

Department of Allied Health Sciences

Health Information Technology

Human Anatomy & Physiology

Course Syllabus HIM 1453

Valencia College

SPRING TERM 2022

Credit hours: 3

***Professor***: *Dr. Sholeh Mehdizadeh*

***Course Number****: HIM 1453 – CRN 26547*

***CONTACT*:** Email within Valencia Canvas mail system

*Email:smehdizadeh@valenciacollege.edu*

*Please expect a reply within 24 hours of being contacted through Atlas Email.*

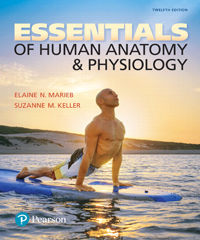
***OFFICE HOURS*:** The course is online. Available at daytime hours

Welcome to the online course HIM 1453. I am looking forward to working with you as we explore the Human Anatomy & Physiology. I highly recommend that **you read the syllabus before class begins** and feel free to contact me via email if you have any questions regarding the course.

***Prerequisite***: Admission to the Health Information Technology Program or Medical Information Coder/Biller Certificate Program.

***Required Course Texts:***

Essentials of Human Anatomy & Physiology, By: E. Marieb, & S. Keller. 12th ed.



The course is integrated with Canvas, the ONLY way for your students to access the class sections is directly through Canvas.  You will encounter the payment window as soon as you click a Pearson link. At that point, you will have the option to purchase access right then and there, enter a code (or can purchase at the bookstore) or utilize a **14-day free trial**.

After joining a course using the course invitation link, you can choose the option of a 14-day Temporary Access to begin using Revel without payment.

After registering with temporary access, you can upgrade to full access using the prompt that appears in the website every 24 hours. You can dismiss the prompt.

Your **14-day temporary access** period begins on the day you click **Start Temp Access** on the Purchase Materials page. The Purchase Materials page will appear after you click your course to enter it from your My Courses page.

When Temporary Access expires, you will see a prompt to either enter an access code or purchase online access when you click the course title from the Courses page.

After you enter a valid access code or completes payment, you have full access to course materials.

**My Labs & Mastering:**

* **Student Registration Step by Step walkthrough**[**here**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.pearson.com%2Fgetsupport%2Fs%2Fguided-assistance%3Fp%3Dregistration-and-access-codes%2Fmylab-how-to-register-with-canvas&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C1369cbf0a27d40d39b5208d8ed99bfdb%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637520592852798903%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=AVoQu%2B5TZrUo8U5eFsFYz%2BhytYK%2FAH9M3taOF%2FJxeEk%3D&reserved=0)
* **Student Registration Video**[**here**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.loom.com%2Fshare%2F92deea969a7c40569ef5cd694d55e56d%3FsharedAppSource%3Dpersonal_library&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C1369cbf0a27d40d39b5208d8ed99bfdb%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637520592852808900%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=s3McSMCez%2BPakdeuSfJ6CNMIjv3l2QtXJ0BFL7TEW4U%3D&reserved=0)***\*shows/explains 18 wk, 18 mo, 24 mo access)***
* [**MyLab/Mastering: 14-Day Temporary Access**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.pearson.com%2Fgetsupport%2Fs%2Farticle%2FTemporary-Access-FAQ-What-it-is-and-how-to-use-it&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C1369cbf0a27d40d39b5208d8ed99bfdb%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637520592852808900%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=oJ7HcpcGBf5TCXcrqdN4NlRkFghOzTWKFH8r1bFsCqo%3D&reserved=0)
* [**Upgrade Temp Access to Full Access in MyLab/Mastering**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.pearson.com%2Fgetsupport%2Fs%2Farticle%2FMyLab-Mastering-Change-Temporary-Access-to-Full-Access&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C1369cbf0a27d40d39b5208d8ed99bfdb%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637520592852818895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=MiImK3qqtNfVUwsH%2FQ0P9R2uYQOJ1jFKBj6E2CygjPI%3D&reserved=0)
* [**Upgrade Temp Access to Full Access via Canvas**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.pearson.com%2Fgetsupport%2Fs%2Farticle%2FMyLab-Mastering-for-Learning-Management-Systems-Change-from-Temporary-to-Full-MyLab-Access%3Fr%3D44%26ui-knowledge-components-aura-actions.KnowledgeArticleVersionCreateDraftFromOnlineAction.createDraftFromOnlineArticle%3D1%26ui-knowledge-aloha-components-aura-components-knowledgeone.ArticleActions.handleEditPublished%3D1%232&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C1369cbf0a27d40d39b5208d8ed99bfdb%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637520592852818895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=DmZhFmz4OZIiWEYPg%2FMNmb8tBgKrmO%2Fod4v4SP9HDuM%3D&reserved=0)**\**for MyLab/Mastering courses linked to Canvas***
* [**Where to purchase your “Print Offer”**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.loom.com%2Fshare%2F3590299994ef4dfd9059fde5c189bd0e&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C1369cbf0a27d40d39b5208d8ed99bfdb%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637520592852828890%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=WSGA4foQKBNikDwxMbBKCM5Q6vHKyBxY%2BD2svUxuXkw%3D&reserved=0)***(aka loose leaf, printed textbook) from within MyLab/Mastering courses***
* **MyLabs:**[**Student Support page**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.pearsonmylabandmastering.com%2Fnorthamerica%2Fmymathlab%2Fstudents%2Fsupport%2Findex.html&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C1369cbf0a27d40d39b5208d8ed99bfdb%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637520592852828890%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=R9y7Bbg8KPJlF0uw%2Fey6LDYKQ3LZFj3ar3nJfjFW88U%3D&reserved=0)
* **Mastering:**[**Top Questions for Students**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.pearsonmylabandmastering.com%2Fnorthamerica%2Fstudents%2Fmm-support%2Ftop-questions%2Findex.html&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C1369cbf0a27d40d39b5208d8ed99bfdb%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637520592852838886%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=4dqrE3tN492XUBr%2FyPM88Hf7fnQOisC2tmDqlM1vNjE%3D&reserved=0)

**Course Description:**

This course will introduce students to the essentials of anatomy & physiology of the human body. Students will be provided an in-depth review of the structures and functions of the body systems. An emphasizes will be placed on the relevance of anatomy and physiology to student lives and career.

**Chapter 1** The Human Body: An Orientation

**Chapter 2** Basic Chemistry

**Chapter 3** Cells and Tissues

**Chapter 4** Skin and Body Membranes

**Chapter 5** The Skeletal System

**Chapter 6** The Muscular System

**Chapter 7** The Nervous System

**Chapter 8** Special Senses

**Chapter 9** The Endocrine System

**Chapter 10** Blood

**Chapter 11** The Cardiovascular System

**Chapter 12** The Lymphatic System and Body Defenses

**Chapter 14** The Digestive System and Body Metabolism

**Chapter 15** The Urinary System

**Chapter 16** The Reproductive System

***Course Learning Outcomes***

· Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy and physiology.

· Recognize the anatomical structures and explain the physiological functions of body systems.

· Recognize and explain the principle of homeostasis and the use of feedback loops to control physiological systems in the human body.

· Recognize and explain the interrelationships within and between anatomical and physiological systems of the human body.

· Synthesize ideas to make a connection between knowledge of anatomy and physiology and real-world situations, including healthy lifestyle decisions and homeostatic imbalances.

· Demonstrate information literacy skills to access, evaluate, and use resources to stay current in the fields of anatomy and physiology.

**Grading System:**

Students are exposed to a number of evaluating/assessment tools, each are composed of points. Grading is calculated by dividing points earned by total number of points possible. Evaluating/assessment tools are: Lecture examinations, Quizzes, Homework, Final exam, and Discussions (if applicable).

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The Grading Scale is as follows:

90 -100% = A (839-925 pts.)

80 -89% = B (756-838 pts.)

70 -79% = C (674-755 pts.)

60 -69% = D (391-673 pts.)

59% or below = F (0-390 pts.)

*There will be no additional curving.*

*Course evaluation is based on the criteria listed in the table below. Grades are calculated on a point system. Make sure to check your grades periodically for any discrepancy.*

|  |  |
| --- | --- |
| **Grading Criteria** | **TOTAL POINT VALUES** |
| 4 Lecture exams | 396 |
| 16 Chapter Homework | 160 |
| 16 Chapter Quiz | 160 |
| 16Chapters Discussion | 80 |
| Final Exam | 120 |
| Honorlock Demo Test | 5 |
| Introduction to Mastering | 4 |
| **GRAND TOTAL** | **925 POINTS** |

**The Final Exam must be completed by the assigned day and time (see the syllabus) unless a student has documented proof of a medical emergency; the medical documentation must be submitted to the instructor by email within 24 hours of the student's medical release.**

**\*\*Accepting a student’s document as a legitimate excuse is all at the discretion of the professor**

**Assessment Process (Grading Policy):**

1. Four multiple choice lecture exams (99 pts.) and one multiple choice final exam (120 pts) = 516.

2. 16Chapter Homework at 10 pts = 160 pts

3. 16 Quiz at 10 pts =160 pts

4. 16 Chapter Discussion Assignments at 5 pts= 80 pts

5. Introduction Mastering = 4 pts

6. Honorlock Demo Test= 5 pts

\*\*TOTAL POINTS: 925

**Attempts and Assistance (Homework)**

* You can take this assignment up to 2 times and keep your best score.
* Number of tries per question is 1. Some credit is lost for each incorrect answer.
* Hints can help you correctly answer the main Part question, avoiding credit loss for wrong answer attempts.
* Hints do not affect your score.
* Lose all credit for a question if you run out of answer attempts or request the answer.
* Late assignment items: receive no credit

**Attempts and Assistance (Timed Assignment Quiz- 40 minutes)**

* 1 attempt allowed on this question.
* Once you start the timer, keep working on this assignment. If you open another assignment, you'll lose any remaining time.
* The timer continues to count down if you leave this assignment for any reason.
* The time changes to yellow for the final minute countdown. When time's up, you cannot submit any more answers.
* The due date overrides any time remaining on the timer.

Some credit is lost for each incorrect answer.

Multiple choice and true/false (1 correct answer):

Deduction per incorrect answer before last answer option is an equal %, based on number of answer options minus one

"Select all that apply" multiple-choice answers:

Partial credit if you correctly answer some portions and run out of tries.

No credit if answer attempts remain (you don't complete the question).

For all other questions:

You lose 3% per incorrect answer.

Lose all credit for a question if you run out of answer attempts or request the answer.

**Discussions Assignments** – there are online chapter discussion posts where students will interact with class peers virtually. The class discussion post is required for your online class attendance. For discussion activities, you will be asked to submit an initial posting early in the week no later than Wednesday. This posting should offer specific, original, and thoughtful response to the discussion topic. (Minimum of 200 words). For responses to your classmates’ initial posts, you should offer something significant to the conversation by either extending or adding to the argument, analysis, or position of the original post or offering an alternative point of view, analysis, or position. For each discussion students are expected to reply to a classmate by Sunday with a minimum of 50 words. Timeliness of replies will be assessed.

\*\*Available points may be changed at the discretion of the professor.

A **“due date”** means the last day for which an assignment is due. Unless specified differently (as may be the case of exams**), assignments will be due at 11:59 pm of the designated day.** Early submissions are welcomed; there is therefore no excuse for late submissions**. No late assignments will be accepted.** Technology problems are no excuse for lateness. Expect electronic glitches/power outages and plan a head.

* **Do not wait** until the last minute to submit your work or explore items online. Students are advised not to use a wireless internet connection to take the exams. Students must complete **all coursework** or they will be assigned a **grade of 0** for anything missing.
* All **assignments** are due the given date and time, and **will not be accepted late.** Students must complete **all coursework** or they will be assigned a **grade of 0** for anything missing.
* All exams MUST be taken on **scheduled dates only (not early and not late )**. **If an exam is missed, a grade of 0 will be given for that missed exam**. If there is a conflict for the time of the exam, please notify me via email in advance. An unexcused missed exam will count as zero (0) points.
* There are **no exam resets**. The exams will not be reopened. There are **no make up exams.**
* The final exam score will not be dropped. Each student must take the Final Exam unless he or she withdraws before the withdrawal deadline, otherwise **Failure to take the final exam will result in a 10% penalty on your overall course grade.**
* Students **must use a computer with reliable internet access** because **excuses or failure to complete assessments due to computer error will not be permitted**.

Students are expected to take all exams during the semester. It is NOT wise to wait until the final exam to improve your overall grade. Grand total is calculated by adding points gained from lecture exams, quizzes, lab practical exams, attendance and final exam. The gained points are divided by total possible points and apply the grading scale described earlier (see Grading Policy and chart). Besides your assignments, there are many valuable additional resources in Mastering.

**Faculty/Student Communication:**

Students are encouraged to check their emails and the course announcement section at least every other day. If a student needs to contact me, please email me (include your name & name of course in the subject line) and allow me at least 24 hours to respond back to you excluding weekends and holidays.

**How this course works:**

Each week, you’ll have online assignments that you’ll complete in Canvas.

Those assignments, along with other resources posted, are your “lectures” as well as your homework.

If you’re going through the material and not understanding it…please ASK QUESTIONS! (USE DISCUSSION BOARDS)- EMAIL

Your responsibilities:

1. Check your email and Canvas Announcements every day for potential course announcements.

2. Organize your time for both study and completing assignments. I know you may have other classes, jobs, family, social life. But you are responsible for organizing all of that in a way that will allow you to be successful in this course.

3. Get started on each week’s assignments early.

4. Check all of the due dates and exam dates NOW – and write them on your calendar. (Refer to syllabus)

5. Be familiar with your computer and the software required for this course. You are responsible for contacting technical support when needed (Valencia for Canvas issues and Wiley Plus for your book and assignments issues).

6. Use a fast, reliable high speed (and preferably wired) internet connection to complete all coursework.

7. In an online course, you have to be an independent learner. I can’t read your mind. So, you have to ask questions. First read the course material (e.g., book chapters, power points, videos, syllabus, etc.) thoroughly. Email me if you have any questions.

**Attendance:** is not recorded during this online course. However, the College believes that regular attendance and class participation are significant factors which promote success in college. Canvas, our course management system, logs your online activities and this record will be used to monitor your attendance. You are expected to participate in the weekly activities of the class, beginning during the first week of the semester and for the remainder of the semester, to remain in good standing in the class. Failure to participate in the activities of the first week of class will identify you as a “no show” for attendance purposes and will result in an administrative withdrawal from class. I recommend log in at least twice per week. **[Faculty**: Last day to report no show in Spring term is January 20, 2022].

***IMPORTANT REMINDERS:***

**Refund Deadline:**

The date for withdrawal to receive full refund: January 18, 2022

**Withdrawal Deadline:**

The date for withdrawal to receive a grade of “W”: March 25, 2022

If you are planning to withdraw from the course, please notify me with a message via email. DO NOT expect me to read into your attendance pattern.

The professor will not drop students from the course for any reason. Students are solely responsible for initiating the withdrawal process. Students are not permitted to withdraw after the withdrawal deadline. Please refer to the College Catalog for further information on the Valencia College Withdrawal policies.

**Online Requirements and Policies**: If you cannot meet the requirements listed below there will be no special accommodations for your particular situation, you should perhaps drop the course and select another section that will work better for you.

**Technology Requirements**: Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted. The college uses the Canvas learning management system (LMS). The following link provides answers to common questions students may have about Canvas:

<https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>

The following link lists the minimum computer requirements to successfully run Canvas:

<https://community.canvaslms.com/docs/DOC-10721-67952720328>

Valencia College has laptops available for students to borrow for the term free of charge.

Visit [https://valenciacollege.edu/laptop](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Flaptop&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C9342da928ece48b75d8108d9d3cf5592%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637773709704998548%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ojHVPTb2vovnwRC3r31Gigvkrlgc9XjZUkFHLoyNr2E%3D&reserved=0) or call Enrollment Services at 407-299-5000, extension 1507 to request one.

* Students must be enrolled in a class to qualify.
* Valencia will ship the laptop to the student, at no charge.
* International students are eligible (will ship internationally).
* Students must return the laptop by end of term.

Please note – while Safari can be used for Canvas, Pearson has announced that Safari is not compatible with MasteringBiology. If you own an Apple-based system and use Safari, you will need to install a second browser to use to complete the required MasteringBiology assignments. **The recommended browsers are Chrome and Firefox**. In addition to the minimum requirements, you are also required for the HonorLock online proctoring application we will be using this semester. Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted. In addition to these basic requirements, **you will need to download the Google Chrome browser as it will be required for all online examinations this semester.** This browser is available for Windows- based, Apple-based, and Chromebook systems. You will be required to install the Honorlock extension in the Chrome browser in order to access the exams in Canvas. This extension turns the browser into a lockdown browser and allows remote exam proctoring**. Academic integrity policies are expected to be followed. There will be only one attempt for these exams**. Canvas will also keep a record of your internet activity, including during the exam.

The examinations are closed book - your textbook, study guides and any other notes may not be use during the examination. All portable devices (smartphones, smartwatches, etc.) must be placed where you cannot reach or see them. You must complete the HonorLock ID authentication and room scan (including under your desk) process before you begin the examination. When you are ready to test, go to your course in Canvas and click on your exam. Clicking Launch Proctoring will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by the webcam as well as recording your screen (Pearson- No Password is Required). Honorlock also has an integrity algorithm that can detect the “extra” movements, all the voices/whisperings/noises, etc. To prevent being "red-flagged,” be ready to take the examinations in a QUIET location where you will not be disturbed by other people in your household, and please do NOT look anywhere else but on your screen, do NOT talk to anybody, do NOT have your other technology gadgets near you, do NOT wear hats and headphones, and do NOT eat/drink while taking the assessment.

If you encounter any issues during an exam, you can contact support (available 24/7) by live chat within the Honorlock window in Canvas or by phone (855-828-4004).

You can also browse through students' FAQs: https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php.

Video, sound and your computer activity will be recorded while you are taking the examination. Once you begin the lecture exam, you will have 65 minutes to complete the examination. If you choose to leave the exam for any reason, the timer will continue to run. At the end of the 65-minute time period, your examination will be terminated and submitted, and you will not have another opportunity to take the examination. MAKE SURE THAT YOU HAVE PREPARED TO STAY AT THE COMPUTER FOR YOUR FULL EXAMINATION TIME.

You will be required to sign an academic honesty agreement, and this must be on file with me prior to the first exam – you will not have access to the exam unless your signed agreement is on file. Please Note: If, for any reason, Honor Lock is not available for an exam, report it immediately to Honor Lock tech support and your instructor. Any exam taken without HonorLock will receive a zero.

**You will have to follow clear instructions (shown below) while taking the proctored exams. If not, you are going to receive a violation report, and a copy of that report is going to be sent to the Dean as well.**

**After verifying your identity and before the examination starts:**

* SLOWLY do a 360\* scan of your room
* Scan top of workspace and under the tabletop (you have to do your test at the desk, dining, or kitchen table or any other hard surface while sitting in a chair. Lying in your bed is absolutely not permitted. Holding your laptop on your lap, chest, or on the floor or anywhere else that is not the hard surface is not allowed. You must remove the clatter from the tabletop and you must record that this tabletop is EMPTY and you must take the test at the table you just recorded!
* Show the front of the computer screen, in order to record that you have absolutely zero notes taped around your screen (if your camera is integrated in the computer show the front of the computer screen with a small mirror; you do not need to use a huge mirror)    
  **During the examination:**
* You have to sit at the desk, and not sit/lie on your bed
* Cannot test sitting under the covers of your bed
* Cannot have blankets/covers over your lap while sitting and testing
* Cannot sit in the public place
* Cannot eat or drink while taking the assessment
* Cannot have TV, CD player or anything that produces sound in the background
* Face forward (keep entire face visible) look at screen while testing
* Do not look anywhere else but in your screen
* If need to look away, look up at the ceiling (not down, not left, not right)
* No Speaking the questions out loud; No mumbling; No whispering (there must be complete silence as you were in the classroom taking an exam)
* No phones, other technology gadgets, books, or papers (all of these)
* Do not talk to anybody & No one talking to you while taking the test
* No leaving the camera/testing area while testing; choose ONE location for testing
* If you continue taking the exam without HonorLock proctoring, you will receive a ZERO
* Do not wear headphones, sunglasses, hats

Learn more about Honorlock by clicking on the following link: https://honorlock.com/students/

**Email Etiquette:**

1. Subject line: Include the course name and a specific subject heading for your email (example: HIM 1453- Question about Chapter 10)

2.Greeting: You should address your professor as Dr. Mehdizadeh (Dr. Sholeh)

3.Tone and style: Use a tone and language appropriate for professional communication. Emails written in incomplete sentences, without punctuation or in text shorthand (i.e., RU giving a test 2day?) will not receive a response.

4.Content: Before sending an email, please review the syllabus, course website and/or textbook. Be thoughtful in your email. If you need in-depth help on a specific task or need general study guidance, please email me right away. I am happy to help.

5.Signature: Please sign with your full name, course name and lecture time.

**Netiquette:** The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. In order to maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

**Diversity Statement:** It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. “In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.”

**All students are expected to:**

• show respect for the instructor and for other students in the class

In all emails that students send to their classmates or the professor, they are expected to be respectful and avoid any disrespectful comment. Disrespectful comments in a student’s email will be taken into consideration when assigning a final grade at the borderline.

• respect the privacy of other students

• express differences of opinion in a polite and rational way

• maintain an environment of constructive criticism when commenting on the work of other students

• avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

Students should not:

• Show disrespect for the instructor or for other students in the class

• Send messages or comments that are threatening, harassing, or offensive

• Use inappropriate or offensive language

• Convey a hostile or confrontational tone when communicating or working collaboratively with other students

Use all uppercase in their messages- This is the equivalent of shouting.

***Reading assignments:*** are shown in your tentative course schedule module and should be completed weekly.

**Successful Strategies:**

-There is a lot to learn in a short time. You will need to maintain a positive attitude and maintain a high level of motivation.

- Learning anatomical terms is like learning a new language and it is very important that you learn and UNDERSTAND definitions. Try creating flash cards with the term on one side and its definition on the other and run through them frequently. These are great study tools prior to an exam.

- Allow ample time to study. This technique prevents cramming the night before an exam. Study 3-4 HOURS EACH DAY in order to successfully pass this class.

- See a tutor online. Free- of-charge tutoring is available.

**Learning Support:**

Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

Please note: **Brainfuse** is our new 24/7 online tutoring and learning hub, which is available to all of Valencia’s students. **Brainfuse** is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring

**Academic Honesty:**

Academic dishonesty will not be tolerated. Incidents of cheating and/or plagiarism will result in severe academic penalties including failing the course. If during a test and timed assignments, a student helps another student to find the answer of a question(s)in any way, students involved in plagiarism will not be allowed to take the test, and their grade will be F in that test.

Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of “F” in the course.

For more information, please go to the following address: http://valenciacc.edu/policies and then 6Hx28:8-11 Academic Dishonesty. Any violation of the policy (submitting someone else’s work as your own, cheating on an exam, etc.) will result in a grade of zero on that assignment. Repeat offenses will result in an F in the course and referral to the Dean of Students.

**Disabilities:**

Students with disabilities who qualify for academic accommodations must work through the Office for Students with Disabilities (OSD) and discuss specific needs with me during the first week of classes. The OSD determines accommodations based on appropriate documentation of disabilities (West Campus SSB102, ext 1523)

The OSD offices are located in the UnionWest building.  For Valencia students, the contact person is Danelle Maschhoff (email dmaschhoff@valenciacollege.edu).  Her office is in the Testing and Accessibility Office in UnionWest, room number 210.  For UCF students, the contact person is Theda Llewellyn (email: Theda.Llewellyn@ucf.edu), also located in UnionWest, room number 210.

**Disclaimer Statement:**

Changes in this syllabus and/or schedule may be made at any time during the term by notice of the professor. *It is your responsibility to stay informed of any change*s. You are required to keep all returned graded work for two weeks after a final grade has been issued to ensure that no grade discrepancies have occurred. This syllabus is a contract between the student and the instructor. By attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract and to adhere to all policies and procedures within.

**Copyright**: Material obtained during this course can **only** be circulated within the class only. Students must refrain from using or displaying the pictures, drawings, and presentations outside this course. NOTE: The Power points, materials and resources in each module are not for publication. They are for educational purpose only. Any student will be held responsible for posting them on a public website.

**Student Services:**

**Enrollment services:**

* Call: 407-582-1507
* Email: [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu)
* Hours
  + Mon-Thurs: 8 AM - 8 PM
  + Fri: 8 AM - 5 PM
  + Sat and Sun: - 10 AM - 3 PM

**Academic Advising:**

* Call: 407-582-1507
* Email: [advising@valenciacollege.edu](mailto:advising@valenciacollege.edu)
* Link to “chat” [https://valenciacollege.edu/students/advising-counseling/](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2F&data=02%7C01%7Csmehdizadeh%40valenciacollege.edu%7C0e9ecba7b6b34d70bb8c08d7ea21b23f%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637235302779641825&sdata=k8PoLfCCm6jRcv4mAAp9OD3bevBoZov0XQ%2FlTDQpYss%3D&reserved=0)
* Hours
  + Mon-Fri: 7 AM – 10 PM
  + Sat and Sun: - 10 AM - 10 PM

**Virtual Answer Center:**

       M-F 7a-10p

       Sat/Sun 10a-10p

       [Zoom Link to Virtual Answer Center](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.zoom.us%2Fj%2F114067187%3Fstatus%3Dsuccess&data=02%7C01%7Csmehdizadeh%40valenciacollege.edu%7C0e9ecba7b6b34d70bb8c08d7ea21b23f%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637235302779641825&sdata=wcrkgcB5l0t2FoEzFQ3Lokh1mja8bRGQAOR5NvnME58%3D&reserved=0)

       [Website](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fanswer-center%2F&data=02%7C01%7Csmehdizadeh%40valenciacollege.edu%7C0e9ecba7b6b34d70bb8c08d7ea21b23f%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637235302779651817&sdata=RdIoqMXKMbXAzxx7CyCWWQ4j%2FO8kG%2BpmYLp5pR1cQ08%3D&reserved=0) for Virtual Answer Center

**Counseling Services:**

       M-Th 8a-8p

       Friday 8a-5p

       Sat/Sun 10a-3p

**Financial Aid:**

* Contact [FinAidOffice@valenciacollege.edu](mailto:FinAidOffice@valenciacollege.edu) for their financial aid questions, as well as for potential assistance with financial support
* [https://valenciacollege.edu/finaid/satisfactory-progress.php](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Ffinaid%2Fsatisfactory-progress.php&data=04%7C01%7Csmehdizadeh%40valenciacollege.edu%7C486e3f1eb22840164eb408d961e184ff%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637648443485108201%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=YTZ0WJZpf14UV0no3PRK5PH6jOwWp12PrHmRztOtzAI%3D&reserved=0)

\*\*DISCLAIMER: Syllabus and/or course schedule may be altered at the discretion of the professor.

**Tentative Course Schedule HIM 1453:**

Week One (01/10- 01/16): Syllabus, Introduction to Mastering, Chapters 1- Read Ch 1, Chapter Homework, Chapter Quiz, Honor lock Demo, Discussion

Week Two (01/17- 01/23):  **Martin Luther King Day,** Chapters 2, 3 - Read Ch2, Ch3, Chapter 2& 3 Homework, Chapters Quiz, Discussions

Week Three (01/ 24- 01/30): Chapters 4, Read Ch4, Chapter Homework, Chapter Quiz, Discussion

Week Four (01/31- 02/06):  **Lecture Exam #1 Honor lock- Date: Thursday- February 3, 2022 (Chapters 1, 2, 3) at 6:00 am Eastern time Due @ 11:59PM**- Chapters 5- Read Ch 5, Chapter Homework, Chapter Quiz, Discussion

 Week Five (02/07-02/13): Chapter 6- Read Ch 6, Chapter Homework, Chapter Quiz, Discussion

Week Six (02/14-02/20): Chapter 7, 8- Read Ch7, Ch8, Chapter 7&8 Homework, Chapters Quiz, Discussion

Week Seven (02/21- 02/27): **Lecture Exam #2 Honor lock- Date: Thursday -February 24, 2022(Chapters 4, 5, 6) at 6:00 am Eastern time Due @11:59PM**-Chapter 9- Read Ch 9, Chapter Homework, Chapter Quiz, Discussion

Week Eight (02/28- 03/06): Chapter 10- Read Ch 10, Chapter Homework, Chapter Quiz, Discussion

Week Nine (03/07-03/13): **SPRING BREAK**

Week Ten (03/14- 03/20): Chapter 11- Read Ch 11, Chapter Homework, Chapter Quiz, Discussion

Week Eleven (03/21-03/27): **Lecture Exam #3 Honor lock- Date: Thursday- March 24, 2022 (Chapters 7, 8, 9) at 6:00 am Eastern time Due @ 11:59PM** Chapters 12- Read Ch 12, Chapter Homework, Chapter Quiz, Discussion

Week Twelve (03/28-04/03): Chapter 13- Read Ch 13, Chapter Homework, Chapter Quiz, Discussion

Week Thirteen (04/04- 04/10)**: Lecture Exam #4 Honor lock- Date: Thursday- April 7, 2022 (Chapters 10, 11, 12) at 6:00 am Eastern time Due @ 11:59PM** Chapter 14- Read Ch 14, Chapter Homework, Chapter Quiz, Discussion

 Week Fourteen (04/11- 04/17): Chapter 15- Read Ch 15, Chapter Homework, Chapter Quiz, Discussion & Ch 16

Week Fifteen (04/18- 04/24):  Chapter 16, Read Ch 16, Chapter Homework, Chapter Quiz, Discussion, Study Guide Final Exam

 Week Sixteen (04/25- 05/01): **Final Exam Honor lock:  Wednesday- April 27, 2022 (Ch 13, 14, 15,16) Available@ 6:00 am Eastern time Due @11:59PM.**

**Academic Honesty and Behavior Agreement:**

By signing this document, I acknowledge that I have received a copy of the syllabus for this class (HIM 1453, CRN ----------), have read it, and agree to abide by, and be governed by, the principles and practices contained therein.

Further, I understand that by registering for classes at Valencia College I agree to be bound by the Valencia College Student Code of Conduct (a copy of which can

be found here).

Finally, I understand that academic honesty and integrity is a valued and expected behavior for a Valencia student. I understand that if I cheat in class, I will be

subject to academic penalties. Specifically, if I am caught cheating on an exam for assignment, I will receive a zero for the first offense. If I am caught cheating a

second time I will be administratively withdrawn from class immediately and receive an “F” grade for the semester.

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: This document MUST be signed and returned to your professor

before the first exam this semester (February 2, 2022). You will not be able to

take the exam if your signed agreement is not on file. Email me the document.