

# BIOL 2401.WB

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## *Instructor Information*

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**Office hours:** *Mon* 11:00 – 1:00, 5:00 – 6:00  
*Tue* 2:30 – 3:30  
*Wed* 10:00 – 12:00, 5:00 – 6:00  
*Thu* 2:30 – 3:30

**Location of class:** Online – wherever you are connected to the Internet...

I am fortunate to have taught online anatomy and physiology courses for over a decade. During this time I have learned that successful completion of an online course requires more time and effort on the student's part than taking the same course on campus. The same can be said for teaching an online course. This surprised almost everyone until recently, but now with the every expanding world of online education many students are fully aware of this fact. The main benefit of taking or teaching an online course is the flexibility of not having to go to a scheduled class. This gives you, the student the freedom to interact with the course materials according to your own weekly schedule and it gives me the opportunity to do things like recording a lecture at 3am.

The policies and procedures in this course may seem quite rigid, but I assure you they are in place to assist you. **I am committed to your success** and to helping you on your journey through A&P. I believe the most critical elements to success in this fascinating, yet difficult course are committing yourself to the following: being or becoming organized, staying on pace, completing every assignment, and making a connection with at least one person in the course. So... make these commitments with me and enjoy the journey!

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## *Course Information*

### *Course:*

**Title:** BIOL 2401.Wb8 (lecture/laboratory)

**Course Credits:** 4 hours with lab included online

### *Course Description/Goals/Objectives:*

Anatomy and Physiology I Online is the first section of a two-semester course. During this course, the student will gain an understanding of the basic building blocks of the human body, learn the chemistry needed to conceptualize the inner workings of the body's organ systems, become familiar with the various cellular structures/functions responsible for maintaining life, and be introduced to the terminology and mathematical conversions necessary for exploration in the scientific and medical fields. The student will examine four of the eleven organ systems in depth, as well as learning how the systems interact. The laboratory portion of this course will provide the student with additional resources for understanding the anatomy and physiology of the body. The anatomical structures will be presented through the use of images and video clips. The physiology will be presented in various simulated experiments.

**Prerequisites and Basic Skills:** In order to take this course online, you must pass the Math and Reading portions of the Compass exam or successfully complete the developmental sequence of each. You must be enrolled in Medical Terminology (HPRS 1106) or have previously passed a Medical Terminology course. Additionally, you should not attempt to take this course online unless you are very comfortable using a computer. You are expected to have the following basic computer skills: website navigation, word processing, send/receive/save emails, organize/backup computer files, view online videos/tutorials, download software, cut and paste between a word processor and email program, change subject/title of email message, compose/reply to email messages in complete sentences.

### **Successful Online Learner**

The following statement describes certain attributes of the most successful online learners. It was taken from a book that I read as part of an online education workshop. Feel free to contact me if you would like information about the book. "The successful online student can work fairly well independently, engaging the course materials with minimal intervention on the part of the instructor. The student who needs significantly more input from the instructor and is not willing or able to engage in collaborative discussions and activities with peers is less likely to succeed online."

### **Required Materials:**

**Textbook:** Human Anatomy and Physiology, 8<sup>th</sup> edition, Elaine N. Marieb

**Package includes the following web resources:**

InterActive Physiology® 9-System Suite (CD-ROM),  
PhysioEx 8.0 and 9.0

Practice Anatomy Lab 3.0 (CD-ROM),  
Student Access Kit for Mastering A&P,  
Anatomy & Physiology Place companion website,  
Get Ready for A&P website, Lori Garrett,

**ISBN of package:** 0321694155

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## **Hardware/Software requirements**

### **Computer:**

A minimum of 512 MB RAM, 1 GB of free disk space, 866 MHz or higher recommended, and a monitor capable of at least 800 x 600 resolution.

### **Peripherals:**

Speakers or headphones will be needed to listen to audio files. You should have access to a microphone or webcam that provides you with the ability to record your voice for a possible assignment later in the semester.

### **Anti-virus software/firewall:**

Anti-virus software is highly recommended. Online courses involve a significant amount of file sharing, which increases your risk of getting a virus. Anti-virus software will help protect your computer in case of exposure to a computer virus. You may also consider using a firewall as added protection.

### **Other software:**

You may need to view course content that is in the form of Microsoft Word and Microsoft PowerPoint documents. There are videos in the course, which will view using [Windows Media Player](#), [QuickTime](#) or [Real Player](#). There are also short videos on the publisher's website that require [Adobe's Shockwave](#)

[Player.](#)

#### **Internet connection:**

A high-speed (Cable or DSL) connection is necessary for this course. If you do not have a broadband connection you may use a computer on campus for certain assignments.

#### **Browser and settings:**

You may use Mozilla's Firefox or Camino, Microsoft's Internet Explorer, Apple's Safari, or Google's Chrome for web browsing within Blackboard. Whichever platform you use, make sure to enable Cookies and to disable any pop-up blockers, especially those that come with Yahoo and Google toolbars. This is very important when viewing Tegrity recordings.

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### **Email Information**

#### **Email:**

Students enrolled in Odessa College must use an Odessa College student email address for correspondence in online courses. The college has already created this email address for you. **DO NOT** use the email link in Blackboard to send email to your professor. Follow the Student Email link on the OC Homepage for information on how to access your email account. Detailed instructions for naming assignments, etc. can be found within the Course Information Tab on Blackboard within a document titled "Student Email Information AP1". Keep in mind that Email is the primary method of contact in this course; therefore, students should remember to check their student email account for replies from the professor. Additionally, many assignments will be submitted as emails from your student account.

Please note: your assignments should **NOT** be sent as attachments... the assignment/information should be included within the main body of the email message.

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### **Tentative Course Schedule**

#### **Important Dates:**

The census day for this course is Wednesday, February 1. I am fully committed to your education and **DO NOT** expect anyone to withdraw from this course; however, I am required to let you know that the last day to drop or withdraw from this course and receive a "W" on your transcript is Friday, April 13.

#### **Weekly Schedule:**

The following is a tentative week-by-week schedule for this semester. The dates do not typically change in my web courses. If a date is changed, I will post an announcement in Blackboard. We will begin with Chapter 1 and proceed through the book in order until we reach Chapter 15. Chapters 7, 10, and 15 will be covered in lab only.

#### **Lecture Schedule:**

<b>Week 1</b>	Jan. 22 – Jan. 28	<b>Introduction</b>
<b>Week 2</b>	Jan. 29 – Feb. 04	<b>Module 1 – Chapter 1</b>
<b>Week 3</b>	Feb. 05 – Feb. 11	<b>Module 1 – Chapter 2</b>
<b>Week 4</b>	Feb. 12 – Feb. 18	<b>Module 1 – Chapter 2</b>
<b>Week 5</b>	Feb. 19 – Feb. 25	<b>Module 2 – Chapter 3</b>
<b>Week 6</b>	Feb. 26 – Mar. 04	<b>Module 2 – Chapter 4</b>
<b>Week 7</b>	Mar. 05 – Mar. 10	<b>Module 2 – Chapter 5</b>
<b>Week 8</b>	Mar. 11 – Mar. 17	<b>Spring Break</b>
<b>Week 9</b>	Mar. 18 – Mar. 25	<b>Module 3 – Chapter 6</b>
<b>Week 10</b>	Mar. 26 – Apr. 01	<b>Module 3 – Chapter 8</b>

<b>Week 11</b>	Apr. 02 – Apr. 08	<b>Module 3 – Chapter 9</b>
<b>Week 12</b>	Apr. 09 – Apr. 15	<b>Module 4 – Chapter 11</b>
<b>Week 13</b>	Apr. 16 – Apr. 22	<b>Module 4 – Chapter 12</b>
<b>Week 14</b>	Apr. 23 – Apr. 29	<b>Module 4 – Chapter 13</b>
<b>Week 15</b>	Apr. 30 – May 06	<b>Module 4 – Chapter 14</b>
<b>Week 16</b>	May 07 – May 12	<b>Study and Review</b>

#### ***Lab Schedule:***

<b>Week 1</b>	Jan. 22 – Jan. 28	<b>Introduction</b>
<b>Week 2</b>	Jan. 29 – Feb. 04	<b>Body Organization Lab</b>
<b>Week 3</b>	Feb. 05 – Feb. 11	<b>Chemistry Lab</b>
<b>Week 4</b>	Feb. 12 – Feb. 18	<b>Membrane Transport Lab</b>
<b>Week 5</b>	Feb. 19 – Feb. 25	<b>Histology Lab 1</b>
<b>Week 6</b>	Feb. 26 – Mar. 04	<b>Histology Lab 2</b>
<b>Week 7</b>	Mar. 05 – Mar. 10	<b><u>Lab Midterm</u></b>
<b>Week 8</b>	Mar. 06 – Mar. 11	<b>Spring Break</b>
<b>Week 9</b>	Mar. 18 – Mar. 25	<b>Skeletal Lab</b>
<b>Week 10</b>	Mar. 26 – Apr. 01	<b>Muscle Lab</b>
<b>Week 11</b>	Apr. 02 – Apr. 08	<b>Muscle Lab</b>
<b>Week 12</b>	Apr. 09 – Apr. 15	<b>Nervous System Lab</b>
<b>Week 13</b>	Apr. 16 – Apr. 22	<b>Nervous System Lab</b>
<b>Week 14</b>	Apr. 23 – Apr. 29	<b>Special Senses Lab</b>
<b>Week 15</b>	May 30 – May 06	<b>Metric Lab</b>
<b>Week 16</b>	May 07 – May 12	<b><u>Lab Final</u></b>

#### ***Exam Schedule:***

<b>Exam 1</b>	Feb. 15 – Feb. 18	Chapter 1 and 2
<b>Exam 2</b>	Mar. 08 – Mar. 11	Chapter 3, 4, and 5
<b>Exam 3</b>	Apr. 05 – Apr. 08	Chapter 6, 8, and 9
<b>Exam 4</b>	May 06 – May 11	Chapter 11, 12, 13, and 14

<b>Lab Midterm</b>	Mar. 05 – Mar. 10	Body Org. Lab – Histology Lab 2
<b>Lab Final</b>	May 07 – May 12	Skeletal Lab – Special Senses Lab

**Final Exam** May 13 – May 17 (Time TBA)

#### ***Modules: This is not a self-paced course:***

The lecture portion of this course will be presented in Modules. A Module contains lecture assignments and materials to be covered during a specific period of time. For example: Module 1 is composed of assignments from Chapter 1 and 2. The first Module spans from Week 2 through Week 4. A Lecture Examination will be available the Friday after the Module closes. Example: Module 1 ends Monday, February 13<sup>th</sup>; therefore, the Module 1 Exam will open on Friday, February 17<sup>th</sup> at 7:00 am and be available through Monday, February 20<sup>st</sup> at 7am. It does not work well to schedule exams this way at the end of the semester; therefore, the Module 4 Exam, the Lab Final, and the Final Exam will deviate from this schedule.

#### ***Assignment Due Dates:***

Our typical workweek will begin each Tuesday and end on the following Monday at 7:00 am. Assignments for the week are due each Monday at **7am**. For Example: Week 1 officially begins on Tuesday, Jan. 17 and ends on Monday, Jan. 23; therefore, all assignments from Week 1 are due before 7am Monday, Jan. 23. Week 2 will begin on Tuesday, Jan. 24 and end on Monday, Jan. 30. The assignments from Week 2 are due on Monday, Jan. 30 at 7am. The student has the flexibility to utilize the full seven-day week in this online course. The accommodation of various student schedules is an essential part of the online method of education.

Procrastination is the primary enemy of online students. I suggest that you **DO NOT** wait until Sunday night to submit homework or take an exam. It is with these facts in mind that you should be aware of the

following policy: there is a significant deduction for each day an assignment is late. Assignments may not be accepted after they are more than three days late.

### **Chapter Quizzes:**

Each Chapter covered will have multiple 15 question quizzes associated with the chapter. The quizzes will be graded and are required by all students to complete. Quizzes will have a 10 minute time limit. Each chapter quiz may be taken twice if desired. There will be no makeup for quizzes, NO EXCEPTIONS. Each quiz has 'negative feedback' embedded that gives the page number where the correct answer may be found should a student submit an incorrect answer. **The successful student will research the correct answer for questions before attempting a quiz for the second time. Quizzes will be counted as homework when calculating student's overall grade.**

*If you consider dropping this course, please discuss your reasons with me prior to withdrawing from the course. Students that began their college experience as freshman in the Fall 2007 or later can only withdraw from 6 classes in their entire undergraduate college career.*

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## **Course Evaluation**

### **Homework Assignments:**

There are many types of homework assignments within each Module. The types of assignments may include, but are not limited to: crossword puzzles, computer simulations, artwork labeling, listening to recorded lectures (Tegrity), textbook readings, lecture quizzes, lab quizzes, discussion board postings, projects, etc. You are expected to complete all assignments whether or not they need to be turned in to your instructor. I believe you will find your success this semester will be strongly correlated to the way you approach the course. The discipline, organization, and attitude that you put into this semester will pay off. The opposite is also true – a lack of the previously mentioned attributes will certainly prevent success in this course.

### **Exams:**

An online Lecture Exam will be given after each of the four Modules. There will also be two lab exams during the semester: a Lab Midterm and Lab Final. All exams may be taken from your home computer with the exception of makeup exams. You may use your book and notes on an exam. All exams are timed and there is a significant penalty for going over the time limit. You are not allowed to copy or print exams or use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

### **Makeup Exams:**

Since technology errors occur from time to time, you should be aware of the following policy: If your exam does not submit properly you will be given the opportunity to take a Makeup Exam. **NO** Makeup Exam will be provided for any student that does not take an exam during the time period provided for an exam. All Makeup Exams will be proctored and must be taken in a College Testing Center without the use of a book or notes. The Makeup Exam is a different exam than the normal test. Makeup exams may be essay exams. Depending on the college in your area, there may be a fee for this service.

### **Final Exam:**

The Final Exam is a comprehensive exam covering both the lecture and laboratory portion of the course. The Final Exam consists of all of the information presented throughout the entire semester. The Final Exam will be available online for students to take Monday, May 07. No official review will be provided for the final exam; however, you will be able to review your quizzes and exams. Everything that is presented during the semester is important to your knowledge of the body, which is why you need to prepare for the

Final Exam by studying all of your notes. As you can tell, keeping organized notes throughout the semester will really help you when it comes time to study for the Final Exam.

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### **Discussion Requirements:**

Discussion items will be posted in the discussion area for each Module. Details will be given within the discussion area for each assignment.

### **Grade Scale**

90% – 100%	A
80% – 89.9%	B
70% – 79.9%	C
60% – 69.9%	D
Below 59.9%	F

### **Course Grade**

Your Course Grade will be determined by the following: Lab Exams 10%, Homework and Quizzes 20%, Final Exam 30%, Lecture Exams 40%. There is no extra credit in the web course, since 20% of your grade is based on the correct submission of homework and Quizzes.

### **Study Groups**

I highly recommend that you try to find other students in this course to get together with for the purpose of learning the course material. This is a difficult course, but no more difficult than the same course that is taught on campus. Through the years I have seen the students that make connections with other students consistently perform at a higher level than the students who stay isolated. This is true of online courses as well. Of course, there are always exceptions. This brings up another important issue. There is a difference between studying together and cheating – there will be a statement of academic integrity that each student must acknowledge and agree to follow in order to participate in this course.

### **Tutoring**

The Student Success Center located on the first floor of the LRC is the tutoring center. Distance ed. students can access the tutoring center website by following this link: [Student Success Center](#). Online Tutoring services are available.

Students local to the Midland/Odessa metropolitan area are encouraged to personally visit the tutor lab called Synapse in room 117 of Wilkerson Hall. A student I.D. is required for participation in the Synapse lab. Synapse lab hours of operation will be posted outside of the door at room WH 117. If you attend the Synapse lab, please ask a tutor to help you log in and identify yourself as a web student.

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## **Policies and Procedures**

### **Announcements:**

I primarily utilize announcements on the homepage to communicate any needed information to the entire class. The student email account is used when communicating with individual students. If any updates are made to the syllabus, or other course materials an announcement will be posted specifying the change.

### **Assignments:**

Completed homework assignments are to be submitted to your instructor by email. Discussion questions will be completed online in the discussion area of the Blackboard website. A deduction of 15 points will be assessed for each day an assignment is late. Assignments that are 3 days late will receive a maximum grade of 55%. Assignments will not be accepted after they are more than three days late. Typically students that get behind in the A&P web courses have a difficult time catching up and passing the course. I don't want this to happen to you. This policy is here in order to motivate you to stay current in your course work.

***Tegrity/Audio Lectures:***

Tegrity provides me with the technology to capture the classroom lecture and sync it with PowerPoint files, image files, or videos and post these lectures online. Students will be reminded to go to the Tegrity tab each week and listen to the assigned lectures for that week. You may listen to these lectures on a computer or download the lectures to an iPod or other mp3 player. Most students that have taken this course state that they would not have understood the material as well without listening to the lectures.

***Instructor's response time:***

I will generally respond to the emails I receive Monday – Thursday within 24 hours (usually much sooner than this when asked a question). I usually check my email a couple of times during the weekend just to check for emergency situations, but cannot be held to this schedule each weekend of the semester. I generally send email receipts for assignments received twice per week. Please don't email me the day after you sent in an assignment to ask if I have received it. If you aren't sure if you sent in an assignment, check your sent messages box in your email account.

***Long-Term absence policy:***

Students are expected to make contact with the instructor each week by submitting assignments, posting to the Discussion Board, and/or asking the professor questions. This is not a self-paced course. Students that neglect to log in to Blackboard and/or submit assignments each week are setting themselves up for failure. Please understand it is your duty as a student to participate in the course on a regular basis.

***Student response time:***

Just as your instructor is expected to reply to your messages in a timely manner, you are expected to check your student email account and reply to email messages from your instructor.

***Student Evaluation of the Course:***

Odessa College provides an online evaluation process at the end of each semester. Students that complete the course will have an opportunity to evaluate the course.

***Academic Integrity*** is a fundamental tenet of the college experience. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion on exams will receive an "F" in the course. All persons involved in academic dishonesty will be disciplined in accordance with Odessa College's regulations and procedures. For complete information on student conduct and discipline procedures, please consult the handbook. Academic dishonesty will not be tolerated in this course. Each student will be required to read and agree to follow a statement of academic integrity in order to participate in this course.

In this course you are not allowed to copy or print exams, use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

***Statement of Special Accommodations:***

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact your instructor to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students needing assistance because of a disability may contact the counseling office no later than 30 days prior to the start of the semester.

***Grievances:***

Odessa College policy suggests that student grievances first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's department chairperson, followed by the academic dean, and the academic vice-president.



## **Preparation for Emergencies**

### **Computer Problems**

According to Murphy's Law, anything that can go wrong will. While I don't really subscribe to this philosophy, I do realize that online courses present students with various technological challenges. You may not be a member of the Geek Squad and should not have to be in order to succeed in an online course. With this in mind there are a few basic preparations that you can make in order to ensure your semester goes smoothly, regardless of the technological glitches that may occur.

### **Organize/Organize/Organize**

Organizing your files into folders will make it much easier for you in the event of an untimely computer problem. Plus, you can simply drag the main folder to a thumb drive/etc. and all subfolders will also be copied.

### **Save early/Save often**

Get into the habit of saving your files early and often. Most software programs even allow you to set it up so that your work is automatically saved at a specified interval of time. Even so, save early/save often is an excellent mantra for computer users.

### **Backup Data**

Definitely produce a backup of all assignments/documents/emails that you produce during the semester. It is highly suggested that you utilize a thumb drive or external hard drive in addition to saving all course files on your computer. Thumb drives provide a very convenient method of storage. A 2GB model is a great investment in your peace of mind for around \$10. You never know when lightning may strike and render a computer useless. Backing up files is necessary in the virtual world.

### **Alternate Computer**

Make arrangements to have access to another computer that you can use in the event you have computer problems. Identify a college, library, Internet café, employer, friend, or other source that would provide you with computer access in case of emergency. Always be prepared for waking up to a non-functional computer.

If you take care with these few simple suggestions you will understand why technology problems are **NOT** acceptable reasons for deadline extensions.

### **Complete Loss of Contact**

If you lose the ability to contact your instructor from your primary computer, you should contact your instructor via email from another computer. If you lose the ability to contact your instructor from your student email account, you should contact your instructor via another email account.

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## **Support Services**

### **Learning Resource Center (Library)**

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

### **Student Email**

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.



### ***Student Portal***

Please access the Odessa College Portal, by following the link: <http://www.odessa.edu/portal.htm>. The Portal is a password protected website for OC students & employees. As a student you have access to the following information: Grades, Class Registration, Class Schedules, Specific Course Information, Smarthinking Tutoring and MORE.

### ***Technical Support***

Technical Support For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878, 432-335-6538, or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### ***Important School Policies***

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

### ***Testing Center***

432-335-6622

### **Access to Odessa College Library Online Catalog**

<http://www.odessa.edu/dept/library/>

### **Access to Student Success Center Website**

<http://www.odessa.edu/dept/ssc/>

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## ***Additional Information***

### ***Tentative Nature of Course Information Sheet***

This Course Information Sheet is tentative and subject to revision at any time during the semester. If any changes are made, an announcement will be posted on Blackboard informing you of the change.

I realize there is a lot to “digest” in this document; therefore, I highly suggest that you print the Course Information Sheet and read through it periodically. This document is more like a reference manual than a traditional Course Information Sheet. There are some sections that you may want to become more familiar with than others. The purpose of this document is to provide you with as much information about the course as possible at the beginning of the semester.

***I hope you have a great semester learning about the fascinating human body!***

### Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - post grades for discussion postings within one week of the discussion thread closing.
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

#### Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
  - **getting "kicked off" of the system during tests or quizzes;**
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask **questions if I don't understand; and,**
 access my course several times during the week to keep up with assignments and announcements.