

HUMAN PHYSIOLOGY

Instructor: Ms. Yue
Office hours: Tues & Wed lunchtime in J31

Email: jyue@ausd.net (preferred)
Voicemail: (626)821-8370 ext. 1087

Important Websites:

<http://msyuescience.weebly.com> (no "www"!)- *Agendas, assignments, resources*

<http://www.turnitin.com> - *Turn in assignments*

COURSE DESCRIPTION

Welcome to Human Physiology! I am looking forward to working with you this year. There is much to learn about the human body. Throughout this class, you will be able to better understand how your body works, learn how to ask good questions and seek out answers for yourself, and become better and more analytical thinkers. In order to succeed in this course, expect to work diligently by attending class regularly, participating in labs and group activities, completing all assignments on time, and studying consistently for quizzes and tests.

EXPECTED CLASSROOM BEHAVIOR

In order to have a productive and fun learning environment, there are a few guidelines you need to follow. My rules for this class are very simple:

1. **Exercise respect** towards your teacher, peers, classroom, and yourself. Exhibit common courtesy and common sense!
2. **Be on time and be prepared.**
3. **NO iPods/MP3 players, PSPs, cell phones, and other such electronic devices** because these negatively affect your learning experience and the learning experience of others. Turn off those cell phones BEFORE you enter the classroom! **Confiscated electronic device will be turned in to the Dean's office or held for 24 hours!**
4. **NO food, drink, candy, or gum** will be allowed! We are in a science classroom that uses chemicals so this is a **safety** issue. And, this rule is enforced especially since we are guests in other teachers' rooms. An exception will be made for water in a closeable container.
5. **Please show respect and do not wear hats** in the classroom.

MATERIALS

You will need to bring with you to class **everyday**:

- Binder or a section in a binder to organize work for this class
- Notebook or a section in your binder for notes
- Planner to write down assignments
- Two (2) pens of Blue or Black ink
- Correcting pen: one (1) pen of any other color (red, purple, green, fuschia... just not blue or black)
- Pencil with eraser
- Colored pencils
- 8.5"x11" lined paper
- Approved safety goggles (purchased at the Trading Post; bring on lab days or leave in classroom)
- You will need access to a **computer with Internet access**. The school library and Arcadia Public Library have computers you may use to access the Internet. We will be using www.turnitin.com to turn in various assignments and the online textbook!

- You will need an **active email account** in order to sign up for Turnitin.com. Also, Ms. Yue may email important information to you every so often so you will need to check that email account regularly.

Recommended optional materials:

- Metric ruler
- Non-programmable scientific calculator

GRADING POLICY

I do not give grades. You *earn* them.

Your grade will be based on:

Tests/Quizzes	60%
Labs/Activities/Projects	30%
Classwork and Homework	10%

The grading for this class will be based on the following scale. Any grades that are curved will be done at the discretion of the instructor. Grades are rounded to the nearest tenth. The grading scale is absolute; **no exceptions will be made.**

A+	98-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%	F	<60%
A	93-97.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%		
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%		

At the end of the semester, Ms. Yue will **drop the two lowest homework grades and lowest quiz score.** Test grades will not be dropped. However, for the **final exam**, if you do well on it, it can **replace your lowest test grade.**

**WRITE YOUR NAME ON YOUR ASSIGNMENTS, TESTS, ETC.!!!!
NO NAME, NO GRADE!!!**

**** NOTE ABOUT TURNITIN.COM ****

We use an online anti-plagiarism website to turn in many assignments. If for some reason the website is giving you problems when submitting, **EMAIL the assignment to me** and describe the problem so I know you have turned it in on time. If your internet does not work and therefore you cannot email me, bring in the assignment to class **WITH A SIGNED NOTE FROM YOUR PARENT/GUARDIAN** explaining the situation. Make sure you resolve the problem ASAP. If you still have issues with your computer, **go to the school library!**

I post grades in the classroom for you to check. I am human, so sometimes, there may be mistakes in entering scores. You are responsible for checking your own scores and bringing incorrect grades to my attention. I would suggest that you do not throw away your assignments until you have at least checked the accuracy of your grade.

I will only allow score corrections up until TWO WEEKS after grades are posted so please make sure that you check your scores promptly!

LABORATORY SAFETY

You will need to **take and pass a lab safety test** and **sign a safety contract** before you can participate in labs. The laboratory experience is a fun part of this course. To do well in lab requires total cooperation and discipline on each student's part. If, at anytime, you are violating any of the rules and threaten the safety of yourself and those around you, Ms. Yue reserves the right to dismiss you from the lab and you will receive a zero. The privilege of participating in future labs may be taken away, depending on the seriousness of the offense.

LATE WORK

No late work will be accepted in this class.

MAKE-UP WORK

It is **YOUR RESPONSIBILITY** to get missed notes, classwork, and assignments. **LOOK ONLINE at the class website** for daily work, and if you have any questions, ask Ms. Yue about what you need to make-up. You are expected to see the instructor about making up work due to an excused absence. Guidelines are as follows:

- Students who are absent due to school activities are responsible to turn in any assignments in on the due date. Any tests or quizzes that will be missed must be taken **BEFORE** the actual test date.
- Students with **excused** absences have one day for each day they were absent to complete all missed work. (For example, if you were absent for three days, you have three days to turn in make-up work.)
- If you are absent the day of the test, **you will take the test the day you come back to school at lunch**. Absent the day before? You still take the test along with everyone else on the test day. Make-up tests are given **during lunch** directly **ON** the day you return and **may be different from the regular test**.
- Because there is a large requirement for setting up equipment and getting materials ready, there are **NO MAKE UP LABS**. The next lab will be doubled to make up for the missing score.

TARDIES

It is absolutely crucial that you come to class on time. Being on time means being seated at your desk when the bell rings. Excessive and chronic tardiness will not be tolerated. The first two tardies will result in a warning. The third tardy will result in a tardy contract. Subsequent tardies will result in lunch detention and possible referral to the dean.

Three (3) tardies = N in citizenship. Five (5) tardies = U in citizenship.

You may “erase” up to 3 tardies in one semester by coming in at lunch for room beautification.

CHEATING

I take cheating of any sort in this class very seriously and personally. If you cheat on any assignment or if cheating is suspected, **you will receive an automatic zero** for that assignment and additional disciplinary action may be taken. Cheating includes, but is not limited to:

- **Copying** someone else's work or allowing your work to be copied (unless sharing data)
- **Plagiarism** (copying from a book, magazine, or internet site without proper citation)
- **Talking** during **or** using unauthorized notes on a quiz or test
- **Forgery** or altering documents sent to parents/guardians

The most distressing aspect about cheating is the breach of trust between us. The ultimate goal is to learn the material. If you cheat, you are not reaching that goal! *Your grade should be earned with integrity.* Please see the student handbook for more details about the cheating matrix.

DISCIPLINE PROCEDURES

I expect every student to do their part in creating a safe learning environment. Therefore, I will follow the following steps if a student is misbehaving and disrupting the class. Note: Any behavior that puts another person at risk or demonstrates hate will not be tolerated.

1. First offense: Warning.
2. Second offense: Warning. Possible additional consequences depending on the incident.
3. Third offense: Lunch Detention. Parents contacted.
4. Fourth offense: Dean referral
5. Severe disruption: Student sent immediately to Dean's office.

A NOTE TO PARENTS/GUARDIANS

Parent conferences are usually available during 2nd period. Please call Mrs. Harvey in the main office at (626)821-1754 to arrange a conference. I am also available to answer any questions you may have via email: jjue@ausd.net. I will do my best to answer your email within two school days.

I know that was a lot of information to go through, but I believe we all need to play an active part in creating the best possible learning environment. I want you to have a fun and successful year and that can only happen with your help. I thank you in advance for being respectful and cooperative.

Please fill out and return the following page that acknowledges your reading and understanding of the syllabus.

“I have read and I understand the rules and expectations outlined in the course syllabus and agree to adhere to them.”

Student Name (Print): _____ ID#: _____ Per: _____

Student Signature: _____ Date _____

Parent/Guardian Name (Print): _____ Relationship _____

Parent/Guardian Signature: _____ Date _____

Home Phone Number: _____ Work Phone Number: _____

Parent/Guardian Email: _____

“I am able to have access to a computer with Internet and understand that I will need to use it regularly to complete assignments and communicate with the teacher.”

Student Signature: _____

Parent/Guardian Signature: _____

If you **absolutely cannot** access the Internet, please explain your circumstances below and have your parent/guardian sign:

Parent/Guardian Signature: _____