Course Requirements

This is an online course that requires reliable high-speed access to the internet. You will need to be able to log on to Blackboard to view learning modules, watch video presentations of class materials and take weekly quizzes. Although there are no set meetings or chat sessions for this class, you must be able to access the class at least once from Saturday through Thursday to view the modules and at least once from Friday through Sunday to take the weekly quiz. If you cannot commit to these time constraints, you should not take this class.

Instructional Objectives

In this class you will:
• Learn about the anatomical nomenclature concerning the central and peripheral nervous system
• Learn about the structures of the brain, brainstem, cranial nerves, spinal cord and peripheral nerves
• Learn about cerebral circulation and the effects of circulatory disruption
• Learn about deficits of the central nervous system and their effects on the body

Meeting the objectives noted above will be determined by your performance on:
• the completion of online quizzes
• your grade from the midterm examination
• your grade from the final examination

Quizzes provide a formative assessment of your progress in this class. Students who are not progressing satisfactorily may be required to participate in additional activities designed to give them the opportunity to obtain the knowledge and skills required complete this class.

Bulletin Board, Chat and E-mail: There will be occasional postings on the class bulletin board. Please check the bulletin board frequently to make sure you don’t miss any important information about the course. Periodic chat sessions may be held to clarify information from the lessons and to ask questions of the instructor. The chat sessions are optional; you do not have to
attend. You can ask questions via the private mail feature or by posting them on the bulletin board.

**Quizzes:** The course is comprised of lessons or "modules" on different topics. Each module concludes with a quiz on the material contained in the module and on any readings associated with the module. The dates that quizzes become available will be noted on the course calendar. Quizzes will be available for three days only; make sure that you check the calendar to determine when quizzes are available. Make sure to complete each quiz within that time frame - please don't ask for extensions for any reason. If you don't complete the quiz by the deadline, you won't receive any points for that quiz. You should take notes and study the material in each module carefully before taking the quiz. There is a time limit for each quiz, so you must know the material before taking the quiz (you won't have time to re-read your notes while you're taking the quiz). You may only take the quiz once. If you encounter technical problems with a quiz, please send me a message via Blackboard private mail, telling me which quiz you had difficulties with and describing the problems you encountered. I will review the online logs of your activities and, if appropriate, make accommodations. If you have not viewed the videos you will not be allowed to take the quiz. If an extension is warranted, I will allow you to access the quiz for a limited time period (usually one day), so be sure to log on to Blackboard before that time period passes. You will only have one "do-over". Students who have excessive technical difficulties in completing quizzes will be required to take the quizzes on-campus or at a more reliable internet access site. The "do-over" allowance pertains only to technical difficulties; there is no do-over if you decide to skip the quiz to take the weekend off. Make sure you have access to a computer during the quiz time-periods. Excuses like "I took a three-day weekend,""my best friend got married on Friday, Saturday, and Sunday", and "I was tailgating for 3 days" won't be accepted. If your internet is down or your computer stops working, find another computer.

**Presentation Format:** The modules in this class consist of information presented via standard web pages and on videos presented in mp4 format. Most computers and tablets can play mp4 format. Although the videos are produced in a format that provides efficient internet downloading, if you have a slow connection it may take 5-10 minutes for the videos to download. If you have DSL or cable modem connection to the internet, files will download very rapidly. Modules will become available on Saturday mornings at 8:00 a.m. and will be available to you until the following Thursday at midnight. The quiz on that module will be available from Friday at 8:00 a.m. until Sunday at midnight. You must take the quiz during that time period.

**Checking the Calendar:** The calendar lists the dates that each lesson module becomes available. It also lists the dates of availability for each quiz. Modules will appear on the date indicated on the calendar. If you don't have access to a module or a quiz when it should be available, send me an email immediately. Remember, it is your responsibility to check the calendar and to notify the instructor promptly if you do not have access to a module or a quiz.

**Exams:** The midterm and final examination will be given at the University of Southern Mississippi in room 111 of the Speech and Hearing Building. Information regarding the time and place will be posted on the bulletin board. If you do not live within driving distance of the campus, you may take the exam using a proctor at an approved testing site. Prior arrangements for proctored examinations must be made two weeks prior to the scheduled examination with the Office of
Distance Learning. For additional information about proctored examinations, go to http://www.usm.edu/lec/proctoring/ or click on the link on the homepage.

Grading: Grades will be assigned on a percentage basis. For example if you obtained 330 out of the possible 390 points during the semester, your percentage score would be 84.6% (B). Letter grades will be given on the following scale:

- 90-100% .... A
- 80-89% .... B
- 70-79% .... C
- 64-69% .... D
- <64% ..... F

You can check your grades at any time by clicking on the "My Grades" icon from the main page. It is my policy to round your final average up to the next higher integer. For example, if your final average is 79.4, I will round your average up to 80% and you will receive the grade of B. If your final average is 78.9, I will round it up to 79 and you will receive the grade of C. Please don't ask for extra points, extra credit, extra consideration or extraterrestrial assistance. If you miss the midterm, you will be allowed to reschedule ONLY if you present a valid excuse from a physician. Students who fail to show up for the final examination will receive the grade of F for the class.

Grade Grubbing

A grade gruber is a person who asks for a higher grade than he or she has earned. They often say “I've worked really hard in this class,” or “I never got lower than an A in any of my courses,” or “If I don't get a B I won't get into grad school.” Please don't be a grade gruber – your final grade will be based solely on you achievement based on quiz scores, the midterm and the final exams.

Drop Date and Drop Policy: The drop date for this semester can be found on the registrar's website:

http://www.usm.edu/registrar

You can drop this course without penalty before the drop date. If you ask to drop the course after the drop date, I will calculate your grade up to that time and submit a "WP" grade if you are passing the course or a "WF" grade if you are failing the course. If you are failing the course, please don't ask for a "WP" grade.

Academic Honesty: The learning in professional preparation courses like this one directly affects your ability to provide professional services to those entrusted to your care. Anyone caught cheating will be subject to all penalties proscribed by university policy. You are expected to complete all quizzes yourself; having others assist you will be considered a violation of the academic honesty policy. **It is also a violation of the academic honesty policy to provide or receive copies of exam materials to or from other students.** Examinations taken at off-campus sites must be taken under the supervision of a qualified proctor. If, in the opinion of the instructor, it is not possible to verify that the examinations were taken by the student without aid
or assistance, those examinations will not be accepted and the student may be required to retake the examination under secure test conditions. The university policy on plagiarism will be enforced.

Office hours: During the summer semester, I am in my office on an irregular basis, since I don't teach on-campus classes. If you need a face-to-face meeting with me, please request an appointment using the Blackboard email messaging system

Knowledge and Skills

In this course you will acquire knowledge (areas of content that you can recall, relate and use) and skills (the learned capacity to do some task). Your acquisition of knowledge and skills will be assessed during the course of the semester (through *formative assessment*) and at the end of the semester (through *summative assessments*). Formative assessments will measure your progress during the course of the semester; the summative assessment will determine if you have acquired the knowledge and skills expected of students completing the course.


Learning Outcomes

Learning outcomes are behaviors that are observable and measurable; at the completion of this course you will be able to:

- describe the structures of the central and peripheral nervous system
- utilize the anatomical terminology related to neurological anatomy and physiology
- relate the structures of the central and peripheral nervous system to their physiological function
- describe the endogenous and exogenous factors that can affect the performance of the nervous system

A final word: Most students find the format of this class enjoyable and the class material interesting. There is a perception by some students that online courses are easier than regular lecture-type courses. While that may be true in some cases, student grades in my online course compare well with those of students taking the regular lecture course (good students get good grades; poor students get poor grades). Take the quizzes seriously; try to learn the material and take the quizzes without referring to your notes. This is not a class to take if you're looking for an easy grade. This course demands as much effort as any lecture course. If you do not have the ability for self-motivation you can easily fall behind. If you don't have the time or motivation to do the work, you should consider registering for the traditional lecture-style course.

Online courses require the same effort and time required of traditional lecture-style classes. I recommend that you set aside the same amount of time for this class as you would for any other 3
credit hour course. You should block off three hours per week to view the lessons, watch the videos, read the assignments and complete the quizzes. Devoting less time to an online course than to a regular lecture course will result in poor grades. In the interest of honest disclosure, you should know that Blackboard provides the instructor with a record of your online activities, so if you don’t do well in the class, don’t try to exaggerate the amount of time you’ve spend doing the lessons. The Blackboard program tracks your access to system and I routinely review how much time a student spends on each lesson. Students who log on the system for only a brief time each week (usually only long enough to take the quiz) usually fail the class.

Good luck in the class - have fun while you learn!

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:
The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001
Voice Telephone: (601) 266-5024 or (228) 214-3232 Fax: (601) 266-6035
Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY) or email ODA at oda@usm.edu.

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