

Professor -- Prof. William Olexik

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GRADE COMPOSITION

Your course grade will be determined from the accumulation of a total of 800 possible points, distributed as follows:

4-----Lecture Tests-----	100 points each-----	400
4-----Lab. Tests-----	100 points each-----	<u>400</u>
	TOTAL-----	800

Bonus points (above the 800) will be offered at various times in the form of extra, optional test questions and possibly as unannounced quizzes.

GRADE DETERMINATION

The lowest of your 8 test grades will be dropped. You must take all 8 tests, however. Thus, your final grade will be based upon **700 points**.

The grading scale for course grades is:

700 – 630	(1.00 - 0.90) = A
629 – 560	(0.89 - 0.80) = B
559 – 490	(0.79 - 0.70) = C
489 – 420	(0.69 - 0.60) = D
below 420	(<0.60) = F

There will be NO curve utilized for assigning grades.

Since the lowest test will be dropped and bonus points made available, no further adjustment of grades shall be considered.

LECTURE TESTS

None of the Lecture Tests will be comprehensive (i.e. covering material from previous tests).

Note the Lecture Schedule for their times. The material to be covered on each test is specified there as well.

The types of questions and other details concerning the tests will be explained before the first one.

Before each test, possible questions will be posted on my web page [see LECTURE AIDS below].

Answers will be provided, but only a day or two before the test. ***Approximately 50% of each test will come from these questions.***

LABORATORY TESTS

These will be *practical* exams based upon actual anatomical and histological observations. Details will be given before the first test.

Note the Laboratory Schedule for their times and which labs will be covered on each.

MAKE-UPS

Laboratory tests can usually not be taken at any time other than when scheduled, because: they involve much time in preparation; they occupy an entire lab's work space; and, they must be taken down quickly. Check, though, as it may be possible to take a laboratory (or even lecture) test with another section. Lecture tests may (if possible) be taken early or late (within two weekdays after the scheduled test time) with permission. Do this by contacting me, **BEFORE** the scheduled test time, in the following ways: in person; by email; by phone (there is voicemail on my office phone); or, if I am not in my office, leave a message there (just leave a note). If you cannot personally communicate your situation to me, I will accept the message from someone else. However, do not forget to give a phone number with your message so that we can make arrangements as quickly as possible.

In order to take a test in this way, you must provide written evidence of your reason – this will be verified by me. Lacking such evidence, you will receive a “0” for the test.

Since I drop the lowest of your 4 lecture tests (only those that were taken), there will be no make up opportunity other than what was described above.

Bonus points can not be made up.

LECTURE

Lectures will be mostly on physiology (functions). The lecture time will be primarily utilized for the presentation of material, since this is a survey course. However, you are encouraged to ASK QUESTIONS whenever difficulty in comprehension is encountered. The relevant text reading (see Lecture Schedule) should be done before class, to give insight into the nature of the material and to gain familiarity with terminology. I will not insult your intelligence by reciting the text in lecture, but will present material from various sources. Thus, the text is primarily a reference and a supplement; this will not be a course on your text, but upon anatomy and physiology.

Note taking will be a MUST -- the emphasis will be on what is presented in class. The following hints should help you do this more effectively:

- Do not attempt to just take dictation -- this inhibits effective listening.
- Do write pertinent points.
- Do *listen* to what is being said to hear its essence. It is at least equally important to understand relationships as it is to note "facts".
- Do ask questions when necessary.

To assist you in making the all important correlations between the physiological material and the hands-on approach of the laboratory work, some of your “lecture” material will actually be

presented during what would otherwise be considered as "laboratory" time. See the Laboratory section below for details.

LECTURE AIDS

A **DETAILED OUTLINE** OF EACH TOPIC will be available on my Web pages* prior to its discussion. Downloading them will be the only way to get copies. This will be an invaluable aid -- it will permit you to more easily follow the lecture, while just adding marginal notes. There will be other materials to download as well, so check everything. **Before class, carefully study this material along with the relevant text reading.** During lecture, I will present additional examples and other clarifying information in support of the material in the outlines.

The material will be presented in the way I feel is most meaningful for this course, not necessarily in the sequence, or depth, of the text. **All testing will be based on the outlines and material presented in lecture**, unless specific reference is made to the textbook or other sources.

Additionally, lectures will be recorded. These digital recordings will be put on my Web pages as soon as possible after each lecture. They will be in MP3 format. This will allow you to review the lectures as many times as you need.

LABORATORY

Laboratory will be mostly anatomy (structure) and histology (microscopic anatomy). The laboratory time will essentially be informal. The work will often be performed in small groups, and inter-group communication will be helpful. Organisms are subject to normal variations, and the perceptions and perspectives of other should be gained.

At the beginning of each laboratory period locations of materials will be given, unless a previous topic is being continued. There will be occasion to speak to the entire class at other times during the period, however, to show color slides of material and to correlate what is being seen and handled with the lecture component of the course. It will be essential to take notes during these times, as **anything presented during "laboratory" time, to explain how and why body parts function as they do, will be considered as part of your "lecture" material.**

The laboratory manual and various materials (from my Web page) will serve as study aids for this *practical* portion of the course.

There will be no scheduled breaks during the period, but if you feel the need take a short period of time for yourself. Smoking is not permitted on campus. . At times it may be acceptable to bring snacks or drinks into the laboratory; definitely do not eat during lecture or any other time I am speaking to the entire class.

LABORATORY AIDS

Available on my Web pages will be photographs of microscope slides, anatomical models and various other materials. **Check this very often.**

* In your internet browser just type in this URL—www.montgomerycollege.edu/~wolexik.

ATTENDANCE

This is the College's attendance policy:

Students are expected to attend all class sessions. In cases involving excessive absences from class, the instructor may drop the student from the class. "Excessive absences" is defined as one more absence than the number of classes per week during a fall or spring semester.

Attendance will be kept. I will do this at the beginning of lecture and again in lab. Excessive unexcused absences **will** lead to being dropped from the course.

Being tardy is disruptive to the entire class, especially during lecture. If you are late, just quietly move to and settle into the nearest available seat; and, most importantly, do not determine what is happening by distracting fellow students in any manner. **Being late 4 times (regardless of the reason) will be counted as an unexcused absence.** If you have special, extenuating circumstances, please speak with me privately as soon as possible.

MAKING-UP WORK

Lectures missed can be made-up by copying notes from classmates and listening to the recordings on my web pages.

For laboratory work missed (or for review), the room will be made available only for a short time on Fridays. This is due to the room being in use for classes from 8:00AM until 10:00PM Monday through Thursday and 8:00AM until 4:00PM on Fridays. Specific open lab times will be given on the Laboratory Schedule. **There will be faculty assistance during the open lab time.**

CLASSROOM BEHAVIOR AND ACADEMIC DISHONESTY

All students should expect to be treated with respect by the professor. The professor should expect to be treated with respect by the students. The professor has the responsibility to provide and demand a classroom atmosphere conducive to effective learning. Cheating on tests or quizzes, as well as other forms of academic dishonesty, will not be tolerated. Note these sections of the *Student Handbook* for details. **Cellular phones must be TURNED OFF in the classroom;** if an emergency situation exists or your work requires constant access, then speak with me privately.

SUPPORT SERVICES

A student who may need an accommodation due to a disability should make an appointment to see me. A letter from Disability Support Services (DSS) authorizing your accommodations will be needed. The DSS office is located in the Counseling and Advising Building (room CB-122).

If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College website at www.montgomerycollege.edu/combat2college/ and/or contact Joanna Starling 240-567-7103/SV103 or joanna.starling@montgomerycollege.edu.

WEATHER OR OTHER COLLEGE CLOSINGS/DELAYED OPENINGS

If the College is closed, come to the next class prepared to do whatever lecture and lab was missed – this includes tests. Obviously, this means that the schedule will have to be revised; and, I will announce the changes.

If there is a delayed opening that affects only part of the three hours of class (lecture plus lab), you will be expected to attend for the remaining class time. And, again, be prepared for the scheduled lecture and lab for that day. This means that **if a lecture or lab exam was scheduled, come prepared for it.**

OFFICE HOURS

My office hours will be 10:00-11:00 AM Tuesday and Thursday, and 9:00-10:00 AM Friday. If you need help with course material, are having any kind of problem or just want to talk feel free to see me, to call or send an e-mail.

If my office hours are inconvenient contact me anytime and I will give you as much attention as possible. An appointment can also be arranged.



**REFER TO THIS HANDOUT VERY OFTEN DURING THE SEMESTER.
IT IS YOUR *USER'S GUIDE* TO THIS COURSE.**

IF YOU HAVE ANY DOUBTS ABOUT ANYTHING, THOUGH--ASK ME.