HISTOLOGY
BIMS 4410
Department of Life Sciences
Fall 2017

A. COURSE INFORMATION
Course number/section:  
BIMS 4410.001 (Lecture)  
BIMS 4410.101 (Laboratory)  
Class meeting time:  
Monday and Wednesday 3:30 - 4:45 PM (Lecture)  
Tuesday 9:30 AM - 12:20 PM (Laboratory)  
Class location:  
Bay Hall (BH) 126 (Lecture)  
Center for Science (CS) 240 (Laboratory)  
Course Website:  
(Island Online/Blackboard Portal) https://bb9.tamucc.edu/

B. INSTRUCTOR INFORMATION
Instructor:  
Dr. David Moury (Ph.D.)  
Office location:  
Engineering Building (EN)-314C  
Office hours:  
Mon., Wed. and Fri. 2:00 – 3:00 PM; Thurs. 10:00 AM – 12:00 PM  
Telephone:  
(361) 825-3259  
e-mail:  
david.moury@tamucc.edu  
Appointments:  
A student may make an appointment to see me at times other than the scheduled office hours listed above. I am available for consultation and extra help, but it is the student’s responsibility to request such help. If I am unavailable or need to relocate during office hours, I will post a note on the appropriate office or laboratory door.

C. COURSE DESCRIPTION
Catalog Course Description
BIMS 4410 – Histology. 4 sem. hrs. (3:3). The study of cells and tissues, especially the manner in which they are organized to form organs and systems. Laboratories involve intensive use of the microscope to identify cells, tissues and organs. Offered fall semester of even-numbered years.

Extended Course Description
Histology (BIMS 4410) is an upper-division lecture/laboratory course that explores the structure of human tissues. Adjacent levels of organization (i.e., cellular and sub-cellular components of tissues, and the unique properties that emerge when tissues interact with one another to form organs) are also examined.

THE HUMAN ORGANISM
↑
Organ Systems
↑
Organs
↑
Tissues
↑
Cells
↑
Organelles
↑
Chemical/Molecular Levels

Organization of Matter
D. PREREQUISITES AND COREQUISITES

Prerequisites
BIOL 2402 - Anatomy and Physiology II or BIOL 3425 - Functional Anatomy.

Corequisites
Safety training given in SMTE 0092 - Biomedical Laboratory Safety Seminar is required for continued participation in this course.

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

Required Textbook(s)


Supplies
A laboratory coat is required (at all times) for laboratory. Most students find colored pencils/markers to be useful in this course. Students should always bring the textbook and Laboratory Guide to laboratory.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

Upon completion of this course, the student will have…

*Increased his or her knowledge and understanding of scientific content and concepts:*
1. Examined the structure and function of sub-cellular components (e.g., organelles) with special emphasis on their use in identifying different cell and tissue types.
2. Identified the components and characteristics of the four major tissue types.
3. Examined the structure, function and interaction of the tissues in the major systems of the body.

*Developed critical thinking skills by using the scientific method and scientific analysis:*
4. Discussed the strengths and weaknesses of various histological techniques.
5. Explained how structures and their components interact to perform one or more functions.

*Practiced scientific communication in oral and written formats:*
6. Correctly used scientific and clinical terminology.
In the laboratory, students will examine various specimens (prepared slides, images, and models) of cells, tissues, and organs with an emphasis on…

7. Recognizing of the source (organ) of the specimen.
8. Identifying of the tissue types in the specimen.
9. Identifying of selected structures and components within the specimen.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

Learning is more than just reading, taking notes, and memorizing. Reading and taking notes puts information in short-term memory where it is forgotten quickly unless you do something with it. Memorizing is important. However, memorization is only one step (often the first step) in the learning process. As university students, you should be able to link, combine, and synthesize the bits of data that you memorize into useful concepts.

The instructor of this course will provide the students with: 1) information in the form of lectures, audio/visual information (including online information), handouts, assigned readings, and supplemental readings; and 2) advice, supervision and guidance.

H. MAJOR COURSE REQUIREMENTS AND GRADING

Your final grade will be based on the final percentage that you earn in lecture and laboratory, and is derived from the lecture and laboratory grades weighted as follows:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>POINTS</th>
<th>% of FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Examinations and/or Final</td>
<td>300</td>
<td>75%</td>
</tr>
<tr>
<td>Laboratory Examinations</td>
<td>100</td>
<td>25%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>400</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Lecture Examinations and Final Examination (300 points, total; 75% of course grade): In the lecture portion of this course, I will give four lecture examinations (100 points each). I will take questions for these tests primarily from material covered in the lectures, from handouts and other assignments, and from readings in Pawlina (2016).

Lecture examinations may consist of essay, short-answer, compare-contrast, fill-in-the-blank, multiple-choice, matching, making and/or labeling drawings, and/or various types of “flex” questions (i.e., anything is fair game). The first three examinations are sequential (i.e., each examination covers material from one specific section of the course). The final (lecture) examination is comprehensive (i.e., covers material from the entire course), and redemptive (i.e., it can count as nothing; it can replace single lecture examination; or it can be your entire lecture grade). Thus, your lecture grade can come from a percentage derived from…

1) the final examination alone \((\times 3)\)…

or 2) the sum of the three lecture examinations…
or 3) the sum of the two highest lecture examinations plus the final (used to replace the lowest lecture examination)…
… whichever method gives you the highest value.

To get the percentage of the total grade from lecture points, divide the total number of points (out of 300) by four (4).

**Laboratory Examinations (200 points, total; 25% of course grade):** Two laboratory examinations (100 points each) will be given during the laboratory periods. Like the lecture examinations, any type of question is fair game. At least a portion of these examinations will follow the laboratory practical format in which students move from station to station (one minute per station), giving short answers to questions (e.g., “Identify the structure,” “Give the function of the structure,” etc.). Laboratory examinations are sequential (i.e., Laboratory Examination II is not comprehensive). To get the percentage of the total grade from lecture points, divide the total number of points (out of 200) by eight (8).

Your final letter grade will be based on the percentage you earn. Statistical manipulations (e.g., curving) may be performed once—at the end of the semester—not for each examination. The final grading scale will also be determined at the end of the semester, but the cut-off for each grade will be no higher than the following:

\[
A \geq 90\% > B \geq 80\% > C \geq 70\% > D \geq 60\% > F
\]

- I will rectify any clerical, mathematical and/or other errors. However, you have one (1) week to notify me of such errors after an assignment, quiz or examination is returned.
- I will not change a legitimate course grade just because you “need” it either (for financial aid, to get into professional school or program, etc.). The grading section of this syllabus describes how I assign grades. Please be sure you earn enough points to get the grade you want. There will always be someone who just missed a D, or a C, or a B, or an A. Although I reserve the right to curve, doing so is usually not necessary. (Curves are based on statistical analysis of the entire class’s performance, not on the needs of individual students.) I have to draw lines between grades, and no matter where I draw them, someone is on the wrong side. Don’t let that someone be you. You have plenty of help in my class. Take advantage of the resources I offer. The reasons for receiving a grade of “I” (incomplete) are clearly defined in the University Catalog; this “grade” cannot be used simply to prevent a student from receiving an unwanted grade in a class.
- I only discuss grades in person (i.e., I do not discuss grades or matters relating to grades over the telephone or by e-mail). If you wish to know your final grade before the official grade report is mailed to you, please see me in person or provide me with a self-addressed, stamped envelope.

1. **COURSE CONTENT/SCHEDULE**
**TENTATIVE SCHEDULE FOR LECTURE AND LABORATORY:**

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TOPIC</th>
<th>CHAPTER(S)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.,</td>
<td>28 Aug.</td>
<td>Introduction/Methods</td>
<td></td>
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<tr>
<td>Tues.</td>
<td>28 Aug.</td>
<td>Laboratory 1 — Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Wed.</td>
<td>30 Aug.</td>
<td>Cell Biology</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>Mon., 4 Sept.</strong></td>
<td><strong>LABOR DAY HOLIDAY—NO CLASSES</strong></td>
<td></td>
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<tr>
<td>Tues.</td>
<td>5 Sept.</td>
<td>Laboratory 2 — Epithelial Tissue</td>
<td>4 (part), 5</td>
</tr>
<tr>
<td>Wed.</td>
<td>6 Sept.</td>
<td>Epithelial Tissue</td>
<td>4 (part), 5</td>
</tr>
<tr>
<td>Mon.</td>
<td>11 Sept.</td>
<td>General Connective Tissue</td>
<td>4 (part), 6</td>
</tr>
<tr>
<td>Tues.</td>
<td>12 Sept.</td>
<td>Laboratory 3 — Connective Tissue</td>
<td>4, 6-10</td>
</tr>
<tr>
<td>Wed.</td>
<td>13 Sept.</td>
<td>Cartilage, Bone and Dental Tissues</td>
<td>7-8, 16 (part)</td>
</tr>
<tr>
<td>Mon.</td>
<td>18 Sept.</td>
<td>Specialized Connective Tissues, Adipose and Blood</td>
<td>9-10</td>
</tr>
<tr>
<td>Tues.</td>
<td>19 Sept.</td>
<td>Laboratory 4 — Muscle Tissue &amp; Cardiovascular System</td>
<td>4, 11, 13, (14)</td>
</tr>
<tr>
<td>Wed.</td>
<td>20 Sept.</td>
<td>Muscle Tissue</td>
<td>4 (part), 11</td>
</tr>
<tr>
<td>Mon.</td>
<td>25 Sept.</td>
<td>Cardiovascular System</td>
<td>13, (14)</td>
</tr>
<tr>
<td>Tues.</td>
<td>26 Sept.</td>
<td>Laboratory 5 — Nervous Tissue and System</td>
<td>4, 12</td>
</tr>
<tr>
<td>Wed.</td>
<td>27 Sept.</td>
<td>(continued)</td>
<td></td>
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<td></td>
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<tr>
<td>Mon.,</td>
<td>2 Oct.</td>
<td><strong>LECTURE EXAMINATION I</strong></td>
<td>1-11, 13-14, 16</td>
</tr>
<tr>
<td>Tues.</td>
<td>3 Oct.</td>
<td>Laboratory 6 — Sense Organs</td>
<td>24, 25</td>
</tr>
<tr>
<td>Wed.</td>
<td>4 Oct.</td>
<td>Nerve Tissue</td>
<td>4 (part), 12</td>
</tr>
<tr>
<td>Mon.</td>
<td>9 Oct.</td>
<td>The Eye</td>
<td>24</td>
</tr>
<tr>
<td>Tues.</td>
<td>10 Oct.</td>
<td>Laboratory 7 — Integumentary System (on Exam II)</td>
<td>15</td>
</tr>
<tr>
<td>Wed.</td>
<td>11 Oct.</td>
<td>The Ear</td>
<td>25</td>
</tr>
<tr>
<td>Mon.</td>
<td>16 Oct.</td>
<td>Integumentary System</td>
<td>15</td>
</tr>
<tr>
<td><strong>Tues., 17 Oct.</strong></td>
<td><strong>LABORATORY EXAMINATION I</strong></td>
<td></td>
<td>Labs 1-6</td>
</tr>
<tr>
<td>Wed.</td>
<td>18 Oct.</td>
<td>(continued)</td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td>23 Oct.</td>
<td>Respiratory System</td>
<td>19</td>
</tr>
<tr>
<td>Tues.</td>
<td>24 Oct.</td>
<td>Laboratory 8 — Respiratory System</td>
<td>19</td>
</tr>
<tr>
<td>Wed.</td>
<td>25 Oct.</td>
<td>Digestive Tract</td>
<td>(16)-17</td>
</tr>
<tr>
<td>Mon.</td>
<td>30 Oct.</td>
<td>(continued)</td>
<td></td>
</tr>
<tr>
<td>Tues.</td>
<td>31 Oct.</td>
<td>Laboratory 9 — Alimentary Canal</td>
<td>(16)-17</td>
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<tr>
<td>Wed.,</td>
<td>1 Nov.</td>
<td>Digestive Glands</td>
<td>(16), 18</td>
</tr>
<tr>
<td>Mon.,</td>
<td>6 Nov.</td>
<td><strong>LECTURE EXAMINATION II</strong></td>
<td>4, 12, 15-17, 19, 24-25</td>
</tr>
<tr>
<td>Tues.</td>
<td>7 Nov.</td>
<td>Laboratory 10 — Glands and Lymphoid Organs</td>
<td>14, (16), 18, 21</td>
</tr>
<tr>
<td>Wed.</td>
<td>8 Nov.</td>
<td>(continued)</td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td>13 Nov.</td>
<td>Lymphatic System (Organs)</td>
<td>14 (part)</td>
</tr>
<tr>
<td>Tues.</td>
<td>14 Nov.</td>
<td>Laboratory 11 — Excretory System</td>
<td>20</td>
</tr>
<tr>
<td>Wed.</td>
<td>15 Nov.</td>
<td>Endocrine System</td>
<td>21</td>
</tr>
<tr>
<td>Mon.</td>
<td>20 Nov.</td>
<td>Urinary System</td>
<td>20</td>
</tr>
<tr>
<td>Tues.</td>
<td>21 Nov.</td>
<td>Laboratory 12 — Reproductive System</td>
<td>22, 23</td>
</tr>
<tr>
<td><strong>Wed., 22 Nov.</strong></td>
<td><strong>READING DAY—NO CLASSES</strong></td>
<td></td>
<td></td>
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<tr>
<td>Mon.</td>
<td>27 Nov.</td>
<td>Reproductive System, Male</td>
<td>22</td>
</tr>
<tr>
<td><strong>Tues., 28 Nov.</strong></td>
<td><strong>LABORATORY EXAMINATION II</strong></td>
<td></td>
<td>Labs 7-12</td>
</tr>
<tr>
<td>Wed.</td>
<td>29 Nov.</td>
<td>Reproductive System, Female</td>
<td>23</td>
</tr>
<tr>
<td>Mon.</td>
<td>4 Nov.</td>
<td>Catch-up and/or Review</td>
<td></td>
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<tr>
<td>Tues.</td>
<td>5 Nov.</td>
<td>No Laboratory</td>
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<tr>
<td>Wed.,</td>
<td>6 Dec.</td>
<td><strong>LECTURE EXAMINATION III</strong></td>
<td>14, 16, 18, 20-23</td>
</tr>
<tr>
<td>Wed.,</td>
<td>13 Dec.</td>
<td><strong>FINAL LECTURE EXAMINATION (1:45-4:15 PM)</strong> (Comprehensive)</td>
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</tbody>
</table>

*Chapters in Pawlina (2016); reading these chapters is always a standing class assignment.*
Reading these chapters before class is always a good idea. However, I tend to “tell the story” in my own way, rather than adhering strictly to the order of topics in the textbook. As upper-division science students you should be able to synthesize the author’s story and my story into a single coherent story that is logical and makes sense to you. Use the textbook as a reference source and consult chapters other than those I mention to fill in gaps in your knowledge. (I do this when making lectures.) Barring a natural disaster, examination dates will not change. Plan accordingly!

Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments and exams shown are directly related to the Student Learning Outcomes described in Section F.

J. COURSE POLICIES

Attendance/Tardiness
My attendance policy is the same as that stated in the University Catalog. Attendance is the student’s responsibility, and students are expected to attend, be on time for and remain the entire period in every class. Attendance is not used to determine grades. In lecture, even when I take roll, I do not give—per se—a bonus for attendance, nor a penalty for absence (except for missing an examination, bonus points, or an assignment). (Note that I may choose to have “pop” quizzes, and/or “attendance” quizzes as part of the bonus points.) Coming to lecture on a regular basis should result in a higher grade, and if you come to class often, it will help you do well in this course.

You are responsible for the material covered and assignments made in every lecture regardless of whether you attend it. “I came in late and didn’t hear about the assignment,” is never an acceptable excuse. It is always your responsibility to determine what happened in class during your absence. If you are absent, tardy, or leave early, I will provide you with copies of assignments (including “bonus point” assignments) and handouts if—and only if—you ask for them. (In other words, I will not, “track down” absentees to make sure that they know about assignments.) You must obtain class notes from other students.

Points missed because of an unexcused absence (including tardiness and leaving early) cannot be recovered. An excused absence allows us to make alternative arrangements for completing assignments. The documentation required for an absence to be excused must be...

• from an appropriate source (e.g., doctor, dentist, funeral director) who states the nature of the event that caused (or will cause) your absence.
• in writing, on official stationery, and signed. (I do not return excuses to you.) Telephone calls, FAXes, and e-mails are not acceptable.
• presented prior to the absence for a scheduled event (e.g., university-sponsored activity, recognized religious holiday, military service).
• presented no more than one week after the date of an unexpected absence.
Any situations for which you cannot provide an acceptable excuse as outlined above (e.g., “I have an excuse, but it is too personal to discuss with you”) will be referred to the Vice President for Student Engagement and Success.

Once enrolled in a class, it is the student’s responsibility to arrange his or her schedule (academic, work and personal) so that no regularly scheduled class, laboratory or examination time is missed. Only unavoidable absences are excused, so routine personal events (e.g., vacations, trips, celebrations, reunions, non-emergency medical or dental visits, parent-teacher conferences, business/legal consultations, household or auto repairs) should be scheduled to avoid conflicts with classes. Oversleeping is never an acceptable excuse. Employment conflicts and school (including professional school) or work interviews should be arranged to avoid conflicts with your classes and are not acceptable excuses for absences, tardiness, or leaving class early. Texas waives jury duty for students, so jury duty is not an acceptable excuse.

**Late Work and Make-up Exams**

You may always turn in assignments early. Except for excused absences, late assignments will not be accepted. If you know in advance that you will have an excused absence when an assignment is due, you must turn in that assignment before its due date. You should turn in assignments that were missed because of an unexpected, excused absence as soon as possible.

In general, there are NO individual make-up examinations! The grading formulas above give you three chances to earn points from lecture examinations: method 1 or 3 if you miss one lecture examination; method 1 if you miss more than one lecture examination; method 2 if you miss the final examination. The instructor—in consultation with the Vice President for Student Engagement and Success—will determine if circumstances warrant giving an individual a make-up test after the original test. A make-up test given after the original test will be all written (i.e., no multiple choice or matching), and it will be administered on the “Reading Day” for the semester.

**Extra Credit**

Individual extra credit is not possible, but extra points are built into all examinations (as extra questions). I reserve the right to add additional opportunities for the entire class to earn extra bonus points (e.g., attendance at a special event, written reports, library searches, web searches, quizzes [announced or un-announced]). Such opportunities may be offered or announced only once, so be in class, be on time, and stay for the entire period. Bonus points cannot be made up—period.

**Cell Phone Use**

Cellular phones, pagers, and other “beepers” must be silenced BEFORE you enter the classroom.
Food, Drink and Tobacco in Class
Eating, drinking and the use of tobacco products (of any kind, including “smokeless”) is forbidden in lecture and laboratory.

Missed Exam for University-Excused Events
For some scheduled events (athletics, military duty, etc.), you may arrange to take a lecture examination before (but not after) its scheduled date. (You should take a test as close to its originally scheduled time as possible, but you may not take a test more than one week before its originally scheduled time. You must obtain your instructor’s approval at least one week before you wish to take the pre-test.) If you arrange to take any test at an alternate time and do not show for that appointment, then you forfeit the opportunity to take the test except at its originally scheduled time. Students who do not arrange to take examinations in advance will not be eligible for this special consideration. “University-excused absences” are given mainly for University-sponsored events; and not all “legitimate” excuses are University-excused. A written excuse from the Athletics Office and/or Office of Student Engagement and Success (not from a teacher, student organization, etc.) is required for an absence to be “University-excused.”

Laboratory Attire
Students must always bring laboratory coats with them to laboratory. Long pants and closed-heel, closed-toe shoes must be worn in laboratory at all times. Students without coats and appropriate footwear will not be allowed into the laboratory. (Time lost going home to get clothing is always unexcused, and points lost during that time cannot be recovered.) Long hair must be tied back during laboratory.

Classroom/Professional Behavior
You are adult university students. I will treat you as such, and I will expect you to act as such.

Scholastic dishonesty will not be tolerated. It will be prosecuted to the full extent of university regulations. All students are expected to be familiar with the Academic Honesty Statement found in the University Catalog. In addition, the following procedures will be enforced:
• You must be prepared to present a photo ID at all examinations.
• Different test forms may be prepared for a single examination. To ensure that the appropriate key will be used to grade your answer sheet, always follow instructions on the test or answer sheet, or given orally by the instructor.
• If you leave an examination room—for any reason—you must hand in your answer sheet and you will not be allowed to resume the examination. Attend to personal matters (e.g., rest room visits) before the examination.
• Be on time! Anyone arriving after the first test-taker has completed an examination and left the room will not be allowed to take that examination.
• Cheating and plagiarism are unacceptable behaviors.
  • Students are not to give or receive help during testing
Students are not to submit any work that is not their own product

You will act with courtesy and common sense. I will not tolerate disruptive, disrespectful, or abusive behavior/language (including comments made on class assignments) directed toward anyone in this class (i.e., student or instructor). Violations range from talking during class to outright insubordination, and will result in penalties that range from the student being asked to stop to the student being “escorted” from the class—permanently. Children are not allowed in the rooms during lecture periods, or when the child’s guardian is working or studying “after hours.”

You are responsible for your own education. You should not expect an instructor to take you by the hand, show you everything you need to know, and then have you regurgitate this information on an examination. This is not an effective way for self-motivated adults to learn. Students are responsible for all class and lecture notes; required assignments in the textbook and any additional handouts or assignments given by an instructor. This includes (but is not limited to)...

- Knowing and meeting university-imposed deadlines (e.g., withdrawal dates of various types). This information is found in the online University Catalog, Course Schedule or elsewhere on the University website.
- Knowing and meeting assignment dates and times—including any changes that may occur during the semester.
- Checking your answers against a key as soon as possible. By all means check for any clerical errors, but a test score is not the end of the learning process. Always review your tests to determine why you missed questions. Making—and correcting—mistakes is an effective, natural way to learn material. Educators have a fancy term, reflective learning, for this simple process.
- Keeping track of your progress (i.e., your grades, points you earn, and averages).

K. COLLEGE AND UNIVERSITY POLICIES

- **Academic Integrity (University)**
  University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.

- **Classroom/Professional Behavior**
  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to
disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

- **Statement of Civility**
  Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

- **Deadline for Dropping a Course with a Grade of W (University)**
  I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. **Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course.** Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Please consult the Academic Calendar ([http://www.tamucc.edu/academics/calendar/](http://www.tamucc.edu/academics/calendar/)) for the last day to drop a course.

- **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html), and the College of Science and Engineering Grade Appeals webpage at [http://sci.tamucc.edu/students/GradeAppeal.html](http://sci.tamucc.edu/students/GradeAppeal.html). For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

- **Disability Services**
  The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that
provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call (361) 825-5816 or visit Disability Services in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816. http://disabilityservices.tamucc.edu/

- **Statement of Academic Continuity**
  In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course may continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

L. **OTHER INFORMATION**

- **Academic Advising:** The College of Science & Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. Meetings are by appointment only; advisors do not take walk-ins. Please call or stop by the Advising Center to check availability and schedule an appointment. The College’s Academic Advising Center is located in Center for Instruction 350 or can be reached at (361) 825-3928.
- **Follow instructions!** The most common mistakes that cost students points result from failure to follow instructions.
- **Bring two #2 pencils to each lecture examination (including the final examination); I neither provide nor sell pencils. (I will provide Scantron sheets for you.)**
- **Bring paper and a writing implement to each class period. Handwritten assignments will be accepted only if they are written in pencil, blue ink, or black ink. (You will get a permanent “zero” on the assignment if you write with anything else.)**
- **Grammar counts—period!** Poor grammar will cost you points—especially on assignments and presentations.
- **Spelling counts!** To even be considered for partial credit, your answer must phonetically sound like the word that you are trying to spell. Examples of answers that are incorrect:
  - Grossly misspelled words (e.g., “crevurfian pleat” for “cribriform plate”).
- Ambiguous answers (e.g., “tibula”—could be “tibia,” could be “fibula”).
- Illegible answers (e.g., “ep-squiggle-squiggle-squiggle” for “epididymis”)

**GENERAL DISCLAIMER**
I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.