



TENTATIVE—SUBJECT TO CHANGE

BIO 2114L: Anatomy and Physiology II LAB

BLENDED COURSE SYLLABUS

Course with 40% Face to Face & 60% Online

FALL 2023 Mini-Mester: **Thursday LAB**

COURSE INFORMATION

Credit Hours/Minutes: 1/2250

Campus/Class Location: **Vidalia Campus, Gillis Building, Lab Room 729**

Class Meets: **10:35am - 12:55pm, Blended:** 40% Face-to-Face (FTF) in class & 60% Online (OL).

Course Reference Number (CRN): **20127**

Preferred Method of Contact: Email [Sadia Ajohda \(sajohda@southeasterntech.edu\)](mailto:sajohda@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Sadia Ajohda**

Campus/Office Location: **Vidalia Campus, Gillis Building, Office 723**

Office Hours: By appointment

Email Address: [Sadia Ajohda \(sajohda@southeasterntech.edu\)](mailto:sajohda@southeasterntech.edu)

Office Phone: Office 912-538-3216

Fax Number: 912-538-3156

Tutoring Hours: By appointment

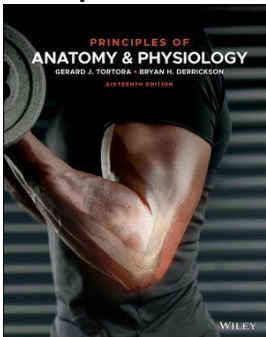
This course is taught in a **blended format**. Blended classes require students to complete 40% FTF in class & 60% OL of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

REQUIRED TEXT

Principles of Anatomy and Physiology, Tortora/Grabowski, 16th Edition, John Wiley and Sons, Incorporated.



REQUIRED SUPPLIES & SOFTWARE

¹ **Laptop** with functional **camera** and **charger** (required for all face-to-face exams and class meetings)

² USB **Thumb Drive/Flash Drive** (Important: please bring to all class meetings).

³ Reliable Internet connection

NOTE: A Lab book is not required for this course (DO NOT purchase a lab book from the bookstore).

All Lab assignments are completed in Blackboard.

Fully charge your laptop BEFORE class.

Note: Although students can access their online course using their smart phones and tablets, **graded activities such as exams, discussions, assignments, etc. should be performed on a personal computer.** Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised not to rely on these devices to take an online course. **Students should not share login credentials with others and should change passwords periodically to maintain security.**

COURSE DESCRIPTION

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive systems.

MAJOR COURSE COMPETENCIES

- 1) Laboratory Safety
- 2) Endocrine System
- 3) Cardiovascular System
- 4) Blood and Lymphatic System
- 5) Immune System
- 6) Respiratory System
- 7) Digestive System
- 8) Urinary System
- 9) Reproductive System

PREREQUISITE(S)

Pre-requisite: BIOL 2113 and 2113L

Co-Requisite: BIOL 2114

COURSE OUTLINE

1. Laboratory Safety: discuss and apply laboratory exercises encompassing the appropriate practice of laboratory precautions and laboratory safety.
2. Endocrine System: Perform and apply laboratory exercises encompassing the endocrine system.
3. Cardiovascular System: Perform and apply laboratory exercises encompassing the cardiovascular system.
4. Blood and Lymphatic System: Perform and apply laboratory exercises encompassing the blood and lymphatic system.
5. Immune System: Perform and apply laboratory exercises encompassing the immune system.
6. Respiratory System: Perform and apply laboratory exercises encompassing the respiratory system.
7. Digestive System: Perform and apply laboratory exercises encompassing the digestive system.
8. Urinary System: Perform and apply laboratory exercises encompassing the urinary system.
9. Reproductive System: Perform and apply laboratory exercises encompassing the reproductive system.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (STC) has identified the following general education core competencies (comp) that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are responsible for the policies and procedures in the Southeastern Technical College's (STC's) Catalog and Handbook. Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 2 hours per day during the semester doing the required homework, assignments, and assessments. Students are expected to complete all work required by the instructor and follow any online instructions and guidelines.

Students are expected to communicate frequently through college email and complete discussion board assignments. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's website. Email can also be accessed in the menu of your Blackboard course. The instructor will utilize ***STC email*** for correspondence and share pertinent information to enable successful completion of the course.

All examinations/testing will be completed and proctored face-to-face in class using Blackboard with LockDown Browser and Respondus Monitor (download the free LockDown Browser program. Instructions on how to access/download LockDown Browser AND how to access a test on Blackboard is provided below the Lesson Plan). **Students must bring a fully charged and functioning laptop with camera to class for testing purposes.** During an examination, students are required to place all textbooks and personal property on the floor or counter located in the back or to the side of the classroom. Students are to be seated with an empty seat between each student. No talking is allowed once the test begins.

Complete the Trial Test on Blackboard. This Trial Test will help you get familiar with the online testing procedure. **There are no passwords to gain access to any Tests in this course. You must FIRST open LockDown Browser before taking a Test. If you try to access a Test without LockDown Browser, you will be asked for a password. This will indicate you are trying to access the Test without opening LockDown Browser first.**

Students found with cell phone or any other communication device (including smart watches) during a test will be considered cheating and given a grade zero for the test. This applies to students who have completed/submitted their test while testing is still in progress (and other students are still testing).

ATTENDANCE Guidelines

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell](mailto:Emily.Jarrell@southeasterntech.edu) ejarrell@southeasterntech.edu, 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:Helen.Thomas@southeasterntech.edu), hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for instructional time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell](mailto:Emily.Jarrell@southeasterntech.edu) ejarrell@southeasterntech.edu, 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:Helen.Thomas@southeasterntech.edu), hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

FINAL EXAMINATION/FINALS ELIGIBILITY

A comprehensive final examination will be given at the end of the semester. All students in the course will complete the Final Exam on the specified date and time as stipulated in the Lesson Plan outline. The Final Exam will be timed. There will be **no make-up exam** for the Final Examination. In order to be eligible to take the final exam, a student must maintain a **Lecture and Lab Test average of seventy percent (70%) or above prior to the date of the scheduled final exam.** Grades of 69.9% will not be rounded up. If the student has below a 70% average, **the student will be given a letter grade based on Tests average.** Quizzes, lab projects, Blackboard assignments, etc. are **not** included in Test average, **only test grades**. There will be no drop grade for this class.

MAKEUP GUIDELINES FOR MISSED EXAM

Students will be allowed to make-up **one** examination (one lecture and one lab), **EXCLUDING** the final examination, due to an extenuating circumstance. This should be discussed with the instructor. Please submit official copy of medical, court documentation/jury duty, or any other formal written documents supporting the reason for missing a test. **Any other test missed will result in an automatic grade of zero.** **Note:** If student notifies instructor regarding inability to complete assignments because of technical problems **after due date**, the student will **NOT** be allowed to make-up the assignments.

UNANNOUNCED POP QUIZZES

There will be unannounced pop quizzes during face-to-face sessions throughout the semester. Quizzes will be given **promptly** at the start of class. There are **no** make up for quizzes. Students who are absent or tardy **will not** have an opportunity to make up quizzes. Quizzes represent **5%** of the final grade.

EVALUATION PROCEDURES

All examinations/tests will be conducted **face-to-face in class** on the scheduled date/time listed on the lesson plan. **All examinations/tests will be completed via Blackboard using LockDown Browser and Respondus Monitor** (see Student Quick Start Guide below Lesson Plan for more details). All students are required to bring **laptop to every class meeting** for testing purposes. Students are also required to follow Blackboard online test rules/guidelines stipulated in detail below. **Failure to comply with Blackboard online test rules/guidelines can result in a grade zero.**

If you do not have a laptop, or unable to make arrangements to borrow one, please contact your instructor immediately. In order to take the final exam, a student must maintain a **Lecture and Lab Test average of seventy percent (70%) or above prior to the date of the scheduled final exam.** Grades of 69.9% will not be rounded up. If the student has below a 70% average, **the student will be given a letter grade based on Tests average.**

Blackboard assignments, Learning Objectives, Discussion Boards, etc. are not included in Test average, **only** test grades. There will be no drop grade for lecture or lab.

Students will need a laptop with functional camera/webcam to complete tests/exams. Tests **cannot** be taken on a smart phone or iPad. Students **must have STC photo ID, which will be scanned by the camera/webcam, in order to access the test.** At the beginning of each test, students will hold up STC photo ID to the camera and the program will verify a match between STC ID and webcam photo. Students will use **Google Chrome browser only.**

Tests will be timed. ***Your personal computer problems are not valid excuses for late work or inability to take a test on***

blackboard. It is the responsibility of the student to maintain functioning equipment for a hybrid course. No excuses accepted.

Weekly test grades will be available on Blackboard **48 hours** after test is submitted. Final grades at the end of the term will be available on Blackboard **1 week** after final exam is submitted. Students will not receive feedback online from Blackboard on test/exam questions after a test, this will be done face to face during lab weekly sessions. For feedback or concerns on test questions, students may contact instructor via STC email with details. The instructor will then set up a time to discuss and provide feedback if necessary.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1) First Offense

Student will be assigned a grade of "0" (zero) for the test or assignment. Instructor keeps a record in course or program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner Web for tracking purposes.

2) Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" (Withdrawn Failing) has been issued as a result of second offense. The Registrar will input the incident into Banner Web for tracking purposes.

3) Third Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" (Withdrawn Failing) has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner Web for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Denise Powell, VP of Administrative Services Vidalia Campus 3001 East 1 st Street, Vidalia Office 138C Phone: 912-538-3162 Email: Denise Powell dpowell@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

LAB GRADING POLICY

Assessment/Assignment	Percentage
Lab Chapter Tests (4 Chapter Tests total) via Blackboard/Proctored	50%
Unannounced Pop Quizzes via Blackboard/Proctored	5%
Lab Blackboard Assignments	5%
Group Project: PowerPoint Group Presentation (See rubric below)	10%
Lab Comprehensive Final Exam via Blackboard/proctored	30%
TOTAL	100%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

NOTE: BLACKBOARD LESSONS LINK

The "LESSONS" link in your Blackboard course *left menu* will lead you to the following:

LESSONS link in LECTURE COURSE leads to: Tests, Chapter Lecture Recordings, Learning Objectives (LO) Assignments with Rubric for (LO), and Discussion Board (DB) Assignments with Rubric for (DB).

LESSONS link in LAB COURSE leads to: Tests, Lab Assignments, Pop Quizzes and Drop Box for Microscopic Observations (MO).

COMPETENCY (COMP) AREAS:

- 1) Laboratory Safety
- 2) The Endocrine System
- 3) The Cardiovascular System
- 4) The Blood and Lymphatic System
- 5) The Immune System
- 6) The Respiratory System
- 7) The Digestive System
- 8) The Urinary System
- 9) The Reproductive System

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Disclaimer Statement: Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The syllabus displayed in advance of the semester in any location is for planning purposes only.

The COVID-19 is a rapidly evolving situation, and administrators are staying alert to new information and recommendations coming from the [Centers for Disease Control and Prevention](#) and the [Georgia Department of Public Health](#). Our current national and state situation is continuously changing, and the administration of Southeastern Technical College (STC) is meeting regularly to respond and act accordingly. Please monitor your **STC student email** for updates, **class cancellations**, health/safety guidance etc.

If STC experiences an emergency campus shutdown for any reason (Covid, hurricane, tornado, etc.) and you are taking an exam in **Blackboard** (away from the classroom setting) and lose internet connection, you are responsible for contacting your instructor **ASAP**. You are instructed to **print this syllabus from day one**. Locate the number listed on your printed syllabus (printed on day one) and contact your instructor. If your instructor doesn't answer the phone, leave a voicemail. As soon as your Internet connection is active again, you should also email your instructor to make aware of the problem.

BIO 2114L Anatomy & Physiology II LAB FALL 2023

Lesson Plan **THURSDAY (Thur) LAB** *Subject to change at Instructor's discretion*

Date	CHAPTER (Ch.) FTF in class	ASSIGNMENTS (ASSGNTS.) / HOMEWORK (HW) / Blended: Online	Comp Area
THR 10/19 FIRST CLASS MEETING All students have access to courses on Blackboard Mon 10/16. PLEASE reserve your class seat. See items 1-3 assignments.	Introduction (Intro.), Body Systems (Sys) & Comp, etc. In Class: <i>FTF include tests, quizzes, microscopic observations, specimen dissection, model discussions, student presentations, group work, etc.</i> Ch. 18: Endocrine Sys Ch. 19: Cardio Sys: Blood Ch. 20: Cardio Sys: Heart Ch. 21: Cardio Sys: Vessels <u>PLEASE PRINT SYLLABUS</u>	<p style="background-color: yellow;">Items 1-3 must be done on Monday October 16 to reserve your seat in class.</p> Online: <ol style="list-style-type: none"> Login to BLACKBOARD and go to the "Getting Started" tab on left menu. Complete STC Pledge Acknowledgement. Download LockDown Browser - see instructions below. Click "LESSONS" link on your Blackboard course left menu, then click "TEST" link & complete Test Trial. Get familiar with Lockdown Browser Respondus Monitor. Read the online test rules/guidelines below. Complete Endocrine Lab assignment on Blackboard before next lab by 8am. <p>All weekly assignments are due by <u>next</u> class date at 8am each week. Blackboard assigns an automatic zero for incomplete assignments each week. It is very important to check STC email <u>daily</u>.</p> <p>NOTE: All weekly Tests will be completed in class using Blackboard. Please bring laptops <u>with charger</u> to all class meetings.</p>	1,4 a-c
THR 10/26	In Class: Lab Test #1(Ch. 18 - 21) Ch. 22: Lymphatic Sys Ch. 23: Respiratory Sys	Online: All Blackboard HW Listed below are due next week lab @ 8am. <ul style="list-style-type: none"> Blackboard labs: Blood/Circulation & Heart Anatomy due by 8 am next class. Group work on PowerPoint (PP) Presentation. <i>See Rubric checklist to avoid point deductions.</i> 	1,4 a-c
THR 11/2	In Class: Lab Test #2(Ch.22 & 23) Ch. 24: Digestive Sys Ch. 25: Metabolism & Nutrition	Online: All Blackboard HW Listed below are due next week lab @ 8am. <ul style="list-style-type: none"> Lab assignments on Blackboard: Lymphatic & Respiration System Group work-PP Presentation. <i>See Rubric check list to avoid point deductions</i> 	4-6 a-c
THR 11/9	In Class: Lab Test #3(Ch.24 & 25) Ch. 26: Urinary System Ch. 27: Fluid & Electrolytes Ch. 28: Reproductive Sys Deadline to submit PowerPoint via email to Instructor by TODAY.	Online: All Blackboard HW Listed below are due next week lab @ 8am. <ul style="list-style-type: none"> Blackboard labs: Digestive System Lab & Urinary System Lab PowerPoint presentation should be completed. Groups practice/timing in lab. Email PowerPoint Project to Instructor no later than 11:55am TODAY. Points are deducted if group does not submit via email by deadline. See Instructions and <i>example</i> below for email subject line format: Example: BIO 2113 Lab DAY, Group # , Mary Bell, Jane Doe & John Moe 	1-9 a-c
THR 11/16	In Class: Lab Test #4 (Ch.26 - 28) Day 1-Presentations Final Eligibility 65% point of term	Online: All Blackboard HW Listed below are due next week lab @ 8am. <ul style="list-style-type: none"> Blackboard labs: Kidney & Reproductive System Lab Groups will present PowerPoint Presentations (See Rubric below.) 65% point of term: Final Eligibility - Test average must be 70% or above to take the Finals. (See syllabus details above on <i>Final Eligibility</i>). Please meet instructor today if your Test average is below 70%.	1-9 a-c
11/23	THANKSGIVING BREAK	STUDY FOR FINALS	
THR 11/30	In Class: Day 2-Presentations Deadline: ALL Assignments due	Online: <ul style="list-style-type: none"> Continued: Groups will present PowerPoint Presentations (See Rubric below.) Deadline for all assignments: Due 8am today. Blackboard assigns an automatic zero for incomplete assignments each week.	1-9 a-c
THR 12/7	In Class: LAB FINAL (Ch.18-28)	Online: review all chapter PowerPoints and Final Diagram Packet. Comprehensive final exam, all chapters.	1-9 a-c
TBA	Make Up Exam Day See syllabus for details.	Students must present documentation for extenuating circumstances (hospitalization, Jury Duty etc.) and receive permission prior to make-up exam day.	

BLACKBOARD ONLINE TEST RULES/GUIDELINES

Tests/Exams will be proctored on Blackboard **LockDown Browser and Respondus Monitor**. This is an online testing analytical program. Please follow guidelines carefully. If cheating is detected, the program will automatically flag your test & you will be locked out. Only your instructor can reset the test for you to continue. The program will detect **eye movement patterns** if you are looking away from your screen such as using a textbook, cell phone, or other resources (sticky notes etc.) next to your computer. A grade zero will be automatically assigned by blackboard if cheating is detected (**especially eye movement patterns**). The program will also record sound to provide cheating evidence if someone in the room is providing you answers. These are normal protocols for proctored online testing.

- Need laptop & working webcam. You **cannot** take test on smart phone/iPad. Use Google Chrome only.
- **Download the free LockDown Browser program & complete Trial Test on Blackboard. Instructions on how to access/download LockDown Browser AND how to access a test is provided below. Remember, there are no passwords to gain access to any Tests in this course. You must FIRST open LockDown Browser before taking a Test. If you try to access a Test without LockDown Browser, you will be asked for a password. This will indicate you are trying to access the Test without opening LockDown Browser first.**
- You must have **STC photo ID**, which will be scanned by the webcam to access the test.
- You will hold up your STC ID as instructed on screen and the program will verify a match between ID and webcam photo. Please do not adjust the camera after starting the test. You must ensure your complete **face is always visible and in frame (do not veer off or move away from camera view)**.
- No hats allowed while testing or any other attire that will obscure facial recognition.
- No one should be at your computer station while you are testing. Please sit alone.
- If testing at home, ensure that you are in an appropriate testing environment. Do not take the test on a bed or sofa. Position yourself at a desk or table with **proper lighting** and avoid excessive movements which will be flagged as suspicious behavior. **Remember, you must stay in frame the entire time while testing.** If flagged, this alert could possibly lock you out of the test.
- A system diagnostics check will run to make sure the webcam is working & all applications are closed.
- No eating or drinking while testing. The test is timed.
- No scratch sheets, textbooks, notes, power points, **ear buds or other resources permitted while testing.**
- You will be recorded while testing & analytics are used to detect suspicious behaviors. Test violations are recorded and flagged to provide cheating evidence with the possibility of a grade zero assigned.
- You cannot print, capture screen contents, go to other web pages, copy, access other applications, or visit other websites during an online test. You will be locked out of the test. Your test will be flagged with common and advanced methods of digital cheating, such as the use of Virtual Machines, remote desktops, screen-sharing, instant messaging, keystroke combinations, launching applications with timers/alerts, browser cache exploits, etc.
- Do not close/reopen your browser or refresh your screen. This will lock you out of the test.
- Stay in full screen mode until the test is completed (**do not veer off or move away from camera view**).
- You cannot start the test, leave the test and return. The test must be completed in one sitting. Therefore, please use the bathroom etc. before the test & arrange for you to not be interrupted during the test.
- Be sure to start the test with a **fully charged device or remember to plug in charger.**
- Login 15 minutes before the test starts to avoid any technology set back which could cost you time.
- Grades will be available on Blackboard **48 hours** after test is submitted. Final grades will be available on blackboard **1 week** after final exam is submitted.

How to access/download LockDown Browser AND access a test on Blackboard

Students using laptops or not on campus who are taking an online exam using the Respondus LockDown Browser can still access the browser icon by going to the STC website. Follow these steps to access the Respondus Install link:

1. Access the **STC** website.
2. Click **MySTC** at the top of the screen.
3. Scroll down to the **RESPONDUS INSTALL** box.
4. Click the **Respondus Install** link. **Watch the Overview video and INSTALL the product** to pc/laptop. Once downloaded, double click to install the Respondus LockDown Browser and follow the onscreen prompts:
Note: This link is unique to **STC** and should be used to access the Lockdown Browser install screen in order to complete all Tests required for this course.

Respondus[®]
Assessment Tools for Learning Systems

LockDown Browser

OVERVIEW

VERSION

INSTALL

Install LockDown Browser for:
Southeastern Technical College

INSTALL NOW

Note: Your antivirus software must allow you to install software.

By clicking the "Install Now" button, you acknowledge that you have read and agree to the [Respondus Inc. License Agreement](#)

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[Privacy & Cookies](#)

FOR MAC USERS:

1. On the install screen, click the **Do you need the Mac version?** link if you are using a Mac computer.
2. Click the **Install Now** button and follow the onscreen prompts. Once installed, you are set to access tests on Blackboard. DOWNLOAD IS ONLY NECESSARY ONCE. HOWEVER, IF YOU SWITCH PC/LAPTOPS YOU WILL NEED TO DOWNLOAD AGAIN BEFORE TESTING.

HOW TO ACCESS A TEST ON BLACKBOARD

- First locate and open the LockDown Browser icon on your laptop.



- This will take you to the normal Blackboard login page.
- Enter your Blackboard login and user name as usual.
- Access course as usual.
- Click **“LESSONS”** link in your Blackboard course **left** menu, then click on **“TEST”** link, then **“Trial Test”**.
- The **“LESSONS”** link in your Blackboard course **left menu** will lead you to the following:
LESSONS link in LECTURE COURSE leads to: Tests, Chapter Lecture Recordings, Learning Objectives (LO) Assignments with Rubric for (LO), and Discussion Board (DB) Assignments with Rubric for (DB).
LESSONS link in LAB COURSE leads to: Tests, Lab Assignments, Pop Quizzes and Drop Box for Microscopic Observations (MO).
- Please follow online testing guidelines/rules to avoid getting locked out of a Test.
- When finished testing, click submit.

Student Quick Start Guide

LockDown Browser® and Respondus Monitor®

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a locked browser for taking tests in Blackboard Learn. It prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that LockDown Browser be used, you will not be able to take the test with a standard web browser.

LockDown Browser should only be used for taking Blackboard tests. It should not be used in other areas of Blackboard.

INSTALLING LOCKDOWN BROWSER

If LockDown Browser has already been installed, skip to the next section. If not, LockDown Browser must be installed to each computer (Windows or Mac) being used to take a test.

- Your institution or instructor will provide the link for downloading and installing LockDown Browser.
- Follow the onscreen instructions to complete the install.

TAKING A TEST

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
3. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing **Yes**. Or, close LockDown Browser and close the blocked program before restarting.
4. Log into Blackboard.
5. Navigate to the test within the course and select Begin Exam.
6. The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit button is clicked.)

USING WITH A WEBCAM (Respondus Monitor)

You may be required to use LockDown Browser with a webcam, which will record you during an online, nonproctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.")

Your computer must have a functioning webcam and microphone. A broadband connection is also required.

If a quiz requires LockDown Browser **and** a webcam, follow steps 1-6 in the previous "Taking A Test" section. At this point the Startup Sequence for the webcam begins.

- You will first need to review and agree to the Terms of Use.
- The **Webcam Check** will confirm that your webcam and microphone are working properly.
- The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the left side of the screen.
- If you encounter a problem, select the **It's not working** link for troubleshooting tips.

The test will begin after the Startup Sequence is complete. You cannot exit LockDown Browser until the quiz is submitted for grading.

PROBLEMS?

If you have problems downloading, installing, or taking an assessment with Respondus LockDown Browser, contact your instructor or your institution's help desk.

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PowerPoint Presentation Group Project Guidelines

- For this project you will work in small groups (4-6 students per group) and create an educational PowerPoint on a disease. You will be informed by your instructor of assigned topic, list of members in your group with their contact information, and a group number.
- Presentations should be 15-20 minutes (points deducted if not within time limit) and rubric criteria not met (see rubric below).
- Group members should have **equal participation** for this project. Please email Instructor if a member is not participating accordingly. **Do not wait until the week project is due** to inform instructor that a group member is not participating. Feedback on equal participation includes participating in discussion, corresponding, communicating, and submitting assigned portion of project to the group in a timely manner. Each member is responsible for assigned portion of project.
- If a member is not participating, it is encouraged to keep some form of written documentation such as text messages/emails when communicating with unparticipating member. Text messages and emails will indicate time/date of communication and provide evidence regarding lack of response/participation from any unparticipating group member.
- Email Instructor **written evidence** (texts/emails) **1 week BEFORE** project is due if a member is not participating. This prevents the **entire** group from receiving a failing grade. Deductions will be calculated accordingly so that unparticipating member's grade will be affected and **not the entire group**.
- Submit PowerPoint to Instructor via an attachment in an email by deadline on Lesson Plan. Please **DO NOT** share PowerPoint via google docs or any other sharing platform.
- Points will be deducted for late submission.

PowerPoint should consist of three main sections: (1) Introduction/Background of disease, (2) Diagnosis & Treatment, and (3) Ongoing Research. **Criteria** for each section include the following:

- (1) Introduction/Background:** In this section you will introduce the disease, and provide information on the origin, discovery, general pathology, and prevalence of the disease. More specifically, you should answer the following questions: When was this disease discovered? Who discovered it? What organ(s) and/or systems of the body does it affect? How prevalent is this disease? Who is at risk, and why? How does it negatively affect the body? What is the short term & long-term prognosis? Etc.
- (2) Diagnosis & Treatment:** In the Intro section you will have summarized our current knowledge of the disease and its effects on the body. Now you want to explain how the medical community uses that knowledge to diagnose and treat the disease. You should answer the following questions in this section: What are the symptoms? What specific tests are used to diagnose this disease? What is/are the current method(s) of treatment? How effective is the treatment? Are there any problems associated with treatment? Does treatment put patients at risk of developing other problems? Etc.
- (3) Ongoing Research:** Here you will discuss any current efforts to develop new and improved diagnostic techniques, treatment methods, and/or preventative methods. Explain the rationale behind these (i.e. what is the scientific basis for pursuing this type of treatment/therapy/etc.). You will also want to tell the audience what they might be able to expect in the future regarding the prevalence and impact of the disease. Is it something that could be cured or eradicated? Is there a reason to think that improvements to treatment methods may happen soon? What factors are currently inhibiting advances that would enhance prevention/treatment of the disease? Etc.

References: In order to complete this project, you are going to have to do some sifting through the medical and scientific literature that is available on your disease. You may use your textbook as a reference, and any articles from peer reviewed scientific and medical journals, but you may not use Wikipedia as reference. Your presentation must contain a literature cited section/page/slide that provides all the required authorship and publication information.

Rubric Guidelines & PowerPoint Group Project Evaluations

Possible Points/Section	Criteria for group members' assigned portion/section: Introduction, Background, Diagnosis, Treatment & Ongoing Research
Introduction/ Background (25 points)	Introduction PowerPoint slides should introduce the topic/members, describe the disease/disorder and how it affects the body. Background slides should provide information about its discovery, pathology, and prevalence. Full names of all group members, disease & semester/year/course title should be listed on first slide. <i>See guideline (1) above.</i>
Diagnosis & Treatment (25 points)	Diagnosis slides should provide adequate information on the disease or disorder, symptoms and diagnosis. Treatment slides should discuss treatment methods and any risk factors associated with treatment. <i>See guideline (2) above.</i>
Ongoing Research (25 points)	These slides should adequately summarize research and current efforts to improve prevention, diagnosis, and treatment. <i>See guideline (3) above.</i>
Overall Presentation: Quality, Group Participation, met deadline, full credit only if ALL requirements on check list met, etc. (25 points)	<p>All members must participate EQUALLY and correspond/communicate in a TIMELY manner on assigned portion of project. The group's preparation and use of visual aids/video clips must be "classroom appropriate", interesting, and informative. Submit PowerPoint to Instructor <u>via email</u> by deadline stipulated on lesson plan.</p> <p style="text-align: center;">CHECKLIST TO AVOID POINT DEDUCTIONS:</p> <ul style="list-style-type: none"> • DO NOT SUBMIT POWERPOINT VIA SHARED FOLDERS OR GOOGLE DOCS. Please submit via an attachment in an email. Points will be deducted for late submission. • Email subject line should indicate: Lab Day, Group #, and full names of all members. <i>Example: Wed, Group 1, Mary Bell, Jane Doe & John Moe</i> • Presentations should be 15-20 minutes (points deducted if not within time limit). • Guidelines and criteria not met as listed above for each section. • Check timing and ensure all videos links are functioning and working. It is important to practice presentation with group in lab. • Presenter's name must be included at the bottom of each slide. This will indicate to Instructor the group member responsible for individual slides. • The first slide should include: topic, class, semester & full names of all members. • Font size on PowerPoint slides should be no less than 30. • On presentation day, do not try to access PowerPoint via email or any shared folders. Please save on FLASH DRIVE/THUMB DRIVE and bring to lab. • Each member will contribute 5-8 PowerPoint slides on assigned portion (font size 30). • Correspond/Communicate with members in written format such as text or email. • Provide written documentation to instructor such as text/email if a member did not participate as listed above. This prevents the entire group from receiving a failing grade. Provide written evidence of group member's lack of participation 1 week BEFORE presentation is due so that deductions will be calculated accordingly. Again, this prevents entire group from a failing grade. • Include visual aids: pictures & video clips. Only 2 video clips permitted. Both video clips total time should not exceed 5 minutes <u>or</u> include one video clip totaling 5 minutes. • Video clips MUST be in English! • Do NOT include a video clip of someone else's PowerPoint slides that you found on YouTube. • Your presentation must contain a literature cited page/slide. • Stand & face class while presenting. Do not sit/turn to computer with back to the audience. • Practice presentation to avoid mispronunciations. Points deducted for lack of preparation.

To be Successful in this Course



As with most college level courses, you must be prepared to allocate and invest the proper amount of time outside of the classroom to be successful. Students taking classes in the Hybrid format must be self-motivated because **Hybrid or online courses are not easier than traditional courses**. In fact, many times, the opposite is true! You must take a very active role in the process to be successful. The responsibility is yours to keep up with dates, assignments, video meeting sessions, online exams, communicating weekly with your instructor etc. Not completing work on time may result in a grade of zero! **Hybrid or online courses are NOT self-paced**. You will have finite deadlines and due dates just as you do in the classroom. It has been shown that learners who are well-organized, self-motivated, and able to prioritize and manage time effectively are better able to succeed in hybrid or online courses. Here are some tips to be successful in this course:

- **Please print this syllabus and lesson plan** (from day 1 of this course). It is important that you keep a hard copy. It is your map that will help you successfully complete this course.
- Follow and stay ahead of your assignments and due dates. Look at your Lesson Plan **daily** to make sure that you are not missing something important. Pay special attention to chapters tested on each week and ensure you are studying the correct chapter material for weekly tests.
- Complete homework and assignments on Blackboard **before** you take an exam. Assignments are designed to prepare you for the exams. Completing any pre-assignments prepares you for similar type of material you will likely see on exams.
- Follow all rules on **Blackboard online test rules/guidelines** listed above in this lesson plan. It will prevent you from being locked out of the test, flagged or receive a grade zero for suspicious behavior.
- One of the goals in this hybrid course is to make the course available from a variety of places. That makes email an "asynchronous" form of communication, and an ideal way to interact. Please use STC email as your first contact option for this class.
- **Check e-mails daily**. Instructor may send vital information, updates, reviews, or changes concerning the course and it is important that you are aware so that you may adjust accordingly.
- Send e-mails to your instructor as soon as you incur technical problems. This is important and should not wait until the assignment is due or past due.
- **Your personal computer problems are not valid excuses for late work or inability to take a test on blackboard. It is the responsibility of the student to maintain functioning equipment for an online/hybrid course. No excuses accepted.**
- You are required to log into **Blackboard** & complete all items listed on first day of lesson plan. This will secure your seat in the course. Failure to do so, will result in being dropped from the course.
- If STC experiences an emergency campus shutdown for any reason (Covid, hurricane, tornado, etc.) and you are taking an exam in **Blackboard** (away from the classroom setting) and lose internet connection, you are responsible for contacting your instructor **ASAP**. You are instructed to **print this syllabus from day one**. Locate the number listed on this syllabus and contact your instructor. If your instructor doesn't answer the phone, leave a voicemail. As soon as your Internet connection is active again, you should also email your instructor to make aware of the problem. Attendance is required for this course and will be recorded if there are video class meetings. Please attend all video class sessions on time to avoid missing any pertinent information.
- Students receiving financial aid should be aware that withdrawing from a course may affect their financial aid.