning@colostate.edu

How to Print Canvas Pages (Lectures, Lab Guides, Syllabus, Schedule, Review Drills, etc.)

While I encourage you to save paper whenever possible, there are two ways I have found to successfully print "pages," e.g. lectures and lab guides (as well as any other Canvas "pages," such as the syllabus, schedule, drill reviews, etc.).

If you want to print the page without saving it on your hard drive:

1. Click on a lecture or lab "page"

- Left click and select all the images and narrative.
- Place the mouse arrow on the **white background** anywhere on the page and right click.
- Select print.
- Select Print button.

Alternately, if you want to save as a PDF AND print:

2. Click on a lecture or lab page

- Left click and select all the images and narrative.
- Place the mouse arrow on the white background anywhere on the page and right click.
- Select print.
- When the print organizer page comes up, select "change" under the "destination"
- Select "Save as PDF"
- Save where you want, open, and print the PDF.

Technical Support

This course requires the following downloads (also link to ["Media Recommendations" \(Links to an external site.\)](#)[Links to an external site.:](#))

1. **Flash:** <https://helpx.adobe.com/flash-player.html> (Links to an external site.)[Links to an external site.](#)
2. **Java:** <http://www.java.com/en/download/installed8.jsp> (Links to an external site.)[Links to an external site.](#)
([Links to an external site.](#))[Links to an external site.](#)
3. **Adobe Reader:** <https://get.adobe.com/reader/> (Links to an external site.)[Links to an external site.](#)
4. **Microsoft Silverlight:** <https://www.microsoft.com/SilverLight/> (Links to an external site.)[Links to an external site.](#)
5. If you plan to **access the VIRTUAL LAB off campus**, which is likely, you will also need to establish a **VPN connection (Pulse)** with CSU. Here's the

address: <http://www.acns.colostate.edu/Connect> (Links to an external site.)Links to an external site. (follow instructions for "Off-Campus Network Access"). Both Android and iOS (iPad, iPhone) devices do have the ability, along with computers, to use VPN, so establishing this connection will allow you to view the virtual slides with almost any device! There is a free iOS app (Olyvia Mobile, available for iPads only) that can also be utilized which provides (on a device running iOS) close to the exact same look and functionality of the browser interface. <https://itunes.apple.com/gb/app/olyvia-mobile/id734337403?mt=8> (Links to an external site.)Links to an external site.

NOTE: I have found that most Browsers work, but Chrome and Safari are most consistent. I actually use Opera most of the time, but every once in a while something will lock up and I try it on Chrome or Safari and it works. Same with Firefox.

NOTE ABOUT USE OF MOBILE DEVICES: Try downloading the mobile Canvas application (and free app for OlyVIA labs listed above).

NOTE ABOUT PRINTING: Printing is cumbersome. Other professors and I have sent numerous requests to Canvas to have a printer friendly link for webpages, but to date, that function is still not available. There is a helpful link on the Homepage about printing.

Need technical assistance with your Canvas course? Try the following:

- Click on the "Need help with Canvas?" link on the Homepage.
- Canvas Student Resources: <http://info.canvas.colostate.edu/student-resources.aspx> (Links to an external site.)Links to an external site.
- Morgan Library Help Desk Support: <http://lib.colostate.edu/services/computers/technical-support-helpdesk> (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site.

Need technical assistance with the Virtual Microscope? Contact me at Shari.Lanning@colostate.edu

Course Overview, Goals and Objectives

The goal of Histology is to teach students basic cell structure and function, the organization of cells into tissues, and the organization of tissues into organs.

In achieving this goal, students will be better able to integrate gross anatomical and physiological form and function relationships and concepts. They will also be better prepared for more advanced biomedical science courses and professional health programs.

Histology will cover the microscopic structure and function of human and animal cells and tissues that make up the organ systems. Because of obvious online constraints, the course is **not going to offer you an opportunity to develop the hands-on skills of manipulating**

a microscope. Minus physically flipping objectives and focusing, however, the online laboratories provide you with the ability to move from low to medium to high power on the image, very similar to a real lab experience. Remember, the goal of the course is to help you understand the concepts of histology, not microscopy.

Lectures and Laboratories

In the lectures, the normal microscopic structure of cells, tissues and organs of the body are described. Also, the differential characteristics of these structures are considered, and the relationships of structure and function are emphasized.

The laboratory exercises are an important aspect of Histology. Students should be able to differentiate the various histological structures from each other and also recognize those variations in structure that fall within normal range.

Students are expected to be able to describe the normal structure and function of the various cell types, tissues and organs on written examinations and also recognize and identify these histological structures on microscopic images of cells and tissues.

General Course Objectives

At the end of the Histology course, the student will be able to:

1. Identify and label normal cell structures
2. Describe normal cell function
3. Identify the organization of normal cells into tissues
4. Distinguish the organization of normal tissues into organs
5. Identify the differential characteristics of the various cells, tissues, and organs
6. Recognize the variations in structure that fall within the normal range
7. Explain the relationships of structure and function for cells, tissues, and organs in the body
8. Describe the histology (microscopic anatomy) of tissues using appropriate biomedical terminology
9. Recognize and name tissues on microscopic images

Course Prerequisites

Students must have taken at least **one college-level course in general biology.**

Textbook

There is no required textbook for this course. Since I do not take any test questions from any textbooks, you can use any good histology textbook or legitimate online resources to supplement information. I can almost guarantee you will need supplemental information. When using online references, just use caution. If you find a reference that conflicts with information I present, just let me know. This course is a mix of human and animal histology, so you likely will need a variety of resources. I want to stress that **I test ONLY from my online lectures and labs, NOT the textbook or video captures.**

Some textbook recommendations for reference:

1. Histology: A Text and Atlas – Michael H. Ross PhD and Wojciech Pawlina MD
2. Netter's Essential Histology – William K. Ovalle and Patrick C. Nahirney
3. Junqueira's Basic Histology: Text and Atlas – Anthony Mescher

Some recommended websites for labs:

1. <http://www.histologyguide.org> (Links to an external site.)Links to an external site.
2. <http://histologyatlas.wisc.edu/> (Links to an external site.)Links to an external site.

Proctoring Information

All exams in this course must be taken under the supervision of an approved proctor.

Check the course and my emails to make sure you know the time the exam closes. It is usually 8 PM MST. If you need the full 2 hours allotted for the exam (most students take less than one hour), that means you need to **schedule the exam earlier than 5:30 PM** (to account for computer issues, getting logged in and dealing with any issues that come up with security and sign in, etc.). Exceptions will not be granted. ***If you take the exam in the CSU Testing Center, they close at 5 PM, so you need to arrange a starting time prior to 3 PM.***

If taking the exams with ProctorU, it is also YOUR responsibility to pre-check computer requirements and, in advance of each exam, make sure everything is working smoothly (computer, connection, Internet, etc.). Ability to connect with the Internet on the day of the exam is REQUIRED, as is preparing your computer as per the information at the technical link on the Homepage. ***Delay past exam closing time due to technical issues is not an excuse for requesting delaying an exam – although perhaps it's a good reason to schedule earlier in the day just in case.***

You have three options for exam proctoring:

1. **The CSU Testing Center on campus in Fort Collins** provides on-site proctoring on-campus in Fort Collins, CO. Schedule a proctoring appointment in advance by going to <https://tilt.colostate.edu/testingCenter/csuOnline/> (Links to an external site.)Links to an external site. . There is no charge for students enrolled in Sec 801 (CSU Online), there is a charge of \$5/half-hour for students in Sec 401 (regular CSU students). Please note that the testing center's last appointment is at 3 p.m. A policy for this class is that on-campus **proctor arrangements must be made a minimum of 4 working days PRIOR to the exam dates**. If a student has difficulty with his/her proctor situation in the CSU Testing Center on the day of an exam, and it is the result of not following this policy, e.g. the testing facility is full or you've arrived too late, the exam will not be moved to a different date, and the student will receive a zero grade for that exam.

Follow the instructions at this site: University Testing Center- <https://tilt.colostate.edu/testingCenter/csuOnline/> (Links to an external site.)Links to an external site. . Below is a summary.

- **Under "To Take an Exam at the University Testing Center" Select "Submit a Proctor Identification Form"**
1. **Fill out your information in the provided boxes**
 - Note that your CSU ID is required
 - Your email should be your official CSU email.
 2. **Enter your course information**
 - Course number should look like – ACT 100
 - Select the current term.
 3. **Select your Proctor type from the drop down box.**
 - University Testing Center
- **Select "Schedule a Proctored Exam"**
1. **Choose a group** - Select "Proctored Exam"
 2. **Choose a group** - "Proctored Exams-Computer"
 3. **Select a time** (how long you think you'll need)-I give you 2 hours for each exam to provide extra time for students with approval to have double time, but also so all students have some extra time if they want it, but truly, most students submit the exams in about 45-50 minutes. The vast majority of students will only need to **sign up for one hour**. You might want to choose extra time for the first exam and see what works for you. Remember, Sec 801 (distance) students pay for this service as part of their registration fees. Sec 401

(regularly enrolled on-campus CSU students must pay for the service -- sorry, not my decision).

4. Choose a date (see schedule link on Homepage). You must take the exam on the scheduled date.
5. **Choose a (start) time** - See note above, and remember the testing center closes at 5 PM.
6. **Who is taking this exam?** Fill out as appropriate.
7. **Exam guideline acknowledgement** - Read and check "I agree." I have asked that each student be permitted on empty sheet of paper to take notes about questions they want to look up or ask me about.
8. **Needed Information** - Fill out
 - Be sure to use CSU ID number, not your social security number
 - Course name: Histology
 - Instructor Name: Shari Lanning
 - Instructor email: Shari.Lanning@colostate.edu
 - Instructor institution: Colorado State University
 - Add to Cart
 - Payment is not required online, if there is a fee for your exam, the Testing Center will let you know when you arrive.
 - If you have completed all necessary registrations, click **Complete Registration**.
 - Once you have clicked **Complete Registration**, your confirmation email will appear on the screen, you may print a copy for your records.
 - Upon a successful transaction you will receive an immediate **email confirmation receipt**.

2. **ProctorU** is an online proctoring service that allows you to take your exam from the comfort of your home. ProctorU is linked to Canvas, so there is no need to schedule for the exam ahead of time. Please contact ProctorU for updated fees. See the document below to review exam- taking via ProctorU:

Link to ProctorU Test- Takers Document

Even though the ProctorU service is available 24/7, you must take the exam in the time frame I require, e.g. 8 AM -8 PM MST.

<https://chrome.google.com/webstore/detail/proctoru/goobgennebinldhonaajgafidboenlkl> (Links to an external site.)Links to an external site.

Please make sure you are testing alone in a quiet, well-lit area. You can find ProctorU's exam readiness guide at the following link:

www.proctoru.com/exam-readiness-guide (Links to an external site.)Links to an external site.

In order to use ProctorU, you will need to have a broadband internet connection, a webcam (internal or external), a Windows or Mac Operating System, and a

government-issued photo ID. You must take the exam using Chrome or Firefox browser and you must download the ProctorU toggle prior to taking the exam (see the Link to the ProctorU Test Takers Document). You can find ProctorU's tech requirements by visiting the following link:

<https://www.proctoru.com/tech.php> (Links to an external site.)Links to an external site.

If you would like to test your system before your test you can do so at the following link.

<https://test-it-out.proctoru.com/> (Links to an external site.)Links to an external site.

Similar to on campus proctoring, there is a charge only if you are in Section 401. I have had great experiences with (and great confidence in) this service (you can take exams alone in almost any location).

3. Rarely, I will approve **local-to-your-area approved proctors**. If either of the above proctoring arrangements don't work for you, please **let me know why and send me the name of your proposed proctor, location, relationship to student, and contact information** (do not register through CSU for this, just contact me), and I'll contact him/her with instructions and the password. You may use local testing centers, libraries, community colleges, office locations (professional sites), but not private residences, coffee shops, etc. You may use professional testing folks, teachers, professors, supervisors, etc., but not relatives, friends, roommates, etc. **I need MUCH advanced notice for these types of arrangements, but a MINIMUM of 2 weeks prior to the first exam (or each exam if different site/proctor) is required.**

Please let me know if you have any questions!

Course Content

There are **4 units in the course, each with a comprehensive exam.** ***Don't freak out about the comprehensive nature of the exams.*** As you will see when the course unfolds, we use the knowledge and terminology of the first Unit over and over throughout the course. A quick review of major concepts should get you through the comprehensive material. Each unit contains several lectures and labs, which are listed as icons you can select from the Homepage. Use the ***lecture schedule and Quizzes to pace*** yourself through the material.

Required:

1. Lectures

The lectures are webpages with images and course content. The first part of each lecture consists of a list of objectives and a lecture outline. The objectives are not a list of "all you need to know," they are learning goals. All of the information you need to know for exams is

contained within the body of the online lectures. Lectures consist of a series of slides accompanied by text. I tried to duplicate my casual lecture style and have included stories or "asides" that I usually include in class. These "asides" are in green text that indicates they are extraneous material. There are also some clinical examples that I have outlined with a box and green text. Each lecture is followed by a required "Bonehead Quiz" that is meant to test your knowledge of the lecture and see where you may need to go back to review material, give you an example of the level of exam questions that may be asked, and allow numerous low stakes activities to better prepare you for the exam and buffer exam grades (if needed).

2. Labs

The labs are accessible from the homepage, click on the microscope icon in sequence with lectures. A "lab guide" is provided that contains lists of features you should know and recognize. ***Note: I have recently edited and expanded the lab guides. If you find any errors, please let me know ASAP.***

Please follow the link on the Homepage titled "How to access the virtual labs and manipulate images" for detailed information about how to access and use the OlyVIAweb virtual microscope.

I have also provided screen capture/audio "**guided tours**" that you may use as *supplemental* material. These captures are simply me "driving" around the slides and pointing out what you should see.

Supplemental Materials

1. Video/Audio Captures of Lectures and Labs

The above-described lectures and the virtual OlyVIAweb labs are the primary way in which important material will be delivered in this course and will be the "bottom line" of information you need to know for the exams. However, in order to **supplement and clarify** the information contained in the lectures and labs, I have recorded video & audio "scroll--throughs" of each lecture and lab to provide a supplemental "guide" for the material. **It must be emphasized that the guides are not meant to be a replacement for the written narrative lectures or the OlyVIAweb virtual labs and Lab Guides.** I can make quick edits to the written lectures, but it takes a while to re-record that same audio lecture, so the content of the written lecture and audio capture might be slightly different. The video-tape links are available at the top of the page of each lecture and on the landing page of the labs. You can select various options, in descending order of how much bandwidth is needed. If you don't need to see my "talking head" and are having bandwidth issues, select the "Scroll & Audio" option -- it might work better for you. They are SUPPLEMENTAL. **You will miss important material if you use ONLY the video/audio tapes as your primary resource for the material.**

2. Bonehead Quizzes

You can select the Bonehead Quiz from the last page of any lecture, and you will always find a photo. If you click on the photo you will be presented with a "Bonehead Quiz!" You can also find these all listed in the "Quizzes" tab on the left. The Bonehead Quizzes consist of a number of questions equaling 10 points total that provide you with feedback about whether or not you learned the major concepts in the lecture. The Bonehead Quiz will give you immediate feedback about your ability to learn this way. **These are graded and will be part of your final grade.**

3. Review Materials

You will find several fun and helpful links at the top of each page to help you review material for each lecture. ***They are supplemental and optional.*** **NONE OF THESE WILL BE INCLUDED IN YOUR CLASS GRADE.** Enjoy!! Links are located at the top of each lecture page.

Course Schedule

A printable Course Schedule is available on the Homepage links. Students are strongly encouraged to follow the suggested deadlines for completing the lectures and labs. **Do not let yourself get behind in the course! It is almost impossible to catch up!**

Examination, Quizzes, Assignments and Grading

A total of 405 points come from the 4 exams (200 points), 41 weekly quizzes (205 points)

1. EXAMS--200 points

There will be 4 **online examinations** in this class. Each exam consists of multiple-choice lecture and multiple-choice lab questions (images). You access course exams via the "Quizzes" icon on the left of the homepage (more later). Dates for exams can be found under the "Course Schedule" icon on the homepage (more later). The following exam information is very important. **Please read this thoroughly!**

Exams must be taken between 8 AM and 8 PM Colorado time (MST). No exceptions. The exam automatically closes at 8 PM MST, so make sure you start the exam early enough to give yourself time to complete it.

Exams are **closed book, closed note (closed access to any version of course content), closed electronics of any kind other than your login to the exam itself.** The last question of each exam is an Honor Pledge asserting that you have not received or given any unauthorized

assistance in this exam. By submitting the exam after reading the pledge, you have pledged that you did not give or receive any assistance during the exam. I do allow students to have a single sheet of blank paper available during the exam for notes.

Under NO circumstances, should you print an exam. Printing examinations at any time during the entire course will result in an F grade for the course. I am able to track printing to individual students as well as specific computers, so please do not print exams (you may, however, print lectures and labs if desired). If you are or become aware of past exams that are available to students (from before I had this tracking mechanism), please report this to me immediately, as it would give an unfair advantage to a few students in the class.

Any student who does not take the Final Exam (Exam 4) will automatically be given an F as a final grade in the course.

All exams must be taken and submitted online. Each examination will be comprehensive, including the final examination (as outlined below).

Questions for each student's exam are Multiple Choice format. The laboratory questions present a fixed image under a microscope with a pointer and a question (images will be taken from the course). The lab questions are also multiple choice. **After you "submit" your exam, you will immediately receive your score and a one-time opportunity to view your exam.** Don't let a proctor pressure you to exit before you have an opportunity to view your exam.

The exams typically are composed as described below. However, for each exam you will receive updated information via email in the days beforehand.

Unit 1	Lectures 1-12 and Labs cell anatomy--cartilage & bone	50 pts.	36 multiple-choice questions, 14 lab
Unit 2	Lectures 1-23 and Labs cell anatomy--skin	50 pts.	35 multiple-choice questions, 10 lab, to include 3 multiple--choice review and 2 lab review
Unit 3	Lectures 1-33 and Labs cell anatomy--urinary tract	50 pts.	34 multiple-choice questions, 10 lab, to include 4 multiple--choice review and 2 lab review
Unit 4	Lectures 1-41 and Labs	50 pts.	Final Examination 31 multiple-choice questions, 10 lab, to include 6 multiple-choice review and 3 lab review

	cell anatomy-- reproductive system		
	Total Exam Points Possible	200 pts	

Make Up Policy

Exams are scheduled on specific dates listed in the Course Schedule (see link on the homepage). **You MUST take the exam on these dates. Proctoring must be arranged by you in advance as per the information on the Proctor link on the Homepage.** It is YOUR responsibility to take the exam on the designated date! If you fail to take an exam on the specified date, you will receive zero points for that exam. On rare occasions, and based on individual advance requests, a student who cannot take an exam on the designated date may be given permission to take an exam EARLIER than the stated date. Students will NOT be permitted to take an exam after the designated date.

The only reason I will excuse a student from taking an exam on a designated date is a doctor's document stating that the student was medically incapable of taking the exam OR if there was an error in opening the exam on our end. A student CANNOT decide what is a "good" or "bad" reason for not taking an exam and then simply inform the instructor of that decision.

Exam Notifications

It is the students' responsibility to check their course email daily. Important information about an exam and the course in general will be communicated via email. Failure to check email on a regular basis cannot be used as an excuse for "not knowing what's going on." While I make every effort to be available on exam dates, rarely I have to assign a teaching assistant as the primary contact (for instance, if I am traveling on business). Make sure you and your proctor know the person to contact in an emergency (problem with the exam). This information will be relayed by email prior to, or on the morning of, the exam date.

Students with Special Needs

If you have a documented disability and utilize the office of Resources for Disabled Students, you will need to contact me to request alternative testing arrangements. Though hardcopies of exams may be made available, answers must be submitted online and the exam subsequently destroyed.

2. QUIZZES- 205 points

There will be **41 online quizzes** in this class, each worth 5 points. Each quiz will be a combination of multiple choice, fill in the blank, and true/false type questions. Images from that lecture may be used in the quiz.

You access course quizzes via the "Quizzes" icon on the left of the homepage (same for exams). Dates for quizzes can be found under the "Course Schedule" icon on the homepage (more later). Quizzes are available from the first day of the course at 6am. The quizzes close at 10pm MST the week listed in the syllabus. You will be given 20 minutes to take the quiz.

Quizzes are closed book, closed note (closed access to any version of course content), closed electronics of any kind other than your login to the quiz itself.

Each quiz will only cover the content covered in its associated lecture and are intended to test your knowledge of the lecture so you can determine if further review of the material is needed prior to the exams. There will be NO cumulative material represented in the quizzes.

Under NO circumstances, should you print a quiz. Printing quizzes at any time during the entire course will result in an F grade for the course. I am able to track printing to individual students as well as specific computers, so please do not print quizzes. If you are or become aware of past quizzes that are available to students (from before I had this tracking mechanism), please report this to me immediately, as it would give an unfair advantage to a few students in the class.

After you "submit" your quiz, you will immediately receive your score and a one-time opportunity to view your quiz.

3. *OPTIONAL* ASSIGNMENTS--Pathology Project--20 points extra credit

Access and submit assignments via the "Assignment" link on the Homepage.

Purpose: Most diseases affect the cells, tissues and organs we study in this class. Some diseases are diagnosed using an analysis and evaluation of cell and tissue/organ samples. Select any disease (human or animal) that somehow involves histopathology or cytology as part of the diagnostic/descriptive process of the disease. Ultimately, I want you to select a disease and describe the difference between the normal cells/tissue/organ and those that are diseased.

There's nothing that can make you appreciate the form and function of normal cells/tissues/organs like seeing how far things can go awry if the normal anatomy and function is disrupted by disease!

Directions (Two phases):

PHASE 1 (5 points) – The due date is the week before the first exam, listed in the schedule, to be completed and submitted by 5 PM Mountain (Colorado) Time. No late submissions will be accepted.

1. Select an interesting disease of any mammal (including humans). It might be a disease you have encountered personally or in a family member or pet. It might be something you've just been curious about.

2. Search the Internet and determine if the disease utilizes cell (cytology) or tissue samples for diagnosis and/or description.

3. **Phase 1 assignment:**

a. **One paragraph**, single-spaced, about why you selected this disease and how the disease (pathology) affects cells/tissues/organs. How does this pathology change the form and/or function of involved cells/tissues/organs? I call this the "patho-histo-physiology" of a disease. It's what a medical doctor or a veterinarian would have to know about a disease, not what a patient/client or even a nurse/technician would need to know.

b. **One scientific reference** - can be Internet, Journal article, or any legitimate medical/scientific resource, but it cannot be a "layman's" reference with watered-down terminology, e.g. it must reflect the science and pathology of the disease in a detailed scientific manner.

DO NOT EXCEED ONE PAGE. All assignments must be submitted electronically using the "Assignments" link on the left side of the Homepage. No late Assignments will be accepted.

PHASE 2 (15 points)-- The due date is the week before the third exam, listed in the schedule, to be completed and submitted by 5 PM Mountain (Colorado) Time. No late submissions will be accepted.

Expand your initial Phase I project. Include details about what is currently known about the disease (don't use dated references!). Explain the life cycle of the disease: how it starts (if known), predispositions (age, genetic, breed, etc.), course of disease, clinical signs, diagnosis (include cytological and/or histopathological images or findings), patho-histo-physiology, prognosis, and treatment (just limited details on treatment). **Maximum of 3 single-spaced pages** plus images/photos you may want to include (do not include images in page count). **Include a minimum of three professional references.** Professional references are those from legitimate professional medical websites and/or journals, e.g. NOT lay person references such as breeder/pet sites/journals, popular human health magazines/websites, self-help sites, etc.

[Link here for Phase II Grading Criteria](#)

3. GRADES

Your final grade will be generated from scores on the 4 examinations (200 pts), and 41 quizzes (205 points). If you choose to do the optional Assignment(s) you may also receive up to 20 points extra credit.

Grade Distribution:

365--405 pts. = A

324--364 pts. = B

284--323 pts. = C

243--283 pts. = D

less than 243 = F

Note that I do not give plus and minus grades (however, Canvas only reports them in the gradebook using plus-minuses, so just ignore until I assign a final grade. All students must take the final examination. Students receiving points as outlined above will not receive a grade less than that indicated.

With special permission from the instructor, and under certain circumstances beyond the student's control, if the student is unable to complete the course in the designated time period, a grade of "Incomplete" may be assigned. At Colorado State University, an incomplete grade converts automatically to an F on the transcript if the course is not satisfactorily completed within a year of the time the incomplete is awarded. **It is against CSU policy to give a grade of "I" (Incomplete) to a student who has a grade of D or F at the time of the request.**

E-mail

It is very important that you check email and announcements every day for important information. Any changes in the scheduling of course exams or other important information will be sent via email and announcement.

Office Hours

The TAs and I do not have set office hours. If you would like to have a personal conference with me or one of the teaching assistants, email us and we can meet in person (if local) or set up a phone, Skype or other form of personal meeting. ***We all like to interact with students in the class, so please don't hesitate to contact us.***

Study Tips

On the course home page there is a link called "Study Tips." The tips are mostly provided by students who previously took the course. I suggest you read through this page early. It provides some guidance about structuring your time to ensure your success in this class.

The “Biggies” for this course are:

1. **Do not get behind -- pace yourself.** This is a challenging 4 credit upper division science course. You will need to spend a minimum of 6 hours a week "attending class" and at least

another 6 hours a week studying (more if you take the condensed summer session) = **plan for at least 12 hours per week for this course!**

2. **Take notes as you go through the lectures**, the same as you would during an in-class lecture. Students have found this more helpful than printing lectures and highlighting text (and it saves trees).
3. Be sure to **read course email and announcements** for critical updates about exams and other important information.
4. If you have any **technical difficulties**, don't wait to try and resolve them. Let me know so I can try to help!

Academic Integrity Policy

Under NO circumstances, should you print an exam, either during the exam or afterwards when I open it for your review. Printing examinations at any time during the entire course will result in an F grade for the course. This course will adhere to the [CSU Academic Integrity Policies and Guiding Principles \(Links to an external site.\)Links to an external site.](#) as found in the General Catalog and the [Student Conduct Code \(Links to an external site.\)Links to an external site.](#). You should not communicate with other students in the class the day of the exam -- after you have taken the exam.

CSU Honor Pledge

Academic integrity lies at the core of our common goal: to create an intellectually honest and rigorous community. Academic integrity, and the personal and social integrity of which academic integrity is an integral part, is so central to our mission as students, teachers, scholars, and citizens. I ask that you affirm the CSU Honor Pledge as part of completing your work in this course. *While you will not be required to affirm the honor pledge, you will be asked to affirm the following statement at the start of your exams:*

"I have not given, received, or used any unauthorized assistance."

Further information about Academic Integrity is available at CSU's [Practicing Academic Integrity \(Links to an external site.\)Links to an external site.](#)