



SPRING, 2009

Bakersfield College

PATHOPHYSIOLOGY

INSTRUCTOR: Professor Inez Devlin-Kelly

OFFICE: 43c S & E Bldg., (the blue door in the breezeway)

HOURS: Tentatively: Mon 4:20-5:20pm, & 6:55-7:25pm; Tues 11 am -1pm, Wed 6:55pm-7:25pm

Sunday: Virtual Office hour 7:00 to 8:00pm. Additional times by appointment.

PHONE: (661) 395-4449

College Email: ikelly@bakersfieldcollege.edu

Home email: bcbioprof@mac.com

WEBSITE: www.bioprof.org

ATTENDANCE:

1. Students are expected to attend all lecture sessions **punctually** if physically and mentally able to do so. Lecture attendance is strongly urged since many examination questions will be taken directly from lecture material. I expect you to attend class, Bakersfield College expects you to attend class, and the State of California expects you to attend class! I am required to take roll at the beginning of each class; students arriving after roll has been taken will be marked absent and/or may not be permitted to enter the classroom. The first activity of the day may be a quiz and make-ups are not possible for missed quizzes. Students may be **dropped** from the class for non-attendance. This is in accordance with the attendance rules of the College and the State of California.

2. Class absence may be excused for serious illness, death in the family, or participation in scheduled academic or athletic activities of the college. Family vacations are not a valid reason for missing class. It is the student's responsibility, however, to obtain any lecture material missed due to absence and/or to make arrangements to make up exams missed.

3. In the event of a prolonged illness (one lasting longer than 2 class days) it is advisable to contact the instructor or, if you are unable to do so, have a friend or family member contact her for you.

4. You are expected to attend the **entire** class. Do not expect to leave class early. Do not leave during class except in extreme emergency. For Evening classes, remember that each class is the equivalent of 1/2 week of classes.

5. Do not bring cell phones into class with you unless they have been turned off and stowed. Their use is inappropriate in a college classroom. This policy includes both audible and text messaging. Students leaving the classroom during class time may not be allowed back in.

6. Students are expected to adhere to the Student Code of Conduct as delineated in the **Student Handbook**.

EXAMINATIONS:

1. All lecture tests will be announced. From time to time an unannounced quiz may be given.

2. Make-up exams for lecture will be given, if necessary, however, it is the student's responsibility to contact the instructor to make arrangements to take a make-up exam. Make-up exams may be essay or oral in nature. Within one week of a student's return to classes he or she must schedule an appointment for the make-up exam with the professor. Exams not scheduled will automatically be assigned a grade of "0". Make-up tests will not be graded or returned to the student until the **last week** of the semester.

3. There will be no make-up quizzes given.

4. Cheating, of any kind, will not be tolerated. Students who are found to be cheating will receive no credit for the assignment or test and may receive a failing grade in the class. Penalties for cheating can include removal from the class and/or expulsion from the College. Cheating includes copying another person's work and submitting it as your own whether you have the person's permission or not. Anyone participating in this act, for example by giving answers to a student, is guilty of cheating as well. Plagiarism is also a form of cheating. You need to know the difference between collaborative learning and cheating.

5. Test questions may be multiple choice, completion, matching, essay or short answer. You may be asked to draw or label a diagram or reproduce a chart or a flow chart. You may be asked to interpret a chart.

6. You will need a 50 question Scantron (green) for each lecture exam, and a pencil with a **good** eraser. A package of six Scantrons #882 must be turned in to the instructor at the beginning of the semester before the first test.

7. Hats, hoods, .mp3 players, or sunglasses **may not be worn** in class during tests. Cell phones must be turned off and placed in backpacks not pockets. Backpacks must be zipped closed.

GRADING:

1. Your grade will be based on 6 or more lecture exams worth approximately 100 points each, on written or oral assignments, on quizzes, and on your participation during class and during class discussion sessions. There may or may not be opportunities for a field trip.

2. The course grade will be determined in the following manner:

~6 lecture exams (100 pts. each)	=600+ pts
Study Guide chapters	= 60+ pts
Possible 10 pt. quizzes	= 50+/- pts
Internet Research workshops	= 30 pts
<u>Written assignments(up to 100 pts each)</u>	<u>=200 pts</u>
Total Possible Lecture Points	=940+/- pts

The following possible points may be earned and added to your grade in addition for
Class participation, class discussion = up to 50 pts

The letter grade will be assigned according to the following scale:

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
Less than 60% = F

3. I will retain your test papers until the second week of the following semester. Please keep track of all your grades and all papers which have been returned to you until you have received your final grade in case any discrepancy should occur.

4. Please feel free to discuss your grade with the instructor at any time during the semester.

5. Students wishing to withdraw from the class must do so officially with the Office of the Registrar. I do not know your Financial aid status or how a W grade would affect it. I cannot guarantee that I will give you a W grade. If you simply stop coming to class, I may have to give you the grade which you have earned for the class, which is usually an F. It is the student's responsibility to be aware of college deadlines concerning tuition refunds, drop dates, and date of record.

E-MAIL PROTOCOL:

Professor Kelly's e-Mail Protocol

Please follow these guidelines for college-level e-mail communications with me as your professor. I've written these guidelines to help you be aware of college and business communication standards at professional levels. Of course, your personal e-mails with friends and family may be casual and follow whatever conventions you wish. However, be aware that e-mails written in an inappropriately casual style to your professor, to a potential employer, or to other persons in business or academia may not be taken seriously and may not be answered.

1. I can be reached at the following e-mail addresses:

bcbioprof@mac.com or
ikelly@bakersfieldcollege.edu

It's a good idea to put both these addresses on your email to me so that I will see it on whichever email I check soonest. Please be aware, however, that I do not always check my e-mail every day.

2. Place your full name and course number in the subject line (example: *Jane Smith, Bio 101, M/W am lab*).
3. Follow the conventions of a business letter with a salutation of: *Professor Kelly:* or *Dear Professor Kelly,*.
4. Use paragraphs in your text.
5. Use standard capitalization (including the word "I"), standard sentence structure (including commas and periods), and standard grammar.
6. State your point or question clearly and fully.
7. Do not expect an immediate reply except during my virtual office hour. Especially Monday nights when I'm in class until after 7 pm and start my 3 hour morning lab before 8 am Tuesday and Thursday. You can probably expect a response within 24 hours during the week and within 48 hours on most weekends. If you have not received a response from me by that time, you may want to send your message again with this added to your subject line: *Possible Duplicate* (your name and course number).
8. Remember, your tone is college student to college professor. Write appropriately.

ADDITIONAL INFORMATION:

1. In addition to holding posted office hours I will be glad to make an appointment to meet with any student who has questions. Please feel free to do so. You may also phone me during office hours. You may call me at times other than my posted office hours and leave a message on my voice mail. (You know the routine.) Don't forget to leave a number where I can reach you. Say the number twice. I often retrieve my voice mail and return calls from my home or cell phone. If your phone is set to refuse blocked calls I will be unable to reach you until I return to school. This may result in a delay for you.
2. Each student should acquire the names and phone numbers of at least two (2) other students in the class. Do this **today!**
3. You will need at least 6 green (50 question) scantrons for lecture exams. These should be turned into the professor before the first test.
4. Please bring a pencil with a **good** eraser on test days.
5. Please **write your name** and phone number in all your textbooks and notebooks as soon as you have determined that you will not be returning them to the bookstore.

TEXTBOOK:

Barbara E. Gould, *Pathophysiology for the Health Professions, 3rd Ed.*, 2006, Saunders, Elsevier.
ISBN-10: 1-4160-0210-3
ISBN-13: 978-1-4160-0210-9

STUDY GUIDE (required):

Gould & Buttle, *Study Guide for Pathophysiology for the Health Professions, 3rd Ed.*, 2006, Saunders, Elsevier.
ISBN-10: 1-4160-2582-0
ISBN-13: 978-1-4160-2582-5

ADDITIONAL OPTIONAL STUDY AIDS:

Will be available in class for you to examine and decide if they are right for you.

STUDENTS WITH DISABILITIES:

"Students with disabilities who feel they may need accommodations in this class are encouraged to talk to me and to contact Supportive Services (661.395.4334), FACE 16, as soon as possible to better ensure such accommodations are implemented in a timely fashion."