



TENTATIVE—SUBJECT TO CHANGE
BIOL 2114L: Anatomy & Physiology II
COURSE SYLLABUS
Online
Summer 2020: *Thursday LAB*

COURSE INFORMATION

Credit Hours/Minutes: 1/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard and WileyPLUS Platform

Class Meets: **Via Internet video sessions on Thursdays 10:00 AM – 11:30 AM**

Cross Reference Number (CRN): 60232

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: 7:30-12:30pm Tuesdays and Wednesdays; 6pm-7pm Mondays

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

Phone: 912-538-3216

Fax Number: 912-538-3156

Tutoring Hours: By appointment

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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Principles of Anatomy and Physiology, Tortora/Grabowski, 15th Edition, John Wiley and Sons, Incorporated. An **online access code** is required for this course and can be purchased with Text. This online access code gives students access to WileyPLUS (WP) Next Gen online platform.

REQUIRED SUPPLIES & SOFTWARE

¹ Laptop with functional camera or desktop computer with working webcam.

²Reliable Internet connection

This course uses Blackboard along with a third party platform operated and maintained by the Publisher's *WileyPLUS Next Gen* Tortora/Grabowski, John Wiley and Sons, Incorporated. WileyPLUS (WP) Next Gen online access code is required (see WileyPLUS Instructions for more details below Lesson Plan). **Weekly WileyPLUS online assignments will be graded and must be completed by deadline.** WileyPLUS online assignments account for 10% of final grade. If Assignments are not completed by deadline, points will be deducted.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities 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 to not 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

Continues the study of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system. Students will complete all required assignments online via WileyPLUS Next Gen and complete all Tests/Exams via Blackboard using LockDown Browser and Respondus Monitor (see Student Quick Start Guide below Lesson Plan for more details).

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 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 online testing instructions and guidelines.

STC Email: Students are expected to communicate frequently through STC email. The instructor will utilize *ONLY STC email* for correspondence and share pertinent information to enable successful completion of the course.

Blackboard: All Tests and Final Exam will be completed using Blackboard with LockDown Browser and Respondus Monitor ([see instructions below Lesson Plan on how to download LockDown Browser](#)). This allows your test to be proctored by an online analytical program. If cheating is detected, the program will automatically flag your test and you will be locked out, resulting in a grade of zero. You will be recorded while testing and analytics are used to detect suspicious behaviors. The program will detect if you are looking away from your screen such as using a textbook or other resource next to your computer. It will also record sound to detect if someone in the room is providing you answers. Video segments with potential test violations are flagged for the instructor, with an overall risk level assigned to the test session. 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, screensharing, instant messaging, keystroke combinations, launching applications with timers/alerts, browser cache exploits etc. These are normal protocols for proctored online testing.

WileyPLUS online access code: Online assignments will be completed using a platform maintained by the Publisher's WileyPLUS Next Gen Tortora/Grabowski, John Wiley and Sons, Incorporated. The online access code is required for this course and may be purchased along with Text (see WileyPLUS Instructions for more details below Lesson Plan). Weekly online assignments will be assigned/graded and must be completed each week by deadline. Weekly WileyPLUS online assignments account for 10% of final grade.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course. Instructor will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

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: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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.

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

FINAL EXAMINATION:

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 lesson plan outline. Final Exam will be timed. There will be **no make-up exam** for the final examination. 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. Assignments, lab projects, WileyPLUS assessments etc. are not included in tests averages, only tests grades. There will be no drop grade for lecture or lab.

MAKEUP GUIDELINES FOR MISSED EXAMS

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.** If Internet or browser failure occurs while testing, contact instructor immediately via phone (leave a message if necessary) and email later after internet connection is resolved. A decision will be made at that time if the assignment/test will be reset. Note: If student notifies instructor regarding inability to complete assignments/tests because of technical problems after due date, the student will NOT be allowed to make-up assignments/tests.

EVALUATION PROCEDURES

All examinations/tests will be conducted online via **Blackboard** using LockDown Browser and Respondus Monitor (see Student Quick Start Guide below Lesson Plan for more details). 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. Assignments, lab projects, WileyPLUS assessments etc. are not included in tests averages, only tests grades. There will be no drop grade for lecture or lab.

Students will need a laptop with functional camera or desktop computer with working webcam to complete tests/exams. You **cannot** take tests on a smart phone or iPad. You must have your STC photo ID, which will be scanned by the 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 ID and webcam photo. Students will use Google Chrome browser only. All Tests/Exams should be completed on the specified date and time as stipulated in lesson plan outline below. Tests will be timed.

Grades will be available on Blackboard **48 hours** after test is submitted. At the end of the semester, final exam grades will be available on blackboard **1 week** after final exam is submitted. Students will not receive feedback from blackboard on test/exam questions after submitting tests/exams online. For feedback or concerns on test questions, you may contact your instructor via STC email with details. Your instructor will then set up a time to discuss and provide feedback if necessary.

WILEYPLUS ASSIGNMENTS

WileyPLUS online assignments must be completed weekly (see WileyPLUS Instructions for more details on how to access your course via WileyPLUS). These assignments account for 10% of final grade and must be completed by deadline. Failure to do so will result in zero points for the missed assignment. No points will be awarded if the activity is completed **after** deadline. Each week students must complete WileyPLUS online assignments as stipulated on Lesson Plan below.

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 for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email : Lanie Jonas ljonas@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.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Tests (4 Tests total) - Blackboard	50%
PowerPoint Group Project Presentation	10%
Lab Assignments: Blackboard Labs	10%
Comprehensive Final Exam - Blackboard	30%
TOTAL	100%

GRADING SCALE

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

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.

COMPETENCY (COMP) AREAS:

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

BIO 2114 Anatomy and Physiology II

Summer 2020 (BIO 2114 THURSDAY LAB) Lesson Plan Subject to change at Instructor's discretion

DATE	CHAPTERS /CONTENT	ASSIGNMENTS (ASSGTS.)/HOME-WORK (HW)	COMP AREA
5/28	<p>Introduction (Intro.), Competency (Comp), Policies & Procedures, Body Systems (Sys) & Chapter (Ch) outline.</p> <p>Ch 18: Endocrine Sys Ch 19: Cardio Sys-Blood</p> <p><i>Please join ALL class video sessions at least 5 minutes early. Attendance will be recorded & class will begin as scheduled.</i></p> <p>All assignments are due each week before next class session.</p>	<p>Video meeting #1 10am-12. Access Video Meeting link to join on Blackboard left menu. Items listed below are due before next class session.</p> <ul style="list-style-type: none"> • Login to STUDENT MAIL: Send email to Instructor with cell number and reply to all emails sent by instructor. It is very important to check STC email daily. • Login to BLACKBOARD and go to the "Getting Started" tab on left menu. Complete STC Pledge Acknowledgement. It is necessary that you complete this before third day of class. It is a part of your no-show requirements & reserves your spot in class. • Download LockDown Browser see "How to access/download LockDown Browser and access a test on blackboard" instructions below. • Complete Blackboard Online Test Trial to get familiar with Lockdown Browser and Respondus Monitor. Please read online test rules/guidelines BELOW. • Create WileyPLUS account using the "6-digit Course Section ID". See Instructions below. Complete WileyPLUS assignments chapters 18-19. • Complete Blackboard Lab assignment: Endocrine System Lab 	1,4 a-C
6/4	<p>Ch 20: Cardio Sys-Heart Ch 21: Cardio Sys-Vessels</p> <p><i>Virtual Heart Dissection</i></p> <p><i>Friendly reminders: Please join ALL class video sessions. Attendance is required.</i></p>	<p>Video meeting #2 10am-12. Access Video Meeting link to join on Blackboard left menu.</p> <ul style="list-style-type: none"> • Communicate with group on PowerPoint Group Presentation. See PowerPoint Group Project rubric/guidelines BELOW. • Blackboard lab assignments: Blood/Circulation & Heart Anatomy Lab. • Friendly reminder: All assignments are due weekly before next class session. 	1,4 a-C
6/11	<p>Ch 22: Lymphatic Sys Ch 23: Respiratory Sys</p>	<p>Video meeting #3 10am-12. Access Video Meeting link to join on Blackboard left menu.</p> <ul style="list-style-type: none"> • Blackboard lab assignments: Lymphatic & Respiration System Lab. • Communicate with group on PowerPoint Group Presentation. 	4-6 a-C
6/18	<p>Ch 24: Digestive Sys Ch 25: Metabolism & Nutrition</p>	<p>Video meeting #4 10am-12. Access Video Meeting link to join on Blackboard left menu.</p> <ul style="list-style-type: none"> • Blackboard lab assignments: Digestive System Lab. • Communicate with group on PowerPoint Group Presentation. 	1-9 a-C
6/25	<p>Ch 26: Urinary System Ch 27: Fluid & Electrolyte</p>	<p>Video meeting #5 10am-12. Access Video Meeting link to join on Blackboard left menu.</p> <ul style="list-style-type: none"> • Blackboard lab assignments: Urinary System Lab • Communicate with group on PowerPoint Group Presentation. 	1-9 a-C
7/2 65%	<p>Ch 28: Reproductive</p> <p><i>Virtual Kidney Dissection</i></p>	<p>Video meeting #6 10am-12. Access Video Meeting link to join on Blackboard left menu.</p> <ul style="list-style-type: none"> • Blackboard lab assignments: Kidney & Reproductive System Lab. • Communicate with group on PowerPoint Group Presentation. 	1-9 a-C
7/9	<p>DEADLINE TO SUBMIT POWER POINT GROUP PROJECT VIA EMAIL TO INSTRUCTOR BY 11:55pm TODAY</p>	<p>Video meeting #7 10am-12. Access Video Meeting link to join on Blackboard left menu.</p> <ul style="list-style-type: none"> • Email PowerPoint Project to Instructor no later than 11:55pm TODAY. Points will be deducted if groups do not submit via email by deadline. See Instructions below on email subject line. Example: BIO 2114, group#1, Mary, Jane, & John. • Finals Eligibility: Test average must be 70% or above to take finals, see syllabus details. 	1-9 a-C
7/16	<p><i>Day 1 ~ Presentations Begin via video meeting 10-12pm</i></p>	<p>Video meeting #8 10am-12. Access Video Meeting link to join on Blackboard left menu.</p> <p>Groups will present via Blackboard video session beginning at 10 am.</p>	1-9 a-C
7/23	<p><i>Day 2 Presentations continued</i></p>	<p>Video meeting #9 10am-12. Access Video Meeting link to join on Blackboard left menu.</p> <p>Groups will present via Blackboard video session beginning at 10 am.</p>	1-9 a-C

DATE	CHAPTERS /CONTENT	ASSIGNMENTS (ASSGTS.)/HOME-WORK (HW)	COMP AREA
7/30	Deadline for Assignments	Deadline: Last day to submit all outstanding assignments.	1-9 a-c

BLACKBOARD ONLINE TEST RULES/GUIDELINES

Tests/Exams will be proctored on Blackboard Learn using **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 if you are looking away from your screen such as using a textbook or other resource next to your computer. It will also record sound to detect if someone in the room is providing you answers. These are normal protocols for proctored online testing.

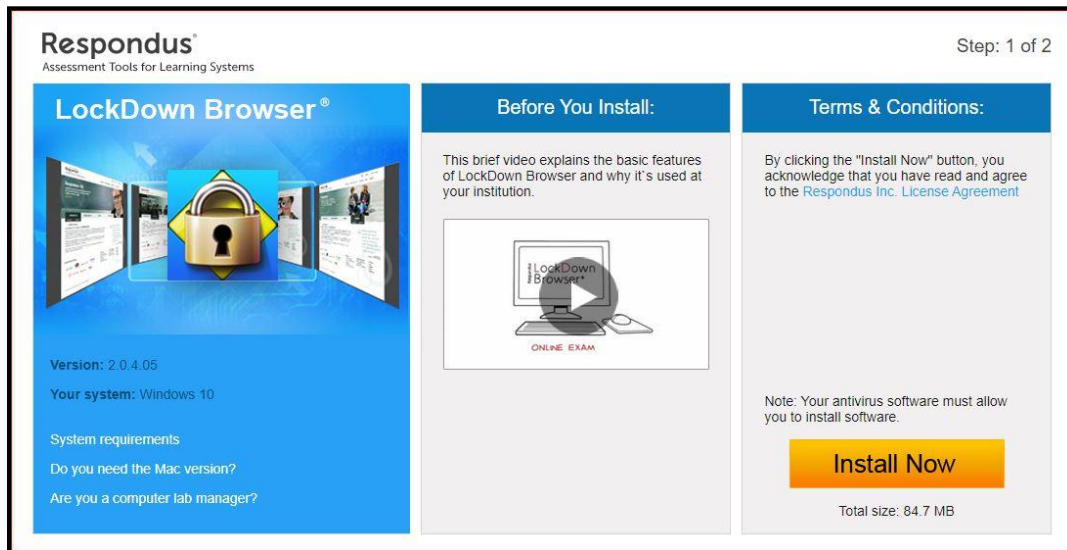
Test Requirements & Pre-Test Checklist

- Need laptop or desktop computer with working webcam. You **cannot** take test on a smart phone or iPad.
- Use Google Chrome browser only.
- **Complete Trial Test on Blackboard & download the free LockDown Browser program. Instructions on how to access/download LockDown Browser AND how to access a test is provided below.** This Trial Test will help you get familiar with the online testing procedure.
- 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.
- 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.
- If you encounter a problem, click on the "it's not working link" for troubleshooting tips. This built in support allows you to have access 24/7 with a chat support team to help troubleshoot any technical issues.
- No eating or drinking while testing. The test is timed. Your goal is to focus on answering all questions in specified time.
- No scratch sheets, textbooks, notes, power points or any other resources permitted during tests/exams.
- You will be recorded while testing & analytics are used to detect suspicious behaviors. Video segments with test violations are flagged for the instructor, with an overall risk level assigned to the test session.
- 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, screensharing, 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
- 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 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 submission on a weekly basis during the semester. Final exam 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 on the desktop if they log in to mySTC. Follow these steps to access mySTC:

1. Access the STC website.
2. Click mySTC at the top of the screen.
3. Double click the Respondus LockDown Browser icon to **watch video and download the product** to pc/laptop. Once downloaded, double click to install the Respondus LockDown Browser and following the onscreen prompts: **Note:** this link is unique to STC and should be used to access the lockdown browser install screen.



4. On the install screen, click the **Do you need the Mac version?** link if you are using a Mac computer.
5. 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 PC/laptop 
- This will take you to the normal Blackboard login page.
- Key Blackboard username and password as usual.
- Access course as usual.
- Access exam from left menu, click on **“Test/Assessments”**. This will take you to the page where you can access link for your test. You will notice the Respondus LockDown Browser security is enabled.
- Follow your instructor’s directions on the test, complete and submit the test as usual.
- Follow your instructor’s directions on the test, complete and submit the test when completed as usual.
- When finished, to resume operations using a standard browser (Chrome, Firefox, etc.), click the X on the Respondus LockDown Browser tab.

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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WileyPLUS

Find and register for your course section!

Your Course Section ID is

A62098

Step 1:

Sign up for a WileyPLUS account

- Visit www.wileyplus.com/go/login.
- Click "Create Account" to create an account.
- Fill in your account details and set your password.
- If you already have a WileyPLUS account, just log in and click "Add more courses."



Step 2:

Enter your course section ID

- Your six-symbol course section ID is provided by your instructor.
- Don't have your course section ID? Use the course finder and enter your school.

Step 3:

Access your course section

- Review your course section overview.
- Click the course section link to access your new course.



Need Help?

Live chat support: www.wileyplus.com/go/wpingsupport

WILEY

PowerPoint Presentation Group Project Check List/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 via STC email of assigned topic, list of members in your group with their contact information, and a group number.
- **Members will present via video class meeting sessions as listed on Lesson Plan.** 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 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 email by deadline on lesson plan. Points will be deducted for late submission. Email subject line should indicate: Course/day, lab group #, and first names of members. For example, **email subject line: BIO 2114 Tues, group#1, Mary, Jane, & John**
- The first page of the PowerPoint **must** include your topic, class, semester and full names of all members.

Guidelines

PowerPoint should consist of three main sections: (1) Introduction/Background of disease, (2) Diagnosis & Treatment, and (3) Ongoing Research. Each section should contain:

- (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/Criteria & PowerPoint Group Project Evaluations

Possible Points/Section	Criteria for group members' assigned portion/section: Introduction, Background, Diagnosis, Treatment & Ongoing Research	Points Earned
Introduction/Background (25 points possible)	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.	
Diagnosis & Treatment (25 points possible)	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.	
Ongoing Research (25 points possible)	These slides should adequately summarize research and current efforts to improve prevention, diagnosis, and treatment.	
Overall Presentation Quality, Group Participation, met submission deadline, etc. (25 points)	<p>All members must participate EQUALLY and correspond/communicate in a TIMELY manner on assigned portion of project. Members must provide pertinent information regarding 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 via email by deadline. Points will be deducted for late submission. Email subject line should indicate: Course/day, lab group #, and first names of members. Example: BIO 2114 Tues, group#1, Mary, Jane, & John</p> <ul style="list-style-type: none"> • Presentations should be 15-20 minutes (points deducted if not within time limit) and rubric criteria not met as listed above for each section. It is important to practice the presentation with group so that timing criteria is met. • A name must be included on each slide of the PowerPoint to indicate to Instructor which group member is responsible for individual slides. • Each member will contribute 3-5 PowerPoint slides on assigned portion. • Correspond/Communicate with members in some form of 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 the entire group from receiving a failing grade. • Verify that PowerPoints include visual aids such as video clips. Only 2 video clips permitted. Both video clips total time should not exceed 5 minutes. 	
		Total Points:

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. Online students must be self-motivated because **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! **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 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 testing listed above in this lesson plan. It will prevent you from being locked out of the test and flagged as suspicious behavior when testing online.
- One of the goals in this online 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 to make adjustments 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 issues for late work. It is the responsibility of the student to maintain functioning equipment for an online course. No excuses accepted.
- You are required to log into the Blackboard system and post an acknowledgement of STC policies and procedures by the third day of the semester. Failure to do so can result in being No Showed from your online course(s). Online instructors may require you to perform additional tasks in order to reserve your seat in their class so be sure you understand requirements.
- If you are taking an exam in BLACKBOARD and lose connection for any reason, you are responsible for contacting your instructor ASAP. How might you contact your instructor if Internet connection is down? By **printing your syllabus/lesson plans from day 1** and then calling your instructor on the number listed on the syllabus. If your instructor doesn't answer his/her phone, leave a voicemail. As soon as your Internet connection is active again, you should also email your instructor to make them aware of the problem.
- "Attendance" is required for this course and will be recorded at each video class meeting. Please plan to attend all video class sessions on time scheduled to avoid missing any pertinent information.
- Students receiving financial aid should be aware that withdrawing from a course may affect their financial aid.