Histology Syllabus for Spring 2012
9:25AM Tues/Thurs class; Thursday at 1:30
Instructor: Kate Estess, M.D.
Office Phone: 925-3579
Email: KEstess@mc.edu
Webpage: http://www.mc.edu/campus/users/kestess/

Lectures: Tuesday/Thursday at 8:00 AM to 9:15 and Thursday at 1:30 PM to 3:30

Lab: Tues or Thurs 3:35 – 5:30 or 6:00 to 8:00 pm

Grading Policies
Every Tuesday at 9:25 AM, **a comprehensive lecture** quiz will be given. I will count your 8 highest lecture quiz grades. If you accumulate more than 8 perfect lecture quizzes, then each additional perfect score will add one point to your final exam score. Missing a quiz *for any reason* will result in a zero for that quiz. The lecture quiz average will count 5% of average. Every Thursday at 1:30, a **comprehensive** lab quiz will be given. I will count your 8 highest lab quizzes. If you accumulate more than 8 perfect lab quizzes, then each additional perfect score will add one point to an exam score. Missing a quiz **for any reason** will result in a zero for that quiz. The lab quiz average will count 5% of your average. **All lecture exams are comprehensive.** Missing an exam due to an unexcused absence will result in a zero for that exam. Any exam missed due to an excused absence will be made up **ASAP.** An excused absence is defined as an absence due to personal illness or death of a relative. You must have a letter from your physician before an excused absence is granted if you miss due to illness. **All lab exams are comprehensive. See above**

Graduate Students: Students taking Graduate level Histology (BIO 5403) will write a paper on a topic mutually agreed upon by the instructor and the student. The paper must be a minimum of 2500 words (not counting bibliography, charts, figures, or graphs). The paper must be in 12 pt font, double spaced, with 1 inch margins. Papers conforming to these guidelines will be about 12 pages, not counting figures, graphs, or bibliographies. Under the title of your paper, you will put the word count excluding the bibliography. Additionally, the body of your paper must be properly cited with endnotes. You will answer an essay question on your final exam covering the topic of your paper. The paper and essay answer, combined, will count 10% of the final course grade. The paper is due in my office by 5:00 pm on 3/9/2012. In addition, a "soft" copy of the entire paper, in one Microsoft Word document, must be submitted to kestess@mc.edu by 3/9/2012. See the attached guidelines for specifics on the paper.

Grading scale for 403:
A: 100 – 85.0%
B: 75.5 – 84.9%
C: 65.0 – 74.9%
D: 60.0 – 64.9%
F: < 60.0%

Grading scale for 5403
A: 85.0 - 100
B+: 80.0 – 84.9
B: 75.0 – 79.9
C+: 70.0 - 74.9
C: 65.0 – 69.9
D: 60.0 – 64.9
F: 59.9 and Below

Lecture starts at 9:25 AM and 1:30 PM. Students are expected to be in their seats at that time. Excessive tardiness will result in loss of points.

Exam I: **2/9/12** (undergraduate 10%) (graduate 7.5%)
Exam II: **3/8/012** (undergraduate 15%) (graduate 12.5%)
Exam III: **4/5/2012** (undergraduate 25%) (graduate 22.5%)
Exam IV**: LAB FINAL: 4/19 at 1:30 pm; LECTURE FINAL: 5/1/12** (undergraduate 40%) (graduate 37.5%)

Attendance:
Strict adherence to Mississippi College's class attendance policy will be followed. Any student whose absences, whether excused of unexcused, exceed 25% of the class meetings will receive a grade of "F" in the course. See *The 2010-2011 Bulletin*
The last day to drop this class is Friday, March 23, 2012 (No tuition refund!).
The last day to drop with a full tuition refund is January 19, 2012.

Academic Integrity Statement:
See the 2011-2012 Mississippi College Undergraduate Bulletin for what the University considers to be academically dishonest, the student's responsibility, and consequences for academic dishonesty. Cell phones are not allowed out in the classroom after class begins. They are to be kept in your book bag, purse, or pocket. They are not allowed on the desk or in your lap. Before class begins, turn cell phones OFF. Touching a cell phone after an exam is passed out will result in loss of points on the exam. Recording lectures is permitted. Video taping lectures is NOT permitted. Recording, video or audio, or the taking of pictures during the review of quizzes and exams is NOT permitted. Violation of this policy will be considered a violation of our honor code and will go onto your permanent record. This may result in expulsion from the course or program. This violation will be reported to any graduate or professional school you apply. Touching a cell phone or any other electronic devices other than the calculator that was provided to you is NOT permitted.

Reviewing exams
Students will be given one opportunity to review an exam they previously completed. In one of the afternoon lectures (the date will be announced), students will be given the answer sheet only. The questions will be reviewed on a PowerPoint presentation. During the review, students are not allowed to write any information. They are also not allowed to record any part of the exam (including photos, audio recording and video recording, or any other recording of info). Cell phones and other electronic devices must be turned off and put away. Students must return the answer sheet following the review. Failure to return the answer sheet or writing or recording information will result in a zero on the exam and students may be reported as having cheated on the exam. Students will **not** have the opportunity to review the exam at a later date.

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services immediately upon recognition of their disability. (If their disability is known they must come in before the semester begins or make an appointment immediately upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system.) Documentation must be current (within 3 years).The student must meet with SCS face-to face and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in each semester to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).

Student Counseling Services is located in Alumni Hall Room #4 or they may be contacted via email at christia@mc.edu or rward@mc.edu. You may also reach them by phone at 601-925-7790.

Textbooks needed
***Histology: a text and atlas*, 5th Edition, by Ross and Pawlina**
***Wheater's Functional Histology*, 5th Edition, by B. Young et al,**
***Cells and Tissue Ultrastructure: A Functional Prospective* by P. Cross and K. Mercer—We will access this online if it is available. This book is no longer being published.**

TAs for Histology this semester include:
Neil Blanchard: blanch00@mc.edu (Tues at 3:35)
Murray Petersen: mpeterse@mc.edu (Tues and Thurs at 6:00)
Roman Bennett: broman@mc.edu (Thurs at 3:35)

Please correspond to them by email if you need to communicate with them. You will also be responsible for checking your MC email this semester. This is how I will communicate with you.

Days	**Topic**
1-10, 1-12	Cell Structure
1-16	No class: MLK Holiday
1-17 and 1-19	Epithelium, Nervous Tissue
1-24 and 1-26	Nervous Tissue, Connective Tissue, Skin
1-31	Cartilage/Bone, Bone Growth, Muscle
2-2	No class (math and science tournament)
2-7	Muscle and Respiration
2-9 at 1:30 PM	**Exam I at 1:30**
2-9 at 8:25 AM	Cardiovascular
2-14 and 2-16	Cardiovascular, Blood cells
2-21 and 2-23	Lymphatic System, Endocrine
2-28 and 3-2	Endocrine
3-7	Female Reproduction
3-9 at 1:30 PM	**Exam II at 1:30 PM**
3-9 at 9:25 AM	Female Reproduction
3-9	**PAPER DUE on 3/9/2011**
3-13 to 3-17	SPRING BREAK
3-20	Female and Male Reproduction
3-22	Male Reproduction
3-23	LAST DAY TO DROP (no refund)
3-27 and 3-29	Male Reproduction and Digestive System
4-3	Digestive System
4-5 at 1:30 PM	**Exam III at 1:30 PM**
4-5 at 9:25 AM	Digestive System
4-10 and 4-12	Digestive System and Urinary System
4-19	**LAB FINAL at 1:30 PM**
Tuesday, May 1	**Exam IV (lecture portion) at 11:00AM**

THE INSTRUCTOR RESERVES THE RIGHT TO ALTER THIS SYLLABUS.