



St George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Title: ACCT 103 - Introduction to Financial Accounting

Course Credit: 3

Class Times: Monday & Wednesday 5:30 PM to 6:45 PM

Semester and Year: Spring 2020

Pre-Requisite: NONE

Classroom Location: FA 3

Course Director: Mr. Troy J. Noel BA, MSc, FCCA

Course Directors' Contact Info: Building C (444 - 4175 ext. 3475)
tnoel@sgu.edu

Course Director Office Hours: Mon & Weds 3:00 PM to 5:00 PM
Tues & Thurs 2:30 PM to 5:30 PM

Course Management Tools: To learn to use Sakai, the course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to the subject and principles of accounting. It emphasizes the importance of double-entry in the accounting field. It also involves the preparation of simple financial statements.

Course Objectives:

Upon completion of this course the student should be able to:

- Articulate the basic principles underlying the logic of accounting;

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- Analyze business transactions in terms of their effects on ledger accounts;
- Prepare financial statements given a list of business transactions for a specific period;
- Discuss the kind of information that may be gained about a business entity given its financial statements and be knowledgeable about various issues relating to the Income Statement, Balance Sheet (the Statement of Changes in Financial Position);
- Articulate how accounting decisions impact various parties such as management, owners, creditors and employees.

Student Learning Outcomes:

- Fully understand the principle of Double-Entry Accounting for the sole trader type business;
- Understand a trial balance to the point of effectively classifying the accounts into its various types: (namely: Assets, Liabilities, Capital, Revenues, Expenses and Contra);
- Apply the knowledge to an actual business;

Program Outcomes met by this course:

- AF-PO-1 Identify, analyze and record transactions, economic events and circumstances in the accounting systems of organizations using fundamental concepts, practices and processes.
- AF-PO-4 Develop an understanding of ethical and social responsibilities of accountants, reflecting on ethical dilemmas and develop appropriate responses.

SAS Grading Scale: Grades will be assigned as follows:

A	=	89.5% or better
B+	=	84.5 – 89.4
B	=	79.5 – 84.4
C+	=	74.5 – 79.4
C	=	69.5 – 74.4
D	=	64.5 – 69.4

Course Materials:

- **Prescribe Text:** Financial Accounting (6th Edition) by Harrison and Horngren
- **Additional Resources:**
Business Accounting 1 by Frank Wood
Any Financial Accounting Text

Course Requirements and Percent of Grade:

Grades will be based on the following:

- | | |
|--------------------------------------|-----|
| • Completion of Homework Assignments | 10% |
| • Class Quizzes | 30% |
| • Attendance | 5% |
| • Mid Term Exam | 25% |
| • Final Exam (Cumulative Exam) | 30% |

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Lesson 1: An Introduction to Accounting

- Introduction to course design and administrative details
- The purpose and nature of accounting and accounting information
- Financial statements
- Users of Financial Statements
- Qualitative Characteristics of Financial Information
- Forms of Business Organization
- Selection of an appropriate form of business organization

Quiz # 1

Lesson 2: The Accounting Principles and Concepts

- The Accounting principles and Concepts

Lesson 3: Basic Financial Statements

- The Accounting Equation
- The Simple (Opening) Balance Sheet

Quiz # 2

Lesson 4: The Accounting Cycle

- The role of accounting records
- The general journal
- The ledger: For
Assets, Liabilities and Capital/Equity
Revenue and Expense
- Closing of the accounts

Lesson 5: The Unadjusted Trial Balance

- Definition of Trial Balance
- Reasons to prepare a Trial Balance
- Preparation of an Unadjusted Trial Balance
- Discussion about the normal balances of Assets, Liabilities, Capital/Equity, Revenues, Expenses and Contra Accounts

Quiz # 3

MID-TERM EXAMS

Lesson 6: Drafting Simple Financial Statements from The prepared Unadjusted Trial Balance

- Generally Accepted Accounting Principles
- Financial Statement for Sole Traders Entity:
 - Income Statement
 - Balance Sheet

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Quiz # 4

Lesson 7: Transaction Analysis

- Analyze business transactions
- Understand how accounting works
- Record business transactions
- Using the Trial Balance

Quiz # 5

Lesson 8: Books of Original Entries

- Sales Day Book
- Purchase Day Book
- Sales Return Day Book
- Purchase Returns Day Book
- Cash Book
- General Journal

Quiz # 6

FINAL EXAMS

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Classroom etiquette: Before entering the class, students are required to turn off or put on silent all cell phones, beepers and any other form of technologies that could disrupt class. Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the *Student Manual*. Eating and drinking are not allowed during lectures.

Students with Disabilities and Special Challenges: A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.



St George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Title: ACCT 204 - Financial Accounting

Course Credit: 3

Class Times: Tuesday & Thursday 1:00 PM to 2:15 PM

Semester and Year: Spring 2020

Classroom Location: KBT East

Pre-Requisite: ACCT 103 or Basic Understanding of Double Entry Accounting and Financial Statements

Course Director: Mr. Troy J. Noel BA, MSc, FCCA

Directors' Contact Info: Building C (444 - 4175 ext. 3475)
tnoel@sgu.edu

Course Director Office Hours: Mon & Weds 3:00 PM to 5:00 PM
Tues & Thur 2:30 PM to 5:30 PM

Course Management Tools: To learn to use Sakai, the course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to the study of financial statements. It shows them how to prepare, analyze and interpret these statements.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

Upon completion of this course the student should be able to:

- Build on the basic principles underlying the logic of accounting covered in the introduction to Financial Accounting;
- Prepare various financial statements given a list of Trial Balance balances for a specific period;
- Discuss the kind of information that may be gained about a business entity given its financial statements and be knowledgeable about various issues relating to the Income Statement, Balance Sheet and the Statement of Cash Flows;
- Articulate how accounting decisions impact various parties such as management, owners, creditors and employees;
- Discuss specific assets and liabilities accounts with regards to the preparation of financial Statements and adjustments;

Student Learning Outcomes:

- Preparation of Financial Statements for various entities;
- Distinguishing between a service and a merchandising organization;
- Preparation of a Bank Reconciliation Statement for an entity;
- Preparation of the Stockholders Equity section of the Balance Sheet;
- Definition and understanding of internal control and the expression of its importance to the business entity;
- Analysis of a financial statement using ratios, horizontal and vertical analysis;

Program Outcomes met by this course:

- AF-PO-1 Identify, analyze and record transactions, economic events and circumstances in the accounting systems organizations using fundamental concepts, practices and processes.
- AF-PO-3 Analyze and objectively evaluate financial statements and accompanying disclosures using appropriate tools, techniques and tax regulations.
- AF-PO-4 Develop an understanding of the ethical and social responsibilities of accountants, reflecting on ethical dilemmas and develop appropriate responses.

SAS Grading Scale: Grades will be assigned as follows:

A	=	89.5% or better
B+	=	84.5 – 89.4
B	=	79.5 – 84.4
C+	=	74.5 – 79.4
C	=	69.5 – 74.4
D	=	64.5 – 69.4

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

- **Prescribe Text:** Financial Accounting (6th Edition) by Harrison and Horngren
- **Additional Resources:** Any Financial Accounting Text

Course Requirements and Percent of Grade:

Grades will be based on the following:

- Quality and completion of Homework Assignments 10%
- Topic Quizzes 25%
- Attendance 5%
- Mid-Term Exam 30%
- Final Examination - Project 15%
- Final Examination 15%

Course Schedule:

WEEKS	TOPIC	CHAPTERS	QUIZ/ASSIGN
1	The Financial Statements	Ch 1	
2	Transaction Analysis	Ch 2	Quiz # 1
3	Using Accrual Accounting to Measure Income	Ch 3	Quiz # 2
4	Using Accrual Accounting to Measure Income	Ch 3	
5	Internal Control and Cash	Ch 4	Quiz # 3
6	Merchandise Inventory and Cost of Goods Sold	Ch 6	Quiz # 4 Assignment # 1 Due
7	Review For Examination		
8	MID-TERM EXAMINATIONS		
9	Stockholders' Equity	Ch 10	
10	Stockholders' Equity Financial Statements Analysis	Ch 10 Ch 13	Quiz # 5
11	Financial Statement Analysis The Statement of Cash Flows	Ch 13 Ch 12	
12	The Statement of Cash Flows	Ch 12	Quiz # 6
13	Short-Term Investment & Receivables	Ch 5	
14	Short-Term Investment & Receivables	Ch 5	Assignment # 2 Due
15	Review For Examination		
16	FINAL EXAMINATIONS		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Classroom etiquette: Before entering the class, students are required to turn off or put on silent all cell phones, beepers and any other form of technologies that could disrupt class. Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the *Student Manual*. Eating and drinking are not allowed during lectures.

Students with Disabilities and Special Challenges: A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: ACCT 305 Intermediate Accounting
Number of Credits: 3 credits
Days and Times: Tuesday and Thursday 10.00AM to 11.15AM
Semester and Year: Spring 2020
Classroom Location: Click or tap here to enter text.
Pre-requisite(s): ACCT 204 Financial Accounting

Course Lecturer Name(s): Ronald A Peters
Course Director Name: Click or tap here to enter text.

Course Lecturer(s) Contact Information: rapeters@sgu.edu
Course Director Contact Information: Click or tap here to enter text.

Course Lecturer(s) Office Hours: Monday, Wednesday, Friday 2.30PM to 4.30PM
Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Location: Winward Hall/Building C
Course Director Office Location: Click or tap here to enter text.

Course Support: Tracy Fortune, tfortune@sgu.edu 473 444 4175 ext.3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to a more detailed study of Financial Accounting and Financial Reporting than that covered in earlier accounting courses. It is based on financial reporting using the provisions of the International Financial Reporting Standards (IFRS) issued by the International Accounting Standard Board (IASB). It helps students understand what IFRS is and how the provisions in the standards are applied in practice. It covers the conceptual framework used as the basis for developing the international standards. It covers the format of the financial statements required by IFRS. Students learn about the accounting and financial reporting requirements of some of the elements reported in financial statements. Students also get an appreciation of the challenges and limitations of financial reporting.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

1. Develop a more in depth understanding of the procedures comprising the Accounting Cycle
2. Appreciate the environment within which financial accounting and financial reporting takes place.
3. Understand the role professional Accountancy bodies, Standard Setting organisations and regulatory institutions play in financial accounting and reporting.
4. Learn the elements comprising the conceptual framework developed by Standard Setting bodies to guide the development of accounting theory and practice.
5. Identify and describe the recognition, measurement and disclosure rules for various elements of financial statements and for items within those elements.
6. Understand the uses and limitations of Financial Statements

Student Learning Outcomes:

1. Prepare journal entries to record accounting transactions
2. Prepare closing journal entries
3. Prepare reversing journal entries
4. Prepare an Income statement in accordance with International Financial Reporting Standards (IFRS)
5. Prepare a Statement of Financial Position in accordance with IFRS
6. Prepare a Statement of Cash Flows in accordance with IFRS

Program Outcomes Met By This Course:

AF-PO-1 Identify, analyze and record transactions, economic events and circumstances in the accounting systems of organizations using fundamental concepts, practices and processes.

AF-PO-2 Prepare historic and forecasted financial reports for internal and external stakeholders of organizations using appropriate managerial accounting tools, techniques, theories, financial accounting principles and standards and tax regulations.

AF-PO-3 Analyze and objectively evaluate financial statements and accompanying disclosures using appropriate tools, techniques and regulatory requirements.

AF-PO-4 Develop an understanding of the ethical and social responsibilities of accountants, reflecting on ethical dilemmas and develop appropriate responses.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Intermediate Accounting: IFRS edition Volume 1 by Kieso, Weygandt & Warfield, published by Wiley

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

1. Class participation	10%
2. In class quiz	30%
3. Mid-term exam	30%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

4. Final exam	30%
---------------	-----

Course Requirements:

1. Participation in class discussions.
2. Satisfactory completion of all written assignments
3. Successful completion of both in class quizzes.
4. Successful completion of mid-term examinations.
5. Successful completion of final examinations.

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week	Topic	Assignments to be prepared for class
1	[Chapter 3] The Accounting Information System. Review of previous financial Accounting course material (Pre-requisite for this course)	Chapter 3 Problems P3-1 and P3-4
2	[Chapter 1] Financial Reporting and Accounting Standards	Chapter 1 CA1-2, CA1-3, CA1-4, CA1-6
3	[Chapter 2] Conceptual Framework Underlying Financial Accounting	Chapter 2 BE 2-5, BE 2-6, BE 2-8, BE 2-9, E 2-3, E 2-4, E 2-5, E 2-6, CA 2-1.
4	In class quiz	
5	[Chapter 4] Income Statement & Related Information	Chapter 4
6	[Chapter 4] Income Statement & Related Information	Chapter 4
7	[Chapter 5] Statement of Financial Position and Statement of Cash Flows	Chapter 5
8	MID TERM EXAM	
9	[Chapter 7] Cash & Receivables	
10	[Chapter 08] Valuation of Inventory	Chapter 08
11	[Chapter 10] Acquisition & Disposition of Property Plant & Equipment	Chapter 10
12	[Chapter 11] Depreciation, Impairment and Depletion	Chapter 11
13	[Chapter 12] Intangible Assets IN-Class QUIZ	Chapter 12
14	[Chapter 13] Current Liabilities, Provisions and Contingencies	Chapter 13
15	[Chapter 15] Equity	Chapter 15
16	Final Exams	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are expected to read the chapter material prior to the lecture. Selected questions will be assigned as homework. Homework assignments will be either checked in class or students will be asked to submit answers on Sakai.

Classroom/Online Etiquette Procedure:

Attending classes is important for this course. To understand and grasp the fundamentals taught in later classes build on knowledge and skills learnt in previous classes. Therefore missing classes will impede your progress. Participation in class discussions is encouraged and rewarded.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Instructor will consider the effort and quality of the contribution of each student for the entire semester. Students are expected to treat the instructor and classmates with respect and courtesy at all times. This means giving your full attention, no private conversations, no cell phone, ipad or computer use while the lecturer or other student is speaking.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: ACCT 307 – Accounting Information Systems and Risk Analysis

Number of Credits: 3 credits

Days and Times: Tues. & Thurs. 2:30 – 3:45

Semester and Year: Spring 2020

Classroom Location: TBD

Pre-requisite(s): ACCT 305 & BUSI 306

Course Lecturer Name(s): Mr. David Shaw, MBA

Course Director Name: N/A

Course Lecturer(s) Contact Information: Telephone: 473-444-4175 Email: dshaw@sgu.edu ext 3746

Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: TBD / By Appointment

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Business and Management Studies Office Building C

Course Director Office Location: N/A

Course Support: Tracey Fortune, tfortune@sgu.edu, ext 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is intended to serve as the second semester course in Managerial Finance. It will present the student with methods for analyzing the value of a business investment and review the fundamentals of analyzing investing opportunities in the stock market. Additionally, it is to familiarize students with how Accounting is done in practice. It is an information systems course for Accounting students, not a traditional Accounting course or an MIS course.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Upon successful completion of this course, students will:

- 1 Possess a deeper knowledge of Finance.
- 2 Understand the role of financial research in financial markets and how to apply research skills to those finance markets.
- 3 Demonstrate how accounting information systems process transactions arising from economic events.
- 4 Use systems concepts and terminology to examine the accounting information system and its' subsystems.
- 5 Participate in a project team that will develop an information accounting system.
- 6 Use accounting software (Quick Books) to process accounting information.

Student Learning Outcomes:

1. This course will provide students with the analytical and quantitative skills needed to make sound financial decisions.
2. It will offer the students an opportunity to further understand the theories of corporate finance and how they are applied in the “real world” to generate a lasting value impact for a company.
3. With this understanding, students will design, implement and run an accounting information system for a small business of their choice for three months.

Program Outcomes Met By This Course:

A-PO-1 Identify, analyze and record transactions, economic events and circumstances in the accounting systems of organizations using fundamental concepts, practices and processes.

A-PO-2 Prepare historic and forecasted financial reports for internal and external stakeholders of organizations using appropriate managerial accounting tools, techniques, theories, financial accounting principles and standards and tax regulations.

A-PO-3 Analyze and objectively evaluate financial statements and accompanying disclosures using appropriate tools, techniques and regulatory requirements.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Quick Books, Handouts

Supplementary Readings/Resources: [Click or tap here to enter text.](#)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

The final grades will be determined from the following:

Class Participation	5%
Quizzes	15%
Computer design project	40%
End of term project	40%

Course Requirements:

- Participation in class discussions.
- Satisfactory completion of quizzes.
- Active participant in group.
- Successful completion of mid-term and final exam, computer design project, and end-of-term financial project.

Course Schedule:

Week 1 System Tools

Week 2 Accounting Transaction Cycles

Week 3 Revenue Cycle Applications

Week 4 Expenditure Cycle Applications

Week 5 Conversion Cycle Applications

Week 6 Financial cycle Applications

Week 7 Internal Controls

Week 8 Introduction to Software [QuickBooks Pro], Setting up a Company.

Week 9 Financial Analysis

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late

*Assignments are due on the submission date. Every day that an assignment is late results in 5 points being deducted per late day from the assignment score. **Late Submission***

Submission

Classroom/Online Etiquette Procedure:

Classroom etiquette

Before entering the class, students are required to turn off all cell phones, beepers and any other form of

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

technologies that could disrupt class.

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and fellow students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behaviour are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Eating and drinking are not allowed during lectures

Cell Phones

Note cell phones are to be turned off during class. Any calls, text messages, SMS made or received during class will result in your being noted as absent from class.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: ACCT 351 Managerial Accounting
Number of Credits: 3
Days and Times: Monday and Wednesday 5.30PM to 6.45PM
Semester and Year: Spring 2020
Classroom Location: Click or tap here to enter text.
Pre-requisite(s): ACCT 204 Financial Accounting

Course Lecturer Name(s): Ronald A Peters
Course Director Name: Click or tap here to enter text.

Course Lecturer(s) Contact Information: rapeters@sgu.edu
Course Director Contact Information: Click or tap here to enter text.

Course Lecturer(s) Office Hours: Monday, Wednesday, Friday 2.30PM to 4.30PM
Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Location: Winward Hall (Building C)
Course Director Office Location: Click or tap here to enter text.

Course Support: Tracy Fortune ext 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This introduces students to the tools, concepts and techniques used by Accountants to provide information to managers within an organization to enable them to better plan and control the activities of the organization. The course starts with helping students to appreciate the difference between financial accounting and managerial accounting. This is followed by a briefly describing the basic tasks of managers and how they use accounting information in carrying out these tasks. The course develops students understanding of the various ways costs can be classified and which costs are relevant to particular decisions. Students learn about changes in the business environment that influence changes to the techniques used in managerial accounting. The course use various

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

types of organizations to demonstrate how managerial accounting is used. These organizations include, manufacturing, service, profit seeking, non-profit organizations, and government.

Course Objectives:

Upon completion of this course students should be able to:

- 1. Distinguish between managerial accounting and financial accounting**
- 2. Discuss the role of managerial accounting within an organization.**
- 3. Discuss the importance and challenges of ethics to the accountant within an organization**
- 4. Use various classifications to analyze costs within an organization.**
- 5. Describe and illustrate absorption and variable costing methods and prepare reports using these methods.**
- 6. Describe, illustrate and comment on the use of budgeting as an aid to planning.**
- 7. Identify relevant costs and appropriate techniques for decision-making and use them in various decision-making situations**

Student Learning Outcomes:

1. Record transactions involving the acquisition and use of materials, labour and overheads
2. Calculate product costs
3. Calculate profits using absorption and marginal costing techniques
4. Prepare functional budgets and static master budgets
5. Prepare flexible budgets
6. Compute and interpret variances
7. Prepare reports using relevant information to assist management in making operating and marketing decisions

Program Outcomes Met By This Course:

AF-PO-1 Identify, analyze and record transactions, economic events and circumstances in the accounting systems of organizations using fundamental concepts, practices and processes.

AF-PO-2 Prepare historic and forecasted financial reports for internal and external stakeholders of organizations using appropriate managerial accounting tools, techniques, theories, financial accounting principles and standards and tax regulations.

AF-PO-4 Develop an understanding of the ethical and social responsibilities of accountants, reflecting on ethical dilemmas and develop appropriate responses

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: : "Introduction to Management Accounting" by Horngren, Sundem and Stratton 15th Edition, Prentice Hall.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Supplementary Readings/Resources: Available on the ACCT 351 Mycourses course management website (Sakai): These include the syllabus, power point slides, and selected solutions to problems.

Course Grading Requirement:

1. Participation in class discussions.
2. Successful completion of both in class quizzes.
3. Successful completion of mid-term and final examinations.

Grades will be earned as follows:

1. Class participation	10%
2. In class quiz	30%
3. Mid-term exam	30%
4. Final exam	30%

Course Requirements:

1. Participation in class discussions.
2. Satisfactory completion of all written assignments
3. Successful completion of both in class quizzes.
4. Successful completion of mid-term examinations.
5. Successful completion of final examinations.

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week	Topic	Assignments to be prepared for class
1	Introduction Course design & Administration Managerial Accounting, the business Organization, and Professional ethics	Chapter 1 1-A3, 1-B1 & 1-B2, 1-B3 Exercise 1-29, 1-32, 1-34, Problem 1-48
2	Introduction to Cost Behaviour & Cost volume relationships	Chapter 2 2-A2, 2-A3, 2-B2, 2-B3 Exercise 2-29, 2-32, 2-39 Problem 2-41, 2-50
3	Introduction to Cost Behaviour & Cost volume relationships	
4	Measurement of Cost behaviour	Chapter 3 3-A1, 3-A2 Exercise 3-32, 3-35, 3-37 Problem 3-46
5	Measurement of Cost behaviour In Class Quiz 1	
6	Cost Management Systems (Page 140 to top of page 152	Chapter 4 Exercise 4-36,4-38, 4-39 Problems 4-51, 4-52,
7	Relevant Information & Decision making: Pricing Decisions	Chapter 5 5-A1 Exercise 5-31, 5-32, 5-33, 5-40 & 5-43 Problem 5-56(Parts1,2,3)
8	MID TERM EXAM	
9	Relevant Information & Decision making: Operational Decisions	Chapter 6 Exercise 6-32, 6-33, 6-36, 6-37 Problem 6-47
10	Relevant Information & Decision making: Operational Decisions	
11	Introduction to Budgeting & Preparing the Master Budget	Chapter 7 Exercise 7-30, 7-31, 7-33, 7-35 Problem 7-36
12	Introduction to Budgeting & Preparing the Master Budget In class quiz 2	
13	Flexible Budgets & Variance Analysis	Chapter 8 8-B2 Exercise 8-26, 8-30, 8- 32
14	Flexible Budgets & Variance Analysis	
15	Accounting for overhead costs	Chapter 13 Exercise 13-45 Problem 13-58, 13-59

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are expected to read the chapter material prior to the lecture. Selected questions will be assigned as homework. Homework assignments will be either checked in class or students will be asked to submit answers on Sakai.

Classroom/Online Etiquette Procedure:

Attending classes is important for this course. To understand and grasp the fundamentals taught in later classes build on knowledge and skills learnt in previous classes. Therefore missing classes will impede your progress. Participation in class discussions is encouraged and rewarded.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Instructor will consider the effort and quality of the contribution of each student for the entire semester. Students are expected to treat the instructor and classmates with respect and courtesy at all times. This means giving your full attention, no private conversations, no cell phone, ipad or computer use while the lecturer or other student is speaking

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: ACCT 401 Cost Accounting
Number of Credits: 3
Days and Times: Tuesday and Thursday 1.30PM to 2.45PM
Semester and Year: Spring 2020
Classroom Location: Click or tap here to enter text.
Pre-requisite(s): ACCT 351 Managerial Accounting

Course Lecturer Name(s): Ronald A Peters
Course Director Name: Click or tap here to enter text.

Course Lecturer(s) Contact Information: rapeters@sgu.edu
Course Director Contact Information: Click or tap here to enter text.

Course Lecturer(s) Office Hours: Monday, Wednesday, Friday 2.30PM to 4.30PM
Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Location: Winward Hall (Building C)
Course Director Office Location: Click or tap here to enter text.

Course Support: Tracy Fortune ext 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course examines the concepts, tools and procedures underlying the development of a cost accounting system used to support managerial decision making, control and performance reporting. Topics covered include cost measurement, cost allocation, job costing, process costing, Activity based costing. The course use various types of organizations to demonstrate how Cost Accounting is used. These organizations include, manufacturing, service, profit seeking, non-profit organizations, and government.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

Upon completion of this course students should be able to:

1. Explain the role of cost accounting information in creating value for managers.
2. Describe the fundamentals of the job costing process.
3. Identify the basic principles of process costing
4. Explain Activity based costing and how it differs from traditional costing methods.
5. Identify relevant costs and appropriate techniques for decision-making and use them in various decision-making situations

Student Learning Outcomes:

1. Prepare cost accounting reports that are useful for decision making and performance evaluation.
2. Demonstrate how materials, labour and overhead costs are added to a product at each stage of the production cycle.
3. Analyse the basic cost flow model and use it to assign costs in a job cost system
4. Formulate overhead costs using predetermined rates and Activity Based Costing.
5. Interpret variable overhead cost and fixed cost variances
6. Prepare Cash budgets
7. Prepare a process costing report

Program Outcomes Met By This Course:

AF-PO-1 Identify, analyze and record transactions, economic events and circumstances in the accounting systems of organizations using fundamental concepts, practices and processes.

AF-PO-2 Prepare historic and forecasted financial reports for internal and external stakeholders of organizations using appropriate managerial accounting tools, techniques, theories, financial accounting principles and standards and tax regulations.

AF-PO-4 Develop an understanding of the ethical and social responsibilities of accountants, reflecting on ethical dilemmas and develop appropriate responses

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: : "Introduction to Management Accounting" by Horngren, Sundem and Stratton 15th Edition, Prentice Hall.

Supplementary Readings/Resources: Available on the ACCT 351 Mycourses course management website (Sakai): These include the syllabus, power point slides, and selected solutions to problems.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

1. Participation in class discussions.
2. Successful completion of both in class quizzes.
3. Successful completion of mid-term and final examinations.

Grades will be earned as follows:

1. Class participation	10%
2. In class quiz	30%
3. Mid-term exam	30%
4. Final exam	30%

Course Requirements:

1. Participation in class discussions.
2. Satisfactory completion of all written assignments
3. Successful completion of both in class quizzes.
4. Successful completion of mid-term examinations.
5. Successful completion of final examinations.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Week	Topic	
1	Introduction Course design & Administration The manager, Management Accounting & Cost Accounting	Chapter 1
2	Introduction to cost terms and purposes	Chapter 2
3	Job Costing	Chapter 3
4	Job Costing	
5	Process Costing In Class Quiz 1	Chapter 17
6	Flexible Budgets – Variable overhead & Fixed overhead cost variances	Chapter 8
7	Flexible Budgets – Variable overhead & Fixed overhead cost variances	
8	MID TERM EXAM	
9	Inventory Costing and Capacity Analysis	Chapter 9
10	Inventory Costing and Capacity Analysis	
11	Cash Budgeting	Chapter 6
12	Allocation of Support Department costs, common costs and revenue <i>In class quiz 2</i>	Chapter 15
13	Allocation of Support Department costs, common costs and revenue	Chapter 15
14	Cost Allocation – Joint products and By products	Chapter 16
15	Cost Allocation – Joint products and By products	Chapter 16
16	Final Exams	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are expected to read the chapter material prior to the lecture. Selected questions will be assigned as homework. Homework assignments will be either checked in class or students will be asked to submit answers on Sakai.

Classroom/Online Etiquette Procedure:

Attending classes is important for this course. To understand and grasp the fundamentals taught in later classes build on knowledge and skills learnt in previous classes. Therefore missing classes will impede your progress. Participation in class discussions is encouraged and rewarded.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Instructor will consider the effort and quality of the contribution of each student for the entire semester. Students are expected to treat the instructor and classmates with respect and courtesy at all times. This means giving your full attention, no private conversations, no cell phone, ipad or computer use while the lecturer or other student is speaking

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: ACCT 409 – Cost Accounting and Financial Audit
Number of Credits: 3 credits
Days and Times: Mon, Wed, Fri 12:30 – 1:20 PM
Semester and Year: Spring 2020
Classroom Location: TBD
Pre-requisite(s): ACCT 305 & BUSI 306

Course Lecturer Name(s): David Shaw, MBA
Course Director Name: N/A

Course Lecturer(s) Contact Information: Telephone 473-444-4175, email dshaw@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: TBD / By appointment
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: CB2
Course Director Office Location: N/A

Course Support: Tracy Fortune, tfortune@sgu.edu, ext 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

In this course we examine the tools, concepts, and techniques used by Accountants to provide information to internal managers and stockholders / stakeholders external to the organization. Areas of study consist of professional ethics, internal control, evidence-gathering techniques, flexible budgets and variance analysis, capital budgeting, inventory costing, and process accounting.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

At the successful completion of this course students will:

1. Understand the similarities and differences concerning the responsibilities of an auditor and cost accountant.
2. Be able to define professional ethics as it relates to an auditor and accountant.
3. Describe the advantages of the budgeting process and demonstrate the analytical tools that it provides.
4. Be able to explain the capital budgeting techniques, and produce a capital budget.
5. Have an understanding of the legal liabilities of the auditor and accountant in today's environment.
6. Understand the need and limitations of audit evidence as it relates to materiality.
7. Describe who is responsible to uncover fraud in an organization and if found, what course of action is expected.

Student Learning Outcomes:

1. By the end of this course, the student will have been introduced to the tools and concepts that both auditors and cost accountants use to ensure that a company is reporting accurately and operating efficiently.

Program Outcomes Met By This Course:

AF-PO-1 Identify, analyze and record transactions, economic events and circumstances in the accounting systems of organizations using fundamental concepts, practices and processes.

AF-PO-2 Prepare historic and forecasted financial reports for internal and external stakeholders of organizations using appropriate managerial accounting tools, techniques, theories, financial accounting principles and standards and tax regulations.

AF-PO-3 Analyze and objectively evaluate financial statements and accompanying disclosures using appropriate tools, techniques and regulatory requirements.

AF-PO-4 Develop an understanding of the ethical and social responsibilities of accountants, reflecting on ethical dilemmas and develop appropriate responses.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Auditing and Assurance Service - 14th Edition

By: Alvin A. Arens, Randal J. Elder and Mark S. Beasley

Cost Accounting – A Managerial Emphasis - 14th Edition

Charles T. Horngren, Srikant M. Datar, and George Foster

Supplementary Readings/Resources: NA

Course Grading Requirement:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Class Participation	10%
Written assignments and Quizzes	20%
Mid-Term	35%
Final	35%

Course Requirements:

- Participation in class discussions.
- Satisfactory completion of all written assignments.
- Satisfactory completion of quizzes.
- Successful completion of both mid-term, and final examination.

Course Schedule:

Cost Accounting – A Managerial Emphasis

Chapter 1	The Accountant's Role in the Organization
Chapter 2	An Introduction to Cost Terms and Purpose
Chapter 3	Cost-Volume-Profit
Chapter 4	Job Costing
Chapter 7	Direct-Cost Variances and Management Control
Chapter 17	Process Costing
Chapter 21	Capital Budgeting and Cost Analysis

Mid-Term

Auditing and Assurance Service

Chapter 1 The demand for Audit and other Assurance Services

Chapter 3	Audit Reports
Chapter 4	Professional Ethics
Chapter 7	Audit Evidence
Chapter 8	Audit Planning and Analytical Procedures
Chapter 9	Materiality and Risk
Chapter 10	Audits of Internal Control and Control Risk

Final Examination

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late Submission

Assignments are due on the submission date. Every day that an assignment is late results in 5 points being deducted per late day from the assignment score.

Classroom/Online Etiquette Procedure:

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and fellow students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Eating and drinking are not allowed during lectures

Cell Phones

Note cell phones are to be turned off during class. Any calls, text messages, SMS made or received during class will result in your being noted as absent from class.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ARTS 205 Drawing I
Number of Credits: 3.0
Days and Times: Tuesday 5:30pm – 8:00pm
Semester and Year: Spring 2020
Classroom Location: SAH End Rm
Pre-requisite(s): None

Course Lecturer Name(s): Asher Mains
Course Director Name: N/A

Course Lecturer(s) Contact Information: +1 473 444-4175 x3692
Course Director Contact Information: +1 473 444-4175 x3692

Course Lecturer(s) Office Hours: MWF 9:30am – 12:00pm Tuesdays 3:00pm – 5:30pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Balisier Building 2nd Floor
Course Director Office Location: NA

Course Support: Nikisha Thomas, nstomas@sgu.edu, x3692

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This introductory drawing course will explore a range of styles and approaches ranging from classical to experimental. Students will engage in drawing exercises designed to help them make better observations and improve their ways of seeing for themselves and their audience. Students will use classic media such as charcoal and paper but in the course of the semester will experiment with a variety of drawing tools.

Course Objectives:

1. To expose students to a wide variety of approaches to drawing with a particular emphasis on how drawing can be a helpful tool for cognitive processes.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. To teach some traditional approaches as well as contemporary approaches using drawing as a way of developing concepts.
3. To use drawing as a means of expression and communication
4. To be able to describe, analyse, and evaluate drawings as an art form
5. To demonstrate the ability to observe and make a record of observations through drawing

Student Learning Outcomes:

1. Critically analyse/critique artwork whether it's a historical piece, their classmates' or their own
2. Discuss their process in creating a work with reference to their creative strategies and decision-making.
3. Execute pieces of art with an understanding of design principles and different technical skills.

Program Outcomes Met By This Course:

GE PO.1 Critically analyze global and regional issues.

GE PO.4 Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Texts will be available to read online.

Supplementary Readings/Resources: [Click or tap here to enter text.](#)

Course Grading Requirement:

This course combines concepts with studio time and the grading will be spread over effort made in both. Class discussions, attendance, being on time, and critique of other work will count as participation. In class activities will be graded on receptivity to instruction, engagement with concepts, and ability to discuss process in execution. Final projects will be graded according to level of engagement by student at the ability to combine a good concept with good execution of the project.

Participation and Attendance: 20%

Sketchbook: 30%

In Class Activity: 40%

Final Project 10%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

Supplies When possible I like to try to save money on resources when it comes to art but the nature of the course makes some supplies unavoidable. Students will be provided a roll of paper to do exercises on at a low cost as well as charcoal which will be provided for free. Students will need to bring to class: - A sketchbook to use as a drawing journal and for longer drawings - A set of drawing pencils (graphite and charcoal) and eraser Students are encouraged to consider other materials such as ink in their drawings, particularly when we come to alternative processes. Photo References There will be times in the semester where students will work from photo references. All photos, except in special cases and with permission from the instructor, will be the student's own photos. In an age where images are proliferous and accessible, it is important to create our own content and engage in our own processes from start to finish.

Course Schedule:

Week 1, Jan 21: Introductions, Mark-making and still life, (gesture drawing and types of lines)

Week 2, Jan 28 : Still life (line, mass, scribble gestures)

Week 3, Feb 4: Still life (sustained gesture, continuous line drawing, organizational line drawing)

Week 4, Feb 11: Copying great drawings (space, perspective, hatching/crosshatching)

Week 5, Feb 18: Drawing from a photograph (student's choice, value and shading)

Week 6, Feb 25: Subjective and Objective drawings (Student's choice, starting to develop concepts)

Week 7, Mar 3: Mid-term Critiques

Week 8, Mar 10: No Class, Mid-terms

Week 9, Mar 17: Clothed Figure (classical poses)

Week 10, Mar 24: Drawing from nature (particular emphasis on patterns)

Week 11, Mar 31: Alternative Processes (exploration of limitations)

Week 12, Apr 7: Alternative Processes (developing concepts),

Week 13, Apr 14: Begin working on Final Projects

Week 14, Apr 21: Work on Final Projects

Week 15, Apr 28: Presentation and critique of final projects

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University
School of Arts and Sciences

Department of Biology, Ecology & Conservation.

Course Code, Title and Number of Credits
BIOL101 Anatomy & Physiology I (4cr.)

Days and Times: Mondays, Wednesdays and Fridays from 8:30 – 10:00am.
Semester and Year: Fall 2019

Pre-requisite(s): TBA.

Classroom Location: Founders Annex

Course Director Name: Olufemi Obadina, MD
Course Lecturer Name(s): Chrystal Antoine-Frank, MD
Georbrina Hargrove, MD
Michael Montalbano, MD
Madonna Phillip, MD
Rachel George-St.Bernard, MD
Ahmed Mahgoub, MD

Course Director Contact Information: oobadina@sgu.edu

Course Lecturer(s) Contact Information: cantoinef@sgu.edu
ghargrov@sgu.edu
mmontal1@sgu.edu
mphilli2@sgu.edu
rgeorge@sgu.edu
amahgoub@sgu.edu

Course Director Office Hours: All faculty appointments need to be made **in person** with the course secretary at the main anatomy office (across from Modica Hall) between the hours of 09:30 – 15:30 only.

The department is open from 08:00 – 16:30 during week days and is closed over the weekend and public holidays.

Course Lecturer(s) Office Hours: All faculty appointments need to be made **in person** with the course secretary at the main anatomy office (across from Modica Hall) between the hours of 09:30 – 15:30 only.

The department is open from 08:00 – 16:30 during week days and is closed over the weekend and public holidays.

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description:

Anatomy & Physiology I (BIOL101) is a 4 credit course administered by the Department of Anatomical Sciences at St. George's University, Grenada. BIOL101 is the first in a series of two introductory courses to Anatomy and Physiology, which the other being BIOL202. BIOL101 begins with the basic anatomical terminology and building a foundation of cellular physiology, basic histology and embryology knowledge. The course continues the student's introduction to the structure and function of the human body with a focus on the musculoskeletal, respiratory, cardiovascular and digestive systems. The student's basic understanding of the Anatomy and Physiology of the human body will continue to develop throughout the delivery of the course. Students will continue to learn and apply their knowledge of human Anatomy and Physiology to normal, healthy individuals as well as clinical correlations that are relevant to the health sciences.

Course Objectives:

Course objectives are a detailed list of learning objectives given to the students for each lecture topic of the course and linked to the required textbook. Course objectives are available in the My Courses - Resources folder.

Student Learning Outcomes:

At the end of this course, students will be expected to have learnt and be able to apply their knowledge of human Anatomy and Physiology to normal, healthy individuals as well as clinical correlations that are relevant to the health sciences.

Program Outcomes Met By This Course:

Student should be able to have learnt basic anatomical terminology as well as built a foundation of cellular physiology, basic histology and embryology that can be used to serve them well for the future BIOL 202 course.

SAS Grading Scale Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%

Course Materials:

1. Textbook
2. Lecture Handouts

The textbook and the lecture notes are meant to serve as the primary source for all necessary knowledge in this course. Successful students will become familiar with the textbook, read and review required sections, and use the text to complete course learning objectives.

Text: *Tortora & Derrickson: Principles of Anatomy and Physiology, 15th Edition.*

Supplementary Readings/Resources: None.

Course Requirements and Percent of Grade:

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2018/2019, page 28) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy: Students are expected to attend all scheduled course activities as they are an essential component for your success. Attendance will be taken with the use of Turning Point clickers at random sessions throughout the term. **Students must bring their ID's and clickers**

to all lecture and lab sessions. Failure to click-in results in the loss of attendance points for that session. It is the students' responsibility to ensure their clickers are registered and in working order. New clickers can be purchased at the bookstore.

Signing an attendance register on behalf of another student or clicking in for someone else is considered a breach of the SGU honor code and will result in disciplinary action. Absence with or without excuse for 20% or more of class will result in a zero grade for professionalism.

Please note: students who forget their clickers or arrive late for class may miss the clicker session and will be marked absent on the clicker attendance register (no excuses or explanations will be considered). Students are advised to arrive on time for all lectures and labs.

Attendance (as printed in the 2015-2016 St. George's University Student Manual p.10)

"Students are expected to attend all classes and clinical rotations for which they have registered. Although attendance may not be taken at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If an absence from individual classes, examinations, activities or from the University itself is anticipated or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation."

Assignment Submission Policy: There will be two Group Discussions/Buzz Groups sessions during this course. Each is designed to help review and apply all previous material covered in the lectures to clinical and/or advanced scenarios. Students will work in groups for the duration of the session and a quick review will be provided by the instructor at the end of the session. **It is required by the students and their respective groups to come to the sessions well prepared. Failure to do so may impact your professionalism grade.** These sessions are intended to enhance team work and collaboration in addition to developing a deeper understanding of the course material and the ability to apply knowledge to clinical scenarios.

Classroom Etiquette: Use only professional language relevant to course material: no derogative remarks or inappropriate language is allowed. Dress in a manner that is appropriate for an academic setting. Students are advised to arrive on time for all lectures and labs.

Online Etiquette: Use only professional language relevant to course material: no derogatory remarks or inappropriate language is allowed. All posts must be accompanied with the full name of the person posting. **Inability to provide your full name is a violation of the honor code and will result in your post being deleted.**

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Tentative Course Schedule:

BIOL 101 Schedule Spring 2020				
Day: Mon, Wed & Fri Time: 8:30-10am Venue: TBA				
	DATE	DAY	LECTURE TOPIC	LECTURER
WK 1	20-Jan	Mon	COURSE INTRODUCTION	Obadina
	22-Jan	Wed	1. MEDICAL TERMINOLOGY & IMAGING	Obadina
	24-Jan	Fri	2. BASIC TISSUES	Frank
				Weekly Lecture summary due
WK 2	27-Jan	Mon	3. CELL PHYSIOLOGY	Frank
	29-Jan	Wed	4. EXCITABLE TISSUE	Hargrove
	31-Jan	Fri	5. MUSCLE PHYSIOLOGY I	Hargrove
				Weekly Lecture summary due
WK 3	3-Feb	Mon	6. MUSCLE PHYSIOLOGY II	Hargrove
	5-Feb	Wed	BUZZ 1	Obadina
	7-Feb	Fri	PUBLIC HOLIDAY -Grenada Independence	
				Weekly Lecture summary due
WK 4	10-Feb	Mon	EXAM 1	Obadina
	12-Feb	Wed	7. INTRODUCTION TO HUMAN DEVELOPMENT	Montalbano
	14-Feb	Fri	8. SKELETAL SYSTEM: Axial Skeleton	Frank
				Weekly Lecture summary due
WK 5	17-Feb	Mon	9. SKELETAL SYSTEM: Appendicular Skeleton & Joints	George
	19-Feb	Wed	10. MUSCULAR SYSTEM : Head & Neck	George
	21-Feb	Fri	11. MUSCULAR SYSTEM: Trunk & Upper Limb	Montalbano
				Weekly Lecture summary due
WK 6	24-Feb	Mon	12. MUSCULAR SYSTEM: Pelvis & Lower Limb	Montalbano
	26-Feb	Wed	LAB 1: MUSCULOSKELETAL SYSTEM	ANATOMY
	28-Feb	Fri		
				Weekly Lecture summary due
WK 7	2-Mar	Mon	LAB 2: MUSCULOSKELETAL SYSTEM	ANATOMY
	4-Mar	Wed		
	6-Mar	Fri		
WK 8	March 9 - 13		EXAM 2	Obadina
WK 9	16-Mar	Mon	13. RESPIRATORY SYSTEM I	Hargrove
	18-Mar	Wed	14. RESPIRATORY SYSTEM II	Hargrove
	20-Mar	Fri	15. RESPIRATORY SYSTEM III	Hargrove
				Weekly Lecture summary due
WK 10	23-Mar	Mon	16. CARDIOVASCULAR SYSTEM I	Phillip
	25-Mar	Wed	17. CARDIOVASCULAR SYSTEM II	Phillip
	27-Mar	Fri	18. CARDIOVASCULAR SYSTEM III	Phillip
				Weekly Lecture summary due
WK 11	30-Mar	Mon	19. CARDIOVASCULAR SYSTEM IV	Phillip
	1-Apr	Wed	LAB 3: CARDIOVASCULAR & RESPIRATORY SYSTEMS	ANATOMY
	3-Apr	Fri	BUZZ 2	Obadina
			LAB 4: CARDIOVASCULAR & RESPIRATORY SYSTEMS	ANATOMY
				Weekly Lecture summary due
WK 12	6-Apr	Mon		
	8-Apr	Wed	EXAM 3	Obadina
	10-Apr	Fri	PUBLIC HOLIDAY - Good Friday	
WK 13	13-Apr	Mon	PUBLIC HOLIDAY - Holy Monday	
	15-Apr	Wed	20. DIGESTIVE SYSTEM I	Montalbano
	17-Apr	Fri	21. DIGESTIVE SYSTEM II	Montalbano
				Weekly Lecture summary due
WK 14	20-Apr	Mon	22. DIGESTIVE SYSTEM III	Montalbano
	22-Apr	Wed	23. DIGESTIVE SYSTEM IV	Montalbano
	24-Apr	Fri	LAB 5: DIGESTIVE SYSTEM	ANATOMY
				Weekly Lecture summary due
WK 15	27-Apr	Mon		
	29-Apr	Wed		
	1-May	Fri	PUBLIC HOLIDAY - Labor Day	
WK 16	May 4 - 8		EXAM 4	Obadina



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL200 Botany
Number of Credits: 3
Days and Times: Monday and Wednesday, 4:00 pm to 5:15 pm
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): n/a

Course Lecturer Name(s): Leon Radix
Course Director Name: **Leon Radix**

Course Lecturer(s) Contact Information: lradix@sgu.edu
Course Director Contact Information: lradix@sgu.edu

Course Lecturer(s) Office Hours: 10:00 am to 12:00 am (M,W&F)
Course Director Office Hours: 10:00 am to 12:00 am (M,W&F)

Course Lecturer(s) Office Location: Caribbean House, 2nd floor
Course Director Office Location: Caribbean House, 2nd floor

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: Ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introductory botany course. As such, one of the primary goals of the course is to introduce students to the principles and general concepts of botany. In this course, we will cover a broad range of topics including the biology of the plant cell, photosynthesis and respiration, plant organs, plant diversity, and human interactions with plants. We will also take an in-depth look at the plant ecosystems of Grenada. This course has been created to cover these numerous important topics to ensure a foundational knowledge of botany and plant science is achieved.

This course will be intensive in terms of reading, writing, and self-expression. Students will be expected to verbalize their thoughts and observations from lectures, field trips, and labs during classroom discussions. Students will have numerous opportunities for self-learning in a variety of

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

laboratory experiments, presentations, fieldwork, and a paper. Botany is in many ways a visual art, and students will work on illustrating and identifying a variety of plant parts. The formal concepts introduced in this class will be presented by your professor and will be supplemented by group discussions, lab/class activities, and fieldwork.

Course Objectives:

This course is designed to:

1. Provide a general introduction that supports student understanding of the key concepts of botany and plant science including:
 - a. Plant cell biology
 - b. Respiration and photosynthesis
 - c. Genetics
 - d. Evolution and adaptation
 - e. Plant organs
 - f. Plant diversity
 - g. Environmental factors that affect plants
 - h. Human-plant interactions
2. Increase student understanding of the complex plant communities of Grenada and the ecosystems they create.
3. Develop scientific skills including:
 - a. Learn to ask the questions that scientists ask
 - b. Gather, interpret, and communicate quality information
4. Provide the opportunity for students to explore the natural environment to gain first-hand experiences and knowledge of the unique flora of Grenada
5. Demonstrate the importance of botany as an active research field that promotes the understanding of the flora as it relates to the environment and the long-term survival of humankind.

Technical Skills Outcomes:

1. Use the clinometer, densitometer and measuring tape to determine tree height, percentage canopy cover and Diameter at Breast Height (DBH).
2. Use of microscope to observe cell, tissues, organs and other important anatomical features of a plant and prepare annotated diagrams.

Student Learning Outcomes:

Please see Course and Session Learning Outcomes document in the Resources folder.

Program Outcomes Met By This Course:

MWC – PLO1: Apply the scientific method for designing and conducting controlled field and laboratory experiments, testing hypotheses, collecting and analyzing data, and interpreting and communicating results.

MWC – PLO2: Apply the scientific method for designing and conducting controlled field and laboratory experiments, and effectively use scientific literature and communicate scientific knowledge.

MWC – PLO3: Analyze key ecological issues across Planet Earth, with a focus on ensuring long-term species viability, and the health of marine and terrestrial environments.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

BIOL – PLO1: Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.

BIOL – PLO 2: Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.

BIOL – PLO 4: Apply knowledge of the interaction of atoms, molecules and biochemical processes that define organic and inorganic matter.

BIOL – PLO 5: Demonstrate effective communication of scientific knowledge.

BIOL – PLO6: Demonstrate problem solving and critical thinking skills.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Text: Raven, P. H., Evert, R. F., Eichhorn, S. E. 1999. Biology of Plants 6th ed. W. H. Freeman and Company. New York, New York.

Supplementary Readings/Resources: Hawthorne, W. D., Jules, D., Marcelle, G. 2004. Caribbean Spice Island Plants. Oxford Forestry Institute.

Course Grading Requirement:

This course consists of three exams worth a total of 55 percent of the overall course grade. Exam questions will come from the assigned reading material, class lectures and discussions, guest lectures, and class labs/activities. *Note: Exams may consist of multiple choice, true or false, short answer, matching, and fill-in-the-blank questions.*

There will be one formal Saturday field trip in this course that is worth 5 percent of your grade. Saturday fieldtrip attendance is mandatory unless approved by the professor a MINIMUM of 48 hours before the date of the trip. This field trip is integral to student success in this course and will provide first-hand experiences for every student to increase their connection and understanding of the terrestrial ecosystems of Grenada. There will be a field trip paper due for the Saturday trip.

Note: Additional information on field trips, group presentations and labs will be provided during the course.

You will be required to conduct two laboratory based activities that will account for 10 percent of you overall grade.

There will also be three group presentation activities that will be worth 10 percent each.

Course Requirements:

N/A

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

BIOL 220: 2020 Spring Lecture Schedule DRAFT			
Format of entries below-- Lecture number: topic, (textbook chapters in parentheses)			
<i>Note: Schedule is subject to change</i>			
Week		M: Lecture 1	W: Lecture 2
20-Jan	01	Introductions & Syllabus Review	What is Botany
27-Jan	02	Plant Cells	Plant Molecules
3-Feb	03	Membrane Structure and Function	Group Presentation
10-Feb	04	Catch Up Day	Exam 1
17-Feb	05	Cellular Respiration	Photosynthesis
24-Feb	06	Ethnobotany	Guest Lecture
2-Mar	07	Ethnobotany Group Presentation	Genetics
9-Mar	08	Midterm Exam— likely today	Midterm Exams Week
16-Mar	09	Evolution	Exam 2
23-Mar	10	Plant Diversity I	Plant Diversity II
30-Mar	11	Seeds, tissues and roots I	Seeds, tissues and roots II
6-Apr	12	Shoots and Secondary Growth	Holiday- Labor Day
13-Apr	13	Holiday-Easter Monday	Lab I
20-Apr	14	Poisonous Plants of Grenada	Lab II
27-Apr	15	Humans and Plants	Exam 3
4-May	16	Final Exam—likely today	Final Exams Week

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

This course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL 201 Natural History of Grenada
Number of Credits: 3
Days and Times: Monday & Wednesday 1:30 pm to 2:45 pm
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): None

Course Lecturer Name(s): Stephen Nimrod
Course Director Name: **Stephen Nimrod**

Course Lecturer(s) Contact Information: snimrod@sgu.edu
Course Director Contact Information: **Snimrod@sgu.edu**

Course Lecturer(s) Office Hours: Mon & Wed 3:00pm - 5:00pm, Tue & Thu 11:00am - 12:00pm
Course Director Office Hours: Mon & Wed 3:00pm - 5:00pm, Tue & Thu 11:00am - 12:00pm

Course Lecturer(s) Office Location: Caribbean House, Top Floor
Course Director Office Location: Caribbean House, Top Floor

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will introduce students to the natural history of Grenada through the study of geology, geography, biogeography, flora and fauna. The students will gain an appreciation of the local, natural environment and the processes that lead to the formation of volcanic oceanic islands like Grenada. Examples of how local flora and fauna most likely came to Grenada and establish themselves to form the natural environment will be discussed. Instruction on the identification of major taxonomic groups found in Grenada and the Caribbean will be combined with explanation on how these organisms interact with themselves and their environment. This course introduces students to the natural history of Grenada by viewing specimens, slides, and by taking short field trips to nearby shores and terrestrial areas to engage students actively. This course will provide an

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

appreciation of why the unique organisms of our environment are being studied and exploited for research, ecotourism and commercial development, and why these organisms should be protected. The formal concepts introduced in this class will be presented by your lecturer and will be supplemented by group lab/class activities, and field work.

Course Objectives:

1. Increase students understanding of the significance of Grenada's geographic location and how its location influences the island's climate, weather and natural environment.
2. Increase students understanding of the natural geological processes that lead to the creation of volcanic oceanic islands like Grenada.
3. Increase students understanding of the biogeography of volcanic oceanic islands like Grenada.
4. Increase students understanding of the diverse array of flora and fauna found on Grenada.

Technical Skills Outcomes:

NA

Student Learning Outcomes:

1. Explain the significance of Grenada's geographic location and how its location influences the islands weather, climate, flora and fauna.
2. Discuss how geological processes such as plate tectonics gave rise to volcanic oceanic islands like Grenada and island arcs.
3. Explain the processes whereby volcanic oceanic islands like Grenada received the flora and fauna that colonize the island and are present today as part of the natural environment.
4. Identify major vegetation types, as well as, terrestrial and marine wildlife found in Grenada.

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO2. APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.

BIOL – PLO2: Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.

BIOL – PLO6: Demonstrate problem solving and critical thinking skills.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: NA

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Supplementary Readings/Resources:

Caribbean Conservation Association (1991) Grenada Environmental Profile. Island Resources Foundation, Barbados.

Jackson, M.H., 1993. Galápagos, a natural history. University of Calgary press.

Marshall N. (1992) Understanding the Eastern Caribbean and the Antilles: with checklist appended. Th'anchorage Publisher.

Course Grading Requirement:

Exams (100% of grade): This course consists of **Five** exams. Exam questions will come from the assigned reading material, class lectures and discussions, and class labs/activities. *Note: Exams may consist of multiple choice, true or false, short answer, matching, and fill-in-the-blank questions.*

Assignment/Exam	Percentage of Total Grade
Exams 1	20%
Exam 2	20%
Exam 3	20%
Exam 4	20%
Exam 5	20%
	100%

Course Requirements:

NA

Course Schedule:

BIOL 201 Natural History of Grenada Spring 2020 Lecture Plan				
Week	Lect	Day	Date	Lecture Topic
Week 1	1	Mon	20-Jan	Course introduction
	2	Wed	22-Jan	Natural History overview (Grenada Geography)
Week 2	3	Mon	27-Jan	Geology, topography, soils (volcanic vs coral island)
	4	Wed	29-Jan	Climate, weather, seasonality
Week 3	5	Mon	03-Feb	Biogeography (how organisms got here?)
	6	Wed	05-Feb	Sum-up
Week 4	7	Mon	10-Feb	Quiz (1)
	8	Wed	12-Feb	Freshwater sources (rivers, springs, lakes etc)
Week 5	9	Mon	17-Feb	Major natural vegetation (forest to the coast)
	10	Wed	19-Feb	Terrestrial Wildlife in GND Pt 1: How Animals came here?
Week 6	11	Mon	24-Feb	Terrestrial Wildlife in GND Part 2: Ecoystems & Food webs
	12	Wed	26-Feb	Human Impact on biodiversity
Week 7	13	Mon	02-Mar	Sum-up
	14	Wed	04-Mar	Quiz (2)
Week 8				Mid Term Week
				Mid Term Week

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 9	15	Mon	16-Mar	Coastal features (coastline, bays, beaches, etc)
	16	Wed	18-Mar	Coastal features (marine resources, fisheries)
Week 10	17	Mon	23-Mar	Intertidal Organisms (mollusc & Crustaceans)
	18	Wed	25-Mar	(Mollusc & Crustaceans) FIELD TRIP
Week 11	19	Mon	30-Mar	Quiz 3
	20	Wed	01-Apr	Marine reptiles (Turtles)
Week 12	21	Mon	06-Apr	Sharks & Rays around Grenada
	22	Wed	08-Apr	Marine Mammals (Whales & Dolphins)
Week 13	23	Mon	13-Apr	Holiday
	24	Wed	15-Apr	Sum-up
Week 14	25	Mon	20-Apr	Quiz 4
	26	Wed	22-Apr	Marine Fishes
Week 15	27	Mon	27-Apr	Marine Fishes
	28	Wed	29-Apr	Quiz 5
Week 16				Final Examination Week
				Final Examination Week

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

NA

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



**St George's University
School of Arts and Sciences
Department of Biology, Ecology & Conservation**

**BIOL202: Anatomy & Physiology II (4cr.)
SPRING 2020**

Course Syllabus

Table of Contents

1. Course Description	2
2. Faculty and Staff	2
3. Communication	2
4. Attendance Policy	3
5. Course Materials	4
6. Components of the Course	4
7. Course Objectives	5
8. My Courses (Sakai)	5
9. Quizzes and Exams	6
10. Grading	7
11. IT issues	8
12. Student Responsibilities	8
13. How to Manage Your Studies	9

1. Course Overview

Anatomy & Physiology II (BIOL202) is a 4 credit course administered by the Department of Anatomical Sciences at St. George's University, Grenada. BIOL202 is a direct continuation of Anatomy & Physiology I (BIOL101). BIOL202 continues the student's introduction to the structure and function of the human body with a focus on the nervous, endocrine, reproductive, urinary, cardiovascular-blood, lymphatic and immune systems. The student's basic understanding of the anatomy and physiology of the human body will continue to develop throughout the delivery of the course. Students will continue to learn and apply their knowledge of human anatomy and physiology to normal, healthy individuals as well as clinical correlations that are relevant to the health sciences.

2. Faculty and Staff – Department of Anatomical Sciences

Course Director:	Feimatta Sowa, MD	fsowa@sgu.edu
Associate Course Director:	Geobrina Hargrove, MD	ghargrov@sgu.edu
Secretarial Staff:	Ms. Maisha Y. Archibald	myarchibald@sgu.edu
Teaching Faculty:		
	Crystal Antoine-Frank, MD	cantoinef@sgu.edu
	Ahmed Mahgoub, MD	amahgoub@sgu.edu
	Madonna Phillip, MD	mphilli2@sgu.edu
	Michael Montalbano, MD	mmontal1@sgu.edu
	Geobrina Hargrove, MD	ghargrov@sgu.edu
	Madonna Phillip, MD	mphilli2@sgu.edu
	Feimatta Sowa, MD	fsowa@sgu.edu

DES Facilitator TBA

3. Communication

All communication between students and teaching faculty, course director or secretarial staff will only be done via SGU email accounts. Correspondence from other sources will not be entertained due to privacy issues.

For all administrative questions and problems including exams, grades etc. please contact the course director at: fsowa@sgu.edu and ghargrov@sgu.edu

For notification of an absence from any scheduled laboratory session, lecture quiz or lecture exam, please send an e-mail to: myarchibald@sgu.edu

Faculty Appointments

All faculty appointments need to be made **in person** with the course secretary at the main anatomy office (across from Modica Hall) between the hours of 09:30 – 15:30 only.

The department is open from 08:00 – 16:00 during week days and is closed over the weekend and public holidays.

Content Related Questions

For all content-related questions, the most efficient way is the use of the Forum in My Courses. It is a convenient site to interact with other students and is moderated by faculty.

Forums in My Courses:

Use only professional language relevant to course material: no derogative remarks or inappropriate language is allowed. All posts must be accompanied with the full name of the person posting. **Inability to provide your full name is a violation of the honor code and will result in your post being deleted.**

Announcements:

Announcements regarding e.g. exam venues, grades, program and schedule changes etc. will be posted in My Courses.

4. Attendance Policy

Students are expected to attend all scheduled course activities as they are an essential component for your success. Attendance will be taken with the use of Turning Point clickers at random sessions throughout the term. **Students must bring their ID's and clickers to all lecture and lab sessions. Failure to click-in results in the loss of attendance points for that session.** It is the students' responsibility to ensure their clickers are registered and in working order. New clickers can be purchased at the bookstore.

Signing an attendance register on behalf of another student or clicking in for someone else is considered a breach of the SGU honor code and will result in disciplinary action.

Please note: students who forget their clickers or arrive late for class may miss the clicker session and will be marked absent on the clicker attendance register (no excuses or

explanations will be considered). The clicker attendance register shall serve as the only record used in determining the attendance grade. Students are advised to arrive on time for all lectures and labs.

Attendance (as printed in the 2015-2016 St. George's University Student Manual p.10)

“Students are expected to attend all classes and clinical rotations for which they have registered. Although attendance may not be taken at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If an absence from individual classes, examinations, activities or from the University itself is anticipated or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation.”

5. Course Materials

1. Textbook: *Tortora & Derrickson: Principles of Anatomy and Physiology, 15th Edition*
2. Lecture Handouts
3. Online image banks in MyCourses

The textbook and the lecture notes are meant to serve as the primary source for all necessary knowledge in this course. Successful students will become familiar with the textbook, read and review required sections, and use the text to complete course learning objectives.

6. Components of the Course

Professionalism

Professional behavior, communication and interpersonal skills will be assessed. It addresses timeliness, compliance, accountability, appearance, interactions, teamwork, motivation and respect. It is anticipated that students will demonstrate professional behavior at all times, and therefore, earn their full professionalism points. Should there be documented evidence of a student’s failure to demonstrate expected professional behavior as assessed, he/she may experience loss of all professionalism points. You will lose points based on your activities relating to attendance, compliance and participation in course sessions.

Lectures

All lectures will be conducted on Mondays, Wednesdays and Fridays from 8:30 – 10:00am. A detailed lecture schedule is available in the My Courses - Resources folder.

The emphasis in the lectures is to give an outline of what students are expected to know, prioritize important aspects and explain some of the difficult concepts. **The lecturer may not be able to cover all the aspects listed in the handouts. The students are expected to cover the remaining portions by themselves following the course objectives. There are assigned Direct Learning**

Activities (DLA,s) that are course objectives that students should do self-study for. These topics/objectives include exam content and MUST be prepared and expected in exams.

It is an important learning exercise for the students to learn to read textbooks and glean important information. **Pre-reading of the objectives and lectures notes will be of great help in understanding the lecture.**

Laboratory Sessions

Two laboratory sessions take place during the term and are located in the Anatomy Lab (lower level of Anatomy Department). Laboratory sessions are designed to be an active, student-driven, hands-on experience. You will work in small groups with your peers to discuss laboratory topics and identify anatomical structures, specimens and images. Faculty will be available for assistance. Each lab session will end with a **15 question on images from course content and 5 questions from cadaver specimen (total of 20 clicker/scantron quiz questions)** based on material discussed during recent lectures and the lab session.

Laboratory Etiquette

Attire: Full set of scrubs (top & bottom) or lab coat and closed toe shoes. No shorts, tank tops or revealing clothing.

Required lab materials: Lab checklists, clickers, and relevant course material

- You are required to bring your own gloves to all lab sessions.
- It is a privilege to have access to donated cadaveric materials.
- All materials in the lab should be handled with care and respect at all times.
- No food and drink are permitted in the lab at any time.
- No pictures or recordings are allowed at any time in the lab.
- Use of cell phones is not allowed inside the lab – Please switch your phones OFF or into vibrate mode before entering the lab.

Online Quizzes

There are 11 online quizzes that will be posted on My Courses throughout the term. Each online quiz is only open for one week. The Online Quiz schedule lists the opening and closing dates for each online quiz and is available in the My Courses - Resources folder. All students are strongly advised to take the online quizzes soon after they are posted and encouraged not to wait till the end of the week. All students must complete the quizzes individually. Your access to these assignments will be recorded and traceable. Upon completion of the online quizzes, you **MUST** attain at **least half** of the required points to be awarded full points for each quiz, eg. If total awarded points for a given quiz is 1 point, you must attain 0.5 point and above to get full credit for that quiz participation. Points below the required mark will not be awarded a grade for that quiz and student will receive (0),zero grade.

Do not print/distribute any of the on-line questions. To do so is a violation of both copyright law and the SGU Honor Code as outlined in the Student Manual.

Assignments

There are assignments in the course where students need to create and submit five (5) well written practice MCQ (multiple choice questions) covering the course content in the pre or post-midterm portion of the course. **MCQ questions should NOT be copied from other sources or from colleagues.**

The questions will be compiled and used during the integration and review sessions in the course as preparation for exams. More information will be provided by the course director about assignments.

Examination Attendance

All matriculated students are expected to attend all assigned academic activities for each course currently registered. **Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must send an email to the Course Director and the Career Guidance Center of the School of Arts and Sciences. The email must state that the student does not feel well enough that day to take an examination or participate in another required educational activity.** Students should realize that the faculty and administration expect this to be an infrequent occurrence. Students are only allowed two such excuses a year. The third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director.

Students are advised to adhere to Examination Services rules and regulations during an exam setting. For example, students are not allowed to bring certain items in the exam hall (phones, hooded sweaters/coats, etc.). Failure to abide by rules will lead to disciplinary actions by the exam services department. You will be informed of the rules from this department via emails. Please be aware.

7. Course Objectives

Course objectives are a detailed list of learning objectives given to the students for each lecture topic of the course and linked to the required textbook. Course objectives are available in the My Courses - Resources folder.

8. My Courses (SAKAI)

The My Courses site contains multiple tools and applications that facilitate the administration of the course.

COMMUNICATION

Announcements – Important notifications, quiz and exam results etc.

Forums - Students may post academic and administrative questions on the forum. Faculty will moderate the forum and provide feedback on questions and answers. **It is a requirement to always put your name at the end of each posting. Anonymous messages are in violation of the student honor code, and will be deleted.**

COURSE TOOLS

Resources – Important course material.

Course Information - Class schedule, online quiz schedule, course syllabus, course objectives, laboratory checklists etc.

Images – Bank of anatomical images that may be used for laboratory and quizzes and examinations.

Lectures - All course lectures are available as PDF documents.

Tests & Quizzes – Student access to online quizzes.

Gradebook – Student access to all course assessments, scores and grades.

TurningTechnologies – registration of clicker devices used for attendance and lab quizzes

9. Quizzes and Exams

All exams will be done via ExamSoft software. Quizzes are set on the SGU Sakai site, under test and quizzes.

The exams each contain 50 multiple choice questions on course material presented in each quarter of the course. The date, time, venue and other details related to the exams will be made available on My Courses. The final exam may include up to **15-20%** of cumulative content.

10. Grading

CATEGORY	POINTS	PERCENTAGE
Exam 1	50	
Exam 2	50	
Exam 3	50	
Exam 4	50	
Lab Quizzes	40	

Online Quizzes	21	
Buzz Groups	6	
Professionalism	5	
Assignments	3	
Total	275	

Raw Points	Letter Grade	%
246-275	A	89.5-100
232-245	B+	84.5-89.49
218-231	B	79.5-84.49
204-217	C+	74.5-79.49
190 - 203	C	69.4 -74.49
177-189	D	64.4 -69.49
<u>≤176</u>	F	<u>≤64.0%</u>

Grades are awarded objectively based on points earned in the course. A higher letter grade may be missed (or gained) by a tenth of a point. **The course director can not curve grades and there are no options for extra points. All grades are final based on points earned during the term. Please do not send emails or seek appointments to discuss this issue.** Grade appeals will only be considered if an error has been made in recording or calculation.

Exam Question Review

All SGU examinations are sequestered and are not available for individual review. Students having any queries regarding examination questions should make an appointment to discuss them with the Course Director.

Question Review Procedure

The scoring process for written examinations includes consideration of student question review requests and statistical item analysis. If a test item (question) in the exam is deleted for any reason from any examination, all responses to that questions will be accepted as correct.

Release of Examination Grades

Results of all assessments will be published online in My Courses. **Errors in published scores must be reported to the course director for validation within a period of two weeks.** Any errors reported after the deadline will not be considered.

Completion Exams

A student can be eligible for a completion exam in the case of a **medical excuse or an excused absence**. The format of the completion exam may differ from the original exam format at the discretion of the course director. Completion exams may include a combination of multiple choice questions, fill-in the blanks, essay questions or an oral exam. **Students requesting completion exams MUST get a letter of permit email to the course directors about the need to be considered for a completion exam before it can be granted. Completion exams dates are at the discretion of the course director, usually set a week after all final exams for the course are completed.**

11. IT Issues

Throughout the term, the internet, My Courses or other SGU sites may be down or inaccessible. Please submit the online assignments well in advance of the closing date and do not wait until the last minute. **For any internet or My Courses problems, please contact the IT department directly.** The Department of Anatomical Sciences is not responsible for any malfunctions of the university network or My Courses site or any of its components.

12. Student Responsibilities

- Attend all lectures and laboratories on time.
- Actively participate in lecture and laboratory activities.
- Ensure your computer and ExamSoft are up to date and in working order.
- In case of an absence due to illness, inform the course director as soon as possible.
- Check your SGU email daily – all course correspondence must use SGU email account.
- Submit online assignments on time – do not wait until the last minute.
- Check posted scores on gradebook – report any possible errors within 2 weeks.
- Ask for assistance at the earliest sign of difficulty.
- Voice your honest feedback on course surveys and evaluations.
- Treat faculty, students and staff with respect.
- Read the course syllabus & be familiar with all policies.
- Read your student SGU handbook.

13. How to manage your studies

- Practice good study habits.
- Practice good time management.
- Communicate with peers and faculty.
- Don't think you have to do it all by yourself - work in a group with study partners.

- Use the Department of Educational Services (DES) to assist you with study skills, time management skills and test taking skills.
- Seek advice from your course director, program director and student advisor.
- Respond promptly to all SGU correspondence.

Success in the Course

- **Preview** - read ahead for lectures and laboratories
- **Attendance** - attend all lecture and laboratory activities
- **Participate** – be active in lectures and labs
- **Review** - study material soon after lectures
- **Questions** –ask questions before, during and after class
- **Self quiz** – Make good use of your textbook and complete all figure and end of chapter review questions

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL211 Conservation and the Environment
Number of Credits: 3
Days and Times: Tuesday and Thursday, 1:00 pm to 2:15 pm
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): n/a

Course Lecturer Name(s): Leon Radix
Course Director Name: **Leon Radix**

Course Lecturer(s) Contact Information: lradix@sgu.edu
Course Director Contact Information: lradix@sgu.edu

Course Lecturer(s) Office Hours: 9:00 am to 11:00 am (M,W&F)
Course Director Office Hours: 9:00 am to 11:00 am (M,W&F)

Course Lecturer(s) Office Location: Caribbean House, 2nd floor
Course Director Office Location: Caribbean House, 2nd floor

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: Ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introductory conservation biology course. As such, one of the primary goals of the course is to introduce students to the principles and general concepts of conservation biology. Students enrolled in this course will investigate current theories regarding the ongoing extinction of species. The primary focus of the course will be recent vertebrate extinctions. However, we will also explore some case studies of recent plant and invertebrate extinctions. Students will become intimately acquainted with several species that we have lost (some within the lifetimes of the students) and several additional species that are currently on the verge of extinction. We will also be exploring ecological, educational, philosophical, economic, and cultural values that affect human perceptions of conservation and extinction. This course will be intensive in terms of reading, writing, and self-expression. Students will be expected to verbalize their thoughts and observations on

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

assigned readings in classroom discussions. Students will also help each other formulate and bring into focus, what will be their unique philosophical viewpoints on conservation and extinction. Student presentations will centre on the basic conservation biology concepts introduced in the course. The formal concepts introduced in this class will be presented by your professors and will be supplemented by group discussions, lab/class activities, and field trips.

Course Objectives:

This course is designed to help you:

1. Understand and apply major concepts in conservation biology including:
 - a. Viability issues of small populations in a fragmented landscape
 - b. Components and conservation of biodiversity
 - c. Processes of extinction
 - d. Island biogeography
 - e. Conservation of genetic diversity
 - f. Management of exotic species
 - g. Legal and on-the-ground protection of endangered and threatened species
 - h. Design of biodiversity preserves
2. Develop scientific skills including:
 - a. Learn to ask the questions that conservation biologists ask
 - b. Learn to recognize and interpret patterns found in nature and embedded within conservation biology issues
 - c. Gather, interpret, and communicate quality information
3. To immerse students into the natural environment to gain first-hand experiences and knowledge of the unique threats facing the flora and fauna of Grenada
4. Become vested in the conservation of organisms and their habitat and realize that biodiversity is extraordinary!

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

Please see Course and Session Learning Outcomes document in the Resources folder.

Program Outcomes Met By This Course:

MWC – PLO1: Apply the scientific method for designing and conducting controlled field and laboratory experiments, testing hypotheses, collecting and analyzing data, and interpreting and communicating results.

MWC – PLO2: Apply the scientific method for designing and conducting controlled field and laboratory experiments, and effectively use scientific literature and communicate scientific knowledge.

MWC – PLO3: Analyze key ecological issues across Planet Earth, with a focus on ensuring long-term species viability, and the health of marine and terrestrial environments.

BIOL – PLO1: Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.

BIOL – PLO5: Demonstrate effective communication of scientific knowledge.

BIOL- PLO6: Demonstrate problem solving and critical thinking skills.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Primack, R. B. 2008. A Primer of Conservation Biology: 4th or 5th Edition.

Supplementary Readings/Resources:

Quammen, D. 1996. The Song of the Dodo: Island Biogeography in the Age of Extinction

Caughley, G. & Gunn, A. 1996. Conservation Biology in Theory and in Practice

Course Grading Requirement:

Exams (50% of grade): This course consists of three exams. Exam questions will come from the assigned reading material, class lectures and discussion, guest presentations, field trips, and class activities. *Note: Exams may consist of multiple choice, true or false, short answer, matching, and fill-in-the-blank questions.*

Endangered or Extinct Species Presentation (30% of grade): Student teams (each team consisting of three to four students) will thoroughly research a species that has recently become extinct or is considered to be on the brink of extinction. This assessment should include life history, probable proximate, and ultimate causes of near extinction or extinction, and the potential ecological, economic, cultural, and/or philosophical impacts that the loss of this species may have on the local/global human community. Students will present this report to the class. These oral reports should be 15-20 minutes in length and must include at least 3 scientific literature citations that are distinct from class material. Please allocate 3 minutes for a question period after presentation. *Note: Most students do PowerPoint presentations. Additional information for this project will be provided during the course.*

Field Trip Summary and Assessment (15% of grade): For one of the two field trips, students are required to write a field trip report (worth 15%). The report must include your observations, questions you may have, points for further discussion, reflection, etc. The paper will be a minimum of 2 pages, typed and double-spaced. For the other field trip, students will do an in-field assessment using a checklist and will undergo brief informal interviews (Not graded, goes toward participation points). *Note: Field trip attendance is mandatory unless approved by the professor a MINIMUM of 48 hours before the date of the trip.*

Participation (5% of grade): Classroom activities will revolve around the required readings and lecture topics. Students will be expected to fully participate in all classroom activities which in some cases will require short oral presentations. Failure to participate will result in a loss of points. *Note: Failure to attend class is the most common way to lose points!*

Course Requirements:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

N/A

Course Schedule:

BIOL 220: 2020 Spring Lecture Schedule DRAFT			
Format of entries below-- Lecture number: topic, (textbook chapters in parentheses)			
<i>Note: Schedule is subject to change</i>			
Week		T: Lecture 1	TH: Lecture 2
21-Jan	01	Introductions & Syllabus Review	What is Conservation Biology
28-Jan	02	Biodiversity	Value of Biodiversity
4-Feb	03	Threats to Biodiversity II	Threats to Biodiversity I
11-Feb	04	Forestry Guest Lecture	Quiz 1
18-Feb	05	Conserving Populations and Species	Extinction
25-Feb	06	Protected Areas	Processes of Extinction Case Study
3-Mar	07	Ocean Spirits Guest Lecture	Catch Up Day
10-Mar	08	Midterm Exam— likely today	Midterm Exams Week
17-Mar	09	Quiz 2	Orangutan Case Study
24-Mar	10	Island Biogeography	The Challenges of Sustainable Development
31-Mar	11	Conservation Around the World	Catch Up Day
7-Apr	12	Bird Presentation	Guest Lecture Bird Conservation
14-Apr	13	Guest Lecture on Coral Restoration	Quiz 3
21-Apr	14	Group Presentation	Group Presentation
28-Apr	15	Group Presentation	Class Activity
5-May	16	Final Exam—likely today	Final Exams Week

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system **Disclaimer:** It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

This course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL 215, Biology and Diversity of Life
Number of Credits: 3
Days and Times: Tuesdays & Thursdays - 4:00pm – 5:15pm
Semester and Year: Spring 2020
Classroom Location: **Remote Teaching & Learning using Panopto**
Pre-requisite(s): Nil

Course Lecturer Name(s): Roxanne Graham
Course Director Name: Roxanne Graham

Course Lecturer(s) Contact Information: 473-444-4175 ext. 3254, rgraham2@sgu.edu, Skype Name: roxanne.graham7

Course Director Contact Information: Same as above

Course Lecturer(s) Office Hours: M & W: 9:30 – 11:00 and T & Th: 1:00 – 2:30

Course Director Office Hours: Same as above

Course Lecturer(s) Office Location: Caribbean House, 2nd Floor

Course Director Office Location: Same as above

Course Support: Anna Neckles-Thomas, anecklesthomas@sgu.edu, Ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introductory general biology course for non-science and new science majors. As such, one of the primary goals of the course is to introduce students to the principles and general concepts of biology. Students will be introduced to some of the methods by which scientists gather information about the living world. Lectures emphasize the science of systematics, taxonomy, classification, nomenclature, genetics, evolution, ecology, and, the role of biodiversity in sustainability and conservation of biodiversity.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Examine the principles in biology with emphasis on the scientific method, basic cell biology, and introductory level genetics and later applying it to the key concepts of evolution and biological diversity and conservation.
2. Describe and integrate basic information related to the significance of mutations, the concept of natural selection and knowledge of the relationship between systematics and evolutionary biology and consider how convergent evolution and historical biogeography has led to patterns in biodiversity that we see today.
3. Discuss how population ecology, the processes of speciation and extinction, how selection and historical processes have led to patterns seen on earth today and describe the ongoing threats to biodiversity and offer solutions

Technical Skills Outcomes:

1. Use of models to demonstrate biological principles. Assessed via laboratory simulations.

Student Learning Outcomes:

Please see "Course and Session Learning Outcomes document in the Resources folder".

Program Outcomes Met By This Course:

BIOL – PLO2	Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.
BIOL – PLO5	Demonstrate effective communication of scientific knowledge.
BIOL – PLO6	Demonstrate problem solving and critical thinking skills
MWC – PLO1	KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments
MWC – PLO2	APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.
MWC – PLO4	COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Audesirk, T., Audesirk, G., & Byers, B. E. (2008). Life on Earth; Fifth edition. San Francisco, CA: Benjamin Cummings.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Electronic Text: Audesirk, G., Audesirk, T. & Byers, B E. (2016). *Biology: Life on Earth with Physiology*, Global Edition. Pearson Education Limited

Supplementary Readings/Resources: Will be assigned

Course Grading Requirement:

3 Quizzes: 60%

Lab & Remote Learning Activities:

- 4 Laboratory Activities 20%
- 2 Reflection Papers: 10%

Written Assessments: 10%

Participation:

- In class attendance record 2.5%
- Summaries in Forum Submission 2.5%

Course Requirements:

Quizzes: This course consists of three (3) quizzes (each quiz is worth 20 point % each). Quiz questions will come from the assigned reading material, class lectures and discussion, and laboratory activities. Quizzes are done using ExamSoft. Note: Exams may consist of multiple choice, true or false, short answer, matching, and fill-in-the-blank questions.

Laboratory and Remote Learning Activities: The laboratories, group and class activities are a focal point of this course. Students are required to attend and actively participate in every lab. Students who miss a lab period without a legitimate excuse will receive a zero for that lab activity. Please provide advance notification or immediate notification (in cases of emergencies). There are SIX labs (including remote learning activities) altogether. Your lowest grade for this category will be dropped.

Written Assessments: Students will write a five (5) page case study research paper on a topic within biodiversity, conservation and climate change. Detailed instructions will be distributed on March 17th, 2020. Papers will cite course materials as well as non-course credible sources. A rubric will also be provided for guidance. Students will hand in papers through TURNITIN on SAKAI. Due date is included in the tentative schedule.

Participation: Students will be expected to fully participate in all classroom activities and discussions. Students failure to participate will result in loss of points. Note: Failure to attend class is the most common way to lose points!

- Due to the transition to remote teaching and learning (due to COVID-19 pandemic), students are expected to submit 2 summary papers in forums to represent class in-put and participation. Students will be guided accordingly re. instructions for summary papers.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

BIOL 215: UPDATED 2020 Spring Lecture Schedule due to Remote Teaching and Learning			
Note: Schedule is subject to change			
Week		T: Lecture 1	Th: Lecture 2
21-Jan	01	Welcome, Intros, Course Syllabus Review	Biology & the Scientific Method (Chapter 1)
28-Jan	02	Introduction to Cells (Chapter 4)	Cell Division: Mitosis (Chapter 8)
04-Feb	03	<u>LAB 1a- Cell Division- Mitosis</u>	Holiday: Grenada's Independence Celebration
11-Feb	04	Cell Division: Meiosis	<u>LAB 1b- Cell Division- Meiosis</u>
18-Feb	05	QUIZ 1: Chapters 1, 4, 8	Patterns of Inheritance (Chapter 9)
25-Feb	06	<u>LAB 2- Genetics</u>	DNA-Heredity (Chapter 10)
03-Mar	07	<u>LAB 3- DNA</u>	Gene Expression & Regulation (Chapter 11)
10-Mar	08	Midterm	Midterm
17 Mar	9	TRANSITION TO TEACHING & LEARNING REMOTELY	
24-Mar	10	Introduction to Evolution: Principles & How Populations Evolve (Chapter 13 & 14)	<u>LAB- 4 Adaptations and Evolution Submission 5PM</u>
31-Mar	11	QUIZ 2: Chapters 9, 10, 11, 13,14	Diversity of Life (Chapter 16)
07-Apr	12	Population Growth and Ecology (Chapter 27)	Ecological Communities and Interactions (Chapter 28)
14-Apr	13	Climate Influence on the Earth's Diverse Ecosystems (Chapter 30)	Reflection Paper 1 Due!
21-Apr	14	Conserving Earth's Biodiversity and Sustainability (Chapter 31)	Reflection Paper 2 Due!
28-Apr	15	Film: TBC	Case Study Report Due!
05-May	16	QUIZ 3: Chapters 16, 27, 28, 30, 31	No-Class
12 May	17	ONE WEEK EXTENSION TO SEMESTER	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Makeup quizzes/exams will only be allowed in the case of an illness or emergency. If you are ill, you MUST fill out a Medical Leave Notice online (prior to the quiz or exam day/time), in order to be excused from a quiz/exam. You will then need to get in contact with your instructor within the next 48 hours, to arrange a new date and time to do a makeup quiz/exam. Note: The instructor reserves the right to revise all makeup examinations to ensure fairness.

Makeup labs will not be allowed. A grade of zero will be given for all missed labs unless approval by the instructor due to emergency or illness.

Written assignment(s) must be submitted by due date and time. There is a 15-minute grace period and then any assignments turned in after, will be considered late and will receive an IMMEDIATE 10% deduction with ADDITIONAL 10% deductions occurring each full day (24 hours) the assignment is not received. Note: Absence from class does not excuse late delivery.

Classroom/Online Etiquette Procedure:

N/A

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL 215, Biology and Diversity of Life
Number of Credits: 4
Days and Times: Tuesdays & Thursdays - 4:00pm – 5:15pm
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): Nil

Course Lecturer Name(s): Roxanne Graham
Course Director Name: Roxanne Graham

Course Lecturer(s) Contact Information: 473-444-4175 ext. 3254, rgraham2@sgu.edu
Course Director Contact Information: Same as above

Course Lecturer(s) Office Hours: M & W: 9:30 – 11:00 and T & Th: 1:00 – 2:30
Course Director Office Hours: Same as above

Course Lecturer(s) Office Location: Caribbean House, 2nd Floor
Course Director Office Location: Same as above

Course Support: Anna Neckles-Thomas, anecklesthomas@sgu.edu, Ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introductory general biology course for non-science and new science majors. As such, one of the primary goals of the course is to introduce students to the principles and general concepts of biology. Students will be introduced to some of the methods by which scientists gather information about the living world. Lectures emphasize the science of systematics, taxonomy, classification, nomenclature, genetics, evolution, ecology, and, the role of biodiversity in sustainability and conservation of biodiversity.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Examine the principles in biology with emphasis on the scientific method, basic cell biology, and introductory level genetics and later applying it to the key concepts of evolution and biological diversity and conservation.
2. Describe and integrate basic information related to the significance of mutations, the concept of natural selection and knowledge of the relationship between systematics and evolutionary biology and consider how convergent evolution and historical biogeography has led to patterns in biodiversity that we see today.
3. Discuss how population ecology, the processes of speciation and extinction, how selection and historical processes have led to patterns seen on earth today and describe the ongoing threats to biodiversity and offer solutions

Technical Skills Outcomes:

1. Use of models to demonstrate biological principles. Assessed via laboratory simulations.

Student Learning Outcomes:

Please see "Course and Session Learning Outcomes document in the Resources folder".

Program Outcomes Met By This Course:

BIOL – PLO2	Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.
BIOL – PLO5	Demonstrate effective communication of scientific knowledge.
BIOL – PLO6	Demonstrate problem solving and critical thinking skills
MWC – PLO1	KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments
MWC – PLO2	APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.
MWC – PLO4	COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

A	= 89.5% or better
B+	= 84.5 - 89.4%
B	= 79.5 - 84.4%
C+	= 74.5 - 79.4%
C	= 69.5 - 74.4%
D	= 64.5 - 69.4%
F	= 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Audesirk, T., Audesirk, G., & Byers, B. E. (2008). *Life on Earth*; Fifth edition. San Francisco, CA: Benjamin Cummings.

Electronic Text: Audesirk, G., Audesirk, T. & Byers, B E. (2016). *Biology: Life on Earth with Physiology*, Global Edition. Pearson Education Limited

Supplementary Readings/Resources: Will be assigned

Course Grading Requirement:

Quizzes: 60%

Laboratory and Class Activities: 25%

Written Assessments: 10%

Participation: 5%

Course Requirements:

Quizzes: This course consists of three (3) quizzes (each quiz worth 20 point % each). Quiz questions will come from the assigned reading material, class lectures and discussion, and laboratory activities. Quizzes are done using ExamSoft. Note: Exams may consist of multiple choice, true or false, short answer, matching, and fill-in-the-blank questions.

Laboratory and Class Activities: The laboratories, group and class activities are a focal point of this course. Students are required to attend and actively participate in every lab. Students who miss a lab period without a legitimate excuse will receive a zero for that lab activity. Please provide advance notification or immediate notification (in cases of emergencies). There are SIX fun lab activities. Your lowest lab grade will be dropped.

Written Assessments: Students will write a five (5) page case study research paper on a topic within biodiversity, conservation and climate change. Detailed instructions will be distributed on March 17th, 2020. Papers will cite course materials as well as non-course credible sources. A rubric will also be provided for guidance. Students will hand in papers through TURNITIN on SAKAI. Due date is included in the tentative schedule.

Participation: Students will be expected to fully participate in all classroom activities and discussions. Students failure to participate will result in loss of points. Note: Failure to attend class is the most common way to lose points!

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

BIOL 215: 2020 Spring Lecture Schedule				
<i>Note: Schedule is subject to change</i>				
Week	Date	T: Lecture 1		Th: Lecture 2
1	21-Jan	Welcome, Intros, Course Syllabus Review	23-Jan	Biology & the Scientific Method (Chapter 1)
2	28-Jan	Introduction to Cells (Chapter 4)	30-Jan	Cell Division: Mitosis (Chapter 8)
3	04-Feb	<u>LAB 1a- Cell Division- Mitosis</u>	06-Feb	Cell Division: Meiosis
4	11-Feb	<u>LAB 1b- Cell Division- Meiosis</u>	13-Feb	Quiz 1: Chapters 1, 4, 8
5	18-Feb	Patterns of Inheritance (Chapter 9)	20-Feb	Patterns of Interitance- Cont'd (Chapt. 9)
6	25-Feb	<u>LAB 2- Genetics</u>	27-Feb	DNA-Heredity (Chapter 10)
7	03-Mar	<u>LAB 3- DNA</u>	05-Mar	Gene Expression & Regulation (Chapter 11)
8	10-Mar	Midterm	12-Mar	Midterm
9	17-Mar	Introduction to Evolution: Principles & How Populations Evolve (Chapter 13 & 14)	19-Mar	<u>LAB- 4 Adaptations and Evolution</u>
10	24-Mar	Quiz 2: Chapters 9, 10, 11, 13,14	26-Mar	Diversity of Life (Chapter 16)
11	31-Mar	<u>LAB 5- Planet Earth- The Future-Saving Species</u>	02-Apr	Population Growth and Ecology (Chapter 27)
12	07-Apr	Ecological Communities and Interactions (Chapter 28)	09-Apr	Climate Influence on the Earth's Diverse Ecosystems (Chapter 30)
13	14-Apr	In-class Activity/Case Study	16-Apr	Conserving Earth's Biodiversity and Sustainability (Chapter 31)
14	21-Apr	Film: TBC		Catch up/Review Session
15	28-Apr	NO CLASS (Case Study Report Due!)		Quiz 3: Chapters 16, 27, 28, 30, 31
16	05-May	Finals		Finals
Note: Field Trip (Lab 6) will likely be on Saturday 18th April, 2020				

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Makeup quizzes/exams will only be allowed in the case of an illness or emergency. If you are ill, you MUST fill out a Medical Leave Notice online (prior to the quiz or exam day/time), in order to be excused from a quiz/exam. You will then need to get in contact with your instructor within the next 48 hours, to arrange a new date and time to do a makeup quiz/exam. Note: The instructor reserves the right to revise all makeup examinations to ensure fairness.

Makeup labs will not be allowed. A grade of zero will be given for all missed labs unless approval by the instructor due to emergency or illness.

Written assignment(s) must be submitted by due date and time. There is a 15-minute grace period and then any assignments turned in after, will be considered late and will receive an IMMEDIATE 10% deduction with ADDITIONAL 10% deductions occurring each full day (24 hours) the assignment is not received. Note: Absence from class does not excuse late delivery.

Classroom/Online Etiquette Procedure:

N/A

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL217 Grenada Wildlife and Habitats
Number of Credits: 3
Days and Times: Monday and Wednesday, 11:30 am to 12:45 am
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): n/a

Course Lecturer Name(s): Leon Radix
Course Director Name: **Leon Radix**

Course Lecturer(s) Contact Information: lradix@sgu.edu
Course Director Contact Information: lradix@sgu.edu

Course Lecturer(s) Office Hours: 9:00 am to 11:00 am (M,W&F)
Course Director Office Hours: 9:00 am to 11:00 am (M,W&F)

Course Lecturer(s) Office Location: Caribbean House, 2nd floor
Course Director Office Location: Caribbean House, 2nd floor

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: Ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is a survey course of Grenada wildlife and their habitats. Students enrolled in this course will explore the diversity of vertebrate species that inhabit the Grenada landscape. One of the primary goals of the course is to introduce students to the concept of habitat and the immutable connection between the conservation of the habitat and the conservation of wildlife. The focus of the course will be Grenada amphibians, reptiles, mammals and birds. Students will explore ecological, educational, philosophical, economic and cultural values that affect human perceptions of the conservation of habitat and wildlife in Grenada.

This course will be intensive in terms of reading, writing, and self-expression. Students will be expected to verbalize their thoughts and observations on assigned readings in classroom discussions

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

and presentation. Students will also help each other formulate and bring into focus, what will be their unique philosophical viewpoints on habitat and wildlife conservation in Grenada.

Course Objectives:

This course is designed to help you:

1. Learn to identify /recognize the many of Grenada's vertebrate
2. Develop scientific skills including:
 - a. Learn to ask the questions that conservation biologists ask
 - b. Learn to recognize and interpret patterns found in nature and embedded within conservation biology issues
 - c. Gather, interpret, and communicate quality information
3. To immerse students into the natural environment to gain first-hand experiences and knowledge of the unique threats facing the flora and fauna of Grenada.
4. Become vested in the conservation of organisms and their habitat and realize that biodiversity is extraordinary.

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

Please see Course and Session Learning Outcomes document in the Resources folder.

Program Outcomes Met By This Course:

MWC – PLO1: Apply the scientific method for designing and conducting controlled field and laboratory experiments, testing hypotheses, collecting and analyzing data, and interpreting and communicating results.

MWC – PLO2: Apply the scientific method for designing and conducting controlled field and laboratory experiments, and effectively use scientific literature and communicate scientific knowledge.

MWC – PLO3: Analyze key ecological issues across Planet Earth, with a focus on ensuring long-term species viability, and the health of marine and terrestrial environments.

BIOL – PLO1: Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.

BIOL – PLO5: Demonstrate effective communication of scientific knowledge.

BIOL- PLO6: Demonstrate problem solving and critical thinking skills.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Text: Powell, R.H.R., 2009. Natural history of West Indian reptiles and amphibians. Gainesville: University Press of Florida.
 Evans, P.G., 1990. Birds of the eastern Caribbean (No. EVA 598.2 (BH 972)). MacMillan Education.

Supplementary Readings/Resources:

Hawthorne, W. D., Jules, D., Marcelle, G. 2004. Caribbean Spice Island Plants. Oxford Forestry Institute.
 Giovas, C.M., LeFebvre, M.J. and Fitzpatrick, S.M., 2012. New records for prehistoric introduction of Neotropical mammals to the West Indies: evidence from Carriacou, Lesser Antilles. *Journal of Biogeography*, 39(3), pp.476-487.
 MacPHEE, R.D., Singer, R. and Diamond, M., 2000. Late Cenozoic land mammals from Grenada, Lesser Antilles island-arc. *American Museum Novitates*, 2000(3302), pp.1-20.
 Morgan, G.S. and Woods, C.A., 1986. Extinction and the zoogeography of West Indian land mammals. *Biological Journal of the Linnean Society*, 28(1-2), pp.167-203.

Course Grading Requirement:

Exams (50% of grade): This course consists of four (4) exams worth 100 points each. Exam questions will come from the assigned reading material, class lectures and discussion, guest presentations, field trips, and class activities. *Note: Exams may consist of multiple choice, true or false, short answer, matching, and fill-in-the-blank questions.*

Wildlife Species Presentation (30% of grade): Students will thoroughly research a species from a list of wildlife found on the island of Grenada. Students are required to do two presentations. Students will select species from two separate lists provided by their instructor(s). One list contains amphibian, reptiles and mammals and the other a list of possible birds. Students need to select two topics (one from the list of amphibians, reptiles and mammals, and the other from the birds list). This assessment should include life history, habitat, geographic location, nesting and giving birth, reproduction, conservation issues and status. Students will present this report to the class. These oral reports should be 12-15 minutes in length and must include at least 3 scientific literature citations that are distinct from class material. *Note: Most students do PowerPoint presentations. Additional information for this project will be provided during the course.*

Field Trip Summaries (15% of grade): Summary papers will be written for TWO field trips in this course. These summaries should include your observations, questions you may have, points for further discussion, reflection, etc. Each paper will be a minimum of 2 pages, typed and double-spaced. *Note: Field trip attendance is mandatory unless approved by the professor a MINIMUM of 48 hours before the date of the trip.*

Classroom Activities (5% of grade): Classroom activities will revolve around the required readings and lecture topics. Students will be expected to fully participate in all classroom activities which in some cases will require short oral presentations. Failure to participate will result in a loss of points. *Note: Failure to attend class is the most common way to lose points!*

Course Requirements:

N/A

Course Schedule:

BIOL 220: 2020 Spring Lecture Schedule DRAFT Format of entries below-- Lecture number: topic, (textbook chapters in parentheses) <i>Note: Schedule is subject to change</i>		
Week	M: Lecture 1	W: Lecture 2

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

20-Jan	01	Introductions & Syllabus Review	Biodiversity
27-Jan	02	Classification of Organism Presentation Guidelines	Habitats I
3-Feb	03	Habitats II	Catch Up Day
10-Feb	04	Quiz 1	Amphibian and Reptile Presentation
17-Feb	05	Amphibian Lecture I	Dominican Wildlife Guest Lecture
24-Feb	06	Reptile Lecture I	Reptile Lecture II
2-Mar	07	Quiz 2	Catch Up Day
9-Mar	08	Midterm Exam—likely today	Midterm Exams Week
16-Mar	09	Mammals Presentation	Mammals Lecture I
23-Mar	10	Mammals Lecture II	Impact of Humans
30-Mar	11	Catch Up Day	Quiz 3
6-Apr	12	Bird Presentation	Holiday- Labor Day
13-Apr	13	Holiday-Easter Monday	Bird Presentation
20-Apr	14	Poisonous Plants of Grenada	Bird Lecture
27-Apr	15	Bird Lecture	Quiz 4
4-May	16	Final Exam—likely today	Final Exams Week

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

This course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Choose an item.

GENERAL COURSE INFORMATION

Course Code and Title: BIOL 220, General Biology
Number of Credits: 4
Days and Times: Classes on Monday, Wednesday & Friday, 11:30am – 12:20pm; Lab on Fridays 1:30pm -3:30pm
Semester and Year: Fall 2020
Classroom Location: **Remote Teaching & Learning using Panopto & Zoom**
Pre-requisite(s): Nil

Course Lecturer Name(s): Roxanne Graham
Course Director Name: Roxanne Graham

Course Lecturer(s) Contact Information: 473-444-4175 ext. 3254, rgraham2@sgu.edu, Skype Name: roxanne.graham7
Course Director Contact Information: Same as Above

Course Lecturer(s) Office Hours: M & W: 10:00 – 11:00 and T & Th: 1:30 – 3:30
Course Director Office Hours: Same as above

Course Lecturer(s) Office Location: Caribbean House, 2nd Floor
Course Director Office Location: Same as above

Course Support: Anna Neckles-Thomas, anecklesthomas@sgu.edu, Ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to complement the Human Biology course, so that in tandem, these courses provide a sound foundation for the biology curriculum ahead. It will introduce students to the basic principles of biology. It includes the role of macromolecules in the cell, and cellular structure, organization and communication. Energy storage via photosynthesis and the harvesting of energy through aerobic respiration will be explored. The cell cycle, meiosis, mitosis, genetics, the molecular basis of inheritance, evolution and the origin of species will be explored

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Demonstrate proficient knowledge of all levels of biological organization, including the molecular, cellular, organismal, and systems levels and be able to apply to latter concepts of cell biology.
2. Identify and explain, the structure and function of cells, how they use energy (respiration and photosynthesis), their processes of replication (mitosis and meiosis) and the relevance of patterns of inheritance (genetics)
3. Apply critical thinking and problem solving skills to develop breadth of knowledge in the biological sciences, including the fields of cell biology, genetics, evolution and ecology.

Technical Skills Outcomes:

1. Use of models to demonstrate biological principles. Assessed via laboratory simulations.

Student Learning Outcomes:

Please see "Course and Session Learning Outcomes document in the Resources folder".

Program Outcomes Met By This Course:

- PLO-1 KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments
- PLO-4 COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
B+ = 84.5 - 89.4%
B = 79.5 - 84.4%
C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%
F = 65% or less

Course Materials:

Text: Reece, J. B., L. A. Urry, M. L. Cain, S. A. Wasserman, P. V. Minorsky, and R. B. Jackson. 2011. *Campbell Biology: Global Edition*. Ninth edition. Pearson Higher Education.

Electronic Text: Taylor, M. R., Simon, E. J., Dickey, J. L., Hogan, K. A., Reece, J. B. 2018. *Campbell Biology: Concepts & Connections, Global Edition*. Ninth Edition. Pearson Education Limited.

Supplementary Readings/Resources: May be assigned

Course Grading Requirement:

Quizzes (4 @ 10% each)	40%
Mid-term and Final Examinations (25% each)	50%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Seminar Presentations/ Written Assessment	5%
Attendance/ Participation in Lab/Seminar (<i>pre-midterm</i>)	2.5%
Home-Work Assignment	2.5%

Course Requirements:

Quizzes: This course consists of four (4) quizzes. Quiz questions will come from the assigned class lectures and discussion, and laboratory activities. Quizzes are done using ExamSoft. Note: Quizzes consist of mainly multiple choice and true or false questions, and on very rare occasions fill-in-the-blank questions.

Midterm & Final Examination: Midterm and Final exams are administered during the midterm and finals week respectively. Exam questions will come from the assigned class lectures and discussion, and laboratory activities. Exams are also done using ExamSoft. Note: Exams consist of mainly multiple choice and true or false questions, and on very rare occasions fill-in-the-blank questions.

Seminar Reports & Presentations: This replaces “wet lab”. Assignment details will be provided in-class or posted on Sakai. It is recommended that students check in with course lecturer with their final draft at least three (3) days before presentation.

Due to the transition of remote teaching and learning it was agreed by the BIOL 220 class of spring 2020 via Google Form-Poll, to submit an alternative written report assessment (3 to 5 pages, 1.5 spacing) on the topic they’ve already selected at the start of the semester by a revised established (TBD).

Participation: Punctually attend and participate in all the lectures, class activities and discussions and lab exercises. Further instructions will be given for Home-Work Assignments.

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

BIOL 220: 2020 Spring Lecture Schedule				
Format of entries below-- Lecture number: topic, (textbook chapters in parentheses)				
<i>Note: Schedule is subject to change</i>				
Week		M: Lecture 1	W: Lecture 2	F- Lecture 3 (& Lab@1:30)
20-Jan	01	01: Intro- syllabus & seminar	02: atoms (2)	03: water (3)
27-Jan	02	04: organic compounds (4)	05: organic compounds (5)	06: the cell (6)
03-Feb	03	07: the cell (6)	08: plasma membranes (7)	HOLIDAY
10-Feb	04	Quiz 1: Lectures 02 - 08	09: cell signaling (11);	10: energy and metabolism (8-10)
17-Feb	05	11: harvesting energy (8-10)	12: photosynthesis (10; 35-36);	13: the cell cycle (12);
24-Feb	06	Quiz 2: Lectures 9 - 13	14: mitosis (13)	15: meiosis (13)
02-Mar	07	16: the cell worksheet	17: Review	18: TBA
09-Mar	08	Midterm Exam— likely today	Midterm Exams Week	Midterm Exams Week
16-Mar	09	TRANSITION TO TEACHING & LEARNING REMOTELY		
23-Mar	10	22: Genetics I, II (13-21)	23: Genetics III & IV (13-21)	23: Genetics V (13-21)
30-Mar	11	Quiz 3: Genetics	25: DNA (16)	26: DNA (16)
06-Apr	12	27: Genes to Proteins (17)	28: Viruses (19);	HOLIDAY
13-Apr	13	HOLIDAY	Quiz 4: DNA & Genes to Proteins	29: Evolution I (22-23);
20-Apr	14	30: Evolution II (22-23);	31: Evolution III (24)	32: Evolution IV (24)
27-Apr	15	33: Review	34: TBA	HOLIDAY
04-May	16	Final Exam—likely today	Final Exams Week	Final Exams Week
11-May		ONE WEEK EXTENSION TO SEMESTER (N:B- It is possible that final exams may be offered in this week)		

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Re-sit quizzes/exams will not be offered.

Makeup quizzes/exams will only be allowed in the case of an illness or emergency. If you are ill, you MUST fill out a Medical Leave Notice online (prior to the quiz or exam day/time), in order to be excused from a quiz/exam. You will then need to get in contact with your instructor within the next 48 hours, to arrange a new date and time to do a makeup quiz/exam. Note: The instructor reserves the right to revise all makeup examinations to ensure fairness

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Electronic copies of assignments, including the PowerPoints for presentations, will be due into Sakai by exactly 1 hour prior to class. Anything submitted after this time will be considered late and 10% deduction every 24 hours.

Please name your submitted files using your last name, first name, BIOL220, and assignment name in that order. For example, if I were submitting a presentation, I would label the file GrahamRoxanneBIOL220Presentation1.pptx

All electronic copies are to be submitted to the appropriate online Turnitin drop box. It is your responsibility to ensure that you are able to view the drop box on Sakai at least 24 hours before the submission time. If you cannot view it, you need to notify the respective lecture.

Classroom/Online Etiquette Procedure:

Students are expected to turn off or silent all cell phones or any other device that may disrupt the class. Please do not sleep, do work for other classes, or distract others. If you need to leave in the middle of the class, please offer the courtesy of notifying the course lecturer before the class begins.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL 220, General Biology
Number of Credits: 4
Days and Times: Classes on Monday, Wednesday & Friday, 11:30am – 12:20pm; Lab on Fridays 1:30pm -3:30pm
Semester and Year: SPRING 2020
Classroom Location: Classes in WH B1A & Lab in Sci Lab- South
Pre-requisite(s): Nil

Course Lecturer Name(s): Roxanne Graham
Course Director Name: Roxanne Graham

Course Lecturer(s) Contact Information: 473-444-4175 ext. 3254, rgraham2@sgu.edu
Course Director Contact Information: Same as Above

Course Lecturer(s) Office Hours: M & W: 9:30 – 11:00 and T & Th: 1:00 – 2:30
Course Director Office Hours: Same as above

Course Lecturer(s) Office Location: Caribbean House, 2nd Floor
Course Director Office Location: Same as above

Course Support: Anna Neckles-Thomas, anecklesthomas@sgu.edu, Ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to complement the Human Biology course, so that in tandem, these courses provide a sound foundation for the biology curriculum ahead. It will introduce students to the basic principles of biology. It includes the role of macromolecules in the cell, and cellular structure, organization and communication. Energy storage via photosynthesis and the harvesting of energy through aerobic respiration will be explored. The cell cycle, meiosis, mitosis, genetics, the molecular basis of inheritance, evolution and the origin of species will be explored

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Demonstrate proficient knowledge of all levels of biological organization, including the molecular, cellular, organismal, and systems levels and be able to apply to latter concepts of cell biology.
2. Identify and explain, the structure and function of cells, how they use energy (respiration and photosynthesis), their processes of replication (mitosis and meiosis) and the relevance of patterns of inheritance (genetics)
3. Apply critical thinking and problem solving skills to develop breadth of knowledge in the biological sciences, including the fields of cell biology, genetics, evolution and ecology.

Technical Skills Outcomes:

1. Use of models to demonstrate biological principles. Assessed via laboratory simulations.

Student Learning Outcomes:

Please see "Course and Session Learning Outcomes document in the Resources folder".

Program Outcomes Met By This Course:

BIOL – PLO2	Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.
BIOL – PLO4	Apply knowledge of the interaction of atoms, molecules and biochemical processes that define organic and inorganic matter.
BIOL – PLO5	Demonstrate effective communication of scientific knowledge.
BIOL – PLO6	Demonstrate problem solving and critical thinking skills
MWC – PLO1	KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments
MWC – PLO4	COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

A	= 89.5% or better
B+	= 84.5 - 89.4%
B	= 79.5 - 84.4%
C+	= 74.5 - 79.4%
C	= 69.5 - 74.4%
D	= 64.5 - 69.4%
F	= 65% or less

Course Materials:

Text: Reece, J. B., L. A. Urry, M. L. Cain, S. A. Wasserman, P. V. Minorsky, and R. B. Jackson. 2011. *Campbell Biology: Global Edition*. Ninth edition. Pearson Higher Education.

Electronic Text: Taylor, M. R., Simon, E. J., Dickey, J. L., Hogan, K. A., Reece, J. B. 2018. *Campbell Biology: Concepts & Connections, Global Edition*. Ninth Edition. Pearson Education Limited.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Supplementary Readings/Resources: May be assigned

Course Grading Requirement:

Quizzes (4 @ 10% each)	40%
Mid-term and final examinations (25% each)	50%
Seminar reports & presentations	5%
Attendance & Participation in Lab/Seminar	5%

Course Requirements:

Quizzes: This course consists of four (4) quizzes. Quiz questions will come from the assigned class lectures and discussion, and laboratory activities. Quizzes are done using ExamSoft. Note: Quizzes consist of mainly multiple choice and true or false questions, and on very rare occasions fill-in-the-blank questions.

Midterm & Final Examination: Midterm and Final exams are administered during the midterm and finals week respectively. Exam questions will come from the assigned class lectures and discussion, and laboratory activities. Exams are also done using ExamSoft. Note: Exams consist of mainly multiple choice and true or false questions, and on very rare occasions fill-in-the-blank questions.

Seminar Reports & Presentations: This replaces “wet lab”. Assignment details will be provided in-class or posted on Sakai. It is recommended that students check in with course lecturer with their final draft at least three (3) days before presentation.

Participation: Punctually attend and participate in all the lectures, class activities and discussions and lab exercises.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

<p align="center">BIOL 220: 2020 Spring Lecture Schedule</p> <p align="center">Format of entries below-- Lecture number: topic, (textbook chapters in parentheses)</p> <p align="center"><i>Note: Schedule is subject to change</i></p>				
Week		M: Lecture 1	W: Lecture 2	F- Lecture 3 (& Lab@1:30)
20-Jan	01	01:Intro- syllabus & seminar	02:atoms (2)	03:water (3)
27-Jan	02	04:organic compounds (4)	05:organic compounds (5)	06:the cell (6)
3-Feb	03	07:the cell (6)	08:plasma membranes (7)	HOLIDAY
10-Feb	04	Quiz 1: Lectures 02 - 08	09:cell signaling (11);	10:energy and metabolism (8-10)
17-Feb	05	11:harvesting energy (8-10)	12:photosynthesis (10; 35-36);	13:the cell cycle (12);
24-Feb	06	Quiz 2: Lectures 9 - 13	14:mitosis (13)	15:meiosis (13)
2-Mar	07	16: the cell worksheet	17: Review	18: TBA
9-Mar	08	Midterm Exam— likely today	Midterm Exams Week	Midterm Exams Week
16-Mar	09	19:Genetics I (13-21);	20:Genetics II (13-21)	21:Genetics III(13-21)
23-Mar	10	22:Genetics IV (13-21)	23:Genetics V (13-21)	24: <i>Genetics Worksheets</i>
30-Mar	11	Quiz 3: Genetics	25:DNA (16)	26:DNA (16)
6-Apr	12	27:Genes to Proteins (17)	28:Viruses (19);	HOLIDAY
13-Apr	13	HOLIDAY	Quiz 4: DNA & Genes to Proteins	29:Evolution I (22-23);
20-Apr	14	30:Evolution II (22-23);	31: Evolution III (24)	32:Evolution IV(24)
27-Apr	15	33: Review	34: TBA	HOLIDAY
4-May	16	Final Exam—likely today	Final Exams Week	Final Exams Week

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Re-sit quizzes/exams will not be offered.

Makeup quizzes/exams will only be allowed in the case of an illness or emergency. If you are ill, you MUST fill out a Medical Leave Notice online (prior to the quiz or exam day/time), in order to be excused from a quiz/exam. You will then need to get in contact with your instructor within the next 48 hours, to arrange a new date and time to do a makeup quiz/exam. Note: The instructor reserves the right to revise all makeup examinations to ensure fairness

Electronic copies of assignments, including the PowerPoints for presentations, will be due into Sakai by exactly 1 hour prior to class. Anything submitted after this time will be considered late and 10% deduction every 24 hours.

Please name your submitted files using your last name, first name, BIOL220, and assignment name in that order. For example, if I were submitting a presentation, I would label the file GrahamRoxanneBIOL220Presentation1.pptx

All electronic copies are to be submitted to the appropriate online Turnitin drop box. It is your responsibility to ensure that you are able to view the drop box on Sakai at least 24 hours before the submission time. If you cannot view it, you need to notify the respective lecture.

Classroom/Online Etiquette Procedure:

Students are expected to turn off or silent all cell phones or any other device that may disrupt the class. Please do not sleep, do work for other classes, or distract others. If you need to leave in the middle of the class, please offer the courtesy of notifying the course lecturer before the class begins.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL221 Human Biology
Number of Credits: 4
Days and Times: M/W/F 9:30 am to 10:20 am; Friday 10:30 am to 12:30 pm
Semester and Year: Semester 2 Year 1
Classroom Location: KBT East
Pre-requisite(s): BIOL220

Course Lecturer Name(s): Cristofre Martin, Kwami Jones, Mohammad Idries, TBA
Course Director Name: **Cristofre Martin/Kwami Jones (Laboratory)**

Course Lecturer(s) Contact Information: cmartin@sgu.edu; kjones@sgu.edu
Course Director Contact Information: cmartin@sgu.edu; kjones@sgu.edu

Course Lecturer(s) Office Hours: By appointment
Course Director Office Hours: 2-4 pm

Course Lecturer(s) Office Location: Caribbean House 2nd Floor, Science Building (Biochem)
Course Director Office Location: Caribbean House 2nd floor; Science Building (Biochem)

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone Ext.3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Human Biology is an integrative course that brings together aspects of cell biology, biochemistry, histology and anatomy to explain the functions of the major human organ systems. The major organ systems that are explored include the skeletal, nervous, muscular, digestive, excretory, cardiovascular, respiratory and reproductive systems.

Course Objectives:

The objective of this course is to give students an introduction to the cellular, physiological, anatomical and biochemical function of the human body.

Technical Skills Outcomes:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

N/A

Student Learning Outcomes:

1. Explain the anatomy, physiology and histology of the systems that make up the human body.
2. Describe the key functions of the muscular, skeletal, circulatory, respiratory, digestive, excretory, nervous, and reproductive system.
3. Apply the scientific method and evaluate experimental data
4. Discuss aspects of physiological mechanisms and the interaction between organ systems and how they maintain homeostasis within the human body.
5. Provide examples of physiological and cellular defects that lead human pathology.

Program Outcomes Met By This Course:

BIOL – PLO1: Apply the scientific process of conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.

BIOL – PLO2: Apply knowledge of the basic structures and fundamental process of life at the molecular, cellular and organismal levels.

BIOL – PLO3: Apply knowledge of the structure and function of the human body to health issues.

BIOL – PLO6: Demonstrate problem solving and critical thinking skills.

MCAT Topic Areas Addressed in this Course:

1. **Structure and integrative functions of the main organ systems.**
2. **Structure and functions of the nervous and endocrine systems and ways in which these systems coordinate the organ systems.**
3. **Importance of fluids for the circulation of blood, gas movement, and gas exchange.**

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: N/A

Supplementary Readings/Resources: N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

Online Quizzes	10 points
Four In Class Exams	12.5 points each (50 total)
Laboratory Midterm	20 points
Laboratory Final	20 points

Examinations: All examination will be given using the Examsoft (Examplify) system. Students were mandated to attend Examsoft training during Orientation week. It is the students responsibility to obtain training in Examsoft use and/or obtaining a loaner computer if necessary. Please see Examination Services.

Course Requirements:

N/A

Course Schedule:

Session	Date	Topics	Instructor
1	Jan 20	Introduction	Martin/Jones
2	Jan 22	Epithelium	Jones
3	Jan 24	Connective Tissue	Jones
4	Jan 27	Cartilage	Jones
5	Jan 29	Bone	Jones
6	Jan 31	Muscle Histology	Jones
7	Feb 3	Muscle Physiology	Martin
8	Feb 5	Muscle Fatigue	Idries
9	Feb 7	HOLIDAY	
10	Feb 10	Review/Discussion	Martin
11	Feb 12	Exam #1 (Session 2-8)	
12	Feb 14	Axial Skeleton	Jones
13	Feb 17	Skeleton and Joints	Jones
14	Feb 19	Digestion I	Martin
15	Feb 21	Digestion II	Martin
16	Feb 24	Digestion III	Martin
17	Feb 26	Digestion IV	Martin
18	Feb 28	Blood	Martin
19	March 2	Review/Discussion	Martin
20	March 4	Exam #2 (Session 12 – 18)	
21	March 6	Cardio I	Martin
22	March 16	Cardio II	Martin
23	March 18	Respiration I	Martin
24	March 20	Respiration II	Martin
25	March 23	Excretion I	Idries
26	March 25	Excretion II	Idries
27	March 27	Review/Discussion	Martin
28	March 30	Exam #3 (Session 21-26)	
29	April 1	Female Reproduction	Martin
30	April 3	Male Reproduction	Martin
31	April 6	Neuro - Cells	Martin

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

32	April 8	Central Nervous System	Martin
33	April 10	HOLIDAY	
34	April 13	HOLIDAY	
35	April 15	Periph. Nervous System	Martin
36	April 17	Action Potentials	Martin
37	April 20	Sensory Systems	Martin
38	April 22	Vision	TBA
39	April 24	Vision	TBA
40	April 27	Review/Discussion	Martin
		Exam #4 (Sessions 29-39)	

Laboratory Schedule:

Location: Science Laboratory, Lower Ground Floor, Science Building

Time: Friday, 10:30AM to 12:30PM

Lab #	Date	Topic
1	Jan 24	Epithelium histology
2	Jan 31	Connective tissue, cartilage and bone Histology
3	Feb 14	Muscle fatigue and Muscle Histology
4	Feb 21	GI Histology and rat anatomy
5	Feb 28	Rat muscle
6	March 6	Laboratory Midterm Exam
7	March 20	Respiration and urine analysis
8	March 27	Exercise and blood pressure
9	April 3	Heart anatomy, rat GI and respiratory system
10	April 17	Rat urogenital and circulatory system
11	April 24	Equilibrium
12		Laboratory Final Exam

Online Quiz Schedule

Online quiz will be open from the date indicated. You will have unlimited number of attempts, but you must score 7/10 or greater to receive points. These online quizzes will serve as practice questions for the course. All online quizzes must be completed before 9:00 am on May 1.

Quiz #	Start Date	Lecture Topics
1	Jan 24	2-3 (epithelium, connective tissue)
2	Jan 29	4-5 (cartilage, bone)
3	Feb 5	6-8 (muscle)
4	Feb 17	12-13 (skeleton)
5	Feb 26	14-17 (digestion)
6	Feb 28	18-22 (blood, cardio)
7	March 20	23-24 (respiration)
8	March 25	25-26 (excretion)
9	April 3	29-30 (reproduction)
10	April 24	31-39 (neuro, sensory, vision)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlines in the SGU SAS Student Handbook.

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all the rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Conservation and Ecology**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL 300 – International Natural Resources Issues
Number of Credits: 3
Days and Times: Monday & Wednesday 1:30-2:45PM
Semester and Year: Spring 2020
Classroom Location: TBD
Pre-requisite(s): BIOL 220 – General Biology

Course Lecturer Name(s): Patricia Rosa
Course Director Name: Patricia Rosa

Course Lecturer(s) Contact Information: prosa@sgu.edu, ext. 3652
Course Director Contact Information: prosa@sgu.edu, ext. 3652

Course Lecturer(s) Office Hours: Mon & Wed 10AM-12PM, Tues & Thurs 1-3PM
Course Director Office Hours: Mon & Wed 10AM-12PM, Tues & Thurs 1-3PM

Course Lecturer(s) Office Location: 2nd floor Caribbean House
Course Director Office Location: 2nd floor Caribbean House

Course Support: Akima Ventour, aventou2@sgu.edu, ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an international natural resource and environmental issues course. Students in this course will be investigating historic and current natural resource issues within the Caribbean region and across the globe. Students will explore the philosophical, ecological, cultural, recreational, educational, and economic values that affect human perceptions of these complex issues through a series of required readings, in-class discussions and guest and student presentations. Guest speakers will be invited to share their views on particular natural resource issues and to answer questions on these issues from students. Students will also be exposed to Caribbean as well as international environmental legislation, policy and law. Course will emphasize hands-on classroom and field activities.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Assess current international natural resource issues, and environmental policy, legislation, and law.
2. Demonstrate the ability to assess selected international natural resource issues from multiple perspectives (philosophical, ecological, economic, educational, cultural, and recreational).
3. Utilize appropriate primary and secondary sources of data when developing and defending an argument.
4. Form defensible judgments based on critical assessment of conflicting evidence and arguments.
5. Demonstrate proficiency in written and oral scientific communication.

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

Please see Course and Session Learning Outcomes document in the Resources folder.

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO2. APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.

MWC-PLO4. COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Required papers for topic presentations will be made available on Sakai.

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Topic presentations: $15\% \times 2 = 30\%$

Position papers: $15\% \times 2 = 30\%$

Debate preparation: 20%

Debate mediation & participation: 20%

Course Requirements:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Jan 20	1	Lecture: Syllabus overview & topic assignment
Jan 22	2	Lecture: Leading a discussion & debate
Jan 27	3	Lecture: Environmental philosophy
Jan 29	4	Lecture: Environmental ethics & simulation issue (in-class exercise)
Feb 3	5	Presentations: Is “sustainability” still possible?
Feb 5	6	Debate: Is sustainability still possible?
Feb 10	7	Presentations: Is biodiversity overprotected?
Feb 12	8	Debate: Is biodiversity overprotected?
Feb 17	9	Presentations: Should we be pricing ecosystem services?
Feb 19	10	Debate: Should we be pricing ecosystem services?
Feb 24	11	Presentations: Does excessive ESA litigation threaten species , jobs, and economic growth?
Feb 26	12	Debate: Does excessive ESA litigation threaten species, jobs, and economic growth?
Mar 2	13	Presentations: Can we reduce carbon emissions enough to limit impacts of climate change?
Mar 4	14	Debate: Can we reduce carbon emissions enough to limit impacts of climate change?
MIDTERM WEEK: Topic paper 1 due.		
Mar 16	15	Lecture: Managing conflict in NRM
Mar 18	16	Lecture: Analyzing conflict in NRM
Mar 23	17	Presentations: Should we continue to rely on fossil fuels?
Mar 25	18	Debate: Should we continue to rely on fossil fuels?
Mar 30	19	Presentations: Do we have a population problem?
Apr 1	20	Debate: Do we have a population problem?
Apr 6	21	Presentations: Does commercial fishing have a future?
Apr 8	22	Debate: Does commercial fishing have a future?
Apr 13	23	HOLIDAY
Apr 15	24	Guest lecturer: Natural resources management and development in the Caribbean
Apr 20	25	Presentations: Are Marine Reserves needed to protect global fisheries?
Apr 22	26	Debate: Are Marine Reserves needed to protect global fisheries?
Apr 27	27	Discussion: Where do we go from here?
Apr 29	28	In-class exercise
FINAL EXAM WEEK: Topic paper 2 due.		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments details will be posted on *Sakai* and work needs to be submitted by indicated deadlines. Late work will be subject to a 10% penalty for the first day, and then 5% per day, up to a total of 5 calendar days past the due date. Students who do not submit assignments by this time will receive a zero for the assignment.

Classroom/Online Etiquette Procedure:

Students are expected to arrive on time and prepared. Sessions begin promptly at the indicated time. Students are also expected to be respectful and courteous to their colleagues and instructor. The use of electronic devices in class must be limited to course relevant purposes (e.g., taking notes, consulting course slides, etc.). The instructor reserves the right to prevent a student from participating if they do not respect classroom etiquette, which may result in missed opportunities to earn percent of grade.

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Anatomy, physiology and Pharmacology Academic program

Course Code, Title and Number of Credits: BIOL 303-BIOMEDICAL ANATOMY (4-credits)

Days and Times: Mondays, Wednesdays and Fridays. Time: 8:30-9:20 am

Semester and Year: Spring 2020

Pre-requisite(s): [Click or tap here to enter text.](#)

Classroom Location: KBT-EAST

Course Director Name: Eugene Rennie

Course instructors Name(s): Dr. Eugene Rennie, Dr. Tom Aire, Dr. Crissy-Ann Harrylal, Dr. Rhea St. Louis and Dr. Narindra Roopnarine

Course Director Contact Information: Tel- 444 4175 Ext-3329

Course instructors (s) Contact Information: Tel 444-4175 Dr. Aire Ext. 3327, Dr. Harrylal Ext. 3326, Dr. St. Louis Ext. 3331, Dr. Roopnarine Ext. 3337

Course Director Office Hours: Open-door policy

Course instructors (s) Office Hours: Open-door policy

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description:

Biomedical Anatomy/BIOL 303 is an introductory veterinary anatomy course for Pre-veterinary and Foundation students. It is designed to facilitate acquisition of basic anatomical knowledge of the dog (canine), and also to acquire knowledge of some anatomical differences (comparative anatomy) among certain domestic species; ovine (sheep), caprine (goat), equine (horse), porcine (pig) and feline (cat) including the chicken and fish.

Lectures and laboratory sessions have been adopted to accomplish the objectives of the course. Thus the course involves lecture hall discussions (didactic lectures) and Laboratory sessions that will be achieved through demonstrations of prosected or platinated specimens and also if necessary, supplemental teaching through application of the anatomage table.

Lecture format

The lecture part of the course (theory) comprises 45 didactic lecture sessions, based in part on canine and some aspects of comparative anatomy as it relates to other domestic species. It is also composed of an introductory part that includes for example basic anatomical terminologies, directional terms and a histology component. The histology component includes tentatively two (2) laboratory sessions which corroborates the following topics that was taught in the introductory segment of the biomedical anatomy course and are as follows:

- Types of epithelium
- Types of connective tissue
- Muscle
- Nervous tissue

Lecture material in the power point format will be made available on sakai under the resource segment of the biomedical anatomy course, availability on site will synchronize with the topic/topics delivered at any given time . The corresponding lectures will be delivered according to the objectives of the respective topics provided herein. Both lecture and laboratory sessions complement each other in realizing these objectives.

It is emphasized here that the lecture notes presented are only meant as a guideline and that students are expected to use the recommended and required texts to further enhance their learning experiences. Please note that for lecture/written exam, students will be tested based on the power points material provided guided by the learning objectivs and any relevant information given in class.

Laboratory format and procedures

- Students will be separated into groups (number per table will be decided in lab and is subjected to change).
- The number of prosected cadaver for laboratory sessions will be decided at the beginning of our first lab.

It is mandatory that students of designated groups adhere to established guideline as follows:

- For every lab session respective groups must select a reader and a demonstrator of their choice; and because the reader and demonstrator need to be rotated per lab session it is

advised that this activity/selection takes place at the beginning of every laboratory session. In this process the student demonstrator with the help of other members of the group identifies structures according to the dictates of the reader. Course instructors will assist in this exercise.

Rationale:

It is expected that every member at some point will actively participate in being a reader and demonstrator. This exercise is aimed to achieve an organized approach to the study of prosected specimens and as a result foster effective learning.

Each group is responsible for cleaning its own table and the area surrounding the table at the end of each laboratory period.

To avoid drying of the specimen and prevent mold growth apply/spray the wetting solution on cadavers at the end of each laboratory session. The cadavers, bones, and plastinated models (other than those issued to individual groups) are **intended for use in the laboratory only and are not to be removed from the lab**. To take them out of the laboratory deprives your fellow classmates of the opportunity to use them.

Course Evaluation

Theory /written examinations and quizzes will be based mainly on multiple-choice questions, however other forms of questions, such as diagrams/drawings, matching questions and filling-in gaps in statements can be used at the discretion of the course director.

The laboratory component of the examinations (laboratory quizzes, mid-term and final lab examinations) shall consist of identification of tagged structures or organs or parts thereof. In histology segment, students will be asked to identify the tissue or parts by using the microscope or pictures projected on screens.

The **Midterm and final exams will be cumulative** for both lecture and laboratory components of the course.

To comply with University examinations policy, **all the examinations of this course will be sequestered**, students will not be able to see their exams (scripts) after the examination

The examinations with their point value are listed in the table below.

Exam Type	Weight
Quiz # 1	20 points
Mid-Term Examination (Lab and theory)	Lecture 60 points Lab 40 points
Quiz #2	20 points
Final Examination (Lab and theory)	Lecture 60 points Lab 40 points
Total	240 points

Click or tap here to enter text.

Course Objectives:

- This course is subsequent to BIOL 1 and 2, and is designed to achieve the following objectives:
- Learn anatomical nomenclature and vocabulary that will foster greater understanding of the course.
- Be able to identify, describe and locate anatomical structures through demonstration of prosected and plastinated specimens, and when necessary demonstrations through the use of the anatomage table..

Student Learning Outcomes:

Appendicular system:

- Define the appendicular system

-Thoracic and Pelvic limb:

-Identify and associate the bones of the thoracic and pelvic limb to the respective segments of the corresponding limb

-Thoracic limb:

example:

-Pectoral girdle.....clavicle and scapula

-Brachium (arm)..... humerus

-Antebrachium (forearm)..... radius and ulna

-Forepaw (manus)..... that includes wrist/carpus with its digits consisting of metacarpals, phalanges, dorsal and palmar sesamoid bone

-Define the carpus

-Define the digits

Hindlimb

Example:

- Femoral segment.... Femur
- Crus segment.....Tibia and fibula
- Tarsus.....Tarsal bones

Scapula:

Describe general characteristics of the lateral surface of scapula:

- Note the presence of supraspinous and infraspinous fossae
- Note the presence of the spine of the scapula
- Location of respective fossa in relationship to the spine of the scapula

Humerus:

-Note the anatomical features in the proximal extremity of the humerus as specified in lecture:

- Head
- Neck
- Greater and lesser tubercle

-Note the anatomical features in the distal extremity of the humerus as specified in lecture:

- Define humeral condyle
- Note the parts of humeral condyle

Ulna:

General anatomical features:

- Note the olecranon of the ulna
- Note the trochlea notch of the ulna
- Note the lateral styloid process of the ulna

Radius

General anatomical features:

Proximal extremity:

Note the following:

- Head of the radius
- Neck of radius
- Radial tuberosity

Distal extremity (trochlea):

- Note the medial styloid process

Comparative anatomy of the scapula of feline, canine, equine, and bovine according to the following:

- Feline: Note that the acromion has hamate and suprahamate process
- Canine: Note the presence of acromion in distal part of spine
- Equine: Note that the acromion is absent in distal part of spine
- Bovine: Note that the acromion is present in distal part of spine
- Learn possible advantages/disadvantages as a result of the presence or absence of this anatomical feature.

Comparison of the humerus of the dog and the humerus of the horse according to the following:

Note the differences of the anatomical features of the proximal extremity of the humerus between these two species as follows:

- Unlike that of the dog note the presence of an intermediate tubercle in that of the horse
- Unlike that of the dog note the presence of a cranial and a caudal part of the greater tubercle in that of the horse

Comparison of the radius and ulna of carnivores (dog) and Porcine (pig) to that of ruminants and equine (horse):

- Note that in the pig and the dog the ulna is a separate and complete bone
- Note that in ruminants the ulna is fused to the radius
- Note that in the horse the ulna is not only fused to the radius but is also an incomplete bone
- Note that in the horse the distal epiphysis fuse to the radius to form the lateral styloid process
- Note that the a proximal interosseous space is present in both the horse and ruminant but only the ruminant has a distal interosseous space
- Note possible advantages or disadvantages as a result of fusion of bones of the antebrachium in ruminants and equine

Comparison of the metacarpal/metatarsal bone of the dog to that of ruminants and equine:

Dog:

- Note that all five metacarpals bones are present; however 1st metacarpal is reduced with a corresponding reduced number of digits. Digits 2-5 bear weight.

Ruminants:

Note that in contrast to the dog; in ruminants the 1st and 2nd metacarpals are absent and that the 3rd and 4th metacarpal bones are fused to form a single bone known as the cannon bone (Mc3 and Mc 4); it support the weight bearing 3rd and 4th digits. Note that the 5th metacarpal bone is markedly reduced and does not support a digit.

Horse:

-Not that in the horse the 1st and 5th metacarpal bones are absent. Also note that the 2nd and 4th metacarpal bones are markedly reduced and are commonly called “splint bones” Note that the 3rd metacarpal bone is notably larger than the 2nd and 4th metacarpal bones and that it is the only one which support a digit.

Hind limb

Pelvic girdle:

- Distinguish the bones of the pelvic girdle
- Note that fusion of these bones forms the os coxae
- Define the pelvic cavity
- Note the bones that contribute to the formation of the acetabula fossa

Femur

- Note the anatomical features on the proximal extremity of the femur
- Note the muscular and ligament attachment related to the proximal and distal extremity of the femur.
- Note the anatomical features on the distal extremity
- Note the structure located on the caudodorsal aspect of the condyles:
Sesamoid bone (fabella)
- Note muscle that inserts on patella
- Define patella: (sesamoid bone)
- Note the origin of the gastrocnemius muscle

Tibia

- Note the anatomical features of the proximal extremity of the tibia
- Note the muscles that are attached to the tibial tuberosity
- Note the anatomical features of the distal extremity
- Define the cochlea; articular surface
- Relate the lateral and medial malleolus to their respective bones

Fibula

- Note the different parts of the fibula
- Note its relationship of the fibula to the tibia; its on the lateral aspect of the tibia

Tarsus

- Note number of tarsal bones in the tarsus
- Name bones in the proximal row of the tarsus
- Note position of the central tarsal bone
- Differentiate between the calcaneus and talus

Comparative anatomy of the greater trochanter of the femur of the dog, horse, and ox according to the following:

- Unlike that of the dog, the greater trochanter of the horse is divided into cranial and caudal parts,
- Note that the greater trochanter is not divided in ruminants (ox) and other species.
- Also note that unlike that of the dog there is the presence of a third trochanter in the horse, and that this feature (third trochanter) is absent in ruminants
- Also note that unlike that of the dog, the medial ridge of the trochlea is significantly larger than the lateral ridge in the horse and ox

Bones of the skull:

- Differentiate and identify bones of the face and skull of the dog

Bones of the axial skeleton:

- Describe the general characteristics of a typical vertebrae
- Identify the differences in the anatomical features according to the respective segment of the vertebral column
- Learn parts of ribs
- Describe the composition of the sternum and the type of joint between the respective stern brae
- Note the type of joint between the bones of the vertebral column

Compare the differences in the number of vertebrae of the vertebral column in the following species:

- Dog
- Horse
- Ruminants
- Pig
- Learn and be able to identify the species mentioned based on their respective vertebral formula.

Nasal cavity:

- Define the nasal cavity

- Establish the caudal limit of the nasal cavity
- Identify anatomical structures associated with nasal cavity
- Identify the location of respective nasal meatuses

Pharynx:

- Define the pharynx
- Describe different subregions of the pharynx and their location

Trachea:

- Define the trachea
- Describe its characteristics
- Establish the cranial and caudal limit of the trachea
- Define and locate tracheal carina
- Define the bronchial tree
- Define and identify the different parts of the bronchial tree
- Identify the principal bronchi

Thoracic cavity

- Describe and establish the boundaries of the thoracic cavity
- Identify the organs located within the thoracic cavity
- Describe and identify the thoracic inlet
- Define the mediastinum
- Identify structures within the mediastinum
- Describe the divisions of the mediastinum
- Define pleura
- Name and describe the different pleura with respect to their location:

Comparative anatomy of the thorax:

Dog, horse, and sheep

-Note the presence of microscopic openings (fenestrations) in the mediastinum of these species

Ox, goat, and pig

-Note the absence of these openings in the mediastinum of these animals

-Note the clinical significance of the presence of these openings:

- Allow a unilateral pneumothorax to become bilateral

Comparative anatomy of the lung:

Based on lobation of the lung learn the anatomical differences between that of the dog, the horse, ruminant and pig:

- Note that in all domestic species the left lung has two lobes; cranial and caudal
- With the exception of the horse, note that the right lung of all other domestic species has four lobes whereas that of the horse lacks a middle lobe of the right lung.
- Note that in all species but the horse the cranial lobe of the left lung is further divided into two parts; cranial and caudal
- Note that in ruminants the cranial lobe of the right lung is also divided into cranial and caudal parts

Cardiovascular system:

- Define the pericardium
- Describe and identify different parts of the pericardium
- Describe external features of the surface of the heart
- Learn and be able to identify major blood vessels of the heart
- Describe and identify the different layers of the heart (epicardium, myocardium and endocardium)
- Identify the pericardial cavity and understand its relationship with related layers of the heart
- Describe and identify the internal anatomical features of the heart and understand their respective function
- Understand and describe the pulmonary and systemic circulation of the heart and their relationship to the respective cavities.

Comparative anatomy of the cardiovascular system:

-Understand the differences and similarities of the azygos vein as it relates to its absence or presence with respect to the left or right side of the dog, horse, and artiodactyls.

-Learn the differences and similarities with respect to the absence or presence of the vessels of the aortic arch (brachiocephalic trunk and left subclavian) in that of the dog, horse, ruminants and pigs.

Urogenital system:

- Describe and identify the components of the urogenital system
- Identify position of the right and left kidneys
- Note relationship of the right kidney with the liver
- Describe the external characteristics of the kidney
- Identify the blood vessels associated with the kidney
- Know what is the renal pelvis of the ureter and understand its particular function.

- Be able to describe and identify gross internal anatomical feature of the kidney (pyramids, cortex, medulla, etc).
- Be acquainted with labelled images of the kidney as emphasized in class
- Learn and be able to identify via images provided in class the different layers of the bladder according to a transverse section
- Understand what is the trigone of the bladder

Compare the differences and similarities as they relate to the location of the right kidney of the dog to that of:

-pig

-ruminants

-horse

-Note the difference of the gross anatomical features of the kidney of the dog to that of small and large ruminants (ox).

-Note the difference in the shape of the right kidney in the horse to that of the left kidney.

Male Genital Organ of the Dog:

- Identify and describe the different parts of the male genital system
- Describe the general characteristics of the scrotum and the function of related anatomical features; dartos muscle
- Describe and identify the ductus deferens and related function
- Note general morphological characteristics of the testis
- Describe and identify the different parts of the epididymis and its related function
- Identify associated ligaments (ligament of the tail of the epididymis and proper ligament of the tail of the epididymis)
- Describe and identify the internal anatomical features of the epididymis and related function according to labelled images as emphasized in class

Inguinal canal:

- Define the inguinal canal
- Identify the superficial and deep limits of the inguinal canal
- Describe the borders of the inguinal canal
- Define the vaginal tunic/vaginal process
- Identify the different parts of the vaginal tunic
- Define the spermatic cord
- Identify and describe the components of the spermatic cord and associated structures
- Differentiate between mesorchium and Mesoductus deferens
- Identify the extrinsic muscles of the penis
- Describe the different parts of the penis, and be familiar with a labelled image of the same
- Define and describe the crura/ root of the penis and understand the difference between corpus cavernosum and corpus spongiosum.

Comparative anatomy of the male accessory sex glands:

-Note the differences in the number of accessory sex glands related to the male reproductive system in the following species:

- Dog
- equine
- ruminants
- pig

Female Genital system:

- Name the different components of the female genital system
- Identify the related ligament of the ovaries
- Describe the general characteristics of the ovary
- Describe the different parts/layers of the uterus
- In a labelled image of the female reproductive organ identify the uterine horn, vagina, vestibule, vulvar and clitoris
- Describe and identify the respective parts of the broad ligament
- Describe and identify the regions//parts of the internal structure of the ovary
- Describe the function of the cortex of the ovary
- Describe the different layers of the uterine tube
- Understand the function of the uterine tube
- Describe and identify the different segments of the uterine tube
- Differentiate between the abdominal ostium and uterine ostium

Digestive system and abdomen

-Note the primary parts of digestive system

- Define and establish the limit of the mouth
- Define and establish the respective parts of the oral cavity and their limits
- Note characteristics of anatomical features of the oral cavity
- Note papillae with taste buds

-Note divisions of the palate

-Note relationship of soft palate and epiglottis as it relates to function

-Define the pharynx and note its subdivisions

Alimentary canal

-Note the parts that constitute the alimentary canal

-Note the limits of the respective parts of the alimentary canal

-Differentiate between large and small intestine in respect to their components

-Note segments/regions within the respective parts of alimentary canal as indicated in lecture;

For example Colon:

- Ascending colon

- Transverse colon
- Descending colon

- Note the morphological characteristics of the respective parts of the alimentary canal
- Be familiar with labelled transverse images of the respective parts of the alimentary canal
- Note the positional relationship of the duodenum with respect to the median plane

Accessory organs of digestive system

Gall bladder:

- Differentiate between cystic, hepatic and bile duct
- Differentiate between the main and accessory pancreatic duct
- Understand the relationship of the major and minor duodenal papillae with the bile and accessory pancreatic duct

Liver

- Note the different lobes of the liver
- Be familiar with labelled images of the same
- Note the ligaments of the liver

Teeth

- Be familiar with the dental formula of the dog
- Be familiar with a labelled image of the different parts of a tooth

Salivary glands

- Be familiar with the classification of the salivary glands and their specific location with the aid of labelled images provided
- Understand the functions of these glands
- Be familiar with the parts of the sublingual salivary gland
- Note the point of opening of the ducts of the major salivary glands;

For example?

The duct of the mandibular salivary gland opens into the sublingual caruncle

Abdomen

- Be familiar with the muscles that forms the wall of the abdominal cavity
- Note their specific point of insertion and origin
- Note their collective function
- Note the classification of the serous peritoneum according to its specific location.
- Define the peritoneal cavity
- Define the transversalis fascia
- Define connecting peritoneum
- Classification of connecting peritoneum according to its relationship with specific organ.

Comparative anatomy of the alimentary canal of the following species:

- Equine
- Ruminants
- Porcine
- Chicken
- Fish

Stomach

- Note that unlike that of the dog, there is the presence of a torus pyloricus in the stomach of ruminants and pig
- Note that in the pig unlike that of the dog, ruminants, and horse there is the presence of a diverticulum associated with the fundus of the stomach
- Note that the fundus (saccus cecus) of the horse stomach is very extensive unlike that of the dog, ruminants and pig
- Note that in the horse the junction of the non-glandular mucosa with the glandular mucosa of the stomach, occurs in the body of the stomach rather than in the cardia, unlike that of the dog, ruminants, and pig
- Note that in the horse and pig there is a non-glandular part of the mucosa located near the cardia unlike that seen in the dog and ruminants.

Stomach of chicken, geese and others that are similar:

- Note that the stomach of these birds has two parts
 - Proventriculus (glandular part)
 - Ventriculus/Gizzard (muscular part)

Stomach of fish:

- Note that the shape of the stomach varies in shape in some species
- Note an extra part at the junction of the stomach and duodenum in some species:
 - Pyloric caecae

Ruminant forestomach

- Note the presence of a forestomach in ruminants unlike that seen in the dog, horse and pig
- Be familiar with the compartments of the forestomach

Small intestine

Duodenum:

- Note that unlike that of the dog there is the presence of a sigmoid loop in the cranial part of the duodenum in ruminant, horse and pig
- Note a dilation (duodenal ampulla) in the cranial part of the duodenum of the horse that is not seen in the dog, pig, and ruminant.

-Note the presence of a hepatopancreatic ampulla in the cat and horse that is not seen in the dog, ruminant and pig

Jejunum

-Note that the jejunum varies in length from a meter or less in the cat to as much as 50 meters in the ox

Ileum

-Note that the ileal ostium joins the cecum in the horse and empties into the ascending colon in all other domestic species

Large intestine

Cecum

-Note the difference of the length of the cecum in the cat, as compared to the dog, pig, ruminant and horse

-Note the number of openings and related structures in the cecum of the horse as compared to all other domestic animals.

-Note that sacculations (haustra) are only present in the cecum of the pig and horse. Also note that this is as a result of muscle bands (teniae) in its wall

-Note that the cecum of the horse is very large as compared to other domestic species

Colon

Ascending colon

-Appreciate the differences in the ascending colon of the following species

Horse:

-Note the presence of subparts in the ascending colon

-Note and name the specific subparts in the ascending colon of the horse.

-Note the number of tenia that correspond to the respective subparts

Ruminants:

-Note the different parts of the ascending colon according to the characteristics of the respective parts as follows:

- Proximal loop
- Spiral loop-note that this part has centripetal and centrifugal turns
- Distal loop

Pig:

-Note that the ascending colon has the same basic parts as that of ruminants, and that however the proximal loop is absent and the distal loop is subtle

-Note specifically that the spiral loop is arranged in an inverted cone-shaped coil, and that the centripetal turns are sacculated

Dog:

-Note that in the dog the ascending colon is unmodified and that it has no subparts

Comparative anatomy of the following accessory organs of the digestive system

Liver

Ruminants:

-Note that very few fissures are present to aid the differentiation of the various liver lobes

Dog:

-Note that there are additional divisions to the four basic lobes. Be familiar with the names of the additional divisions.

-Be familiar with divisions of the four basic lobes

Pigs:

-Note that although the pig's liver is generally similar to that of the dog, however it lacks a papillary process on the caudate lobe

Horse:

-Note that the liver of the horse is similar to that of carnivores except that the right lobe remains undivided and that there is no papillary process on the caudate lobe

Gallbladder:

Pig and ruminants

-Note that the hepatic ducts unite to form a common hepatic duct which then joins the cystic duct to form the bile duct

Horse:

-Note that the horse lacks a gallbladder and cystic duct, and that also the distal part of the hepatic duct continues to the duodenum as the bile duct

Carnivores:

-Note that several hepatic ducts separately enter the cystic duct which becomes the bile duct after the entry of the last hepatic duct

-Note specie variation in the location of the major duodenal papillae

Click or tap here to enter text.

Program Outcomes Met By This Course:

- 1. Adequately utilize multidisciplinary knowledge of basic structures and functions of healthy animals.**
- 2. Correlate basic knowledge to relevant clinical situations.**
- 3. Demonstrate, evaluate and model effective communication in the practise of the veterinary profession.**
- 4. Cultivate the art of leadership and teamwork in the practise of the veterinary profession.**

Click or tap here to enter text.

SAS Grading Scale Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%

Course Materials:

- Power points of lectures are provided on sakai
- Require; one copy of Dissection Guide; Author Lynn Ruoff, DVM.- provided.
- Require; dissection Kit- provided

Text: Optional: Miller's Guide to the Dissection of the Dog (6th edition), by H.E. Evans and DE LAHunta.

Supplementary Readings/Resources: See optional above.

Course Requirements and Percent of Grade:

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2018/2019, page 28) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy: At discretion of Course Director.

Assignment Submission Policy: At discretion of Course Director.

Classroom Etiquette: At discretion of Course Director.

Online Etiquette: At discretion of Course Director.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.



St George's University

School of Arts and Sciences

School of Medicine

Course Code and Title: BIOL320 Genetics

Semester and Year: Spring 2020

No. of Credits: 3

Pre-requisite(s): General Biology and General Chemistry

Classroom Location: Bourne Lecture Hall

Lecture Day and Time: Tuesdays and Thursdays, 4:00-5:15 pm

***Except Jan. 30th lecture will be held in Charter Hall 4-5:15 pm**

Course Director: Dr. Mary Maj

Course Lecturers: Dr. Mary Maj
Dr. Andrew Sobering
Dr. Sharmila Upadhya
Dr. Cris Martin
Dr. Patricia Rosa

Course Director Contact Information: mmaj@sgu.edu

Course Lecturer(s) Contact Information: asobering@sgu.edu
shupadhya@sgu.edu
cmartin@sgu.edu
prosa@sgu.edu

Course Director Office Hours: By appointment

Course Lecturer(s) Office Hours: By appointment

Course Management tool: Sakia (mycourses) Exemplify (examsoft)

Course Description: Biol 320 Genetics

This is a basic course in Genetics appropriate for Arts and Science students as well as students of Premedical and Preveterinarian studies. Genetics is presented over 16 weeks as part of the discipline-based curriculum in line with the expectations of the St George's University School of Medicine, designed to provide a fundamental basis for understanding Human Genetics pertinent to clinical medicine based on the *Genetics*

Learning Objectives published by the American Society of Human Genetics (ASHG). You will be introduced to the language embedded in Medical Genetics and Molecular Biology. These general competencies and specific objectives are described in the ASHG MEDICAL SCHOOL CORE CURRICULUM IN GENETICS. Specifically, this course is designed to introduce you to the fundamental design of DNA leading to the structure and function of the human genome.

You will learn how recent advances in genetic research have led to a greater ability to diagnose and treat many human disease states:

Module 1 – Begins with an introduction to the history of genetics where you will learn of how traits are inherited.

Module 2 – Begins with understanding how genes are organized within genomic DNA. You will learn of the importance of this organization according to how many copies of a gene is required and their exact location within the genomic DNA.

Module 3 you will learn how genes are expressed.

Module 4 you will learn about linking the information that is found in an organism's DNA and how it is related to the way an organism looks and behaves, also known as "Genotype to Phenotype".

The Directed Learning Activities (DLA) cover the Central Dogma of Genetics, describing the flow of genetic information from DNA through to protein.

A basic understanding of chemistry, biology and physics will be assumed.

Course Objectives:

1. Apply knowledge of the basic structures genes and fundamental processes of life at the molecular, cellular and organismal levels.
2. Apply knowledge of the structure and function of genetic information and how it is related to the health of the human body.
3. To gain an appreciation of how disruption of normal genetic processes may give rise to both developmental problems of an organism and to a diseased state.

Student Learning Outcomes:

- 1) Understand the principles of genetic transmission.
- 2) Describe the use of model organisms and mutant strains to understand the nature of genes found within chromosomes.
- 3) Understanding the basics of gene expression
- 4) Describe how DNA is studied to determine genotype as it relates to human disease.

Program Outcomes Met By This Course:

MCAT Topic Areas Assessed: Content Categories

1. Biomolecules have unique properties that determine how they contribute to the structure and function of cells, and how they participate in the processes necessary to maintain life.

A) Transmission of genetic information from the gene to the protein

-Nucleic Acid Structure and Function

Nucleotides and nucleosides, DNA structure, base pairing specificity

-DNA Replication

Mechanism of replication, separation of strands, specific coupling of free nucleic acid

-Transcription

Mechanism of transcription

-Translation

Roles of mRNA, tRNA, rRNA, Post-translational modification of proteins, Role and structure of ribosomes

-Genetic Code

The triplet code

B) Transmission of heritable information from generation to generation and the processes that increase genetic diversity

-Meiosis and Other Factors Affecting Genetic Variability

Important differences between meiosis and mitosis

-Mendelian Concepts

Recessiveness, Homozygosity and Heterozygosity

2. Highly-organized assemblies of molecules, cells, and organs interact to carry out the functions of living organisms.

SAS Grading Scale

Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5- 89.4%

B = 79.5 – 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

Course Materials:

Text:

Klug, Cummings, Spencer, Palladino and Killian, 2019, **Concepts of Genetics**, 12th Edition, Pearson Education Inc.

ISBN-13: 978-0134604718

ISBN-10: 013460471

Important pages and chapters to accompany the lectures can be found in the lecture schedule.

Course Requirements and Percent of Grade:

All exams will be computer based using the ExamSoft software. Online quizzes will be computer based within MyCourses Tests & Quizzes application. There will be an ExamSoft Practice Quiz worth 0.5% of your final mark. There will be two other online quizzes worth a total of 4.5% of the final grade. There will be two interactive multiple choice question sessions (iMCQ) based on Special Topic Pre-reading assignment, each worth 2.5% of the final grade. There will be four exams, each worth 22.5% of your final grade.

The breakdown is as follows:

0.2%	Practice ExamSoft Quiz (must complete for full credit)
23.75%	Exam 1 (grade based on performance)
23.75%	Exam 2 (Midterm) (grade based on performance)
23.75%	Exam 3 (grade based on performance)
23.75%	Exam 4 (Final) (grade based on performance)
0.5%	Online Quiz 1 (grade based on performance, you get multiple attempts)
0.5%	Online Quiz 2 (grade based on performance, you get multiple attempts)
0.5%	Online Quiz 3 (grade based on performance, you get multiple attempts)
0.5%	Online Quiz 4 (grade based on performance, you get multiple attempts)
0.7%	Special Topics iMCQ 1 (must get minimum of 50% correct for credit)
0.7%	Special Topics iMCQ 2 (must get minimum of 50% correct for credit)
0.7%	Special Topics iMCQ 3 (must get minimum of 50% correct for credit)
0.7%	Special Topics iMCQ 4 (must get minimum of 50% correct for credit)

Lowest score of the iMCQs will be dropped, allowing for a sick day.

Examinations using ExamSoft

Exam questions will consist mainly of simple multiple choice questions with a small percentage of clinical vignette

Practice ExamSoft Quiz covers Directed Learning Activity (DLA) 1 and 2

Exam #1 covers: Lectures 1-5 and DLA 3

Exam #2 covers: Lectures 1-9 and DLAs 3-4

10% from Module 1 (L1-5 and DLA 3)

90% from Module 2 (L6-9 and DLA 4)

Exam #3 covers: Lectures 6 – 14 and DLAs 4-6

10% from Module 2 (L6-L9 and DLA 4)

90% from Module 3 (L10-14 and DLA 5)

Exam #4 covers: Lectures: #10 – 18 and DLAs 5-6

10% from Module 3 (L12-L17,

90% from Module 4 (L15-18 and DLA6)

Online Quizzes

You will have two online quizzes available through MyCourses under the Tests & Quizzes tab. These exams will be available for 10 days before the due date and you will have multiple attempts to answer questions. Your grade will be based on the number of question that you get correct.

Special Topics iMCQ Sessions

A special Topics Reading Assignment will be posted 10 days before the iMCQ session. Students are expected to read the assignment prior to attending the session. Students must correctly answer at least 50% of the questions to earn points. **Make up sessions will not be offered and you must come on time. The lowest score will be dropped.**

*****Marks are earned through your performance on tests and will not be negotiated**

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Classroom Etiquette

1. The sound on cell phones and computers must be switched off during lecture time.
2. Speaking during the lecture session is very disruptive to students and lecturers alike. Please be respectful.

Online Etiquette

Students of St. Georges University, Genetics BIOL320, who create/contribute to social networks, blogs, wikis, or any other type of social media both on and off the sgu.edu domain for school/work/personal purposes WILL NOT post or release proprietary (including all information found on or within databases of any official SGU websites such as SAKAI), confidential, sensitive or personally identifiable information about SGU faculty, administration or employees as well as any faculty intellectual property, to ANY social media websites. **In particular, PowerPoint lecture slides, including the figures from “Concepts of Genetics” and practice problems must not be distributed.** Failure to abide by this will be considered a violation of professionalism as indicated in the SGU Student Handbook.

Clicker Etiquette

It is the responsibility of each student to bring their own individually assigned clicker to every class session and iMCQ session. It is the student's responsibility to make sure that the clicker is registered and in good working order. A student caught in possession of clickers not assigned to them is in violation of the Honor Code and subject to Disciplinary action. A student who has given their clicker to a classmate is in violation of the Honor Code and subject to Disciplinary action.

Medical Excuses

A student who is medically unfit to take an examination is advised to follow the procedures outlined in the student manual to obtain a valid medical excuse. A valid medical excuse will allow the student to take the completion exam, one week after the final exam.

Policies and Procedures for Computer Based Examinations

The following policies and procedures supplement the general guidelines outlined in the University Examination Policies and Procedures in the SGU Student Manual. Each examinee is responsible for reviewing and adhering to these policies.

Prior to Examination Day:

1. Each student is required to have a laptop for taking computer-based examinations at SGU. Examinees must ensure that their laptops meet the current system requirements, as published by Examination Services at the Office of Institutional Advancement (OIA).

Caveat: Some of the latest operating system updates may jeopardize the compatibility with electronic examinations. Examinees are encouraged to seek guidance from Examination Services at OIA, prior to installing updates.

2. Examinees have to ensure that they meet the requirements to access the university network at any time, and should confirm access prior to examinations.

3. Examinees must set the clock on their laptops to the correct local time and time zone (Grenada: Atlantic Standard Time AST = UTC-4; UK: Greenwich Mean Time GMT = UTC, or British Summer Time BST = UTC+1).

4. For examinations using ExamSoft, examinees are responsible for downloading and registering the required version of SofTest on their laptop prior to examination day.

5. Examinees are notified via the electronic course management system of all examination related information, including venue assignments, time sequence of examinations (including the download window, time when students enter the assigned venue, and when the doors are closed), and examination specifications (e.g. number of questions, duration etc.).

6. For examinations using ExamSoft, examinees are required to download the examination during the allocated time window (see time sequence in the examination notification above).

7. Examinees who are not eligible to take an examination (e.g. students who have withdrawn from course work, or students on an approved leave of absence) are not permitted to download the examination.

8. Examinees experiencing technical difficulties are encouraged to visit Examination Services at OIA for assistance prior to the examination day. An examinee who needs a loaner laptop must adhere to the loaner laptop policy provided by OIA.

On Examination Day:

1. Examinees are expected to assemble outside their assigned venue and ready to enter by the time stated in the examination announcement (see notification prior to examination day above).

2. Examinees must adhere to the instructions given by the Chief Proctor, or the proctors acting under his/her supervision.

3. Examinees are required to enter their assigned venue only (see notification prior to examination day above) and must take their assigned seat.

4. All examinees scheduled to sit a computer-based examination are required to bring their laptops

and all necessary accessories (mouse, Ethernet cable and power cord/battery charger), for use on examination day.

5. All examinees who present themselves to sit a University examination are required to display a current SGU student identification card to access the examination venue. The SGU ID is the only acceptable form of ID. Any examinee who fails to present this ID will be required to complete a Missing/Lost Identification Form and to present a government-issued photo ID in order to access the examination venue.

6. Once seated, examinees must place their ID clearly visible on the left side of the desk they are seated at.

7. Permitted items - only the following items are allowed in the examination venue:

- Laptop and accessories
- SGU ID
- Completely clear (see-through) bottle of plain water, **which has to be placed outside the examination venue for all examinations**
- Items explicitly permitted for a specific examination (see announcement), or approved by the Dean of Students (DOS) office

8. Items that are explicitly NOT permitted inside the examination venues include:

- Cell phones
- iPods/ iPads
- Wrist watches
- Paging devices
- Recording/filming devices
- Reference materials (book, notes, papers)
- Backpacks, briefcases, or luggage
- Beverages or food of any type
- Coats, outer jackets, headwear

Please note: When choosing layers for warmth, students should avoid jackets with pockets or hooded items, as they may be considered outer jackets.

9. Examinees need to be prepared to turn their pockets inside out for inspection.

10. Any prohibited items found inside the examination venue will be confiscated.

11. Examinees are assigned a seat (either by posting of individual seat assignments outside the venue, on the website, or by the Chief Proctor or an authorized representative at the venue).

12. Examination conditions are in effect at all times inside the examination venue, from the time the first examinee has entered, until the last examinee has left the examination venue. During examination conditions, no communication of any kind is permitted between examinees. Access to any files or programs other than those explicitly specified by the Chief Proctor is not permitted.

13. No examinee is permitted to enter the examination venue after the doors have been closed (in preparation of the password announcement; see notification prior to examination day above).

14. White boards, dry erase markers and erasers are provided. Examinees are not allowed to write on the white boards prior to starting the examination.
15. Examinees' eyes must be visible at all times. Hair long enough to cover the eyes and ears must be pulled back.
16. An examinee who is experiencing problems should seek immediate attention from a proctor.
17. Some problems may be solved immediately and on site, but more severe problems may require relocation of an examinee or even termination of the examination.
18. A bathroom break is the only allowed break during an examination. Examinees may not eat, smoke or communicate with anyone other than an assigned proctor during a bathroom break. Examinees must get the attention of a proctor, get permission, sign out and back in and be accompanied by a proctor.
19. No bathroom breaks are permitted for 30 minutes after the assessment password has been provided and no examinee may leave the examination during this time period.
20. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she is considered to have concluded the examination. He/she will not be allowed back into the examination venue to resume the examination.
21. To start the examination, the Chief Proctor will provide examinees with the assessment password and give the start signal "START NOW" (or "BEGIN NOW").
22. Once the start signal has been announced, examinees are required to proceed with their exam without delay.
23. Examinees are allowed to exit the examination venue when they have completed their examination and displayed the upload confirmation screen (in case of Exam Soft examinations), or whatever procedure has been specified by the Chief Proctor. During the last 10 minutes of an examination, examinees may be instructed to remain seated until dismissed.
24. It is the responsibility of every examinee who downloaded an ExamSoft examination but is unable to take the examination on examination day, to contact Examination Services at the OIA immediately, to facilitate the process of removal of the examination from their personal computer.
25. All examination activity is logged and any log file demonstrating irregular activity, such as attempting to disable or tamper with security features, is subject to academic disciplinary action.

After the Examination:

1. A student may not attempt to reproduce a test or a test item by any means, including but not limited to reconstruction through memorization and/or dissemination of examination materials by any means.
2. Communications about specific test items, cases, and/or answers with another examinee,

potential examinee, or any other person at any time before, during, or after an examination, are strictly prohibited.

3. Every examinee is required to fully cooperate in investigations regarding any examination irregularities, whether committed or observed by themselves or others.

Violation of any policy or procedure outlined in this document is reported as an examination irregularity to the Dean of Students and to the Course Director. In the case of NBME examinations, irregularity reports are also sent to the National Board of Medical Examiners, with potential consequences outlined on their website. The Dean of Students decides on subsequent disciplinary action and the Course Director determines the implications for examination scores and course grades.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Lecture Objectives

Directed Learning Activity 1: This is a recording which describes the schedule and the distribution of points to earn your grade.

- A. Understand the point distribution for all assessments
- B. Understand the "Medical Excuse" system if you are ill during an exam
- C. Understand that there will be no "make up" sessions for the iMCQs, you can not be late, and must answer at least 50% correct for full marks
- D. Recall that Online Quizzes must be completed before the due date and your mark is based on the number of questions you get correct

Directed Learning Activity 2: Introduction to Genetics

This is a recording for you do view before the beginning of live lectures. There will be a practice Examsoft quiz based on the content. This practice exam is worth 0.2% of your final mark.

- A. Recall the names of Hippocrates, Aristotle, William Harvey, Matthias Schleiden, Charles Darwin, Alfred Wallace, Gregor Mendel and understand their contribution to the current knowledge of Genetics
- B. Discuss how genetics has progressed from Mendel to DNA in Less Than a Century
- C. Recall how humans began to understand that traits and diseases are passed from parent to offspring
- D. Know the definition of genetic terms presented in this lecture
- E. Understand the basic structure and function of DNA, RNA and Proteins

Directed Learning Activity 3: Part 1 of the Central Dogma of Genetics, DNA structure and Analysis

- A. Understand the nomenclature of DNA and RNA including 5' to 3' directionality, base pairs, phosphodiester bonds, numbering of the pentose sugar carbons, nucleosides vs. nucleotides vs. oligonucleotides vs. polynucleotides
- B. Compare the structures of purines to pyrimidines, ribose to deoxyribose
- C. Compare and contrast the pair bonding of A-T and C-G (strength, numbers, type of bond)
- D. Describe the evidence that was used to create a model of the double helix: Rosalind Franklin, Raymond Gosling and Erwin Chargaff
- E. Compare A-form of DNA to B-form
- F. Give example of secondary structures in single stranded RNA

- G. Define the 3 classes of RNA in prokaryotes and eukaryotes
 - Describe the RNA molecules which are specific for eukaryotes
 - Define melting temperature and electrophoresis

- A. Recall the names of Hippocrates, Aristotle, William Harvey, Matthias Schleiden, Charles Darwin, Alfred Wallace, Gregor Mendel and understand their contribution to the current knowledge of Genetics
- B. Discuss how genetics has progressed from Mendel to DNA in Less Than a Century
- C. Recall how humans began to understand that traits and diseases are passed from parent to offspring
- D. Know the definition of genetic terms presented in this lecture
- E. Understand the basic structure and function of DNA, RNA and Proteins

Lecture 1. Mitosis

- A. Compare the structure of eukaryotic vs. prokaryotic cells and describe how this is linked to genetic function
- B. Describe why chromosomes exist in Homologous pairs in Diploid organisms
- C. Describe the different cell cycle stages for both interphase and mitosis
- D. Compare the different structures of DNA during the cell cycle stages
- E. Describe the structure of chromosomes in metaphase based on the position of the centromere
- F. Know the meaning of the chromosome number and the DNA content (e.g. n & c versus $2n$ & $2c$ versus $2n$ & $4c$)

Lecture 2. Meiosis

- A. Compare and contrast mitosis versus meiosis
- B. Describe the significance of crossing over to genetic variation
- C. Identify how the development of gametes varies between spermatogenesis versus oogenesis
- D. Follow the events leading to the reduction of genetic material through meiosis I and II
- E. Define synapsis, tetrad, dyad, monad, crossing over, bivalent, chiasma, centrioles and spindle fibers, polar body

Lectures 3, 4 & 5. Mendelian Genetics Part I, II & III

- A. Discuss pros and cons of some of the various model systems used in genetics and biology
- B. Outline Mendel's laws of inheritance
- C. Discuss AR and AD patterns of inheritance and give examples of genetic disorders
- D. Define, discuss, and give examples for: null mutation (AR), haploinsufficiency, gain of function, dominant negative, incomplete dominance, pseudodominance, codominance, genetic lethality, and adult onset
- E. Discuss sex (X) -linkage
- F. Calculate risk/probabilities for inheritance of AR and AD traits and alleles
- G. Define, discuss, and give examples for term used to explain genetic phenomena such as epistasis, hypostasis, sex influenced, sex limited, anticipation, conditional mutation, hemizygous, pleiotropy, Bombay phenotype.

Directed Learning Activity 4. DNA replication

- A. Explain the experiments which led to the conclusion that DNA replication occurs in a semiconservative manner
- B. Describe how DNA is synthesized and how synthesis is regulated.
- C. Describe the functions of enzymes involved in DNA synthesis

- D. Compare and contrast DNA replication in prokaryotes and eukaryotes.
- E. Compare DNA synthesis on the leading and lagging strand of the DNA
- F. Explain how topoisomerases modify stress on the DNA double helix during DNA replication
- G. Explain that telomeres solve stability and replication problems at eukaryotic chromosome ends
- H. Explain why recombination is essential for genetic exchange and DNA repair.

Lecture 6. Chromosome Mapping in Eukaryotes and Genetic Analysis in Bacteria

- A. Define: complete linkage, independent assortment linkage with crossing over, linkage group
- B. Describe how genes linked on the same chromosome will segregate together and how genes far apart on the same chromosome may not segregate together
- C. Describe how crossing over serves as the basis for determining the distance between genes in chromosome mapping and as the distance between two genes increases, mapping estimates become more inaccurate
- D. Discuss how chromosome mapping is currently performed using DNA markers and annotated computer database
- E. Define Lod Score Analysis and Somatic Cell Hybridization which were historically important in creating Human Chromosome Maps
- F. Describe the DNA markers: RFLP, microsatellites and SNP
- G. Define vertical and horizontal gene transfer
- H. Understand regular growth of bacteria (exponential rate)
- I. Describe experiments which led to the discovery: that bacteria mutate spontaneously; and Genetic recombination occurs in bacteria; bacterial chromosomes are circular (interrupted mating technique)
- J. Compare different ways that foreign DNA can be taken up by host bacteria:
Transformation vs. Transduction vs. conjugation
- K. Compare the F factor to the R plasmid
- L. Describe how bacteriophages infect bacteria

Lecture 7. Sex Determination and Sex Chromosomes

- A. Understand the difference between Heterogametic and homogametic sex determination in different species
- B. Outline important features of the Y Chromosome and how it determines maleness in humans
- C. Examine nondisjunction and compare: nondisjunction in autosomes vs. sex chromosomes; nondisjunction in meiosis I vs. meiosis II; nondisjunction in male vs. female gametes
- D. Describe the genetic disorders resulting from the nondisjunction of sex chromosomes: Klinefelter, Turner, 47, XXX, and 47, XYY
- E. Describe Barr Bodies and how female cells undergo dose compensation with the X Chromosome so that most of the genes on the X chromosome are monoallelic in both males and females
- F. Dosage Compensation Prevents Excessive Expression of X-Linked Genes in Humans and Other Mammals
- G. Describe how Glucose-6-phosphate dehydrogenase deficiency can be seen in some females even though it is X-linked recessive
- H. Describe 3 cases where temperature variations can control sex determination

Lecture 8. Variations in Chromosome Number

- A. Describe the steps to generate a karyotype and Giemsa staining
- B. What is an ideogram?
- C. Compare aneuploidy versus polyploidy

- D. Compare and contrast the clinical features of Down, Edward and Patau Syndrome
- E. Describe the two theories that lead to mosaicism

Directed Learning Activity 5. DNA Organization in Chromosomes

- A. Explain how supercoiling facilitates compaction of the DNA of viral and bacterial chromosomes.
- B. Discuss how specialized proteins help in the organization of prokaryotic DNA.
- C. Explain how DNA is organized into chromatin in eukaryotes.
- D. Explain how chromosome banding differentiates regions along the mitotic chromosome.
- E. Distinguish sequence organization characterized by repetitive DNA in eukaryotes.
- F. Explain how the vast majority of a eukaryotic genome does not encode functional genes.

Lecture 9. Variations in Chromosome Arrangement

- A. Recall the basic structure of a chromosome
- B. Describe the different chromosome rearrangements: deletions; duplications; inversions; translocations
- C. Explain the genetic mechanism and clinical features of Cri du chat, Potocki Lupski Syndrome and Intercalary Curly Calf Syndrome
- D. Outline the benefits of gene duplications
- E. Describe paracentric vs. pericentric inversions
- F. Describe balanced translocations and discuss how carriers are unaffected but how these translocations may affect progeny
- G. Outline the genetic mechanisms of Fragile X syndrome and describe clinical manifestations
- H. Describe Maternal Serum Screen and the disorders the screen detects
- I. List the most common defects detected by ultrasound

Directed Learning Activity 5. DNA Organization in Chromosomes

- A. Explain how supercoiling facilitates compaction of the DNA of viral and bacterial chromosomes.
- B. Discuss how specialized proteins help in the organization of prokaryotic DNA.
- C. Explain how DNA is organized into chromatin in eukaryotes.
- D. Explain how chromosome banding differentiates regions along the mitotic chromosome.
- E. Distinguish sequence organization characterized by repetitive DNA in eukaryotes.
- F. Explain how the vast majority of a eukaryotic genome does not encode functional genes.

Lecture 10. Extranuclear Inheritance

- A. Define extranuclear inheritance, organelle heredity, infectious heredity, maternal effect, endosymbiotic theory, heteroplasmy, pleiotropy, variable expressivity, reactive oxygen species, mitochondrial proliferation, ragged red fibers
- B. Describe the most common source of mtDNA damage
- C. Outline the origin of heteroplasmy from the primordial germ cell to mutant load of mature oocytes
- D. Describe the clinical features of the following mitochondrial diseases: Leber's hereditary optic neuropathy, Kearns-Sayre syndrome, MELAS and MERRF syndromes
- E. Outline mitochondrial replacement therapy
- F. Compare human nuclear (genomic) DNA to mitochondrial DNA

Lecture 11. Gene Mutation, Repair and Transposition

- A. Describe the different types of mutations and where they can be found
- B. Become familiar with the definitions to describe mutation types including allelic heterogeneity
- C. Outline the importance of Iceland studies

- D. Describe the mechanisms of DNA replication errors: slippage; tautomeric shifts; depurination and deamination; oxidative damage; other mutagenic agents
- E. Understand the mechanisms of transposable elements: DNA and RNA transposons
- F. Describe the different types of DNA repair: proofreading; mismatch repair; post-replication repair; SOS system repair; photoreactivation repair; base excision repair; and nucleotide excision repair
- G. Describe 3 human syndromes that are due to defective nucleotide excision repair: Xeroderma pigmentosa; Cockayne syndrome; and Trichothiodystrophy

Lecture 12. Introduction to Gene Regulation

- A. Understand the difference between inducible vs. constitutive genes
- B. Compare negative and positive regulation of inducible genes
- C. Know the definitions of everything in **bold** and on Definitions pages
- D. Describe promoter and operator and structural genes
- E. Understand negative regulation of the *lac* operon (lactose→allolactose is the inducer)
- F. Understand positive regulation of the *lac* operon (controlled by cAMP levels)
- G. Memorize on vs. off of the lac operon

Lecture 13. Epigenetic Gene Regulation

- A. Describe the molecular alterations to the genome to create the epigenome:
 - a. Modifications to DNA to create CpG islands
 - b. Modifications to histone proteins to generate heterochromatin
- B. Describe the different types of non-coding RNA
- C. Compare biallelic gene expression to monoallelic gene expression
- D. Describe the mechanism of parent of origin imprinting
- E. Describe the heritability of epigenetic traits
- F. Understand the mechanism of abnormal epigenetic regulation in Beckwith-Wiedemann Syndrome, describe clinical features
- G. Understand hyper vs hypo-methylation events that may lead to cancer

Lecture 14. Developmental Genetics

- A. Explain the establishment of anterior/posterior polarity in fruit fly embryos. Define the genes and gene families involved.
- B. Describe the translational regulatory mechanisms involved in fruit fly pattern formation.
- C. Describe the inheritance of maternal effect genes and their associated phenotype.
- D. Describe the concept of Lewis Wolperts French Flag model for establishing gene expression domains.
- E. Define a homeodomain containing protein, and Hox genes.
- F. Summarize the evolutionary conservation of the Hox cluster in vertebrates and their functions.
- G. Explain homeotic mutations and their effects in fruit fly and mammals.

Directed Learning Activity 6a. Transcription

- A. Understand the flow of genetic information from DNA to Protein
- B. Compare and contrast DNA synthesis to RNA synthesis
- C. Compare the differences between prokaryotic and eukaryotic
- D. List the most common types of RNA
- E. List the enzymes that synthesize prokaryotic and eukaryotic mRNA
- F. Differentiate between the template and non-template strands of DNA (know all the different terms to describe the same)
- G. Describe the three stages of RNA synthesis, Initiation, elongation and termination
- H. Discuss the importance of the various consensus sequences described

- I. Describe the importance post-transcriptional modifications of eukaryotic mRNA
- J. List the importance of post-transcriptional modifications
- K. Outline key differences between prokaryotic and eukaryotic Termination of Transcription
- L. Define Open reading frame (ORF), polycistronic gene, consensus sequence, Pribnow box, TATA box, promoter, ribosomal binding site, NTP, hairpin loop, regulatory element, short translation window and long translation window

Directed Learning Activity 6b Translation

- A. Describe Codon and use of the Genetic Code Dictionary
- B. Describe Open Reading Frame
- C. Describe the structure of tRNA
 - Importance of secondary structure, site of amino acid attachment, anticodon
- D. Understand how an amino acid is attached to the 3' end of tRNA
 - Aminoacyl tRNA synthetase with 2 substrate binding sites and one active site
- E. Understand the wobble hypothesis and why some amino acids have many codons
- F. Know the "S" sizes of prokaryotic and eukaryotic ribosomes and the large and small subunit (not all the rRNA sizes)
- G. Remember that ribosomes made of both protein and rRNA
- H. 3 major differences between prokaryotic and eukaryotic translation
- I. Describe what binds at the E, P and A sites of a ribosome
- J. Identify when the peptide bond is formed in a protein that is being synthesized
- K. Outline the steps of peptide synthesis
 - From initiation to release of the polypeptide

Lectures 15 & 16. Cancer Genetics I & II

- A. Identify common characteristics of cancer
- B. Explain the clonal origin of tumors with examples
- C. Explain the role of cyclins and CDKs in relation to cell cycle and alterations in cancer
- D. Explain signal transduction of the growth factor pathway
- E. Distinguish oncogenes and tumor suppressor genes
- F. Explain the role of ras, myc and abl proteins
- G. Explain apoptosis and how mutation in apoptotic genes can result in cancer (Bcl-2)
- H. Identify mechanisms that result in activation of an oncogene from a proto-oncogene
- I. Explain the functions and roles of tumor suppressor genes using p53 and Rb as examples. Explain the terms 'two hit hypothesis' and 'loss of heterozygosity' in relation to tumor suppressor genes
- J. Differentiate sporadic and familial cancer in relation to tumor suppressor genes
- K. Identify the role of viruses and environmental agents that contribute to the development of cancer

Lecture 17. Population Genetics, Hardy Weinburg Assumptions and Exceptions

- A. Explain how the Hardy Weinberg equilibrium can describe allele distribution in populations
- B. Explain how to calculate allele frequencies
- C. If given the incidence rate of an autosomal recessive trait, be able to calculate 'q' the recessive allele frequency
- D. If given the incidence rate of an autosomal recessive trait, be able to calculate carrier frequency
- E. Discuss why rare deleterious recessive alleles can never be eliminated from a population
- F. Describe why most rare deleterious recessive alleles are "hidden" in heterozygous carriers (who do not have the phenotype)

- G. Explain how when 2 different populations (same species) meet and randomly mate, only 1 generation is needed to achieve a new Hardy Weinberg equilibrium for all alleles, and all loci
- H. Describe the assumptions of the Hardy Weinberg equilibrium
- I. Explain factors that might cause a deviation from the Hardy Weinberg equilibrium
- J. Differentiate between selection, heterozygote advantage, genetic drift, founder effect, genetic bottleneck, and consanguinity

Lecture 18. Quantitative Trait Loci, Threshold Traits and Multifactorial Inheritance

- A. Describe quantitative trait loci (QTLs) and how additive alleles can contribute to measurable traits
- B. Derive from the Punnett square and classic Mendelian ratios how quantitative traits can produce distinct phenotypic classes
- C. Explain how the curve of measured values is smoothed by many contributing alleles, and environmental influences
- D. Describe the Gaussian distribution
- E. Discuss how central tendency is estimated
- F. Discuss how distribution from central tendency is estimated
- G. Discuss why the majority of the disease load in human populations is controlled by multifactorial inheritance
- H. Describe how multifactorial traits can be explained with the threshold model of inheritance
- I. Discuss how risk changes when one individual in a family has a multifactorial disorder
- J. Explain how most cancers are multifactorial in nature
- K. Describe twin studies



St George's University

School of Medicine

Course Code, Title and Number of Credits: BIOL 321 Molecular Biology 3 Credits

Days and Times: Tuesdays and Thursdays, 8.30 – 9.45 a.m.

Semester and Year: Spring, 2020

Pre-requisite(s):

Classroom Location: Bourne Lecture Hall

Course Director name: Dr. Felicia Ikolo

Course Lecturer Name(s): Dr. Felicia Ikolo
Dr. Mary Maj
Mr. Teddy Ikolo

Course Director Contact Information: X3425 fikolo@sgu.edu

Course Lecturer(s) Contact Information: X3169 mmaj@sgu.edu

X3281 tikolo@sgu.edu

Course Director Office Hours: MWF 9:30-11:30 or by appointment

Course Lecturer(s) Office Hours: By appointment

Course Management tool: Learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description: BIOL 321 Molecular Biology

This upper-division course is designed to help students develop an understanding of the molecular mechanisms that biological organisms use to store and preserve genetic information, the means by which they use that information to create functional biological structures, and the techniques that are commonly used to manipulate and study these processes in the laboratory. [A basic understanding of chemistry, biology, genetics and biochemistry will be assumed.](#)

Course Objectives:

1. Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.
2. Apply knowledge of the structure and function of the human body to health issues.
3. Apply knowledge of the interaction of subatomic particles and biochemical processes that define organic and inorganic matter.

Student Learning Outcomes:

- 1) Describe the transmission of hereditary information for DNA, RNA and protein as a result of the processes of DNA replication, transcription and translation.
- 2) Understand how proteins and enzymes regulate the biological processes of DNA replication, transcription and translation.
- 3) Describe how DNA can be manipulated to facilitate the understanding of gene function, analyze gene sequence and to genetically modify organisms.
- 4) Describe how DNA is analyzed to determine genotype as it relates to human disease.

Program Outcomes Met By This Course:

MCAT Topic Areas Assessed: Content Categories

1. Biomolecules have unique properties that determine how they contribute to the structure and function of cells, and how they participate in the processes necessary to maintain life.

A) Structure and function of proteins and their constituent amino acids

- Separation techniques: Isoelectric point Electrophoresis

B) Transmission of genetic information from the gene to the protein

-Nucleic Acid Structure and Function

Nucleotides and nucleosides, DNA structure, base pairing specificity

-DNA Replication

Mechanism of replication, separation of strands, specific coupling of free nucleic acid

-Transcription

Mechanism of transcription

-Translation

Roles of mRNA, tRNA, rRNA, Post-translational modification of proteins,

Role and structure of ribosomes

-Genetic Code

The triplet code

C) Transmission of heritable information from generation to generation and the processes that increase genetic diversity

-Meiosis and Other Factors Affecting Genetic Variability

Important differences between meiosis and mitosis

-Mendelian Concepts

Recessiveness, Homozygosity and Heterozygosity

2. Highly-organized assemblies of molecules, cells, and organs interact to carry out the functions of living organisms.

B) The structure, growth, physiology, and genetics of prokaryotes and viruses

-Existence of plasmids, extragenomic DNA

-Lack of nuclear membrane and mitotic apparatus

Grading Scale - Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5- 89.4%

B = 79.5 – 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

Course Materials:

Text:

Textbooks for this course are not mandatory.

You May find the following textbooks in the library.

1. T.A. Brown 2017. **Genomes 4. Garland Science.**

This textbook is currently available in the library for one week loan and 3 are held on reserve. Page numbers are included on the lecture schedule.

2. Klug, Cummings, Spencer and Palladino 2015, **Concepts of Genetics**, 11th Edition, Pearson Education Inc.

This textbook is currently available in the library for one week loan and 3 are held on reserve. Page numbers are included on the lecture schedule.

3. Alberts, Johnson *et al.* 2014, **Molecular Biology of the Cell**, 6th Edition, Garland Science

3 copies are under reserve. Page numbers are included on the lecture schedule.

Important pages and chapters to accompany the lectures can be found in the lecture schedule.

Supplementary Readings/Resources:

Course Requirements and Percent of Grade:

All quizzes and exams will be computer based using the ExamSoft software. Please read the document "Computer Requirements for ExamSoft Document.pdf" found in Mycourses in the Resource folder. There will be four **online quizzes** (online quiz 1, online quiz 2, online quiz 3 and online quiz 4) each worth 1% of your final grade. There will be four exams (Exam 1, 2, 3 and 4) and each will be valued at 24% of your final grade. Knowledge of material covered in the first part of the course will be an asset for the final exam. The breakdown for quizzes and exams is as follows:

Online Quiz 1:	covers L1 – 6, plus DLA1
Exam #1	covers L1 – 6, plus DLA1
Online Quiz 2:	covers 10% L1-6, plus DLA1 & 90% L7-11, plus DLA2
Midterm Term Exam/Exam 2:	covers 10% L1-6, plus DLA1 & 90% L7-11, plus DLA2
Online Quiz 3:	covers 10% L7 -11, plus DLA2 & 90% L12 -16, plus DLA3
Exam #3:	covers 10% L7 -11, plus DLA2 & 90% L12 -16, plus DLA3
Online Quiz 4:	covers 10% L12-16, plus DLA3 & 90% L17 -20, plus DLA4
Final Exam/Exam 4	covers 10% L12-16, plus DLA3 & 90% L17 -20, plus DLA4

Percentage of grade

- 4% Online Quizzes (four online quizzes, 1% each)
- 24% Exam 1
- 24% Midterm Exam/Exam 2
- 24% Exam 3
- 24% Final Exam/Exam 4

*****Marks are earned through your performance on quizzes and examinations and will not be negotiated.**

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2016/2017, page 24) states as follows:

“Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone, else which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Attendance Policy

Assignment Submission policy

Classroom Etiquette

The sound on cell phones and computers must be switched off during lecture time.

Online Etiquette

Students of St. Georges University, Molecular Biology BIOL321, who create/contribute to social networks, blogs, wikis, or any other type of social media both on and off the sgu.edu domain for school/work/personal purposes WILL NOT post or release proprietary (including all information found on or within databases of any official SGU websites such as SAKAI), confidential, sensitive or personally identifiable information about SGU faculty, administration or employees as well as any faculty intellectual property, to ANY social media websites. Failure to abide by this will be considered a violation of professionalism as indicated in the SGU Student Handbook.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that, while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Molecular Biology (BIOL 321) Schedule - Bourne Lecture Hall - Tuesdays & Thursdays 8:30 - 9:45 a.m.							
DATE (Spring, 2020)		Lecture #	Session #	Topic	Instructor	Textbook	Chapter
Week 1	JAN 21	L1	1	Introduction to Molecular Biology: Overview	Ikolo, F.	Genomes 4	
		PS	DLA -1	DNA structure and topology	Online video	Genomes 4	1.1, 7.1, 7.2 & 10
	JAN 23	L2	2	DNA replication	Ikolo, F.	Genomes 4	2.1 & 15
Week 2	JAN 28	L3	3	Transcription	Ikolo, F.	Genomes 4	1.2 & 12.2
	JAN 30	L4	4	RNA processing @ upper KBT hall	Ikolo, F.	Genomes 4	12.4
Week 3	FEB 4	L5	5	Translation	Ikolo, F.	Genomes 4	1.3, 13.3 & 13.4
	FEB 6	L6	6	Regulation of gene expression in Prokaryotes	Maj.	Genomes 4	11, 12.2 & 15
Week 4	FEB 11		7	Clicker session	Ikolo, F.		
	Online Quiz 1: FEB 6 - FEB 11						
	FEB 13		Exam 1			From 8.00 a.m. - Venue TBA	
Week 5	FEB 18	L7	8	Regulation of gene transcription in eukaryotes	Maj	Genomes 4	10.2, 10.3, 12.2, 15.4 & 15.5
	FEB 20	L8	9	Translational regulation	Maj	Genomes 4	13.4
Week 6	FEB 25	L9	10	Antisense, siRNA, and microRNA	Ikolo F.	Genomes 4	12.3
		PS	DLA-2	Restriction endonucleases and Plasmid DNA	Online video	Genomes 4	2.1 & 3.1
	FEB 27	L10	11	Cloning, screening & genomic libraries	Ikolo F.	Genomes 4	2.3
Week 7	MAR 3	L11	12	PCR, RT-PCR and Real time PCR	Ikolo F.	Genomes 4	2.2
	MAR 5		13	Clicker session	Ikolo F.		
Online Quiz 2: MAR 2 - MAR 6							
Wk 8	MAR 10		MIDTERM EXAM/ Exam 2			From 8.00 a.m. - Venue TBA	
Week 9	MAR 17	L12	14	Genomics	Ikolo, F.	Genomes 4	4
	MAR 19	L13	15	Transcriptomics	Ikolo, F.	Genomes 4	12.1 & 12.5
Week 10	MAR 24	L14	16	Proteomics	Ikolo, F.	Genomes 4	13.1 & 13.2
	MAR 26	L15	17	Bioinformatics	Ikolo, B.	CIG	Chapter 21
Week 11	MAR 31	L16	18	Transgenic Animals	Ikolo B.	CIG	Chapter 22
		PS	DLA-3	Transgenic Plants	Online video	CIG	Chapter 22
	APR 2		19	Clicker session	Ikolo, F.		
Week 12	APR 7		20	Review	Ikolo, F.		
	Online Quiz 3: APR 2 - APR 7						
	APR 8		Exam 3			From 8.00 a.m. a- Venue TBA	
Week 13		PS	DLA-4	Gene Therapy	Online video	CIG	Chapter 22
	APR 14	L17	21	Molecular Medicine/Forensics	Ikolo B.	CIG	Chapter 22
	APR 16	L18	22	Cell Cycle Regulation and Cancer	Ikolo, F.	MBC	Chapter 17
Week 14	APR 21	L19	23	Mechanism of Stem Cell Self-Renewal & Cancer	Ikolo, F.	MBC	Chapter 20
	APR 23	L20	24	Apoptosis	Ikolo, F.	MBC	Chapter 18
Week 15	APR 28		25	Clicker session	Ikolo, F.		
	APR 30		26	Review	Ikolo, F.		
Online Quiz 4: APR 24 - APR 30							
Wk 16	MAY 5		FINAL EXAM/Exam 4			From 8.00 a.m. - Venue TBA	

CIG=Concepts in Genetics, MBC=Molecular Biology of the Cell, DLA =Directed learning activity, PS =Personal study.



St George's University

School of Medicine

Course Code, Title and Number of Credits: BIOL 331, Molecular Biology Laboratory 1 Credit

Semester and Year: Spring, 2020

Pre-requisite(s): Biochemistry (CHEM 450), Biochemistry laboratory (CHEM 451) and Genetics (BIOL 320).

Classroom Location: Bourne Lecture Hall and Science Laboratory

Days and Times: Thursdays at BLH, Tuesdays in Sc. Lab.

Course Director: Dr. Felicia Ikolo

Course Lecturer Name(s): Ms Candice Benjamin, Ms Kafi James, Mr Kwami Jones, Mr Tobias Clement, Mr Teddy Ikolo, Mr Trevor Wildman and Dr Felicia Ikolo.

Course Director Contact Information: X3425 fikolo@sgu.edu

Course Lecturer(s) Contact Information: X3477 twildman@sgu.edu

X3821 tikolo@sgu.edu

X3811 tclement@sgu.edu

X3176 kjones@sgu.edu

X3867 kjames@sgu.edu

X3766 cbenjam1@sgu.edu

Course Director Office Hours: MWF 9:45a.m. - 10:45 a.m. or by appointment

Course Lecturer(s) Office Hours: By appointment

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description: BIOL 331 Molecular Biology Laboratory

This course is meant to reinforce some of the Molecular Biology concepts and techniques discussed in the Molecular Biology lecture (BIOL 321), as well as expose students to routine Molecular Biology procedures, such as performing bacterial transformation, isolating and quantifying DNA, using restriction enzymes and gel electrophoresis for DNA mapping, PCR, Bioinformatics and Molecular Diagnostics.

Course Objectives:

1. Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.
2. Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.
3. Apply knowledge of the interaction of subatomic particles and biochemical processes that define organic and inorganic matter.
4. Demonstrate effective communication of scientific knowledge.
5. Demonstrate problem solving and critical thinking skills.

Student Learning Outcomes:

1. Understand general safety techniques required in a molecular biology laboratory.
2. Utilize basic molecular biology laboratory techniques
3. Apply problem solving skills to interpret experimentally derived data, and communication this information in the form a written laboratory reports.
4. Demonstrate the use of bioinformatics and web based resources to obtain genetic information.
5. Provide students with experience working in small groups to conduct experiment and solve problems

Program Outcomes Met By This Course:

MCAT Topic Areas Assessed: Content Categories

1. Biomolecules have unique properties that determine how they contribute to the structure and function of cells, and how they participate in the processes necessary to maintain life.
 - B) Transmission of genetic information from the gene to the protein
 - Genetic Code
 - The triplet code
 - C) Transmission of heritable information from generation to generation and the processes that increase genetic diversity
 - Mendelian Concepts
 - Recessiveness, Homozygosity and Heterozygosity
2. Highly-organized assemblies of molecules, cells, and organs interact to carry out the functions of living organisms.
 - B) The structure, growth, physiology, and genetics of prokaryotes and viruses
 - Existence of plasmids, extragenomic DNA

SAS Grading Scale - Grades will be assigned as follows:

A = 89.5% or better
B+ = 84.5- 89.4%
B = 79.5 – 84.4%
C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%

Course Materials:

Text: There are no texts assigned for this course. Course notes and laboratory manuals will be supplied.

Supplementary Readings/Resources:

Course Requirements and Percent of Grade:

All quizzes and exams will be computer based using the Exemplify software, except the take-home assignments..

Professionalism: 0.125 point per activity.	2%
Online Quiz 1 (Labs 1 – 4) = 2 points	2%
Lab Exam 1 (Labs 1 - 4) = 32 points	32%
Take Home Assignments (Labs 5 & 8) @ 6 points each	12%
Online Quiz 2 (10% Labs 1-4; 90% Labs 5-8) = 2 points	2%
Lab Exam 2 – Final Exam (10% Labs 1-4; 90% Labs 5-8) = 50 points	50%

- ❖ Exams will be given during normal laboratory period.
- ❖ There will be two take home assignments and each will be weighted 6% of final grade.
- ❖ Completion of all two take home assignments is mandatory for successful completion of this course.
- ❖ Online Quizzes & Exams will contain MCQs

NOTE: No make-up labs will be given.

- ❖ **You will receive a mark of ZERO if any part of your take home assignments looks similar to someone else's!**

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2016/2017, page 24) states as follows:

“Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone, else which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Attendance Policy: Attendance to Pre-lab sessions is mandatory and required for entry into the corresponding wet lab session.

Assignment Submission policy

Students will be expected to hand in assignments to the Biochemistry Department South by 4.00 p.m. on the date stated in the laboratory schedule. There will be a box to deposit your assignment and you are required to sign your name on the sign-in sheet provided.

Classroom Etiquette

Laboratory Safety Considerations:

- 1) A laboratory coat must be worn in the lab at all times. This will protect you and your clothes from any contaminants that may be used during the laboratory experiments.
- 2) Shoes must have closed toes and heels, NO SLIPPERS, NO FLIP-FLOPS, NO SANDLES. You may be asked to leave if you are not dressed properly to conduct an experiment.
- 3) In general, gloves should be worn during the lab exercises. These will protect your skin from contaminants. In addition, your skin contains enzymes that can be transferred to your experimental reactions and affect the results (e.g. DNase).
- 4) Gloves are NOT worn outside the lab. You do not wear gloves to go to the bathroom, to handle door knobs, do not handle your pen, do not scratch your face... Think about what is on the glove and what you may transfer to an innocent person that passes through the lab. Think about your pen, when will you use it again? Think about your notes, where will you bring them after the lab? DO NOT CONTAMINATE SURFACES FOR YOURSELF OR OTHERS by keeping your gloves on when they should not be.
- 5) Use caution when using equipment for heating or melting reagents (e.g. Boiling water baths).
- 6) Use caution when using the centrifuge apparatus. Beware of long hair or loose clothing that may get caught by the centrifuge while spinning.
- 7) Exercise caution when dealing with electrophoresis apparatus. High voltage is involved. Despite there being safe guards to prevent getting an electrical shock while the electrophoresis apparatus is running, caution should still be used.
- 8) Be careful not to get any of the stains used to stain the DNA gels on your skin or clothing. Methyl blue based stains can cause your skin and clothes to turn blue and is difficult to remove. Ethidium bromide based stains can be mutagenic.
- 9) Wash hands thoroughly with soap and water after handling laboratory reagents and especially prior to leaving the laboratory when the session is completed.
- 10) Do not pipette solutions with your mouth.
- 11) Cell phone usage is not allowed. Phones must be on silent and put away during the lab time. Cell phones are NEVER to be placed on the bench.
- 12) WHEN IN DOUBT ABOUT ANYTHING – ASK YOUR INSTRUCTOR.
- 13) REPORT ANY ACCIDENTS IMMEDIATELY TO YOUR INSTRUCTOR.

Online Etiquette

Students of St. Georges University, Molecular Biology BIOL331 who create/contribute to social networks, blogs, wikis, or any other type of social media both on and off the sgu.edu domain for school/work/personal purposes WILL NOT post or release proprietary (including all information found on or within databases of any official SGU websites such as SAKAI), confidential, sensitive or personally identifiable information about SGU faculty, administration or employees as well as any faculty intellectual property, to ANY social media websites. Failure to abide by this will be considered a violation of professionalism as indicated in the SGU Student Handbook.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Molecular Biology Laboratory (BIOL 331) – Spring, 2020 Schedule.

Week	Date	Topic	Prof. Activity	Instructor	Venue	Time
1	JAN 21	Introduction to BIOL 331/ Lab Grouping	1	F. Ikol/C.Benj	BCM Lab	11.30 a.m
	JAN 23	Pre-Lab #1 - Lecture	2	C. Benjamin	BLH	2.30 p.m
2	JAN 28	Lab #1 - DNA Extraction, Quantification & Spooling	3	C. Benjamin	BCM Lab	11.30 a.m
	JAN 30	Pre lab #2 - Lecture	4	T. Clement	upper KBT Lab	2.30 p.m
3	FEB 4	Lab #2 - Transformation of plasmid DNA	5	T. Clement	BCM Lab	11.30 a.m
	FEB 6	Pre-lab #3 - Lecture	6	T. Wildman	BLH	2.30 p.m
4	FEB 11	Review		F. Ikolo	BCM Lab	11.30 a.m
	FEB 13	Lecture Exam day				
5	FEB 18	Lab # 3 - Plasmid DNA Extraction and Quantification	7	T. Wildman	BCM Lab	11.30 a.m
	FEB 20	Pre lab #4 - Lecture	8	James	BLH	2.30 p.m
6	FEB 25	Lab #4 - Restriction Mapping	9	James	BCM Lab	11.30 a.m
	FEB 27	Lab #4 - Gel loading & Review of Labs 1 - 4	10	James/Ikolo	BCM Lab	2.30 p.m
7		Lab Online quiz 1 (FEB 27 TO MAR 2)		F. Ikolo		
	MAR 3	Lab Exam 1 (Labs 1-4)		F. Ikolo	BCM Lab	11.30 a.m
8	MAR 9	Lecture Mid-term Exam week				
9	MAR 17	Lab #5 - PCR & Primer Design (assignment due 24th March)	11	T. Wildman	BCM Lab	11.30 a.m
	MAR 19	Pre Lab #6 - Lecture	12	K. Jones	BLH	2.30 p.m
10	MAR 24	Lab #6 - VNTR PCR	13	K. Jones	BCM Lab	11.30 a.m
	MAR 26	Lab #6 - Gel loading and electrophoresis	14	K. Jones	BCM Lab	2.30 p.m
11	MAR 31	Lab #7 - Bioinformatics (assignment due on 2nd April)	15	T. Ikolo	BCM Lab	11.30 a.m
	APR 2	Lab #7 due		T. Ikolo	BCM Lab	2.30 p.m
12	APR 8	Lecture exam day				
13	APR 14	Lab #8 - Identification of Sickle Cell Gene from Genomic DNA	16	F. Ikolo	BCM Lab	11.30 a.m
	APR 16	REVIEW LABS 1 -8		F. Ikolo	BLH	2.30 p.m.
14		Lab Online Quiz 2 (APR 16 - 20)		F. Ikolo		
	APR 21	Lab (Final) Exam 2 - (Labs 1 - 8)		F. Ikolo	BCM Lab	11.30 a.m.

Venue: BCM Lab - Biochemistry Laboratory, BLH = Bourne Lecture Hall



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL344 Cell and Developmental Biology
Number of Credits: 3
Days and Times: Monday and Wednesday, 11:30 am to 12:45 pm
Semester and Year: Spring 2020
Classroom Location: KBT East
Pre-requisite(s): BIOL 220

Course Lecturer Name(s): Cristofre Martin
Course Director Name: **Cristofre Martin**

Course Lecturer(s) Contact Information: cmartin@sgu.edu
Course Director Contact Information: cmartin@sgu.edu

Course Lecturer(s) Office Hours: 2:00 pm to 4:00 pm
Course Director Office Hours: **2:00 pm to 4:00 pm**

Course Lecturer(s) Office Location: Caribbean House, 2nd floor
Course Director Office Location: Caribbean House, 2nd floor

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: Ext 3402

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The course covers topics ranging from gametogenesis (formation of sperm and eggs), organogenesis (formation of tissues), and evolution. The material is comparative using examples from both invertebrates and vertebrate model systems. The student will be provided with a foundation of classical embryology (embryo anatomy) while focusing on differential gene expression as the driving force that shapes an embryo. Topics of interest to society including human infertility, human birth defects, assisted reproductive technologies and embryonic stem cells will be included in the curriculum.

Course Objectives:

The objectives of this course will be to provide the student with an understanding of developmental processes across animal phyla with an emphasis on genetic mechanism that drive the developmental process.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

1. Compare stages of embryonic development in both invertebrates and vertebrate systems from gametogenesis to organogenesis.
2. Apply knowledge of errors in genetics and morphogenesis that can give rise to the developmental abnormalities and disease state.
3. Identify the principle cellular mechanisms of embryonic development and differentiation and indicate the underlying molecular and genetic elements.
4. Analyze experimental approaches and how they are applied to solve specific problems in cell and developmental biology.

Program Outcomes Met By This Course:

BIOL – PL01: Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.

BIOL – PL02: Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.

BIOL – PL03: Apply knowledge of the structure and function of the human body to health issues.

BIOL – PL06: Demonstrate problem solving and critical thinking skills.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: S.F. Gilbert (2010). *Developmental Biology* (9th Edition). Sinauer. Copies and other editions are available on reserve in the library.

6th Edition available online: <http://www.ncbi.nlm.nih.gov/books/NBK9983/>

USE LECTURE TITLES AS SEARCH TERMS FOR THE ONLINE TEXT

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Evaluation will consist of **four examinations (25 points each) and 10 online quizzes (0.5 points each for a total of 5 points). The total points for the course are 105 points.** The format of the exam is multiple choice, single best answer type questions. Some question may include an image. All examinations are non-cumulative.

Course Requirements:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Jan 20	1	Introduction to the course.
Jan 22	2	Overview of development. Genomic equivalence and gene expression.
Jan 27	3	Origin of primordial germ cells. Spermatogenesis.
Jan 29	4	Oogenesis and oocyte maturation.
Feb 3	5	Fertilization.
Feb 5	6	Cleavage: Comparative phylogenetic patterns.
Feb 10	7	Cleavage: Translational control of oocyte messages
Feb 12	8	DLA#1
Feb 17	9	Examination #1 (Topics 1 to 7)
Feb 19	10	Gastrulation
Feb 24	11	Cell Determination: cytoplasmic determinants and mosaic development
Feb 26	12	Instructive and Permissive Induction of cell differentiation
March 2	13	Neurulation and neural crest cells
March 4	14	Eye development
		MIDTERMS – Examination #2 (Topics 8 to 14)
March 16	15	Vertebrate limb development
March 18	16	Regeneration
March 23	17	Stem cells
March 25	18	Evo-Devo: Evolution and Development
March 30	19	Left/Right Asymmetry
April 1	20	Making of a fly
April 6	21	Examination #3 (Topics 15 to 20)
April 8	22	DLA #2
April 13	23	HOLIDAY
April 15	24	Environmental Regulation of Development
April 20	25	Human Infertility
April 22	26	Elements of Human Development
April 27	27	Prenatal Diagnosis (Dr. Mary Maj)
April 29	28	Monsters and Mutants: Human birth defects
		FINAL EXAM – Examination #4 (Topics 22 to 28)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Online Quiz Schedule

Online quiz will be open from the date indicated. You will have unlimited number of attempts to do the quiz but you must score (>7/10) in order to receive points. These online quiz will serve as practice questions for the course. All online quizzes must be completed by May 1, 2020 at 9:00 am.

Quiz #	Start Date	Lecture Topics
1	Jan 29	2-4
2	Feb 5	5-6
3	Feb 12	7-8
4	Feb 26	10-12
5	March 4	13-14
6	March 18	15-16
7	March 25	17-18
8	April 1	19-20
9	April 20	22-25
10	April 29	26-28

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook.

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Conservation and Ecology**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL400 – Ecological Field Studies
Number of Credits: 4
Days and Times: Tuesday & Thursday 10:00-11:15AM, Friday 8:30AM-12:30PM
Semester and Year: Spring 2020
Classroom Location: TBD
Pre-requisite(s): BIOL 220 – General Biology

Course Lecturer Name(s): Patricia Rosa
Course Director Name: Patricia Rosa

Course Lecturer(s) Contact Information: prosa@sgu.edu, ext. 3652
Course Director Contact Information: prosa@sgu.edu, ext. 3652

Course Lecturer(s) Office Hours: Mon & Wed 10AM-12PM, Tues & Thurs 1-3PM
Course Director Office Hours: Mon & Wed 10AM-12PM, Tues & Thurs 1-3PM

Course Lecturer(s) Office Location: 2nd floor Caribbean House
Course Director Office Location: 2nd floor Caribbean House

Course Support: Akima Ventour, aventou2@sgu.edu, ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Students in research-based course will utilize all of their acquired skills and information gained in previous courses to design, implement, and complete an ecological field research project that is relevant to the nation of Grenada. The single project selected may be marine-based or terrestrial-based, or both. Students will work together in teams of 3–4 to undertake the research necessary for project completion. Students will prepare a scientific poster and a presentation of their research project.

Course Objectives:

1. Design, implement, and complete an in-depth experimental field research project in marine, wildlife, or conservation biology.
2. Formulate and test hypotheses in the field.
3. Conduct a thorough literature review.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

4. Create a “working” database of observations and variables.
5. Select and apply appropriate statistical models to the data, and use graphs and figures to present results.
6. Develop a scientific poster and academic talk for professional meetings.

Student Learning Outcomes:

Please see Course and Session Learning Outcomes document in the Resources folder.

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO2. APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.

MWC-PLO3. RESEARCH: Apply scientific method, ecological and quantitative concepts, and technical skills to design and conduct novel field and laboratory experiments, while considering ethical and regulatory implications.

MWC-PLO4. COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Students will be required to conduct their own literature review on their research topic.

Supplementary Readings/Resources: N/A

Course Grading Requirement:

- Annotated bibliography: 5%
- Introduction: 5%
- Spread sheet: 5%
- Methods: 5%
- Statistical analyses: 5%
- Results & Conclusions: 15%
- Peer-evaluations: 10%
- Oral presentation: 25%
- Poster presentation 25%

Course Requirements:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Week 1	Syllabus overview & Research topics Discussion: Research schedule, timeline, and literature review
Week 2	Lecture: Research design Lecture: Hypotheses & preliminary observations Field: Data collection
Week 3	Lecture: Research implementation Lecture: Annotated bibliography
Week 4	Lecture: Introduction Lecture: Literature review Field: Data collection
Week 5	Lecture: Methods Lecture: Data entry
Week 6	Lecture: Data management Lecture: Statistical analyses Field: Data collection
Week 7	Lab: Data analyses Lab: Graphical representation of data
Week 8	MIDTERM WEEK
Week 9	Lecture: Quantitative methods Lecture: Qualitative methods Lab: Running statistical tests
Week 10	Lecture: Discussion Lecture: Conclusions
Week 11	Lecture: Poster presentations Lab: Poster presentations
Week 12	Lecture: Oral presentations Lab: Oral presentations
Week 13	Lab: Poster presentations Lab: Oral presentations
Week 14	Oral presentations
Week 15	Poster presentations
	FINAL EXAM WEEK

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments details will be posted on *Sakai* and work needs to be submitted by indicated deadlines. Late work will be subject to a 10% penalty for the first day, and then 5% per day, up to a total of 5 calendar days past the due date. Students who do not submit assignments by this time will receive a zero for the assignment.

Classroom/Online Etiquette Procedure:

Students are expected to arrive on time and prepared. Sessions begin promptly at the indicated time. Students are also expected to be respectful and courteous to their colleagues and instructor. The use of electronic devices in class must be limited to course relevant purposes (e.g., taking notes, consulting course slides, etc.). The instructor reserves the right to prevent a student from participating if they do not respect classroom etiquette, which may result in missed opportunities to earn percent of grade.

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

MICROBIOLOGY (BIOL 401) COURSE SYLLABUS

ST. GEORGE'S UNIVERSITY SCHOOL OF ARTS AND SCIENCES

Ms. Karla Farmer-Diaz, MSc

The university reserves the right to change or amend the rules and regulations at any time.
The new rules and regulations will be applicable to all students registered.

TABLE OF CONTENTS

SECTION A: COURSE INFORMATION	4
MICROBIOLOGY - COURSE DESCRIPTION	4
GOALS AND OBJECTIVES.....	5
COURSE OBJECTIVES:	5
MODULE 1: AIMS:	5
MODULE 2: AIMS	6
MODULE 3: AIMS	6
MODULE 4: AIMS	6
SGU SCHOOL OF ARTS AND SCIENCES Mission	6
PROGRAM OUTCOMES MET BY THIS COURSE	7
COURSE OBJECTIVES	7
MODULE 1:.....	7
MODULE 2:.....	7
MODULE 3:.....	8
MODULE 4:.....	8
FACULTY, STAFF AND CONTACT INFORMATION	9
ADMINISTRATIVE QUESTIONS	9
CONTENT RELATED QUESTIONS	9
TEACHING FACULTY IN THE DEPARTMENT OF MICROBIOLOGY	9

SUPPORT STAFF	9
COURSE MATERIAL.....	10
COPYRIGHT	10
COURSE WEBSITE.....	11
ELECTRONIC RESOURCES	11
TEXTBOOKS	11
REQUIRED ELECTRONIC EQUIPMENT.....	12
COMPONENTS OF THE COURSE	13
LECTURES	13
DIRECTED LEARNING ACTIVITIES (DLA).....	13
ONLINE COURSE MATERIAL	14
LABORATORY SESSIONS	14
DIRECTED SELF STUDY / GROUP STUDY.....	16
ONLINE Activities: Weekly Examsoft Practice Quizzes.....	16
COURSE AND INSTRUCTOR CRITIQUE	16
COURSE ASSESSMENTS	16
MODULE EXAMS	17
ASSESSMENT POINTS	17
WRITTEN (ELECTRONIC) EXAMINATIONS	18
OFFICE HOURS	18
SECTION B: SGU POLICIES AND PROCEDURES	19
STUDENT RESPONSIBILITIES.....	19
ATTENDANCE POLICIES AND PROCEDURES.....	19
RULES OF CLICKER USAGE	19
MEDICAL EXCUSES.....	20
GENERAL RULES FOR ELECTRONIC EXAMINATIONS.....	20
ELECTRONIC EXAMINATION POLICIES AND PROCEDURES.....	21

POLICIES AND PROCEDURES FOR LECTURE, PRACTICAL AND IMCQ ASSESSMENTS	25
SCORING AND GRADING POLICIES AND PROCEDURES	25
GRADING	25
GRADING SCALE	26
PUBLICATION OF RESULTS	26
REPORTING OF ERRORS	26
CHANGE OF PUBLISHED RESULTS	26

SECTION A: COURSE INFORMATION

MICROBIOLOGY - COURSE DESCRIPTION

The Course Microbiology (BIOL 401) is a 4-credit course taught over 16 weeks in 2 75-minute weekly sessions.

BIOL401 is a 4-credit course for Pre-Med, Pre-Vet, Foundation to Veterinary Medicine and Biology, Ecology & Conservation students

Major components of the course are lectures; practical laboratories; quizzes; online activities/assignments and self-study.

The aim of the course is to introduce you to the topic of microbiology. By looking at the basic characteristics and interactions of microorganisms with their environments, you will obtain an overall understanding of their beneficial and harmful contributions to ecosystems and human colonization. This exposure to the disciplines of bacteriology, mycology, virology and immunology is intended to serve as a basis for understanding microorganisms and microbial processes (Life Sciences/Biology) and as a foundation for more in-depth future studies (pre-professional programs).

The material to be covered in this course is based primarily on the required texts (see below) and power point slides, with additional information taken from other reference texts. The course is taught in four consecutive modules, with an exam after each module:

Module Name	Duration (weeks)
MODULE 1: <ul style="list-style-type: none">• Introduction to Microbiology• Introduction to Prokaryotes• Bacterial nutrition and metabolism• Bacterial growth and replication	4
MODULE 2: <ul style="list-style-type: none">• Introduction to Eukaryotic Microorganisms• Introduction to Viruses• Strategies for Control of Microbial Growth	3
MODULE 3: <ul style="list-style-type: none">• Relationships with microorganisms	4

<ul style="list-style-type: none"> • Relationships with microorganisms continued. • Environmental reservoirs for microorganisms • Food microbiology and food safety 	
MODULE 4: <ul style="list-style-type: none"> • Introduction to Immunology • Introduction to Immunology continued • Epidemiology and Public health 	3
Total:	16

GOALS AND OBJECTIVES

The Microbiology (BIOL 401) Course embraces the mission of St. George's University's School of Arts and Sciences and of the Doctor of Medicine Program of St George's University School of Medicine Continuum:

COURSE OBJECTIVES:

Upon completion of the course, the student will be able to:

1. Characterize microbial cell structures and their associated functions.
2. Discuss the roles of microorganisms in a) the environment and b) human and animal health.
3. Explain the factors impacting the diversity of microorganisms found in a variety of environments/habitats.
4. Outline the role of microorganisms in maintenance of health and causation of disease
5. Describe the functional components of the immune response
6. Safely handle and grow, stain, culture, characterize and visualize a range of bacteria in a laboratory setting
7. Interpret and summarize laboratory data.

MODULE 1: AIMS:

1. Introduce key microorganisms, history and terminology.
2. Examine characteristics of different groups of microorganisms.
3. Define cellular and structural characteristics of bacteria.
4. Explore diversity of mechanisms used for metabolism and growth and fundamental requirements for bacterial growth.

5. Discuss growth stages, impacting factors and perform growth calculations.

MODULE 2: AIMS

1. Introduce cellular and structural characteristics of eukaryotic microorganisms
2. Introduce structural and replicative characteristics of viruses
3. Outline physical and chemical control methods
4. Review basic categories of therapeutic antimicrobial agents.

MODULE 3: AIMS

1. Introduce the microbiome and benefits of the microbiota for human and animal health
2. Explore disease transmission and microbial routes of entry
3. Discuss key virulence features and their role in disease
4. Provide an overview of different categories of infectious diseases.
5. Highlight the role of microorganisms in food
6. Discuss principles relevant to food safety and prevention of food-borne infections.

MODULE 4: AIMS

1. Introduce the different branches of the immune system
2. Discuss physical and chemical defenses employed by the body to protect against microorganisms
3. Highlight principles relevant to understanding vaccination
4. Explore key principles of epidemiology including disease surveillance and monitoring, disease reporting and different categories of diseases (emerging, re-emerging, outbreaks, etc).

SGU SCHOOL OF ARTS AND SCIENCES MISSION

St. George's University is committed to the total development of the student. The School of Arts and Sciences offers undergraduate students a broad-based education that lays a durable foundation for critical and independent thinking in a multicultural world. Our programs cultivate the pursuit of academic excellence and ethical behavior to develop a sense of community, responsibility, and leadership that equips our students to excel in their chosen careers.

The Microbiology (BIOL401) Course specifically addresses a number of foundational science competencies that students should master to acquire quantitative skills and the ability to apply

knowledge of such areas as biochemistry, molecular biology, microbiology genetics and systems biology.

PROGRAM OUTCOMES MET BY THIS COURSE

1. Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.
2. Apply knowledge of the basic structures and fundamental processes of life at the cellular and organismal levels.
3. Apply knowledge of the structure and function of the human body to health issues.
4. Demonstrate effective communication of scientific knowledge.
5. Demonstrate problem solving and critical thinking skills.
6. MCAT Topic Areas Assessed include: 1B, 1D, 2B and 3B as they relate to prokaryotic cells, viruses and fungi.

COURSE OBJECTIVES

By the end of the course, through use of the provided lecture slides and additional resources, the successful student is expected to be able to :

MODULE 1:

1. Describe the basic features of the major groups of microorganisms: prokaryotes, eukaryotes and viruses.
2. Describe the features of prokaryotic microorganisms that differentiate them from eukaryotes.
3. Explain the structure and function of the listed prokaryotic cellular components.
4. Explain the components and environmental conditions necessary for bacterial growth and how they impact the formulation of bacterial growth media.
5. Explain how bacteria generate energy.
6. Describe the main bacterial biochemical pathways used for metabolism.
7. Perform calculations relating to microbial growth, including mean generation time and CFU, and interpret bacterial growth curves.

MODULE 2:

1. Characterize the features of eukaryotic microorganisms that differentiate them from prokaryotes.

2. Discuss the key features of viruses and explain why they are considered acellular/non-living.
3. Explain the principles behind viral classification and discuss each of the different categories of the Baltimore classification.
4. Link the specific techniques used for the physical control of microorganisms to their relative impacts on microbial growth or structures.
5. Explain how antimicrobials agents used for therapeutic treatment are able to selectively target microbial structures or processes and the outcome of their use.

MODULE 3:

1. Identify different categories of microbial interactions such as mutualism and parasitism.
2. Explain the positive and protective benefits of the microbiome and the factors influencing its distribution in the body.
3. Explain the stages of disease.
4. Differentiate between different categories of infections.
5. Describe the principles of disease transmission as relevant to direct and indirect transmission.
6. Describe the significance of soil and water as reservoirs for potentially pathogenic microorganisms
7. Discuss the techniques used to assess water quality.
8. Describe the different types of food-associated illness and key pathogens associated with foodborne illness.

MODULE 4:

1. Explain the concept of self versus non-self
2. Differentiate between the two major arms of the immune response: innate and adaptative
3. Discuss the functions of key cell groups and pathways in the body's response to infectious agents.
4. Explain how surveillance and monitoring of public health contributes to well-being.
5. Appreciate the significance of emerging and re-emerging

FACULTY, STAFF AND CONTACT INFORMATION

ADMINISTRATIVE QUESTIONS

For all administrative questions (including notification of absence from lab or small group activities) contact our departmental secretaries, program chair or program director and course directors at. A table of the relevant contact details is listed by program:

SAS BIOLOGY MAJORS	SOM PREMEDICAL, PRE-VETERINARY, CHARTER FOUNDATION, FOUNDATION TO VETERINARY MEDICINE
kfarmer1@sgu.edu	kfarmer1@sgu.edu

Faculty and staff are not obligated to respond to emails on Friday after 4:00pm.

CONTENT RELATED QUESTIONS

For all content-related questions, the most efficient way of interacting with your peers and faculty is by using the Discussion Form in Sakai, the learning management system. Students can find a more detailed [description of the Discussion Forum](#) in the student support section below course Leadership Team.

TEACHING FACULTY IN THE DEPARTMENT OF MICROBIOLOGY

SGU SOM, Grenada	Email Address
Ms. Karla Farmer-Diaz (Course Director)	kfarmer1@sgu.edu
Dr. Joanna Rayner	jrayner@sgu.edu
Dr. Achut Malur	amalur@sgu.edu
Dr. Ziza Philip	zphillip@sgu.edu
Dr. Malcolm Antoine	mantoine3@sgu.edu
Dr. Jane Harrington	JHarring@sgu.edu

SUPPORT STAFF

SGU SOM, Grenada	Role	Email Address
Ms. Junie Emery-Jones	Exec. Secretary	jemoryjo@sgu.edu
Mrs. Makeda Matthew-Bernard	Microbiology	
Ms. Terrisha Walcott	Microbiology	
Mrs. Grace Dolphin-Bond	Microbiology	
Mr. Grant Lambert	Microbiology	

Mrs. Beulah Douglas-Paterson	Microbiology	
Mr. Brent Nelson	Microbiology	

COURSE MATERIAL

COPYRIGHT

Copyright 2020 St. George's University. All rights reserved.

All course material, whether in print or online, is protected by copyright. Course materials, in part or in their entirety, may not be copied, distributed or published in any form, printed, electronic or otherwise.

As an exception, students enrolled in the course are permitted to make electronic or print copies of all downloadable files for personal and classroom use only, provided that no alterations to the documents are made and that the copyright statement is maintained in all copies.

Lecture recordings are explicitly excluded from download and creating copies of these recordings by students and other users is strictly prohibited.

COURSE WEBSITE

The Microbiology (BIOL 401) course offers a website through Sakai, our learning management system. This site is used for COMMUNICATION (including Announcements, Calendar and Discussion Forums), COURSE TOOLS (including Syllabus, Resources, Tests & Quizzes, Gradebook, a web link to the student resources of the Required Books, and a link to Lecture Recordings).

To login, go to [myCampus Secure Login \(Carenage\)](#), type in your user ID and password, and click on MyCourses.

ELECTRONIC RESOURCES

Distribution of course material will be in electronic format, with a table of contents hyperlinked to the different sections within each document. Links to external websites are included, where appropriate. In accordance with Committee for Technology based Teaching and Learning (CTTL) recommendation, students are provided with unlocked PDF files, which may be annotated for personal use. This format facilitates active learning, as it allows highlighting and annotations, using a variety of platforms, operating systems and annotation software. Copyright restrictions regarding the duplication of materials apply (see copyright statement above).

TEXTBOOKS

Text:

Text: Brock, 15th Edition, Brock Biology of Microorganisms. Madigan, Martinko, Dunlap & Clark (Eds).

Older editions of the textbook may also be used, but be aware that the in-text references that might be given which refer to specific sections in the book will not correspond (references given will be for the current Edition). Since the field of microbiology changes very rapidly, you should use a textbook that is as recent as possible: it should be no older than 4 years from the current date.

Supplementary Readings/Resources **Supplementary Readings/Resources:** Lecture notes and lectures posted on Sakai.

Content outline with the listed learning objectives will accompany each lecture so you know the major topics to focus your learning on. These will be posted on MyCourses.

Slides PDF: the slides that the lecturer will be using will be available by noon the Friday prior. Slides will be posted as a 1 slide per page PDF, to allow space for note taking.

You are responsible for taking notes during lecture and for writing significantly expanded study notes afterwards using the textbook.

THE SLIDES ON THEIR OWN ARE NOT SUFFICIENT FOR YOU TO LEARN FROM AND ARE A FRAMEWORK FOR YOU TO USE TO HELP YOU TO MAKE MORE EXTENSIVE NOTES.

If you are unclear on how to go about doing this, meet with the course director or a member of the teaching faculty.

Additional Resources: as per the Resources section of the MyCourses site.

REQUIRED ELECTRONIC EQUIPMENT

Laptop

Students need a personal laptop as specified by SGU Examination Services. It is the responsibility of each student to ensure his/her laptop is in full working condition, as specified by Examination Services, and keep it up to date and equipped for the SGU wireless network at all times.

Clicker

An Audience Response System (clicker) is used to assess student participation and performance in instructional sessions. Its use reflects the participation and performance of the student to whom the device is registered. Misrepresentation of participation and/or performance through the misuse of clickers constitutes academic dishonesty and may result in the dismissal of any student committing such a violation of the Student Code of Conduct.

Throughout the term, a student may use only a single clicker, which has been registered to their name. Clicker devices are not to be shared with any another student, temporarily re-registered under a different name, or used on behalf of any other student. Each student is responsible for the registration of their individual clicker and is further responsible to keep it in full working condition at all times during the course. Any problems with the device should be reported to the Course Director on the day the problem occurs and adequate steps should be taken to resolve the issue, e.g. battery replacement, or repair or replacement of device.

Students are required to bring their clicker, or a mobile device that can be used as such, to every scheduled teaching session.

COMPONENTS OF THE COURSE

The final course grade will be comprised of the lecture grade portion (75%, 240 points) and the laboratory grade portion (25%, 80 points).

LECTURES

Lectures are an essential component of the BIOL 401 course. They are designed to provide students with an outline of what they are expected to know, to prioritize important aspects of course content, to clarify complex material, and to make relevant connections to clinical contexts.

The posted lecture slides may not be comprehensive and do not replace the need to read textbooks or other relevant materials. It is an important learning exercise for students to read textbooks and glean important information related to course objectives. Lecture slides are not intended to be used in isolation, but rather as a complement to the lecturer's narrative.

Some of the learning objectives may not be covered in the lectures because the lecture time is utilized for emphasizing the more difficult/complicated aspects. Some of the learning objectives may be covered using alternative lecture methods such as small group sessions or as directed learning activities. The exam questions will be based on the learning objectives, even if some of them were not discussed in the lectures.

Each lecture contains a formative assessment, **usually in the format of at least 2 clicker questions of which the first and last questions must be answered.** Students must submit a minimum number of these formative lecture assessments in order to pass the course. The [minimum number of submissions for this course component](#) is listed in the tables below.

DIRECTED LEARNING ACTIVITIES (DLA)

DLAs are exercises developed by Faculty to support, complement, and/or supplement the learning of the class. These exercises are available through the course management site in different formats, including PDF handouts, Panopto videos, Research papers etc.

These DLAs are mandatory and the content of the DLA's is testable in formative lecture assessments, IMCQs and course exams.

The sequence in which the exercises should be completed is important as it coordinates with the lecture(s) they are supporting. The DLAs and the timeline will be available via the course management site and can be viewed at any time.

ONLINE COURSE MATERIAL

Online Course Content in this course consists of a variety of additional and supplemental materials

Pre-requisite knowledge or simple content may be presented online as short videos. The course director reserves the right to post information from social media, rich media, content and videos that will be available via the course management site and can be viewed at any time. The videos are designed to focus on key topics that are pre-requisite knowledge or where there is benefit to reviewing core knowledge before its application in lecture.

LABORATORY SESSIONS

The final course grade will be comprised of the lecture grade portion (75% ,240 points) and the laboratory grade portion (25%, 80 points).

The breakdown of the laboratory grade is listed below.

LAB	
Laboratory clicker quizzes based upon weekly pre-laboratory completion requirement (DLAs, PowerPoint lectures, PDF handouts, Panopto videos, Research papers) Lab quizzes (lowest scoring 1 out of 7 is dropped)	48
Laboratory Identification of bacterial unknown without assistance	2
Write-up of identification of bacterial unknown	25
Laboratory Professionalism Points	5
Total:	80

WEEKLY CLICKER QUIZZES (48 POINTS)

Weekly clicker quizzes based upon the pre-laboratory required readings will be conducted at 8:35 am (Lab A) and at 1:35 pm (Lab B).

WRITE-UP BASED ON IDENTIFICATION OF A BACTERIAL UNKNOWN (25 POINTS)

Students will work to identify a bacterial unknown and will write-up and submit a written report via MyCourses. Further details and deadlines will be available on Sakai closer to the submission deadline for this assignment.

PRACTICAL LAB PROFESSIONALISM POINTS (5 POINTS)

There are **5 professionalism points**, associated with fully tidying your bench and putting equipment away appropriately for each lab.

As a group/table/bench, you are collectively responsible for ensuring everything is put away and disposed of correctly at the end of each session, including but not limited to:

- Used slides into slide disposal containers
- Plates for incubation into trays or into autoclave bags for disposal
- Gram stain trays emptied and rinsed, etc.
- Gram stain trays and wooden boxes returned to cupboards.

If you fail to do this as group twice, you will as a group all lose the associated 5 lab professionalism points.

Failure to do so is defined as a technician or faculty member having to clear your bench after all the group members have left.

Dress Code

You will be required to attend all of the wet lab sessions. Please ensure you have either a lab coat or a FULL set of scrubs (top and bottom). Bring your protective clothing with you in a plastic bag. Put it on once you are in the lab and take it off before you leave. Open toed shoes are NOT allowed.

DIRECTED SELF STUDY / GROUP STUDY

Apart from studying independently, students are encouraged to form their own study groups of 3 to 5 active members. These groups should meet about 1 to 2 times a week to discuss difficult course concepts. Active participation in these small group discussions is essential to students' successful understanding, application, and mastery of course material.

ONLINE ACTIVITIES: WEEKLY EXAMSOFT PRACTICE QUIZZES

Weekly quizzes will be provided via the Course management system. These quizzes are graded and contribute to your overall assessment points. feedback will be provided to assist in your overall comprehension of that weekly topic.

COURSE AND INSTRUCTOR CRITIQUE

Students are expected to attend all classes and other related academic activities as defined for each course by the course director. One such academic activity is participation in the St. George's University (SGU) Course and Instructor Critique Program.

Student Participation in the Evaluation Process is Mandatory

When requested, students enrolled in a course are expected to complete all required faculty and course evaluations. Failure to complete all required course and instructor critiques will mean that students did not fulfill all course requirements. The critiques coordinator will notify students when evaluation periods have begun and send periodic reminders to ensure that critiques are submitted within the allotted time frame.

The Importance of Evaluation

Evaluation is a necessary component of any course. Just as students anticipate a fair and accurate evaluation of their performance and achievement in a course, SGU requires that faculty and course evaluations be completed each term. Continual evaluation and assessment of faculty ensures that the instructional program not only remains consistent, but also improves to meet the needs and expectations of students.

COURSE ASSESSMENTS

Course assessments may be summative (counting towards points in the gradebook), formative (giving valuable feedback to students to optimize their learning strategies), or both.

Summative assessments include written (electronic) examinations, practical examinations and the assessment of professionalism.

Formative assessments (exams and quizzes) are essential components of each scheduled course session. A minimum number of submissions of these formative assessments is required in order to pass the course.

MODULE EXAMS

1. Each exam consists of 50 multiple choice questions that will cover ALL material from the previous block.
2. All questions are multiple-choice, single best answer. These questions can testing factual recall, conceptual understanding or application of knowledge.
3. Each exam will have a small percentage of questions that are structured around short, straightforward clinical vignettes (approximately 5-10 questions).
4. Exams 2- 4 will contain a minimum of 5 and maximum of 10 questions on cumulative material from the content covered in the previous modules.

Grades are based on percentage scores (see scoring and grading policy below).

ASSESSMENT POINTS

The total assessment points that can be earned in the course are listed below:

Assessment	Points
Exam 1	50
Exam 2	50
Exam 3	50
Exam 4	50
Weekly quizzes/ Assignments	40
	240
LAB	
Laboratory clicker quizzes based upon weekly pre-laboratory completion requirements (DLAs, PowerPoint lectures, PDF handouts, Panopto videos, Research papers) (lowest scoring 1 out of 7 is dropped)	48
Laboratory Identification of bacterial unknown without assistance	2
Write-up of identification of bacterial unknown	25
Laboratory Professionalism Points	5
	80
Total	320

WRITTEN (ELECTRONIC) EXAMINATIONS

Written electronic examinations are in multiple-choice, single-best-answer format., following the guidelines of the National Board of Medical Examiners (NBME).

Question Format for main exams

The time allocation per question is 82 seconds.

Write-up based on identification of a bacterial unknown

Students will work to identify a bacterial unknown and will write-up and submit a written report via MyCourses. Further details and deadlines will be available on Sakai closer to the submission deadline for this assignment.

OFFICE HOURS

Office hours will be provided by the teaching faculty as open office hours (walk in) or by appointment. The available hours (open or appointments) for the different faculty members will be posted weekly on Sakai. **All appointments will be made through the course secretaries and course support staff. These appointments need to be made in person, not by emails or phone calls. Students should not contact individual faculty members to make appointments (unless told otherwise).**

SECTION B: SGU POLICIES AND PROCEDURES

Policies applicable to the course are published in the following documents:

- [Student Manual](#) (General and School of Medicine sections, including the Honor Code)
- Course Syllabus

STUDENT RESPONSIBILITIES

- Attend classes regularly and on time
- Bring fully functional personal clicker to all scheduled sessions
- Respond to all clicker questions presented in class and participate in all formative assessments / assignments
- Check SGU email daily; this is the only official email account that is used to relay messages between University and students.
- Check course website daily for announcements and updates
- Actively participate in all class activities
- Report illness through the medical self-reporting system on [myCampus Secure Login \(Carenage\)](#) of the SGU website
- Voice commendations and concerns through class representatives
- Ask for help early if struggling
- Participate in course and instructor evaluations

ATTENDANCE POLICIES AND PROCEDURES

As stated in the Student Manual: “Students are expected to attend all classes for which they have registered. A particular course may define additional policies regarding specific attendance or participation.”

RULES OF CLICKER USAGE

It is the responsibility of each student to bring their own (and only their own) individually assigned clicker to every class session and respond to questions presented during that session. Students are responsible for ensuring that their clicker is registered before the start of classes and fully functional; they should request assistance in testing clicker functionality in case there is any doubt.

Factors that are essential for full clicker functionality include a fully charged battery and setting the correct channel for transmission of the signal. A student is responsible to check full

functionality of their individual clicker regularly by monitoring the green LED response after successful response transmission.

Students actively or passively (either for their own, or for someone else's benefit) involved in fraudulent attempts to manipulate examination or participation / submission records maybe dismissed for violation of the honor code.

A student caught in possession of multiple clickers inside a class venue may be dismissed for violation of the honor code.

MEDICAL EXCUSES

A student who is medically unfit to take an examination is advised to follow the procedures outlined in the student manual to obtain a validated medical excuse.

GENERAL RULES FOR ELECTRONIC EXAMINATIONS

All SAS examinations will be offered in computer-based format only. There will be no paper alternatives. Students must bring a computer with the appropriate specifications to these examinations.

Examinations are governed by the Examination Policies and Procedures of St George's University and the Electronic Examination Policies and Procedures (Student Manual and below). All students are responsible for knowing and complying with the University's Code of Conduct.

According to the Student Manual, "students must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this Code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted."

In case of a suspicion indicating that the integrity of an examination might have been compromised, the Course Director, in consultation with the faculty and the administration, may nullify the examination and announce a new date for a replacement examination within a period of seven working days after the original.

An examination announcement will be posted on the course website prior to each examination. It will outline the specific policies and procedures governing this examination and will indicate, when the last student will be allowed into the examination venue. After this time, no late-comers will be admitted.

Students who fail to appear in time for an examination without a validated and approved reason (medical, catastrophic event or emergency), as stipulated by the Student Manual, will receive a grade of zero (“0”) for the examination.

All electronic examinations are sequestered and are not available subsequently for individual review.

To get feedback on their strengths and weaknesses in the electronic examinations, students will receive an Examination Report, available through their ExamSoft account.

ELECTRONIC EXAMINATION POLICIES AND PROCEDURES

The following examination policies and procedures have been submitted for implementation in the Student Manual and are the examination policies for the BPM 1 course. Once published, the syllabus may simply refer to the Student Manual:

Policies and Procedures for Computer Based Examinations

The following policies and procedures supplement the general guidelines outlined in the University Examination Policies and Procedures in the SGU Student Manual. Each examinee is responsible for reviewing and adhering to these policies.

Prior to Examination Day:

1. Each student is required to have a laptop for the purpose of taking computer-based examinations at SGU. Examinees must ensure that their laptops meet the current system requirements, as published by Examination Services at the Office of Institutional Advancement (OIA).
Caveat: Some of the latest operating system updates may jeopardize the compatibility with electronic examinations. Examinees are encouraged to seek guidance from Examination Services at OIA, prior to installing updates.
2. Examinees have to ensure that they meet the requirements to access the university network at any time, and should confirm access prior to examinations.
3. Examinees must set the clock on their laptops to the correct local time and time zone (Grenada: Atlantic Standard Time AST = UTC-4;
4. For examinations using ExamSoft, examinees are responsible for downloading and registering the required version of SofTest on their laptop prior to examination day.
5. Examinees are notified via the electronic course management system of all examination related information, including venue assignments, time sequence of examinations (including the download window, time when students enter the assigned venue, and

when the doors are closed), and examination specifications (e.g. number of questions, duration etc.).

6. For examinations using ExamSoft, examinees are required to download the examination during the allocated time window (see time sequence in the examination notification above).
7. Examinees who are not eligible to take an examination (e.g. students who have withdrawn from course work, or students on an approved leave of absence) are not permitted to download the examination.
8. Examinees experiencing technical difficulties are encouraged to visit Examination Services at OIA for assistance prior to the examination day. An examinee who needs a loaner laptop must adhere to the loaner laptop policy provided by OIA.

On Examination Day:

1. Examinees are expected to assemble outside their assigned venue and ready to enter by the time stated in the examination announcement (see notification prior to examination day above).
2. Examinees must adhere to the instructions given by the Chief Proctor, or the proctors acting under his/her supervision.
3. Examinees are required to enter their assigned venue only (see notification prior to examination day above) and must take their assigned seat.
4. All examinees scheduled to sit a computer-based examination are required to bring their laptops and all necessary accessories (mouse, Ethernet cable and power cord/battery charger), for use on examination day.
5. All examinees who present themselves to sit a University examination are required to display a current SGU student identification card in order to access the examination venue. The SGU ID is the only acceptable form of ID. Any examinee who fails to present this ID will be required to complete a Missing/Lost Identification Form and to present a government-issued photo ID in order to access the examination venue.
6. Once seated, examinees have to place their ID clearly visible on the left side of the desk they are seated at.
7. Permitted items - only the following items are allowed in the examination venue:
 - Laptop and accessories
 - SGU ID
 - Completely clear (see-through) bottle of plain water, which has to be placed outside the examination venue for all examinations
 - Items explicitly permitted for a specific examination (see announcement), or approved by the Dean of Students (DOS) office

8. Items that are explicitly NOT permitted inside the examination venues include:
 - Cell phones
 - iPods/ iPads
 - Wrist watches
 - Calculators
 - Paging devices
 - Recording/filming devices
 - Reference materials (book, notes, papers)
 - Backpacks, briefcases, or luggage
 - Beverages or food of any type
 - Coats, outer jackets, headwear
 - i. **Please note:** When choosing layers for warmth, students should avoid jackets with pockets or hooded items, as they may be considered outer jackets.
9. Examinees need to be prepared to turn their pockets inside out for inspection.
10. Any prohibited items found inside the examination venue will be confiscated.
11. Examinees are assigned a seat (either by posting of individual seat assignments outside the venue, on the website, or by the Chief Proctor or an authorized representative at the venue).
12. Examination conditions are in effect at all times inside the examination venue, from the time the first examinee has entered, until the last examinee has left the examination venue. During examination conditions, no communication of any kind is permitted between examinees. Access to any files or programs other than those explicitly specified by the Chief Proctor is not permitted.
13. No examinee is permitted to enter the examination venue after the doors have been closed (in preparation of the password announcement; see notification prior to examination day above).
14. White boards, dry erase markers and erasers are provided. Examinees are not allowed to write on the white boards prior to starting the examination.
15. Examinees' eyes must be visible at all times. Hair long enough to cover the eyes and ears must be pulled back.
16. An examinee who is experiencing problems should seek immediate attention from a proctor.
17. Some problems may be solved immediately and on site, but more severe problems may require relocation of an examinee or even termination of the examination.
18. A bathroom break is the only allowed break during an examination. Examinees may not eat, smoke or communicate with anyone other than an assigned proctor during a

bathroom break. Examinees must get the attention of a proctor, get permission, sign out and back in and be accompanied by a proctor.

19. No bathroom breaks are permitted for 30 minutes after the assessment password has been provided and no examinee may leave the examination during this time period.
20. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she is considered to have concluded the examination. He/she will not be allowed back into the examination venue to resume the examination.
21. To start the examination, the Chief Proctor will provide examinees with the assessment password and give the start signal "START NOW" (or "BEGIN NOW").
22. Once the start signal has been announced, examinees are required to proceed with their exam without delay.
23. Examinees are allowed to exit the examination venue when they have completed their examination and displayed the upload confirmation screen (in case of ExamSoft examinations), or whatever procedure has been specified by the Chief Proctor. During the last 10 minutes of an examination, examinees may be instructed to remain seated until dismissed.
24. It is the responsibility of every examinee who downloaded an ExamSoft examination, but is unable to take the examination on examination day, to contact Examination Services at the OIA immediately, to facilitate the process of removal of the examination from their personal computer.
25. All examination activity is logged and any log file demonstrating irregular activity, such as attempting to disable or tamper with security features, is subject to academic disciplinary action.

After the Examination:

1. A student may not attempt to reproduce a test or a test item by any means, including but not limited to reconstruction through memorization and/or dissemination of examination materials by any means.
2. Communications about specific test items, cases, and/or answers with another examinee, potential examinee, or any other person at any time before, during, or after an examination, are strictly prohibited.
3. Every examinee is required to fully cooperate in investigations regarding any examination irregularities, whether committed or observed by themselves or others.

Violation of any policy or procedure outlined in this document is reported as an examination irregularity to the Dean of Students and to the Course Director. In the case of NBME examinations, irregularity reports are also sent to the National Board of Medical Examiners, with potential consequences outlined on their website. The Dean of Students decides on subsequent

disciplinary action and the Course Director determines the implications for examination scores and course grades.

POLICIES AND PROCEDURES FOR LECTURE, PRACTICAL AND IMCQ ASSESSMENTS

These assessments may be graded using an audience response system (clicker). Students are required to take their personal responders (clickers) to each of the SG sessions, lectures and IMCQ sessions. The proper functionality of the personal responder is the student's responsibility.

Students must attend only the sessions to which they are assigned. Participation and professional contributions are required and will be assessed.

SCORING AND GRADING POLICIES AND PROCEDURES

Grades are awarded objectively based on the percentage of points earned in the course relative to the maximum number of points available in the course. The total number of points available and a breakdown of how these points can be earned are listed in Section A (Course Specific Information) of this document. No additional points are available. Grades are awarded based on the official grading scale of St George's University School of Medicine (see below).

GRADING

Before the start of the grading process, all decisions about individual questions, which may have been made during the question review process, will be considered as final.

At the end of term, the overall performance of a student will be determined as a percentage score, made available to the Registrar's Office and entered into the official St George's University data base.

This percentage score is the basis for the determination of individual grades to appear in a student's transcript, based on the current grading policy of St George's University School of Medicine.

Completion of the minimum required formative assessments is a requirement for satisfactory completion of a course. Students who do not meet the requirement may receive an overall "F" grade for the course.

In case the assessment score of a student is 69.5% or above, but the student does not meet the formative assessment criteria to pass the course, a failing score of 69.4% will replace the student's original percentage score. This constitutes the highest possible failing score, which will be reported to the Registrar's Office for recording of the student's grade.

GRADING SCALE

The current grading scale of St George's University School of Arts and Sciences is based on percentage scores as follows:

Raw Points	Percentage %	Letter Grade
250	100	A
	89.5 - 99.99	A
	84.5-89.49	B+
	79.5-84.49	B
	74.5 -79.49	C+
	69.5-74.49	C
	64.5-69.49	D
	< 64.5	F

PUBLICATION OF RESULTS

The results of all electronic examinations will usually be posted at the end of an examination period.

REPORTING OF ERRORS

Errors in published scores for electronic examinations (and other course assessments manually entered into the gradebook) must be reported to the Course Director for validation within 48 hours of their publication.

Technical errors reported after the deadline will not be considered.

CHANGE OF PUBLISHED RESULTS

A published result can only be changed if the published score or grade is incorrect and errors have been reported in time.



St. George's University

School of Arts and Sciences

Department of **Biology, Conservation and Ecology**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL407 – Senior Internship
Number of Credits: 4
Days and Times: To be approved by Faculty & External supervisor
Semester and Year: Spring 2020
Classroom Location: N/A
Pre-requisite(s): Jr./Sr. standing & consent of Instructor

Course Lecturer Name(s): N/A
Course Director Name: Clare Morrall/Patricia Rosa

Course Lecturer(s) Contact Information: N/A
Course Director Contact Information: cmorrall@sgu.edu/prosa@sgu.edu

Course Lecturer(s) Office Hours: N/A
Course Director Office Hours: By appointment

Course Lecturer(s) Office Location: 2nd floor Caribbean House
Course Director Office Location: 2nd floor Caribbean House

Course Support: Akima Ventour, aventou2@sgu.edu, ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The capstone junior/senior internship, for marine biology and for wildlife and conservation biology students, will provide an opportunity for these students to utilize their knowledge and their acquired field research skills within a professional working environment.

Course Objectives:

The course aim is to provide the marine biology students and the wildlife and conservation biology students with an opportunity to work and perform research in their field of choice.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The course objectives are to provide students with one or more of the following:

1. Work and/or research experience in the fields of marine biology or wildlife and conservation biology.
2. Work experience with a non-governmental organization (NGO), or a governmental agency, or a private corporation, or a community group.
3. Opportunity to associate with professionals in their field of choice.
4. Opportunity to be mentored by professionals in their field of choice.
5. Opportunity to establish working relationships that may continue post-internship.

Student Learning Outcomes:

1. Acquire and apply technical and professional skills that will prepare them for future professional and/or academic activities.
2. Integrate theories, concepts, and knowledge into a professional setting.
3. Demonstrate problem solving and critical thinking skills across disciplines.
4. Develop work habits and attitudes necessary for future success, and establish relationships with professionals in their field.

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO2. APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.

MWC-PLO3. RESEARCH: Apply scientific method, ecological and quantitative concepts, and technical skills to design and conduct novel field and laboratory experiments, while considering ethical and regulatory implications.

MWC-PLO4. COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

Satisfactory/Unsatisfactory

Course Materials:

Text: Students will need to consult their external and faculty advisor to guide them with acquiring relevant literature.

Supplementary Readings/Resources: N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

Preliminary requirements (required prior to approval of internship):

- Planning schedule form
- Internship contract

External supervisor reports:

- Midway progress
- Final performance

Reports completed by students:

- Midway progress
- Report on experience with organization
- Timesheet & associated tasks

Project completion reports:

- Oral presentation
- Written report

Course Requirements:

N/A

Course Schedule:

N/A

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments details will be posted on *Sakai* and work needs to be submitted by indicated deadlines. Late work will be subject to a 10% penalty for the first day, and then 5% per day, up to a total of 5 calendar days past the due date. Students who do not submit assignments by this time will receive a zero for the assignment.

Classroom/Online Etiquette Procedure:

Students are expected to arrive on time and prepared. Sessions begin promptly at the indicated time. Students are also expected to be respectful and courteous to their colleagues and instructor. The use of electronic devices in class must be limited to course relevant purposes (e.g., taking notes, consulting course slides, etc.). The instructor reserves the right to prevent a student from participating if they do not respect classroom etiquette, which may result in missed opportunities to earn percent of grade.

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Conservation and Ecology**

GENERAL COURSE INFORMATION

Course Code and Title: BIOL420 – Capstone 1
Number of Credits: 4
Days and Times: Tuesday & Thursday 10:00-11:15AM, Friday 8:30AM-12:30PM
Semester and Year: Spring 2020
Classroom Location: TBD
Pre-requisite(s): MBIO 310 – Ecological Research Methods

Course Lecturer Name(s): Patricia Rosa
Course Director Name: Patricia Rosa

Course Lecturer(s) Contact Information: prosa@sgu.edu, ext. 3652
Course Director Contact Information: prosa@sgu.edu, ext. 3652

Course Lecturer(s) Office Hours: Mon & Wed 10AM-12PM, Tues & Thurs 1-3PM
Course Director Office Hours: Mon & Wed 10AM-12PM, Tues & Thurs 1-3PM

Course Lecturer(s) Office Location: 2nd floor Caribbean House
Course Director Office Location: 2nd floor Caribbean House

Course Support: Akima Ventour, aventou2@sgu.edu, ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Students in research-based course will utilize all of their acquired skills and information gained in previous courses to design, implement, and complete an ecological field research project that is relevant to the nation of Grenada. The single project selected may be marine-based or terrestrial-based, or both. Students will work together in teams of 3–4 to undertake the research necessary for project completion. Students will prepare a scientific poster and a presentation of their research project.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Integrate previous knowledge and experience to develop an enquiry-based research project.
2. Conduct a literature review where information is synthesized into a novel interpretation that will guide the development of a research question.
3. Demonstrate that potential logistical constraints and ethical implications have been considered and, if necessary, implemented.
4. Communicate effectively the project rationale, design, hypotheses, methods, and timeline to a committee.

Technical Skills Outcomes:

1. Use of experimental design techniques to develop research questions and testable hypotheses.
2. Use wildlife survey techniques and methods to collect preliminary data.
3. Use spreadsheets to enter and manage collected data.
4. Use statistical software and mathematical packages to conduct preliminary analyses.
5. Use word processing and presentation software to display and communicate data.

Student Learning Outcomes:

Please see Course and Session Learning Outcomes document in the Resources folder.

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO2. APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.

MWC-PLO3. RESEARCH: Apply scientific method, ecological and quantitative concepts, and technical skills to design and conduct novel field and laboratory experiments, while considering ethical and regulatory implications.

MWC-PLO4. COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Students will be required to conduct their own literature review on their research topic.

Supplementary Readings/Resources: N/A

Course Grading Requirement:

- Literature review: 20%
- Research proposal: 50%
- Oral presentation: 30%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

N/A

Course Schedule:

Week 1	Guidelines and requirements for the capstone project
Week 2	Project development
Week 3	Project management: health and safety considerations
Week 4	Literature review
Week 5	Research design and methods
Week 6	Data collection and management
Week 7	Ethical and regulatory considerations in research
Week 8	MIDTERM WEEK
Week 9	Quantitative methods
Week 10	Academic writing, citing, and formatting
Week 11	Peer-review process
Week 12	Academic presentations
Week 13	Research proposals
Week 14	Oral presentations
Week 15	Research proposal due
	FINAL EXAM WEEK

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments details will be posted on *Sakai* and work needs to be submitted by indicated deadlines. Late work will be subject to a 10% penalty for the first day, and then 5% per day, up to a total of 5 calendar days past the due date. Students who do not submit assignments by this time will receive a zero for the assignment.

Classroom/Online Etiquette Procedure:

Students are expected to arrive on time and prepared. Sessions begin promptly at the indicated time. Students are also expected to be respectful and courteous to their colleagues and instructor. The use of electronic devices in class must be limited to course relevant purposes (e.g., taking notes, consulting course slides, etc.). The instructor reserves the right to prevent a student from participating if they do not respect classroom etiquette, which may result in missed opportunities to earn percent of grade.

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

BIOL441 Human Physiology
Course Syllabus
St. George's University School of Medicine

Version of January 2020, approved by the Dean of Basic Sciences

This version will supersede any previous editions of this document.

The university reserves the right to change or amend the rules and regulations at any time. The new rules and regulations will be applicable to all students registered.

Contents

SECTION A: COURSE INFORMATION.....	5
BIOL441 HUMAN PHYSIOLOGY – COURSE DESCRIPTION.....	5
(CTP) CELL AND TISSUE PHYSIOLOGY:.....	5
HOMEOSTASIS, EXCITABLE TISSUES, & INTRO TO NEUROPHYSIOLOGY.....	5
(S1) SYSTEMS:	5
NEUROPHYSIOLOGY, AUTONOMICS, & CARDIOVASCULAR SYSTEM.....	5
(S2) SYSTEMS:	6
RESPIRATORY & GASTROINTESTINAL SYSTEMS.....	6
(S3) SYSTEMS:	6
ENDOCRINE & RENAL SYSTEMS.....	6
GOALS AND OBJECTIVES.....	6
MISSION.....	6
ENTERING MEDICAL STUDENT EXPECTATIONS.....	6
FACULTY, STAFF AND CONTACT INFORMATION	7
ADMINISTRATIVE QUESTIONS.....	7
CONTENT RELATED QUESTIONS & FAQ	7
COURSE LEADERSHIP TEAM.....	8
TEACHING FACULTY	8
SUPPORT STAFF	8
COURSE MATERIAL	9
COURSE WEBSITE	9
ELECTRONIC RESOURCES	9
REQUIRED TEXTBOOKS.....	9
REQUIRED ELECTRONIC EQUIPMENT	10
COMPONENTS OF THE COURSE.....	10
LECTURES.....	10
ONLINE COURSE MATERIAL	11
Directed Learning Activities.....	11
SMALL GROUP (SG) PRACTICAL SESSIONS	11
DRESS CODE (SMALL GROUP).....	12
INTERACTIVE MULTIPLE CHOICE QUESTION (IMCQ) SESSIONS.....	12

DIRECTED SELF STUDY / GROUP STUDY.....	13
ONLINE ACTIVITIES: WEEKLY SAKAI PRACTICE QUIZZES AND PROJECT BASED LEARNING (PBL) ACTIVITIES.....	13
COURSE AND INSTRUCTOR CRITIQUE.....	13
LAB EVALUATION.....	14
COURSE ASSESSMENTS	14
ASSESSMENT POINTS	14
Summative Assessments.....	14
Summative Assessment Points	14
WRITTEN (ELECTRONIC) EXAMINATIONS	15
SMALL GROUP PRACTICAL.....	19
PROFESSIONALISM ASSESSMENT	19
IMCQ ASSESSMENTS.....	19
FORMATIVE ASSESSMENTS	20
STUDENT SUPPORT DISCUSSION FORUM.....	21
ROUND TABLE MEETINGS.....	21
OFFICE HOURS.....	21
SECTION B: SGU SOM POLICIES AND PROCEDURES.....	22
STUDENT RESPONSIBILITIES	22
ATTENDANCE POLICIES AND PROCEDURES	22
RULES OF CLICKER USAGE	22
MEDICAL EXCUSES	23
GENERAL RULES FOR ELECTRONIC EXAMINATIONS.....	23
ELECTRONIC EXAMINATION POLICIES AND PROCEDURES.....	24
POLICIES AND PROCEDURES FOR SMALL GROUP, LECTURE, PRACTICAL AND IMC Q ASSESSMENTS	27
SCORING AND GRADING POLICIES AND PROCEDURES	28
QUESTION REVIEW.....	28
GRADING.....	28
GRADING SCALE.....	29
PUBLICATION OF RESULTS.....	29
REPORTING OF ERRORS	29
CHANGE OF PUBLISHED RESULTS.....	29
FOUR YEAR OUTCOME OBJECTIVES	33

BIOL 441 PHYSIOLOGY COURSE OBJECTIVES 35
SECTION C: APENDICES..... 37
REFERENCES 39

SECTION A: COURSE INFORMATION

BIOL441 HUMAN PHYSIOLOGY – COURSE DESCRIPTION

Human Physiology (BIOL 441) is a 4-credit course presented over 16 weeks as part of the discipline-based Premedical Science curriculum of St George's University School of Medicine. It is designed to provide a fundamental basis for understanding human physiology pertinent to clinical medicine based on the *Medical Physiology Learning Objectives*³ published by the American Physiological Society (APS). It is one of the final prerequisite courses for the third-year Premedical Sciences and Biology students, and a central component of the Charter Foundations to Medicine program. Course topics teaching the essential elements, concepts and organ systems in human physiology are delivered across four consecutive blocks:

Module Name	Duration (weeks)
Block 1- (CTP) Cell and Tissue Physiology: Homeostasis, Excitable tissue, & Intro to Nervous System	4
Block 2- (S1) Systems: Neurophysiology, Autonomic Nervous, & Cardiovascular Systems	4
Block 3- (S2) Systems: Pulmonary, Gastrointestinal Systems	4
Block 4- (S3) Systems: Renal,, Endocrine Systems	4
Total:	16

(CTP) CELL AND TISSUE PHYSIOLOGY: HOMEOSTASIS, EXCITABLE TISSUES, & INTRO TO NEUROPHYSIOLOGY

The theme of this block is to provide a solid foundation with the basic concepts of physiology and their application to the organ systems subsequently encountered in this course and throughout undergraduate medical education. Students will be introduced to the language embedded in physiology, the biological molecules associated with cells, tissues and organs and their roles in physiological processes. This block includes homeostasis and its control, properties of excitable tissues, and an introduction to neurophysiology. This will lead the students towards functional of understanding normal and abnormal human physiology, interpretation of clinical data, and eventual recognition of pathophysiological conditions. Group-based interactive sessions are introduced early in the block to facilitate both student learning and the development of collaborative interpersonal skills in accordance with the Association of Medical Colleges (AAMC) guidelines on professional competencies^{1,2}.

(S1) SYSTEMS: NEUROPHYSIOLOGY, AUTONOMICS, & CARDIOVASCULAR SYSTEM

The goal of this block is to provide students with a comprehensive knowledge base for understanding the Nervous and Cardiovascular systems. Building upon the concepts from block 1, the normal gross and microscopic anatomy, molecular mechanisms, physiologic functions will be presented. Particular attention is given to the interrelation of these two systems via the autonomic nervous system (ANS), and provides the foundation upon which all of the body's homeostatic responses are further considered. Collaborative group sessions are an integral component for mastering the content explored in this module.

(S 2) S Y S T E M S : R E S P I R A T O R Y & G A S T R O I N T E S T I N A L S Y S T E M S

Systems 2 expands students' knowledge base with the Pulmonary and Gastrointestinal systems. Again, lectures introduce the normal gross and microscopic anatomy, molecular mechanisms, physiologic functions of these systems, and integration with content from previous blocks continues to be emphasized. Diseases such as Asthma and COPD are used to illustrate key principles. Additionally, significant attention is given to the dynamic physiologic relationship between the Nervous, Cardiovascular, and Pulmonary systems underlying the body's capacity to preserve homeostasis and adapt to life's everchanging conditions. The GI system provides several examples of how its structure and function compare and contrast to processes covered previously. Group sessions remain essential for student understanding of the complex interactions between these systems.

(S 3) S Y S T E M S : E N D O C R I N E & R E N A L S Y S T E M S

This block culminates with the Endocrine and Renal systems. Normal gross and microscopic anatomy, molecular mechanisms, and physiologic functions are presented. The vital role that these systems play in regulation of fluid balance, electrolytes, nutrients, and energy are incorporated with previous systems to explain the body's ability to maintain the homeostatic environment necessary for sustained health and growth over the long-term. The mechanisms of reproduction are discussed, as well as diabetes and the impact of hyperglycemia across multiple organ systems. Group sessions continue to be instrumental as consideration of physiological function throughout the whole human body is discussed and applied to clinical situations.

G O A L S A N D O B J E C T I V E S M I S S I O N

The BIOL441 Human Physiology Course embraces the mission of the Doctor of Medicine Program of St. George's University School of Medicine:

“To provide an international, culturally diverse environment in which students learn the knowledge, skills and attitudes required for postgraduate training in the health profession while being inspired to develop compassion, curiosity, tolerance and commitment to patients and society, dedication to life-long learning and an understanding of the vital role of research in healthcare.”

E N T E R I N G M E D I C A L S T U D E N T E X P E C T A T I O N S

As an integral component of St George's University's Premedical Sciences course offerings, BIOL441 Human Physiology prepares students to meet several of the AAMC's Entering Medical Student Expectations, or Entrance Competencies (**E1.1**, 1.2, 1.3, 1.6, 1.7; **E3.1**, 3.2, 3.4, 3.6; **E4.3**, 4.4, 4.5; **E5.1**, 5.2; **E6.1-6.4**; **E7.1-7.3** below) by providing students with opportunities to:

“Demonstrate both knowledge of and ability to use basic principles of mathematics and statistics, physics, chemistry, biochemistry, and biology needed for the application of the sciences to human health and disease; demonstrate observational and analytical skills and the ability to apply those skills and principles to biological situations.”

FACULTY, STAFF AND CONTACT INFORMATION

ADMINISTRATIVE QUESTIONS

For all administrative questions (including notification of absence from lab or small group activities) contact our departmental secretaries, module coordinators and course directors at:

**SGU Premedical Science Department,
Physiology Department Grenada - physiology@sgu.edu**

(Please do not send a message to all faculty or to individual faculty members). Faculty and staff will not respond to emails during the weekend. Last email responded to will be Friday at 4:00pm.

CONTENT RELATED QUESTIONS & FAQ

For all content-related questions, the most efficient way of interacting with your peers and faculty is by using the Discussion Form in Sakai, the learning management system. Students can find a more detailed [description of the Discussion Forum](#) in the student support section below.

Frequently asked questions can be found in a supplemental document on Sakai resources folder.

COURSE LEADERSHIP TEAM

SGU BIOL441, Grenada	Department	Email Address
Dr. Gabrielle Walcott-Bedeau Course Director	Physiology/Neuroscience	gwalcott@sgu.edu
Dr. Thomas Thesen Deputy Course Director	Physiology/Neuroscience	tthesen@sgu.edu
Dr. Richard Ajuyah Lab director	Physiology/Neuroscience	RAjuyah@sgu.edu

TEACHING FACULTY

SGU BIOL441, Grenada	Department	Email Address
Dr Duncan Kirkby	Physiology/Neuroscience	DKirkby@sgu.edu
Dr. Richard Ajuyah	Physiology/Neuroscience	RAjuyah@sgu.edu
Dr Vijaya Chellapilla	Physiology/Neuroscience	chrao@sgu.edu
Dr Dirk Burkhardt	Physiology/Neuroscience	DBurkhardt@sgu.edu
Dr Juanette McKenzie	Physiology/Neuroscience	JMckenzi@sgu.edu
Dr Gabrielle Walcott-Bedeau	Physiology/Neuroscience	GWalcott@sgu.edu
Dr. Nilo Alvarez-Toledo	Physiology/Neuroscience	NAlvare1@sgu.edu
Dr. Marc Suckhoo-Pertab	Physiology/Neuroscience	msukhoo2

SUPPORT STAFF

SGU BIOL441, Grenada	Department	Email Address
Kamille Williams Executive Secretary	Physiology and Neuroscience	kwilliams@sgu.edu
Cecilia George McSween, Executive Secretary	Physiology and Neuroscience	cgeorge@sgu.edu

COURSE MATERIAL

COPYRIGHT

Copyright 2020 St. George's University. All rights reserved.

All course material, whether in print or online, is protected by copyright. Course materials, in part or in their entirety, may not be copied, distributed or published in any form, printed, electronic or otherwise.

As an exception, students enrolled in the course are permitted to make electronic or print copies of all downloadable files for personal and classroom use only, provided that no alterations to the documents are made and that the copyright statement is maintained in all copies.

Lecture recordings are explicitly excluded from download and creating copies of these recordings by students and other users is strictly prohibited.

COURSE WEBSITE

The BIOL441 Human Physiology course offers a website through Sakai, our learning management system. This site is used for COMMUNICATION (including Announcements, Calendar and Discussion Forums), COURSE TOOLS (including Syllabus, Resources, Tests & Quizzes, Gradebook, a web link to the student resources of the Required Books, and a link to Lecture Recordings).

To login, go to [myCampus Secure Login \(Carenage\)](#), type in your user ID and password, and click on MyCourses.

ELECTRONIC RESOURCES

Distribution of course material will be in electronic format, with a table of contents hyperlinked to the different sections within each document. Links to external websites are included, where appropriate. In accordance with Committee for Technology based Teaching and Learning (CTTL) recommendation, students are provided with unlocked PDF files, which may be annotated for personal use. This format facilitates active learning, as it allows highlighting and annotations, using a variety of platforms, operating systems and annotation software. Copyright restrictions regarding the duplication of materials apply (see copyright statement above).

Resources folder contains multiple subfolders in which you will be able to find the course material provided.

Please note: electronic versions of course materials posted on the course website are the most up-to-date versions. Due to reproduction deadlines, distributed paper versions may vary somewhat from posted electronic versions. It is the responsibility of each student to check on the latest available electronic versions for possible updates and corrections.

REQUIRED TEXTBOOKS

Medical Physiology: Principles for Clinical Medicine; 5th ed
Rhoades and Bell

This textbook is also available for free online through the SGU library via this link: <https://meded-lwwhealthlibrary-com.periodicals.sgu.edu/book.aspx?bookid=2188>

Optional additional resources for self-study:

List of all online medical textbooks available through SGU library:

<https://mycampus.sgu.edu/group/library/ebooks>

Free online access for SGU students (requires log-in with SGU credentials)

AccessMedicine

<https://accessmedicine.mhmedical.com.periodicals.sgu.edu/>

Searchable medical textbooks. Highly recommended with search function to look up concepts relevant to pre-medical student education.

REQUIRED ELECTRONIC EQUIPMENT

Laptop

Students need a personal laptop as specified by SGU Examination Services. It is the responsibility of each student to ensure his/her laptop is in full working condition, as specified by Examination Services, and keep it up to date and equipped for the SGU wireless network at all times.

Clicker

An Audience Response System (clicker) is used to assess student participation and performance in instructional sessions. Its use reflects the participation and performance of the student to whom the device is registered. Misrepresentation of participation and/or performance through the misuse of clickers constitutes academic dishonesty and may result in the dismissal of any student committing such a violation of the Student Code of Conduct.

Throughout the term, a student may use only a single clicker, which has been registered to their name. Clicker devices are not to be shared with any other student, temporarily re-registered under a different name, or used on behalf of any other student. Each student is responsible for the registration of their individual clicker and is further responsible to keep it in full working condition at all times during the course. Any problems with the device should be reported to the Course Director on the day the problem occurs and adequate steps should be taken to resolve the issue, e.g. battery replacement, or repair or replacement of device.

Students are required to bring their clicker to every scheduled teaching session.

COMPONENTS OF THE COURSE

LECTURES

Lectures are an essential component of the BIOL441 course. They are designed to provide students with an outline of what they are expected to know, to prioritize important aspects of course content, to clarify complex material, and to make relevant connections to clinical contexts. Most lecturers will focus more on

difficult concepts than on self-explanatory facts.

The posted lecture slides may not be comprehensive and do not replace the need to read textbooks. It is an important learning exercise for students to read textbooks and glean important information related to course objectives. Lecture slides are not intended to be used in isolation, but rather as a complement to the lecturer's narrative.

Each lecture contains formative assessment, **usually in the format of at least 2 clicker questions of which the first and last questions must be answered.** Students must submit a minimum number of these formative lecture assessments in order to pass the course. The minimum number of submissions for this course component is listed in the tables below.

Some lectures are available in online format as indicated in the course schedule. Please approach these lectures the same way as live lectures. Importantly, watch these lectures in sequence with the live lectures as listed in the course schedule as the material might be relevant to subsequent lectures.

ONLINE COURSE MATERIAL

Pre-requisite knowledge or simple content may be presented online as short videos. These videos will be available via the course management site and can be viewed at any time. The videos are designed to focus on key topics that are pre-requisite knowledge or where there is benefit to reviewing core knowledge before its application in lecture.

Directed Learning Activities (DLAs)

DLAs are exercises developed by Faculty to support, complement, and/or supplement the learning of the class and are available through the course management site in different formats, including PDF handouts, Panopto videos, Research papers etc. These DLAs are mandatory and the content of the DLA's is testable material. The sequence in which the exercises should be completed is important as it coordinates with the lecture(s) they are supporting. The DLAs and the timeline will be available via the course management site and can be viewed at any time.

SMALL GROUP (SG) PRACTICAL SESSIONS

Small Group Practical Sessions (SGs) are an essential component of the BIOL441 course, organized with approximately 8-10 students per table and supervised by Clinical Tutors who supervise and encourage critical thinking through facilitated group discussions. A clinical case will also be provided during every session to allow students the opportunity to apply the basic physiological concepts to real life situations. The key of these sessions is student-student interaction and the success of these sessions largely depends on all members of the team coming prepared and actively participating in the discussion.

Details on the organization of the Small group discussion sessions are provided in the small group discussion manual, which will be distributed via sakai the week before the small group session is scheduled to begin.

Each small group practical session contains a formative assessment. These can take the form of clicker questions, a worksheet or an online prerequisite or post SG assessment. Students must submit a minimum number of these formative practical assessments in order to pass the course. The minimum

number of submissions for this course component is listed in the tables below.

Small Group Requirements:

- **white board markers, clickers**
- Textbooks and small group handout/supplement for the topic being covered
- Dress Code (see below)

SG Regulations:

- Students must wear their SGU Photo ID at all times and place it in such a way that it is clearly visible by faculty.
- The laboratory learning resources such as plastic models, and surface pros are expensive and limited in number. Students should take special care when they handle them.
- Food and drinks are not permitted in the lab at any time (that includes chewing gum and drinking water).
- Taking pictures is not allowed in the lab at any time.
- Use of cell phones is restricted. If at all necessary in the lab, students should use the vibration mode and not answer the phone while in the lab.
- For any lost items in the SG session please ask the assistance of any of the technicians for that venue.

DRESS CODE (SMALL GROUP)

Students are expected to dress in a professional manner when attending lectures and small group/ Lab sessions.

Professional Dress includes:

Clean, odor-free, and not overly worn or revealing clothing.

Unprofessional Dress includes:

Tank tops, see through clothing, short shorts, sunglasses, flip flops, heels, etc.

INTERACTIVE MULTIPLE CHOICE QUESTION (IMCQ) SESSIONS

Interactive multiple choice question (IMCQ) sessions aim to enhance a student's test-taking skills and increase their exposure to USMLE style multiple choice single best answer questions, which is the standard style for all electronic examinations at St George's University School of Medicine. These sessions will improve students' approach to answering MCQs and emphasize the link between questions and course objectives. As a learning tool, IMCQs provide students with valuable formative feedback enabling them to modify their approach to learning course content, and to identify weaknesses that require remediation.

There will be two IMCQ session over the semester, one pre-midterm and the other post-midterm.

During the presentation of the question, students are given a discretionary period of time no less than 72 seconds to answer the question during their peer discussion.

After the presentation of the question faculty will debrief the question.

It is essential to actively participate in the discussions with classmates to train yourself in the critical clinical thinking and reasoning process in order to be able to master IMCQs from these sessions. In order to adequately prepare for the critical thinking and clinical reasoning processes required in IMCQ sessions, students are encouraged to actively participate in discussions with classmates during their study

sessions. Questions used during IMCQ sessions will be posted on the course Sakai after delivery. A student must submit a minimum number of these formative simulation laboratory assignments in order to pass the course. The minimum number of submissions for this course component is listed in the tables below.

DIRECTED SELF STUDY / GROUP STUDY

Apart from studying independently, students are encouraged to form their own study groups of 3 to 5 active members. These groups should meet about once a week to discuss difficult course concepts. Active participation in these small group discussions is essential to students' successful understanding, application, and mastery of course material.

ONLINE ACTIVITIES: WEEKLY SAKAI PRACTICE QUIZZES AND PROJECT BASED LEARNING (PBL) ACTIVITIES

Practice quizzes will be provided every week, each comprised of 20 questions delivered via Sakai Tests and quizzes. There will also be two ExamSoft practice questions (one pre-midterm and one post midterm) within a 30-minute time window. Students earn 1 point for each of the practice quizzes. A minimum number of correct answers is NOT required. Students will earn the point for uploading a completed quiz irrespective of the number of correct answers. Detailed feedback for each question will be provided at the closing time of each quiz. Quizzes are announced on Sakai each week.

COURSE AND INSTRUCTOR CRITIQUE

Students are expected to attend all classes and other related academic activities as defined for each course by the course director. One such academic activity is participation in the St. George's University (SGU) Course and Instructor Critique Program.

Student Participation in the Evaluation Process is Mandatory

When requested, students enrolled in a course are expected to complete all required faculty and course evaluations. Failure to complete all required course and instructor critiques will mean that students did not fulfill all course requirements. The critiques coordinator will notify students when evaluation periods have begun and send periodic reminders to ensure that critiques are submitted within the allotted time frame.

The Importance of Evaluation

Evaluation is a necessary component of any course. Just as students anticipate a fair and accurate evaluation of their performance and achievement in a course, SGU requires that faculty and course evaluations be completed each term. Continual evaluation and assessment of faculty ensures that the instructional program not only remains consistent, but also improves to meet the needs and expectations of students.

Feedback

At the beginning of each term, course directors address the class and summarize the results of the course and instructor critiques from the previous term. In this summary, course directors will report areas that students rated highly and areas that received the lowest ratings. For areas receiving low ratings, the course director details what changes were made to address students' concerns, thus ensuring that course evaluation influences course design and delivery.

LAB EVALUATION

At the end of every SG session for pre-midterm and post-midterm, students are given the opportunity to evaluate the SG experience. The evaluation will be on Sakai and should be completed before the end of the specified deadline. Students will assess the session based on the criteria outlined in the Sakai evaluation form.

COURSE ASSESSMENTS

Course assessments may be summative (counting towards points in the gradebook), formative (giving valuable feedback to students to optimize their learning strategies), or both.

Summative assessments include written (electronic) examinations, and the assessment of professionalism.

Formative assessments are essential components of each scheduled course session. A minimum number of submissions of these formative assessments is required in order to pass the course.

ASSESSMENT POINTS

Course assessments may be summative (counting towards points in the gradebook), formative (giving valuable feedback to students to optimize their learning strategies but do not contribute to the gradebook), or both.

Summative Assessments

Include electronic examinations (ExamSoft), lab examinations and SG/LA assessments. These contribute points to your course grade.

Summative Assessment Points

The total assessment points that can be earned in the course are listed in the table below:

The total assessment points that can be earned in the course are listed in the table below:

Assessment	Points	Points Breakdown	%
Exam 1	50	50 MCQ x 1 point	21
Exam 2	50	50 MCQ x 1 point	21
Exam 3	50	50 MCQ x 1 point	21
Exam 4	50	50 MCQ x 1 point	21
Small Group Practical Assessments	20	10 SG x 2 point	8
IMCQ sessions/ Esoft Quiz	4	2 points per iMCQ/ Esoft Quiz	1.5
Weekly Online Quizzes	10	10 quizzes x 1 point	4
Professionalism	6		2.5
Total:	240		100

Each exam consists of 50 questions from the lecture block preceding the exam date. These questions can be in first order, second or third order questions. Each exam will have a small percentage of clinical vignettes (approximately 5-10 questions). Exams 2- 4 will contain questions on cumulative material from the contents covered in previous exams. This is geared towards preparation for PMSCE exams and long term memory.

Each question is allotted an approximate time of 82 seconds (one hour and 15 minutes per exam).

Electronic examinations are in multiple-choice-single-best-answer format, following the guidelines of the National Board of Medical Examiners (NBME). The NBME provides the United States Medical Licensing Examination (USMLE), a three-step examination for medical licensure in the United States, which is sponsored by the Federation of State Medical Boards (FSMB) and NBME.

The final grade will include scores obtained from the 4 exams and points assigned to lab activities/ quizzes/ IMCQ sessions and discussion forums.

Grades are awarded based on percentage scores (see scoring and grading policy below). The following table is intended to help you to determine your letter grade based on raw points earned in the BIOL441 course:

Raw Points	Percentage %	Letter Grade
240	100	A+
216 - 239	90-99	A
204 - 215	85-89	B+
192 - 203	80-84	B
180 - 191	75-79	C+
168 - 179	70-74	C

156 - 167	65-69	D
<155	<65	F

In order to pass the course the student will need 155 points or above, and has to meet all participation criteria (group participation and submission of minimum number of formative assessments). **A student fails the course with less than 155 points.**

Disclaimer: To protect against any errors in the calculation of the equivalent raw points above, grades will be determined purely based on the officially published grading scale (in percentage scores) in the Sakai gradebook listed in the scoring and grading policy (see below).

WRITTEN (ELECTRONIC) EXAMINATIONS

Written electronic examinations are in multiple-choice-single-best-answer format, following the guidelines of the National Board of Medical Examiners (NBME). The NBME provides the United States Medical Licensing Examination (USMLE), a three-step examination for medical licensure in the United States, which is sponsored by the Federation of State Medical Boards (FSMB) and NBME.

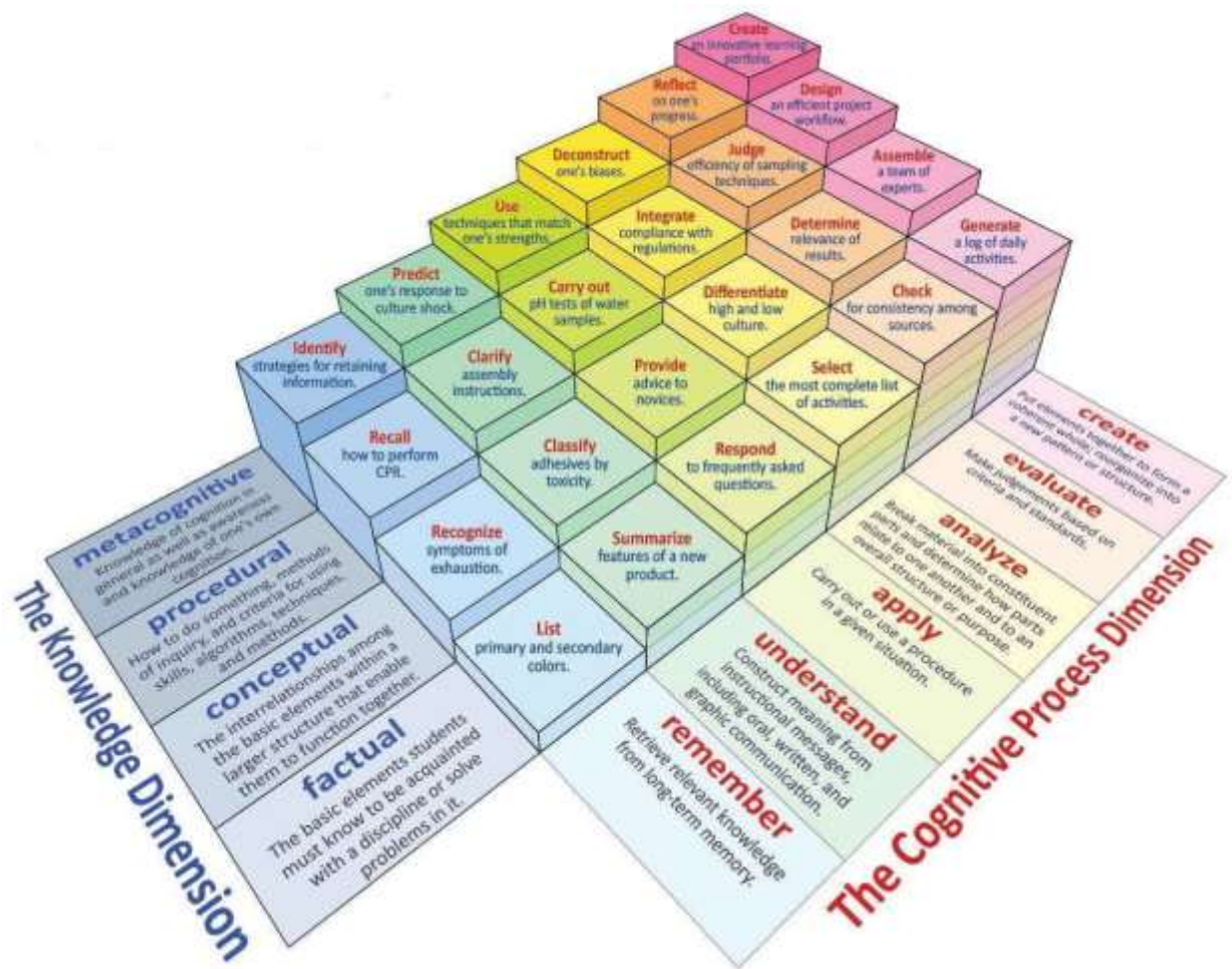
Question Format

The time allocation per question is 82 seconds. The vast majority of the questions are in Clinical Vignette format, with some in Experimental Vignette format. There may be a few questions in Non-Vignette (first order) format. Most questions, however, are higher order questions.

The figure below shows a model developed by Rex Heer (2012), a revision of Bloom's taxonomy, and illustrates knowledge and cognitive process dimension of learning objectives related to questions. A "first order question", which is in essence factual recall through memorization, represents the lowest level of learning.

"Higher order questions", in contrast, require integration, differentiation and judgment, to list just a few

of the learning attributes.



Model created by: Rex Heer, Iowa State University, Center for Excellence in Learning and Teaching, Updated January, 2012.

Retrieved from: <http://www.celt.iastate.edu/wp-content/uploads/2015/09/RevisedBloomsHandout-1.pdf> (2016-08-12)

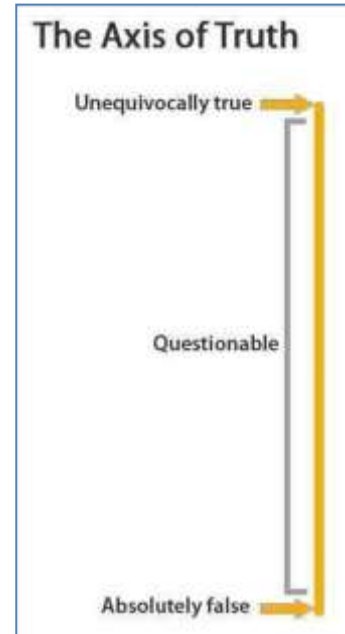
Axis of Truth

According to NBME guidelines, answer choices are located at any point along an “axis of truth” (see illustration on the right from: <http://download.usmle.org>, retrieved 2014- 08-19). The axis ranges from “unequivocally true” to “absolutely false”.

The vast majority of questions has 5 choices, while some may have only 4 choices, others may have 10 choices (A to J) or more, according to the most recent 2016 sample presented on the USMLE website (http://usmle.org/pdfs/step-1/2016samples_step1.pdf, retrieved 2016-05-17).

Choices are rarely “unequivocally true” or “absolutely false”. It is a common misunderstanding that a multiple choice question has to have one “unequivocally true” answer choice and a series of “absolutely false” answer choices.

In reality, most answer choices are located between these two extremes and the good student will be able to determine the one best answer that will earn the point.



Experimental Questions

Testing of new, previously untested/ experimental questions is an essential component of question bank development. Such questions may not be used untested to count towards students’ grades. For each written examination, approximately 10 untested questions will be included to determine their validity and reliability. These questions will not count toward a student’s grade.

The term “experimental question” does not imply a different format or difficulty level. These are standard questions. If these questions generate reliable statistics during the testing process, they will become part of the regular question bank for use in future exams as regular exam items. This process ensures that all assessments are set with well performing exam items only.

For quality control across all courses offered by St George’s University School of Medicine, the Curriculum Committee regularly monitors and reviews all test items used in School of Medicine examinations.

SMALL GROUP PRACTICAL

In each session there will be an assessment given in the form of a prerequisite online activity, clicker questions or a worksheet which will be worth 2 points. Students will be given points based on the accuracy of their answers. **For example, if the assessment consists of 2 clicker questions, you must get both questions correct to earn your 2 points.** Make up sessions will not be offered.

PROFESSIONALISM ASSESSMENT

Professional behavior, communication and interpersonal skills will be assessed based on the assessment form shown in Section C. This form has been adapted to the needs of a basic science course from the American Association of Medical Colleges (AAMC) Medical Student Performance Evaluation (MSPE) advisory committee. It addresses timeliness, compliance, accountability, appearance, interactions, teamwork, motivation and respect.

The total number of professionalism points is listed in the table above. It is anticipated that students will demonstrate professional behavior at all times, and therefore, earn their full professionalism points, Should there be documented evidence of students failure to demonstrate expected professional behavior as assessed in the BIOL441 course, he/she may lose one or more professionalism points and/or the incident can be reported to the Dean of Students and may result in disciplinary action. The number of points deducted is at the discretion of the Course Director, which is not negotiable.

IMCQ ASSESSMENTS

IMCQ sessions will be provided as posted in the schedule. **Students must correctly answer at least 50% of the questions in order to earn this point.** Make up sessions will not be offered. Questions used during IMCQ sessions will be posted on the course Sakai after delivery.

FORMATIVE ASSESSMENTS

Formative assessments are an essential component of the BIOL441 course. In addition to the formative character, some of the assessments may in addition have a small summative character (for points contributing to the final course grade). These assessments are delivered during every scheduled course session (see course components above). A student needs to submit/attend a minimum number of these assessments in each category in order to pass the course. A list of minimum requirements is listed in the tables below.

According to the Student Manual, participation in all scheduled activities is mandatory. Students are not entitled to miss any scheduled activities. The reduced participation requirement provides for any unavoidable circumstances that may occur.

LECTURES

Module	Lecture Assessments Offered	Minimum Assessment Submission Requirement
Block 1- CTP	9	7
Block 2- S1	11	8
Block 3- S2	10	8
Block 4- S3	10	8

SG/LAB

Module	SG/LAB Assessments Offered	Minimum Assessment Submission Requirement
Block 1- CTP	3	2
Block 2- S1	3	2
Block 3- S2	2	2
Block 4- S3	3	3

IMCQ

Module	Online Assessments	Minimum Assessment Submission Requirement
Block 1- CTP	0	0
Block 2- S1	1	0
Block 3- S2	0	0
Block 4- S3	1	1

Failure to meet the minimum requirement of formative assessment submissions may result in an F grade for the BIOL441 course irrespective of the reason for non-submission. Medical and non-medical excuses are only accepted for summative assessments. Makeup sessions are not offered for the formative assessment components of the course.

STUDENT SUPPORT DISCUSSION FORUM

The major platform for all content related questions is the Discussion Forum on the course website. Students are encouraged to post their questions on the Discussion Forum and to respond to questions posted by others.

Students are expected to make use of the Discussion Forum rather than emailing questions to individual faculty. Many students have the same questions; therefore, posting on the Discussion Forum allows all students benefit from the posted questions and their timely responses. Course faculty will regularly monitor the Discussion Forum and participate, whenever appropriate.

When posting questions on the discussion forum, you must tag each post with the lecture number, the small group, IMCQ or Exam Soft quiz that the question is referring to. This will ensure that the relevant faculty members will be available to answer your questions.

Students should only use professional language. Discussions should remain relevant to course material. Use of derogatory remarks or inappropriate language is not allowed. All posts must also be accompanied with the full name of the person posting it. Failure to do so will result in deletion of the post. Anonymous messages are considered unprofessional behavior and a violation of the student honor code.

ROUND TABLE MEETINGS

The Course Director may organize Round Table Meetings (either online, or with physical presence), where faculty members representing the different disciplines contributing to the course will be present. Students can come in and ask individual questions, which will be answered by the team of faculty.

OFFICE HOURS

Office hours will be provided by the teaching faculty as open office hours (walk in) or by appointment. The available hours (open or appointments) for the different faculty members will be posted weekly on Sakai. **All appointments will be made through the course secretaries and course support staff. These appointments need to be done in person, not by emails or phone calls. Students should not contact individual faculty members to make appointments (unless otherwise specified).**

SECTION B: SGU SOM POLICIES AND PROCEDURES

Policies applicable to the course are published in the following documents:

- Student Manual (General and School of Medicine sections, including the Honor Code)
- Course Syllabus

STUDENT RESPONSIBILITIES

- Attend classes regularly and on time
- Bring fully functional personal clicker to all scheduled sessions
- Respond to all clicker questions presented in class and participate in all formative assessments /assignments
- Check SGU email daily; this is the only official email account that is used to relay messages between University and students.
- Check course website daily for announcements and updates
- Submit online assessments and assignments on time
- Check posted results of assessments on time
- Actively participate in all class activities
- Report illness through the medical self-report system on myCampus Secure Login (Carenage) of the SGU website
- Voice commendations and concerns through class representatives
- Ask for help early if struggling
- Participate in course and instructor evaluations

ATTENDANCE POLICIES AND PROCEDURES

As stated in the Student Manual: “Students are expected to attend all classes and clinical rotations for which they have registered. A particular course may define additional policies regarding specific attendance or participation.”

RULES OF CLICKER USAGE

It is the responsibility of each student to bring their own (and only their own) individually assigned clicker for the Premedical Sciences- SOM program to every class session and respond to questions presented during that session. Students are responsible for ensuring that their clicker is registered before the start of classes and fully functional; they should request assistance in testing clicker functionality in case there is any doubt.

Factors that are essential for full clicker functionality include a fully charged battery and setting the correct channel for transmission of the signal. A student is responsible to check full functionality of their individual clicker regularly by monitoring the green LED response after successful response transmission.

Students actively or passively (either for their own, or for someone else's benefit) involved in fraudulent attempts to manipulate examination or participation / submission records may be dismissed for violation of the honor code.

A student caught in possession of multiple clickers inside a class venue may be dismissed for violation of the honor code.

MEDICAL EXCUSES

A student who is medically unfit to take an examination is advised to follow the procedures outlined in the student manual to obtain a valid medical excuse.

GENERAL RULES FOR ELECTRONIC EXAMINATIONS

All SOM examinations will be offered in computer-based format only. There will be no paper alternatives. Students must bring a computer with the appropriate specifications to these examinations.

Examinations are governed by the Examination Policies and Procedures of St George's University and the Electronic Examination Policies and Procedures (Student Manual and below). All students are responsible for knowing and complying with the University's Code of Conduct.

According to the Student Manual, "students must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this Code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted."

In case of a suspicion indicating that the integrity of an examination might have been compromised, the Course Director, in consultation with the faculty and the administration, may nullify the examination and announce a new date for a replacement examination within a period of seven working days after the original.

An examination announcement will be posted on the course website prior to each examination. It will outline the specific policies and procedures governing this examination and will indicate, when the last student will be allowed into the examination venue. After this time, no late-comers will be admitted.

Students who fail to appear in time for an examination without a validated and approved reason (medical, catastrophic event or emergency), as stipulated by the Student Manual, will receive a grade of zero ("0") for the examination.

All electronic examinations are sequestered and are not available subsequently for individual review.

To get feedback on their strengths and weaknesses in the electronic examinations, students will receive an Examination Report, available through their Exam Soft account.

ELECTRONIC EXAMINATION POLICIES AND PROCEDURES

The following examination policies and procedures have been submitted for implementation in the Student Manual and are the examination policies for the BIOL 441 course. Once published, the syllabus may simply refer to the Student Manual:

Policies and Procedures for Computer Based Examinations

The following policies and procedures supplement the general guidelines outlined in the University Examination Policies and Procedures in the SGU Student Manual. Each examinee is responsible for reviewing and adhering to these policies.

Prior to Examination Day:

1. Each student is required to have a laptop for the purpose of taking computer-based examinations at SGU. Examinees must ensure that their laptops meet the current system requirements, as published by Examination Services at the Office of Institutional Advancement (OIA).

Caveat: Some of the latest operating system updates may jeopardize the compatibility with electronic examinations. Examinees are encouraged to seek guidance from Examination Services at OIA, prior to installing updates.

2. Examinees have to ensure that they meet the requirements to access the university network at any time, and should confirm access prior to examinations.
3. Examinees must set the clock on their laptops to the correct local time and time zone (Grenada: Atlantic Standard Time AST = UTC-4; UK: Greenwich Mean Time GMT = UTC, or British Summer Time BST = UTC+1).
4. For examinations using ExamSoft, examinees are responsible for downloading and registering the required version of SofTest on their laptop prior to examination day.
5. Examinees are notified via the electronic course management system of all examination related information, including venue assignments, time sequence of examinations (including the download window, time when students enter the assigned venue, and when the doors are closed), and examination specifications (e.g. number of questions, duration etc.).
6. For examinations using ExamSoft, examinees are required to download the examination during the allocated time window (see time sequence in the examination notification above).
7. Examinees who are not eligible to take an examination (e.g. students who have withdrawn from course work, or students on an approved leave of absence) are not permitted to download the examination.
8. Examinees experiencing technical difficulties are encouraged to visit Examination Services at OIA for assistance prior to the examination day. An examinee who needs a loaner laptop must adhere to the loaner laptop policy provided by OIA.

On Examination Day:

1. Examinees are expected to assemble outside their assigned venue and ready to enter by the time stated in the examination announcement (see notification prior to examination day above).
2. Examinees must adhere to the instructions given by the Chief Proctor, or the proctors acting under his/her supervision.
3. Examinees are required to enter their assigned venue only (see notification prior to examination day above) and must take their assigned seat.
4. All examinees scheduled to sit a computer-based examination are required to bring their laptops and all necessary accessories (mouse, Ethernet cable and power cord/battery charger), for use on examination day.
5. All examinees who present themselves to sit a University examination are required to display a current SGU student identification card in order to access the examination venue. The SGU ID is the only acceptable form of ID. Any examinee who fails to present this ID will be required to complete a Missing/Lost Identification Form and to present a government-issued photo ID in order to access the examination venue.
6. Once seated, examinees have to place their ID clearly visible on the left side of the desk they are seated at.
7. Permitted items - only the following items are allowed in the examination venue:
 - Laptop and accessories
 - SGU ID
 - Completely clear (see-through) bottle of plain water, **which has to be placed outside the examination venue for all examinations**
 - Items explicitly permitted for a specific examination (see announcement), or approved by the Dean of Students (DOS) office
8. Items that are explicitly NOT permitted inside the examination venues include:
 - Cell phones
 - iPods/ iPads
 - Wrist watches
 - Calculators
 - Paging devices
 - Recording/filming devices
 - Reference materials (book, notes, papers)
 - Backpacks, briefcases, or luggage
 - Beverages or food of any type
 - Coats, outer jackets, headwear

Please note: When choosing layers for warmth, students should avoid jackets with pockets or hooded items, as they may be considered outer jackets.

9. Examinees need to be prepared to turn their pockets inside out for inspection.
10. Any prohibited items found inside the examination venue will be confiscated.
11. Examinees are assigned a seat (either by posting of individual seat assignments outside the

venue, on the website, or by the Chief Proctor or an authorized representative at the venue).

12. Examination conditions are in effect at all times inside the examination venue, from the time the first examinee has entered, until the last examinee has left the examination venue. During examination conditions, no communication of any kind is permitted between examinees. Access to any files or programs other than those explicitly specified by the Chief Proctor is not permitted.
13. No examinee is permitted to enter the examination venue after the doors have been closed (in preparation of the password announcement; see notification prior to examination day above).
14. White boards, dry erase markers and erasers are provided. Examinees are not allowed to write on the white boards prior to starting the examination.
15. Examinees' eyes must be visible at all times. Hair long enough to cover the eyes and ears must be pulled back.
16. An examinee who is experiencing problems should seek immediate attention from a proctor.
17. Some problems may be solved immediately and on site, but more severe problems may require relocation of an examinee or even termination of the examination.
18. A bathroom break is the only allowed break during an examination. Examinees may not eat, smoke or communicate with anyone other than an assigned proctor during a bathroom break. Examinees must get the attention of a proctor, get permission, sign out and back in and be accompanied by a proctor.
19. No bathroom breaks are permitted for 30 minutes after the assessment password has been provided and no examinee may leave the examination during this time period.
20. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she is considered to have concluded the examination. He/she will not be allowed back into the examination venue to resume the examination.
21. To start the examination, the Chief Proctor will provide examinees with the assessment password and give the start signal "START NOW" (or "BEGIN NOW").
22. Once the start signal has been announced, examinees are required to proceed with their exam without delay.
23. Examinees are allowed to exit the examination venue when they have completed their examination and displayed the upload confirmation screen (in case of ExamSoft examinations), or whatever procedure has been specified by the Chief Proctor. During the last 10 minutes of an examination, examinees may be instructed to remain seated until dismissed.
24. It is the responsibility of every examinee who downloaded an ExamSoft examination, but is unable to take the examination on examination day, to contact Examination Services at the OIA immediately, to facilitate the process of removal of the examination from their personal computer.

25. All examination activity is logged and any log file demonstrating irregular activity, such as attempting to disable or tamper with security features, is subject to academic disciplinary action.

After the Examination:

1. A student may not attempt to reproduce a test or a test item by any means, including but not limited to reconstruction through memorization and/or dissemination of examination materials by any means.
2. Communications about specific test items, cases, and/or answers with another examinee, potential examinee, or any other person at any time before, during, or after an examination, are strictly prohibited.
3. Every examinee is required to fully cooperate in investigations regarding any examination irregularities, whether committed or observed by themselves or others.

Violation of any policy or procedure outlined in this document is reported as an examination irregularity to the Dean of Students and to the Course Director. In the case of NBME examinations, irregularity reports are also sent to the National Board of Medical Examiners, with potential consequences outlined on their website. The Dean of Students decides on subsequent disciplinary action and the Course Director determines the implications for examination scores and course grades.

POLICIES AND PROCEDURES FOR SMALL GROUP, LECTURE, PRACTICAL AND IMCQ ASSESSMENTS

These assessments may be graded using an audience response system (clicker). Students are required to take their personal responders (clickers) to each of the SG sessions, lectures and IMCQ sessions. The proper functionality of the personal responder is the student's responsibility.

Students must attend only the sessions to which they are assigned. Participation and professional contributions are required and will be assessed.

SCORING AND GRADING POLICIES AND PROCEDURES

Grades are awarded objectively based on the percentage of points earned in the course relative to the maximum number of points available in the course. The total number of points available and a breakdown of how these points can be earned are listed in Section A (Course Specific Information) of this document. No additional points are available. Grades are awarded based on the official grading scale of St George's University School of Medicine (see below).

QUESTION REVIEW

The Course Director will arrange a meeting of faculty teaching in the course (or course module), to review the summary statistics of the examination, statistical item analysis and student review feedback.

Please note: Only student question review requests that have been raised during the examination in the appropriate comment box of ExamSoft will be considered. Question review requests reaching the Course Director or individual faculty members after the examination will not be considered.

If a test item (question) is deleted for any reason, all responses to the question will be accepted as correct.

The final decisions about question flaws and the appropriate adjustments rest with the Course Director.

GRADING

Before the start of the grading process, all decisions about individual questions, which may have been made during the question review process, will be considered as final.

At the end of term, the overall performance of a student will be determined as a percentage score, made available to the Registrar's Office and entered into the official St George's University data base.

This percentage score is the basis for the determination of individual grades to appear in a student's transcript, based on the current grading policy of St George's University School of Medicine.

Completion of the minimum required formative assessments is a requirement for satisfactory completion of a course. Students who do not meet the requirement may receive an overall "F" grade for the course.

In case the assessment score of a student is 69.5% or above, but the student does not meet the formative assessment criteria to pass the course, a failing score of 69.4% will replace the student's original percentage score. This constitutes the highest possible failing score, which will be reported to the Registrar's Office for recording of the student's grade.

GRADING SCALE

The current grading scale of St George's University School of Medicine is based on percentage scores as follows:

Letter grade	From	To
A+	100	100
A	90	99
B+	85	89
B	80	84
C+	75	79
C	70	74
D	65	69
F	<65	

PUBLICATION OF RESULTS

Results of all assessments will be published in the online course management system. The results of all electronic examinations will usually be posted at the end of an examination period.

After the results of an examination, an online assessment, or a grade have been published, it is each student's responsibility to check the published results.

REPORTING OF ERRORS

Errors in published scores for electronic examinations (and other course assessments manually entered into the gradebook) must be reported to the Course Director for validation within 48 hours of their publication.

For Online Assessments, where results are accessible upon submission, errors must be reported before the deadline.

Technical errors reported after the deadline will not be considered.

CHANGE OF PUBLISHED RESULTS

A published result can only be changed if the published score or grade is incorrect and errors have been reported in time.

Competency E1 (E1.1, 1.2, 1.3, 1.6, 1.7)

Apply quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.

- 1.1. Demonstrate quantitative numeracy and facility with the language of mathematics. Examples:
 - Express and analyze natural phenomena in quantitative terms that include an understanding of the natural prevalence of logarithmic/ exponential relationships (e.g., rates of change, pH).
 - Explain dimensional differences using numerical relationships, such as ratios and proportions.
 - Use dimensional analysis and unit conversions to compare results expressed in different systems of units.

- Utilize the Internet to find relevant information, synthesize it, and make inferences from the data gathered.

1.2. Interpret data sets and communicate those interpretations using visual and other appropriate tools.

Examples:

- Create and interpret appropriate graphical representations of data, such as a frequency histogram, from discrete data.
- Identify functional relationships from visually represented data, such as a direct or inverse relationship between two variables.
- Use spatial reasoning to interpret multidimensional numerical and visual data (e.g., protein structure or geographic information).

1.3. Make statistical inferences from data sets. Examples:

- Describe and infer relationships between variables using visual or analytical tools (e.g., scatter plots, linear regression, network diagrams, maps).

1.6. Apply algorithmic approaches and principles of logic (including the distinction between cause/effect and association) to problem solving.

Examples:

- Utilize tools and methods for making decisions that take into account multiple factors and their uncertainties (i.e., a decision tree).
- Distinguish correlation from causality.

1.7. Quantify and interpret changes in dynamical systems.

Examples:

- Explain homeostasis in terms of positive or negative feedback.

Competency E3 (E3.1, 3.2, 3.4, 3.6)

Demonstrate knowledge of basic physical principles and their applications to the understanding of living systems.

3.1. Demonstrate understanding of mechanics as applied to human and diagnostic systems.

Examples:

- Apply knowledge of mechanics to movement in biological systems at various scales, from the molecular to the organismal.

3.2. Demonstrate knowledge of the principles of electricity and magnetism (e.g., charge, current flow, resistance, capacitance, electrical potential, and magnetic fields).

Examples:

- Apply concepts of resistance and capacitance to the electrical properties of myelinated and unmyelinated axons and how those properties affect the travel speed of action potentials in those types of neurons.

3.4. Demonstrate knowledge of the principles of thermodynamics and fluid motion.

Examples:

- Explain the thermodynamics of simple diffusion through biological membranes.
- Explain how viscosity affects blood flow.

3.6. Demonstrate knowledge of principles of systems behavior, including input–output relationships and positive and negative feedback.

Examples:

- Use input–output relationships to understand the efficiency of converting food energy into muscular

- motion.
- Apply negative feedback principles to explain how temperature is regulated in buildings and in the human body.
 - Apply positive feedback principles to explain action potentials.

Competency E4 (E4.3, 4.4, 4.5)

Demonstrate knowledge of basic principles of chemistry and some of their applications to the understanding of living systems.

4.3. Demonstrate knowledge of molecular interactions.

Examples:

- Distinguish between ionic interactions, van der Waals interactions, hydrogen bonding, and hydrophobic interactions.
- Apply this knowledge to understanding of the structures of macromolecules, liquids (especially water), and solids.
- Apply this knowledge to understanding of biological macromolecules and biological assemblies, such as membranes.

4.4. Demonstrate knowledge of thermodynamic criteria for spontaneity of physical processes and chemical reactions and the relationship of thermodynamics to chemical equilibrium.

Examples:

- Apply the concepts of acid-base equilibria.
- Apply the concepts of equilibrium electrochemistry and of concentration cells.
- Apply understanding of these concepts to biochemical processes, such as metabolism, photosynthesis, and electrochemical processes in cell membranes.

4.5. Demonstrate knowledge of principles of chemical reactivity to explain chemical kinetics and derive possible reaction mechanisms.

Examples:

- Explain how measurements of reaction rates lead to the determination of rate laws.
- Explain the temperature dependence of reaction rates.
- Apply understanding of these concepts to predict biochemical processes, such as enzyme catalysis.

Competency E5 (E5.1, 5.2)

Demonstrate knowledge of how biomolecules contribute to the structure and function of cells.

5.1. Demonstrate knowledge of the structure, biosynthesis, and degradation of biological macromolecules.

Examples:

- Identify the major macromolecules (proteins, nucleic acids, carbohydrates, and lipids) and explain the way in which their structure affects their properties.
- Explain how hydrophobicity and hydrophilicity drive molecular association and contribute to both specificity and affinity.
- Explain how protein, nucleic acid, carbohydrate, and lipid degradation and recycling are essential to normal cell function.

5.2. Demonstrate knowledge of the principles of chemical thermodynamics and kinetics that drive biological processes in the context of space (i.e., compartmentation) and time: enzyme-catalyzed reactions and metabolic pathways, regulation, integration, and the chemical logic of sequential reaction steps.

Examples:

- Distinguish different types of enzyme control, such as feedback, competitive and noncompetitive inhibition, and allosteric effects.

- Explain how membrane gradients and electron transport act to generate and store energy.
- Explain how glucose transport across epithelia depends on the sodium concentration gradient.
- Describe the role of the Na-K-ATPase in the maintenance of the resting membrane potential of cells.
- Explain how energy stored in ATP is transduced by motor proteins to produce movement.

Competency E6 (E6.1-6.4)

Apply understanding of principles of how molecular and cell assemblies, organs, and organisms develop structure and carry out function.

6.1. Employ knowledge of the general components of prokaryotic and eukaryotic cells, such as molecular, microscopic, macroscopic, and three-dimensional structure, to explain how different components contribute to cellular and organismal function.

Examples:

- Describe how the internal organization of a cell changes as it begins cell division.
- Describe how proteins are targeted to different compartments in eukaryotic cells.
- Describe the role of the cytoskeleton in amoeboid movement of cells.

6.2. Demonstrate knowledge of how cell–cell junctions and the extracellular matrix interact to form tissues with specialized function.

Examples:

- Describe the structure and explain how gap junctions and other forms of cell–cell interfaces facilitate communication between cells.
- Explain how myelinated axons accelerate the conduction of action potentials as compared to unmyelinated axons.
- Explain how variations in cell–cell junctions influence the permeability of epithelial tissues to solutes and water.

6.3. Demonstrate knowledge of the mechanisms governing cell division and development of embryos.

Examples:

- Explain why and how only maternal mitochondria are passed to the embryo.
- Explain how abnormal processes in meiosis gives rise to genetic anomalies, such as trisomy 21, Turner’s (X) syndrome, and Klinefelter’s (XXY) syndrome.
- Describe the chemical signaling that controls normal cell division and apoptosis.
- Explain the hormonal basis for the menstrual cycle in humans.

6.4. Demonstrate knowledge of the principles of biomechanics and explain structural and functional properties of tissues and organisms.

Examples:

- Apply understanding of force and torque to explain why small differences in muscle insertion make a significant difference in the speed and force created by limb movement.
- Explain the role of motor proteins in contraction and cellular movement.
- Explain the physics of how blood movement and pressure are affected by vessel diameter.

Competency E7 (E7.1-7.3)

Explain how organisms sense and control their internal environment and how they respond to external change.

7.1. Explain maintenance of homeostasis in living organisms by using principles of mass transport, heat transfer, energy balance, and feedback and control systems.

Examples:

- Explain the role of CO₂ in the maintenance of pH homeostasis.

- Explain the mechanisms by which cells maintain cell volume in the face of changing extracellular osmolarity.
- Explain an example of how pumps move substrates and fluids within the body, or between the internal and external environments.
- Explain how the competing needs to exchange gases and retain water are met in terrestrial organisms.

7.2. Explain physical and chemical mechanisms used for transduction and information processing in the sensing and integration of internal and environmental signals.

Examples:

- Explain how altering ion channel permeability contributes to electrical signaling within and between cells.
- Describe how chemoreceptors sense and transduce various chemical signals from the internal and external environments.
- Explain how organisms sense and adapt to a change in environmental temperature.
- Explain the role of both the nervous system and endocrine system in maintaining blood glucose levels.

7.3. Explain how living organisms use internal and external defense and avoidance mechanisms to protect themselves from threats, spanning the spectrum from behavioral to structural and immunologic responses.

Examples:

- Describe how the immune system differentiates between self and non-self.
- Explain why the digestive tract has the largest amount of immune tissue.
- Explain how adrenal hormones affect behavior in fight-or-flight situations.

FOUR YEAR OUTCOME OBJECTIVES

The BIOL441 Human Physiology Course specifically addresses a number of four-year outcome objectives within the three categories of knowledge (1a, 1b, 1c), clinical skills (2a, 2c, 2e, 2f, 2g, 2i, 2l) and professional attitudes (3b, 3c, 3d, 3e, 3g, 3h, 3i) of the Doctor of Medicine Program of St George's University School of Medicine:

1. Medical Knowledge

- a. Apply the multidisciplinary body of basic sciences to clinical analysis and problem solving using:
 - i. The knowledge of normal structure, function, physiology and metabolism at the levels of the whole body, organ systems, cells, organelles and specific biomolecules including embryology, growth and development
 - ii. The principles of normal homeostasis including molecular and cellular mechanisms.
 - iii. The etiology, pathogenesis, structural and molecular alterations as they relate to the signs, symptoms, laboratory results, imaging investigations and causes of common and important diseases conditions.
- b. Incorporate the impact of factors including psychological, cultural, environmental, genetic, nutritional, social, economic, religious and developmental on health and disease of patients as well as their impact on families and caregivers.
- c. Utilize the important pharmacological and non-pharmacological therapies available for the prevention and treatment of disease based on cellular and molecular mechanisms of action and

clinical effects. Identify and explain factors that govern therapeutic interventions such as clinical and legal risks, benefits, cost assessments, age and gender.

- d. Apply the theories and principles that govern ethical decision making in the management of patients.
- e. Evaluate and apply clinical and translational research to the care of patient populations.

2. Clinical Skills

- a. Communicate effectively with patients, their families and members of the health care team.
- b. Obtain a comprehensive and/or focused medical history on patients of all categories.
- c. Perform physical and mental status examinations on patients of all categories appropriate to the patient's condition.
- d. Document pertinent patient health information in a concise, complete and responsible way.
- e. Select appropriate investigations and interpret the results for common and important diseases and conditions.
- f. Recognize and communicate common and important abnormal clinical findings.
- g. Develop a problem list and differential diagnosis based on the history, physical findings and initial investigations.
- h. Apply effective problem solving strategies to patient care.
- i. Perform routine and basic medical procedures.
- j. Provide patient education with respect to health problems and maintenance.
- k. Identify individuals at risk for disease and select appropriate preventive measures.
- l. Recognize life threatening emergencies and initiate appropriate primary intervention.
- m. Outline the management plan for patients under the following categories of care: preventive, acute, chronic, emergency, end of life, continuing and rehabilitative.
- n. Continually reevaluate management plans based on the progress of the patient's condition and appraisal of current scientific evidence and medical information

3. Professional Attitude

- a. Establish rapport and exhibit compassion for patients and families and respect their privacy, dignity and confidentiality.
- b. Demonstrate honesty, respect and integrity in interacting with patients and their families, colleagues, faculty and other members of the health care team.

- c. Be responsible in tasks dealing with patient care, faculty and colleagues including healthcare documentation.
- d. Demonstrate sensitivity to issues related to culture, race, age, gender, religion, sexual orientation and disability in the delivery of health care.
- e. Demonstrate a commitment to high professional and ethical standards.
- f. React appropriately to difficult situations involving conflicts, nonadherence and ethical dilemmas.
- g. Demonstrate a commitment to independent and lifelong learning including evaluating research in healthcare.
- h. Demonstrate the willingness to be an effective team member and team leader in the delivery of health care.
- i. Recognize one's own limitations in knowledge, skills and attitudes and the need for asking for additional consultation.

BIOL 441 PHYSIOLOGY COURSE OBJECTIVES

Through consistent and proactive participation during the activities and exercises presented in this course, a student should be able to:

- Understand and describe the relationship between the structure and function of the molecules, cells, tissues, organs, and systems underlying normal human physiology.
- Understand and describe the vital molecules, structures, and conditions necessary for normal physiological function and preservation of homeostasis.
- Understand and describe how vital molecules and energy are stored, transported and utilized in physiological processes.
- Understand and describe the mechanisms through which information is sensed, generated, transferred, and targeted to allow the human body to adapt changing conditions, regulate physiological function, and maintain homeostasis.
- Understand the principles of physiology underlying select clinical and diagnostic tests, interpret their results, and apply this information to analyze normal and abnormal physiologic states.
- Analyze and discuss the physiological elements, conditions, and mechanisms and that distinguish abnormal from normal (i.e. diseased vs healthy) physiological conditions, and apply this analysis to principles of medicine.
- Develop communication techniques to critically evaluate and discuss medical cases effectively.
- Cultivate essential interpersonal skills during collaborative activities.
- Demonstrate professional behavior appropriate for the setting, activity, and audience.

SECTION C: APENDICES

Advisory Committee : Professionalism Assessment Form

Inappropriate -j Too Little -----		Appropriate -j -----		Inappropriate ----- Too Much	
		O	D	D	O
II. QUALITY OF WORK					
Trustworthiness	Displays honesty, integrity, and trustworthiness; maintains professional status; maintains resources; plugs up holes, obscures, lies	D	D	D	D
Adherence to Ethical Principles	Engages in unethical behavior (e.g., accepts inappropriate gifts, violates professional boundaries, stows, engages in fraudulent behavior) overlooks inappropriate behavior in colleagues	D	D	D	D
RESPONSIBILITY/RELIABILITY/ACCOUNTABILITY					
Punctuality	Is late; misses deadlines	D	D	D	Emphasizes timeliness at the expense of thoroughness D
Compliance	Ignores policies, procedures, rules, and regulations; misses required sessions	D	D	D	Displays inflexibility; rigidly relies on rule to the point of obfuscation D
Accountability	Avoids responsibility and work	D	D	D	Assumes too much responsibility; displays inability to delegate D
Feedback	Makes excuses, displaces blame; resists feedback; avoids reflective	D	D	D	Appears afraid to act for fear of making errors; blames others inappropriately; requires constant reassurance and feedback D
III. PERSONAL ATTRIBUTES (e.g., "Village" and administrative)					
Appearance	Displays poor hygiene; worn, dirty; sloppy clothes	D	D	D	Appears to dress to attract attention to self although neutral or inappropriate for the occasion D
Interactions	Appears insecure and unable to act independently	D	D	D	Appears arrogant, overconfident, and demurring D

Teamwork	Does not participate D	D	Works well with others D	D	Appears dominant, authoritarian, uncooperative, and overbearing D
ALTRUISM					
Concern for others	Concern for self appears to supercede concern for others; appears unwilling to extend self D	D	Shows appropriate concern for others; goes "the extra mile" without thought of reward D	D	Appears selfless to point of taking needless risks; over-extends self to own detriment D
EMPATHY					
Compassion	Exhibits little compassion for others; at times, appears cold, indifferent, and "heartless" D	D	Can put self "in others' shoes," but still maintains objectivity D	D	Appears emotionally over-responsive and unduly empathic, resulting in an inability to be objective or effective D
COMMITMENT TO EXCELLENCE					
Goal-setting	Appears aimless and educationally adrift D	D	Sets and achieves realistic goals D	D	Sets unachievable goals D
Motivation	Sets low standards of achievement; appears complacent D	D	Seeks additional knowledge and skills; strives for excellence D	D	Appears overly competitive and perfectionistic D
RESPECT FOR PATIENTS					
Relationships	Appears disrespectful and insensitive to patients (beliefs, opinions, gender, race, culture, religion, sexual orientation, and/or socioeconomic status) D	D	Demonstrates respect for, and sensitivity to, patients (beliefs, opinions, gender, race, culture, religion, sexual orientation, and/or socioeconomic status) D	D	Enables inappropriate/unhealthy patient behavior D
Confidentiality	Disregards patient confidentiality D	D	Demonstrates and maintains sensitivity to confidential patient information D	D	Inappropriately upholds patients' or others' right to confidentiality, putting them and others at risk D

* Requires written comment

For additional information, contact Robert F. Sabalis, PhD, rsabalis@aamc.org

REFERENCES

1. Medical School Objectives Project. *Report I Learning Objectives for Medical Student Education- Guidelines for Medical Schools*. Association of American Medical Colleges (AAMC), 1998.
2. Association of American Medical Colleges–Howard Hughes Medical Institute (AAMC–HHMI) *Scientific foundations for future physicians*. (AAMC–HHMI report). Association of American Medical Colleges (AAMC), 2009.
3. Robert G. Carroll, L. Gabriel Navar, & Mordecai P. Blaustein. *Medical Student Learning Objectives*. American Physiological Society (APS) and Association of Chairs of Departments of Physiology, 2012



St. George's University
School of Arts & Sciences
Department of Biology, Ecology & Conservation

BIOL460: Human Anatomy (4cr.)

Spring 2020

Course Syllabus

Table of Contents

1. Course Description	3
2. Faculty and Staff	3
3. Contact Information	4
4. My Courses-Sakai website	6
5. Attendance Policy	8
6. Course Materials	9
7. Components of the Course	10
8. Course Learning Objectives	13
9. Examinations & Grades	13
10. IT Issues	23
11. Student Responsibilities	23
12. SAS Biology Program Outcomes	26
13. Student Learning Outcomes	26
14. Appendix I: Course Learning Objectives	27

1. Course Description

BIOL460: Human Anatomy

BIOL460 is a four (4) credit course that presents a systematic approach to the study of the human body. The course has been developed to provide students from the biology, pre-allied health, pre-medicine and foundation to medicine (FTM) programs with a basic foundation in the anatomical sciences. The anatomical sciences include human gross anatomy, developmental anatomy, histology and cell biology. BIOL460 begins with an introduction to anatomical terminology and imaging, cellular organization and the basic tissues. The course continues with an extensive study of the eleven major systems of the human body: Integumentary System, Skeletal System, Muscular System, Cardiovascular System, Lymphatic System, Respiratory System, Digestive System, Urinary System, Male & Female Reproductive Systems, Nervous System and Endocrine System. The course is composed of lecture, laboratory, small group and online activities.

2. Faculty and Staff

Course Director: Ramesh Rao, MD Instructor Department of Anatomical Sciences dforrester@sgu.edu	Associate Course Director: Deon Forrester, MD Instructor Department of Anatomical Sciences rrao@sgu.edu	Office Staff: Ms. Maisha Archibald Administration Department of Anatomical Sciences MYArchibald@sgu.edu
--	--	---

Faculty: All teaching faculty are from the Department of Anatomical Sciences.

Robert Hage, MD rhage@sgu.edu	Madonna Phillip, MD Mphilli2@sgu.edu	Deon Forrester, MD dforrester@sgu.edu
Alena Wade, MD awade@sgu.edu	Rachael George, MD rgeorge@sgu.edu	Benjamin Turner, MSc bturner@sgu.edu
Maira DuPlessis, MSc mdupless@sgu.edu		

3. Contact Information

Ms. Maisha Archibald

- Appointments
 - All appointments must be made **in person** at the Anatomy office
- Notification of lecture or lab absence
- My Courses and Sonic Foundry issues
- Gradebook2 questions

Dr. Ramesh Rao

- Administrative issues
- Notification of exam or quiz absence
- Course performance
- Questions about lecture or laboratory material
- Emergency problems related to the course

Faculty Appointments:

All faculty appointments are to be made in person with Ms. Maisha Archibald at the main anatomy office between the hours of 08:30-12:00 and 13:00 – 15:30 only. The department is open from 08:00 – 17:00 during week days and is closed over the weekend and on public holidays.

Content Related Questions:

The most efficient way to address all content-related questions is through the use of the general forums on MyCourses. It is an ideal place to interact with peers and it is moderated by faculty.

Copyright

Copyright 2017 St. George's University. All rights reserved.

All course material, whether in print or online, is protected by copyright. Course materials, in part or in their entirety, may not be copied, distributed or published in any form, printed, electronic or otherwise.

As an exception, students enrolled in the course are permitted to make electronic or print copies of all downloadable files for personal and classroom use only, provided that no alterations to the documents are made and that the copyright statement is maintained in all copies.

Lecture recordings are explicitly excluded from download and creating copies of these recordings by students and other users is strictly prohibited.

Course Website

The BIOL460 Human Anatomy course offers a website through Sakai, our learning management system. This site is used for COMMUNICATION (including Announcements, Calendar and Discussion Forums), COURSE TOOLS (including Syllabus, Resources, Tests & Quizzes, Gradebook, a web link to the student resources of the Required Books, and a link to Lecture Recordings).

To login, go to [myCampus Secure Login \(Carenage\)](#), type in your user ID and password, and click on

My Courses.

The MyCourses site contains multiple folders:

Announcements

Contains notifications and information about events relative to the course and should be checked on a regular basis.

Syllabus

This folder contains the course syllabus and learning objectives.

Resources

This folder contains the theoretical and administrative information about BIOL460

- **Course Information:** Schedules, protocols, exam and other course information.
- **Lab:** Lab image banks and structure lists.
- **Lecture:** Course lectures in .pdf format.
- **Mediasite Catalog:** Lectures recorded and uploaded in Sonic Foundry.
- **Online Resource:** Supplemental material for histology tissue preparation and embryology lectures.

Test and Quizzes

This folder contains the online assignments and virtual quizzes.

Gradebook2:

This folder contains all course assessment scores.

Required Electronic equipment

Laptop

Students need a personal laptop as specified by SGU Examination Services. It is the responsibility of each student to ensure his/her laptop is in full working condition, as specified by Examination Services, and keep it up to date and equipped for the SGU wireless network at all times.

Clicker

An Audience Response System (clicker) is used to assess student participation and performance in instructional sessions. Its use reflects the participation and performance of the student to whom the device is registered. Misrepresentation of participation and/or performance through the misuse of clickers constitutes academic dishonesty and may result in the dismissal of any student committing such a violation of the Student Code of Conduct.

Throughout the term, a student may use only a single clicker, which has been registered to their name. Clicker devices are not to be shared with any other student, temporarily re-registered under a different name, or used on behalf of any other student. Each student is responsible for the registration of their individual clicker and is further responsible to keep it in full working condition at all times during the course. Any problems with the device should be reported to the Course Director on the day the problem occurs and adequate steps should be taken to resolve the issue, e.g. battery replacement, or repair or replacement of device.

Students are required to bring their clicker to every scheduled teaching session.

Rules of Clicker usage

It is the responsibility of each student to bring their own (and only their own) individually assigned clicker for the Premedical Sciences-SOM program to every class session and respond to questions presented during that session. Students are responsible for ensuring that their clicker is registered before the start of classes and fully functional; they should request assistance in testing clicker functionality in case there is any doubt.

Factors that are essential for full clicker functionality include a fully charged battery and setting the correct channel for transmission of the signal. A student is responsible to check full functionality of their individual clicker regularly by monitoring the green LED response after

successful response transmission.

Students actively or passively (either for their own, or for someone else's benefit) involved in fraudulent attempts to manipulate examination or participation / submission records maybe dismissed for violation of the honor code.

A student caught in possession of multiple clickers inside a class venue may be dismissed for violation of the honor code.

Announcements:

Announcements regarding course activities such as exam/lab venues, program and schedules changes will be posted on MyCourses.

Your SGU e-mail account is the only official e-mail address the Department and the University will use to communicate with you.

4. Attendance Policy

Attendance records will be maintained for this class. Students will be asked to sign the attendance sheet at the beginning of lab and buzz group activities. Signing the attendance sheet on behalf of another student is considered a breach of the SGU honor code. Your attendance and active participation in lab is required as an essential component for your success. Students who arrive late for the lab or buzz will be marked absent on the attendance register. Students are advised to manage their time wisely to ensure that they are on time for lecture, lab, and buzz activities.

(St. George's University Student Manual) "Students are expected to attend all classes and clinical rotations for which they have registered. Although attendance may not be taken at every academic activity, attendance may be taken randomly. Student's absence may adversely affect their academic status as specified in the grading policy. If an absence from individual classes, examinations, activities or from the University itself is anticipated or occurs spontaneously due to

illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation.”

5. Course Materials

Textbook:

- **Principles of Human Anatomy, 13th Edition**

Tortora & Nielsen

ISBN-10:1118344995

ISBN-13: 978-1118344996

Lecture Handouts:

- Pre-midterm and post-midterm lecture handouts.

Supplemental Resources on MyCourses:

- Embryology resources
- Laboratory image banks and structure lists

The text, lecture handouts, and supplemental resources serve as the primary resources for all required content and knowledge in this course. Successful students are those who become familiar with the textbook and: read and review required sections in order to have an adequate working knowledge of the course material.

6. Components of the Course

I. Lectures

A large part of the course content will be presented in the form of lectures. Each lecture will last 50 minutes and will take place at the **Bourne Lecture Hall (BLH)** unless otherwise indicated. The lecture schedule is available on MyCourses. The objective of the lectures is to give an outline of what students are expected to know and explain difficult concepts. Previewing the text, lecture notes and objectives is highly recommended. **The lecture handouts in no way replace the need to read the textbook.** It is an important learning exercise for the students to learn to read textbooks and glean out important information. Lectures are recorded and uploaded to the Mediasite.

Lecture Etiquette:

The use of cell phones is not allowed. No pictures or recordings are allowed at any time in the lectures or labs.

II. Anatomy Laboratory Sessions

Laboratory sessions are held at the Anatomy dissection lab. The laboratory activities parallel and reinforce lecture content through the use of models, prosected cadaveric material and histological slides. Students will attend two (2) hours of lab per week. Faculty will facilitate and be available for questions and guidance.

Lab open hours

Students will have access to lab open hours as per the official lab schedule these hours are for self study and no faculty will be present in open hour sessions, lab rules must be fully observed during open hour sessions.

Anatomy Lab Rules:

- **Attire: Full set of scrubs (top & bottom) and closed toe shoes.**
- You are required to bring your own gloves to lab activities.
- It is a privilege to have access to donated cadaveric materials.
 - All materials in the lab should be handled with care and respect at all times.
- Food and drink are not permitted in the lab at any time.
 - Includes chewing gum and drinking water.
- No pictures or recordings are allowed at any time in the lecture or lab.
- Use of cell phones is not allowed.
 - Students should use vibration mode and not answer the phone while in the lab.

Lab Material:

The laboratory learning resources such as plastic models, plastinated specimens and cadaveric materials are expensive and often fragile. Students should take special care while handling them. Images representative of what will be reviewed during the lab sessions can be found in the lab folder on MyCourses. Students are encouraged to review them with the aid of the text book before each lab activity. Content from the labs will be evaluated in the virtual component of all exams. Students enrolled in BIOL460 will be assigned to predetermined lab groups which can be found on MyCourses. As a general rule, students may only attend the lab session to which they have been assigned. However if there is a conflict with the lab on a particular day, please inform the course director in advance.

Lab Quiz:

A five question lab practical quiz will take place at the end of every Anatomy laboratory session based on the specimen reviewed in the lab. Each quiz will contribute a maximum of **(3.8)** points towards the final grade (0.76 points per question) for a total of **thirty eight (38)** points for the lab component of the course. **There will be no remediation for missed lab quizzes.**

III. Buzz Group Sessions

Buzz (small) group sessions run simultaneously with the Anatomy laboratory activities. Buzz group sessions involve discussions of anatomically relevant details of clinical cases among the small groups of students. Students will be assigned to predetermined buzz groups.

Buzz Quiz:

A five question Turning Point clicker quiz will take place at the end of every buzz group session. Each quiz will contribute a maximum of **(0.66)** points towards the final grade (0.132 points per question) for a total of **six(6)** points for the buzz component of the course. **There will be no remediation for missed buzz quizzes.**

IV. Virtual Quiz

There are **six (6)** virtual quizzes posted on MyCourses. Each virtual quiz contains ten (10) multiple choice questions based on the laboratory component of the course and includes images from the laboratory image bank. All students are strongly advised to take the virtual quiz soon after they are made available and not to wait until the closing date. **Virtual quizzes will not be re-opened once closed.** Each virtual quiz counts for **one (1)** point (0.1 points per question) towards the final grade with a total of **six (6)** points for the virtual lab component of the course.

Instructions:

1. There is a time limit of 30 minutes to complete each quiz. The quiz will automatically submit after 30 minutes regardless of state of completion. Accesses to these quizzes are recorded.
2. After submission the score and answers are saved and can be reviewed until the closing date of the assignment.
3. Any problems encountered should be reported to the prior to the closing date of the assignment.
4. Each virtual quiz remains open for **seven (7) days.**

5. There are only **three (3)** opportunities to submit.
6. The highest score is recorded and it is each student's responsibility to ensure that his/her score is recorded by checking the feedback and milestones.

7. Course Learning Objectives

The course learning objectives are a list of detailed objectives covering all content to be reviewed throughout the course. This list can be found in **Appendix I** on page 27 of the syllabus and the MyCourses resources folder.

Medical Excuses

A student who is medically unfit to take an examination is advised to follow the procedures outlined in the student manual to obtain a valid medical excuse.

General Rules of electronic examination

All SOM examinations will be offered in computer-based format only. There will be no paper alternatives. Students must bring a computer with the appropriate specifications to these examinations.

Examinations are governed by the Examination Policies and Procedures of St George's University and the Electronic Examination Policies and Procedures (Student Manual and below). All students are responsible for knowing and complying with the University's Code of Conduct.

According to the Student Manual, "students must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this Code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted."

In case of a suspicion indicating that the integrity of an examination might have been compromised, the Course Director, in consultation with the faculty and the administration, may nullify the examination and announce a new date for a replacement examination within

a period of seven working days after the original.

An examination announcement will be posted on the course website prior to each examination. It will outline the specific policies and procedures governing this examination and will indicate, when the last student will be allowed into the examination venue. After this time, no late-comers will be admitted.

Students who fail to appear in time for an examination without a validated and approved reason (medical, catastrophic event or emergency), as stipulated by the Student Manual, will receive a grade of zero (“0”) for the examination.

All electronic examinations are sequestered and are not available subsequently for individual review.

To get feedback on their strengths and weaknesses in the electronic examinations, students will receive an Examination Report, available through their Exam Soft account.

Electronic examination procedures and policies

The following examination policies and procedures have been submitted for implementation in the Student Manual and are the examination policies for the BIOL 441 course. Once published, the syllabus may simply refer to the Student Manual:

Policies and Procedures for Computer Based Examinations

The following policies and procedures supplement the general guidelines outlined in the University Examination Policies and Procedures in the SGU Student Manual. Each examinee is responsible for reviewing and adhering to these policies.

Prior to Examination Day:

1. Each student is required to have a laptop for the purpose of taking computer-based examinations at SGU. Examinees must ensure that their laptops meet the current system requirements, as published by Examination Services at the Office of Institutional Advancement (OIA).

Caveat: Some of the latest operating system updates may jeopardize the compatibility with electronic examinations. Examinees are encouraged to seek guidance from Examination

Services at OIA, prior to installing updates.

2. Examinees have to ensure that they meet the requirements to access the university network at any time, and should confirm access prior to examinations.
3. Examinees must set the clock on their laptops to the correct local time and time zone (Grenada: Atlantic Standard Time AST = UTC-4; UK: Greenwich Mean Time GMT = UTC, or British Summer Time BST = UTC+1).
4. For examinations using ExamSoft, examinees are responsible for downloading and registering the required version of SofTest on their laptop prior to examination day.
5. Examinees are notified via the electronic course management system of all examination related information, including venue assignments, time sequence of examinations (including the download window, time when students enter the assigned venue, and when the doors are closed), and examination specifications (e.g. number of questions, duration etc.).
7. For examinations using Exam Soft, examinees are required to download the examination during the allocated time window (see time sequence in the examination notification above).
8. Examinees who are not eligible to take an examination (e.g. students who have withdrawn from course work, or students on an approved leave of absence) are not permitted to download the examination.
9. Examinees experiencing technical difficulties are encouraged to visit Examination Services at OIA for assistance prior to the examination day. An examinee who needs a loaner laptop must adhere to the loaner laptop policy provided by OIA.

On Examination Day:

1. Examinees are expected to assemble outside their assigned venue and ready to enter by the time stated in the examination announcement (see notification prior to examination day above).
2. Examinees must adhere to the instructions given by the Chief Proctor, or the proctors acting under his/her supervision.
3. Examinees are required to enter their assigned venue only (see notification prior to examination day above) and must take their assigned seat.
4. All examinees scheduled to sit a computer-based examination are required to bring their laptops and all necessary accessories (mouse, Ethernet cable and power cord/battery charger), for use on examination day.
5. All examinees who present themselves to sit a University examination are required to display a current SGU student identification card in order to access the examination venue. The SGU ID is the only acceptable form of ID. Any examinee who fails to present this ID will be required to complete a Missing/Lost Identification Form and to present a government-issued photo ID in order to access the examination venue.
6. Once seated, examinees have to place their ID clearly visible on the left side of the desk they are seated at.
7. Permitted items - only the following items are allowed in the examination venue:
 - Laptop and accessories
 - SGU ID
 - Completely clear (see-through) bottle of plain water, **which has to be placed outside the examination venue for all examinations**
 - Items explicitly permitted for a specific examination (see announcement), or approved by the
Dean of Students (DOS) office

8. Items that are explicitly NOT permitted inside the examination venues include:

- Cell phones
- iPods/iPads
- Wrist watches
- Calculators
- Paging devices
- Recording/filming devices
- Reference materials (book, notes, papers)
- Backpacks, briefcases, or luggage
- Beverages or food of any type
- Coats, outer jackets, headwear

Please note: When choosing layers for warmth, students should avoid jackets with pockets or hooded items, as they may be considered outer jackets.

9. Examinees need to be prepared to turn their pockets inside out for inspection.

10. Any prohibited items found inside the examination venue will be confiscated.

11. Examinees are assigned a seat (either by posting of individual seat assignments outside the venue, on the website, or by the Chief Proctor or an authorized representative at the venue).

12. Examination conditions are in effect at all times inside the examination venue, from the time the first examinee has entered, until the last examinee has left the examination venue. During examination conditions, no communication of any kind is permitted between examinees. Access to any files or programs other than those explicitly specified by the Chief Proctor is not permitted.

13. No examinee is permitted to enter the examination venue after the doors have been closed (in preparation of the password announcement; see notification prior to examination day above).

14. White boards, dry erase markers and erasers are provided. Examinees are not allowed to write on the white boards prior to starting the examination.
15. Examinees' eyes must be visible at all times. Hair long enough to cover the eyes and ears must be pulled back.
16. An examinee who is experiencing problems should seek immediate attention from a proctor.
17. Some problems may be solved immediately and on site, but more severe problems may require relocation of an examinee or even termination of the examination.
18. A bathroom break is the only allowed break during an examination. Examinees may not eat, smoke or communicate with anyone other than an assigned proctor during a bathroom break. Examinees must get the attention of a proctor, get permission, sign out and back in and be accompanied by a proctor.
19. No bathroom breaks are permitted for 30 minutes after the assessment password has been provided and no examinee may leave the examination during this time period.
20. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she is considered to have concluded the examination. He/she will not be allowed back into the examination venue to resume the examination.
21. To start the examination, the Chief Proctor will provide examinees with the assessment password and give the start signal "START NOW" (or "BEGIN NOW").
22. Once the start signal has been announced, examinees are required to proceed with their exam without delay.
23. Examinees are allowed to exit the examination venue when they have completed their examination and displayed the upload confirmation screen (in case of Exam Soft examinations), or whatever procedure has been specified by the Chief Proctor. During the last 10 minutes of an examination, examinees may be instructed to remain seated until dismissed.

24. It is the responsibility of every examinee who downloaded an ExamSoft examination, but is unable to take the examination on examination day, to contact Examination Services at the OIA immediately, to facilitate the process of removal of the examination from their personal computer.

25. All examination activity is logged and any log file demonstrating irregular activity, such as attempting to disable or tamper with security features, is subject to academic disciplinary action.

After the Examination:

1. A student may not attempt to reproduce a test or a test item by any means, including but not limited to reconstruction through memorization and/or dissemination of examination materials by any means.
2. Communications about specific test items, cases, and/or answers with another examinee, potential examinee, or any other person at anytime before, during, or after an examination, are strictly prohibited.
3. Every examinee is required to fully cooperate in investigations regarding any examination irregularities, whether committed or observed by themselves or others.

Violation of any policy or procedure outlined in this document is reported as an examination irregularity to the Dean of Students and to the Course Director. In the case of NBME examinations, irregularity reports are also sent to the National Board of Medical Examiners, with potential consequences outlined on their website. The Dean of Students decides on subsequent disciplinary action and the Course Director determines the implications for examination scores and course grades.

I. Course Assessments and Percentage of Grade:

Course assessments may be summative (counting towards points in the gradebook), formative (giving valuable feedback to students to optimize their learning strategies), or both.

Summative assessments include written (electronic) examinations, and the assessment of professionalism.

Formative assessments are essential component of each scheduled course session

Each exam consists of 50 questions from the block covered until the exam date. These questions can be in first order, second or third order questions. Each exam will have a small percentage of clinical vignettes (approximately 5-10 questions). Exams 2- 4 will contain questions on cumulative material from the contents covered in previous exams. This is geared towards preparation for PMSCE exams and long term memory. Each question is allotted an approximate time of 82 seconds (one hour and 15 minutes per exam).

Electronic examinations are in multiple-choice-single-best-answer format, following the guidelines of the National Board of Medical Examiners (NBME). The NBME provides the United States Medical Licensing Examination (USMLE), a three-step examination for medical licensure in the United States, which is sponsored by the Federation of State Medical Boards (FSMB) and NBME.

The final grade will include scores obtained from the 4 exams and points assigned to lab activities, virtual quizzes, Buzz groups and professionalism exhibited throughout the course.

Assessment	Points	%
Exam 1	50	20
Exam 2	50	20
Exam 3	50	20
Exam 4	50	20
Virtual Quizzes	6	2.4
Buzz Quizzes	6	2.4
Lab Quizzes	38	15.2
Total	250	100

II. Final Letter Grade:

Grades are awarded based on percentage scores (see scoring and grading policy below). The following table helps you determine your letter grade based on raw points earned in the course

Points	Letter Grade	%
223.75 - 250	A	89.5 - 100
211.25 – 223.50	B+	84.5 - 89.4
198.75 - 211	B	79.5 - 84.4
186.25 – 198.5	C+	74.5 - 79.4
173.75 – 186	C	69.5 - 74.4
161.25 – 173.5	D	64.5 - 69.4
≤ 161	F	≤ 64.4%

Final letter grades are based only on the final point total. Unfortunately, students can miss a higher letter grade by a tenth of a point. The course director cannot change that situation. Please do not send emails or seek appointments to discuss this issue. All assessment scores are confirmed for accuracy before the release of final letter grades. **There are no options for extra credit.**

III. Exam Question Review

- **All SGU examinations are sequestered and are not available for individual review.** Students having queries regarding examination questions should make an appointment to discuss them with the Course Director within seven days after the exam.
- **Question Review Procedure**

The scoring process for written examinations, include consideration of student question review requests and statistical item analysis. If a test item (question) in the exam is deleted for any reason from any examination, all responses to that question will be accepted as correct for all students.

IV. Release of Examination Grades

All assessment scores are posted on the My Courses Gradebook. Errors in posted scores must be reported to the course director for validation within a period of two weeks. **Any errors reported after the deadline will not be considered.**

V. Exam Content

Exam questions will be written based on the following resources:

- Textbook
- Lecture handouts
- Embryology supplements
- Lab

- Lab image bank
- Buzz
- Clinical case discussions

VI. Completion Exams

If a student misses a lecture exam or quiz due to a **medical excuse or excused absence**, they may be eligible for a completion or make-up exam. The format of the completion exam may differ from the previous exam or quiz format at the discretion of the course director. **Note: Completion exams may include a combination of multiple choice questions, essay questions and oral examination.**

10. IT Issues

Throughout the term, the internet, MyCourses or Sonic Foundry may occasionally be down. Please make an effort to submit online assignments ahead of the deadline and not at the last minute. For any internet, MyCourses or Sonic Foundry problems, please contact the IT department directly. The Department of Anatomical Sciences is not responsible for the maintenance of the internet, MyCourses or Sonic Foundry.

11. Student Responsibilities

- Attend lectures, laboratory and buzz sessions regularly and on time.
- Actively participate in lecture, laboratory and buzz group activities.
- Check SGU email daily.
- Submit online assessments on time.
- Post in clinical case discussion forum.
- Respond to colleagues in the general forum.
- Confirm posted assessment scores.

- Notify course director of missed lecture exam or quiz due to medical excuse or other excused absence.
- Seek assistance if experiencing difficulties for any reason.
- Read the student handbook and adhere to the SGU policies.
- Provide course feedback via completion of Course Evaluation questionnaire at end of term.
- Participate in research leading to the development of learning activities at SGU.
- Treat faculty, staff and colleagues with professionalism and respect.

How to manage your studies:

- Practice good study habits.
- Practice good time management.
- Communicate effectively with peers and faculty.
- Form a review group with colleagues.
- Utilize the Department of Educational Services (DES).
- Seek advice from your course director, program director and student advisor.
- Respond promptly to all SGU correspondence.
- Preview lectures, laboratories and buzz groups – come prepared!
- Active participation in all lecture, lab and buzz group activities.
- Study material soon after lectures and review regularly.
- Ask and post questions on the general forum.
- Utilize all course resources and material.
- **Use course learning objectives to guide your study.**

Students with Disabilities and Special Challenges:

A student who has a disability or a special challenge, that requires some modification of the seating or other class requirements, must contact the course director so that appropriate arrangements can be made.

Plagiarism Policy

The St. George's University Student Manual states as follows:

“Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone else which is then purported as the original work of the plagiarist”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Course and Instructor Evaluation

Students are expected to attend all classes and other related academic activities as defined for each course by the course director. One such academic activity is participation in the St. George's University (SGU) Course and Instructor Critique Program.

Student Participation in the Evaluation Process is Mandatory

When requested, students enrolled in a course are expected to complete all required faculty and course evaluations. Failure to complete all required course and instructor critiques will mean that students did not fulfill all course requirements. The critiques coordinator will notify students when evaluation periods have begun and send periodic reminders to ensure that

critiques are submitted within the allotted time frame.

The Importance of Evaluation

Evaluation is a necessary component of any course. Just as students anticipate a fair and accurate evaluation of their performance and achievement in a course, SGU requires that faculty and course evaluations be completed each term. Continual evaluation and assessment of faculty ensures that the instructional program not only remains consistent, but also improves to meet the needs and expectations of students.

12. School of Arts & Sciences Biology Program Outcomes

1. Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.
- 2. Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organism levels.**
- 3. Apply knowledge of the structure and function of the human body to health issues.**
4. Apply knowledge of the interaction of subatomic particles and biochemical processes that define organic and inorganic matter.
5. Demonstrate effective communication of scientific knowledge.
6. Demonstrate problem solving and critical thinking skills.

13. Student Learning Outcomes

1. Develop a vocabulary of anatomical terminology.
2. Explain the interrelationships between cells, tissues, organs and systems.
3. Recognize anatomical structures and explain functions.
4. Recognize histological structures and explain functions.
5. Recognize the interrelationship between anatomy and physiology.
6. Explain the developmental processes associated with anatomical structures.
7. Discuss the interrelationships of anatomy and physiology with health and disease.

14. Appendix I: Course Learning Objectives

1. Anatomical Terminology & Imaging

- 1.1. Define anatomy and describe the sub disciplines of anatomy.
- 1.2. Describe the orientation of the human body in the anatomical position.
- 1.3. Describe the anatomical terms for the various regions of the human body.
- 1.4. Define the anatomical planes and sections.
- 1.5. Define the directional terms used to describe the human body.
- 1.6. Describe the major body cavities.
- 1.7. Name and describe the abdominopelvic regions and quadrants.
- 1.8. Describe the principles of common medical imaging procedures including: radiography/X-ray, magnetic resonance imaging (MRI), computed tomography (CT), ultrasound and endoscopy.
- 1.9. Recognize the different planes and sections used in imaging.
- 1.10. Recognize anatomical structures using medical imaging.

2. Cellular Organization

- 2.1. Name and describe the principal parts of a cell.
- 2.2. Describe the structure and function of the plasma membrane.
- 2.3. Explain the role of cell membrane as a selective barrier.
- 2.4. Describe the types of movement permissible across the cell membrane.
- 2.5. Explain the basic principles of diffusion and osmosis.
- 2.6. Explain active and passive membrane transport.
- 2.7. List the two major types of vesicular transport.
- 2.8. List and describe the three different mechanisms of endocytosis.
- 2.9. Describe the structure and function of the cytoplasm, cytosol and organelles.
- 2.10. List and describe the structure & function of the ribosomes, endoplasmic reticulum (rER & sER), Golgi apparatus, lysosome, peroxisome and mitochondria.
- 2.11. List the three major types of protein filaments that form the cytoskeleton.
- 2.12. Describe the structure and function of microvilli and stereocilia.
- 2.13. Describe the structure and function of the centrosome.
- 2.14. Describe the structure and function of the cilia and flagella.
- 2.15. Describe the structure and functions of the nucleus.
- 2.16. Identify the nucleus and nucleolus.
- 2.17. Describe the function of the nucleolus.
- 2.18. Describe the structure and function of the nuclear envelope.

- 2.19. Describe the structure and function of the nuclear pore complex.
- 2.20. Describe the organization of chromatin structure.
- 2.21. Distinguish euchromatin and heterochromatin in a nucleus.
- 2.22. Discuss the stages, events and significance of somatic cell division.
- 2.23. List and describe the sequence of events occurring in interphase.
- 2.24. List and describe the sequence of events occurring in mitosis.
- 2.25. Describe the function of the centromere.
- 2.26. Describe the function of the kinetochore.
- 2.27. Describe the function of the mitotic spindle.
- 2.28. Discuss the stages, events and significance of reproductive cell division.
- 2.29. Describe the sequence of events occurring in meiosis.
- 2.30. Describe the two events in meiosis that increase genetic diversity.
- 2.31. Define benign, malignant & metastasis.
- 2.32. Describe the classification of cancer cells including carcinoma & sarcoma.
- 2.33. Define proto-oncogene, oncogene and tumor-suppressor gene.

3. Epithelial Tissue

- 3.1. Describe the general features of epithelial tissue.
- 3.2. Describe the classification of epithelial tissues.
- 3.3. List the location, structure and function of each type of epithelial tissue.
- 3.4. Discuss relationship between epithelial tissue function and morphology
- 3.5. Compare endocrine and exocrine glands.
- 3.6. Describe the structural and functional classification of exocrine glands.
- 3.7. Describe the structure and functions of the five main types of cell junctions.
- 3.8. Describe the different apical modifications of epithelial cells and typical locations.
- 3.9. Describe the types of epithelial membranes.

4. Connective Tissue

- 4.1. Describe the general features of connective tissue.
- 4.2. Describe the structure, functions and locations of the types of connective tissue.
- 4.3. Identify and describe the function of the types of connective tissue cells.
- 4.4. Describe the major components of the extracellular matrix.
- 4.5. Describe the components and characteristics of the ground substance.
- 4.6. Describe the characteristics of the types of fibers found in the extracellular matrix.
- 4.7. Describe the classification of connective tissues.
- 4.8. Identify the different types of connective tissues.
- 4.9. Discuss Marfan syndrome, scurvy, Ehlers-Danlos syndrome and keloids.

5. Integumentary System

- 5.1. Describe the components of the integumentary system.
- 5.2. Identify the two layers of the skin.
- 5.3. Identify and describe the layers of the epidermis.
- 5.4. Describe the location and functions of the principal cell types of the epidermis.
- 5.5. Describe the functional role of cell junctions in the epidermis including desmosomes and hemidesmosomes.
- 5.6. Identify and describe the layers of the dermis.
- 5.7. Discuss the basis of skin color.
- 5.8. Identify and describe the structure, functions and locations of hair.
- 5.9. Identify and describe the structure, functions and locations of the glands of the skin.
- 5.10. Identify and describe the structure, functions and location of nails.
- 5.11. Compare the structural and functional characteristics of thick and thin skin.
- 5.12. Describe the functions of the skin.
- 5.13. Discuss basal cell carcinoma, squamous cell carcinoma, melanoma, burns, albinism, vitiligo and acne.

6. Cartilage & Bone

- 6.1. Describe the general features of cartilage.
- 6.2. Identify and describe the structure, functions and locations of the types of cartilage.
- 6.3. Describe the types of growth, repair and maintenance of cartilage.
- 6.4. Describe the general features of bone.
- 6.5. Describe the classification of bones and list examples.
- 6.6. Describe the parts of a long bone.
- 6.7. Identify and describe the principal surface markings of bones.
- 6.8. Define the following terms: fissure, foramen, fossa, sulcus, meatus, condyle, facet, head, crest, epicondyle, spinous process, trochanter, tubercle and tuberosity.
- 6.9. Identify and describe the structure and functions of compact bone.
- 6.10. Identify and describe the components of an osteon or haversian system.
- 6.11. Identify and describe the structure and functions of spongy bone.
- 6.12. Describe the histological features of bone.
- 6.13. Compare the microscopic structure and function of compact and spongy bone.
- 6.14. Identify and describe the functions of the cells found in bone.
- 6.15. Describe the types of fibers found in bone.
- 6.16. Describe the extracellular matrix of bone.
- 6.17. Describe the blood and nerve supply of bone.

- 6.18. Describe the types of growth, repair and maintenance of bone.
- 6.19. Discuss the common types of fractures.
- 6.20. Describe the process involved in the repair of bone fractures.
- 6.21. Discuss rickets, osteomalacia, osteoporosis and treatments for fractures.

7. Skeletal System

- 7.1. Describe how the skeleton is organized into axial and appendicular divisions.
- 7.2. Identify and describe the features of the cranial bones and facial bones of the skull.
- 7.3. Identify and describe the features of the skull including: sutures, paranasal sinuses, fissures, foramen, meatuses and processes.
- 7.4. Identify the regions and curvatures of the vertebral column.
- 7.5. Describe the structural and functional features of the vertebrae of each region of the vertebral column.
- 7.6. Describe the parts of a typical vertebra.
- 7.7. Identify and describe the features of the sternum & ribs.
- 7.8. Identify and describe the features of the bones of the upper limb.
- 7.9. Identify and describe the features of the bones of the lower limb.
- 7.10. Compare & contrast the characteristic features of male and female pelvis.

8. Joints

- 8.1. Describe the structural and functional classification of joints.
- 8.2. Explain the functional importance of ligaments at joints.
- 8.3. Describes the structure and functions of fibrous joints.
- 8.4. Describes the structure and functions of cartilaginous joints.
- 8.5. Describe the structure of synovial joints.
- 8.6. Describe the six types of synovial joints.
- 8.7. Discuss the major joints of the upper limb (glenohumeral, acromio-clavicular, elbow and wrist) with emphasis on classification, articulating surfaces, movements, and clinical correlates.
- 8.8. Discuss the major joints of the lower limb (hip, knee and ankle) with emphasis on: classification, articulating surfaces, movements, clinical correlates.
- 8.9. Describe the structure and functions of the major joints of the axial skeleton (atlanto-axial, atlanto-occipital, intervertebral, costovertebral, costochondral, temporomandibular) with emphasis on classification, articulating surfaces, movements, and clinical correlates.

9. Muscular Tissue

- 9.1. Compare the three types of muscle tissue based structure, function, location and special features.
- 9.2. Describe the organization of skeletal muscle and its connective tissue coverings.
- 9.3. Explain the relationship between muscle fascicles, muscle fibers, myofibrils and myofilaments.
- 9.4. Describe the histology of skeletal muscle.
- 9.5. Describe the functions of skeletal muscle proteins.
- 9.6. Discuss the process of skeletal muscle stimulation, contraction and relaxation at molecular, cellular and tissue levels.
- 9.7. Compare the three types of skeletal muscle fibers.
- 9.8. Describe the histology of cardiac muscle.
- 9.9. Describe the histology of smooth muscle.

10. Muscular System

- 10.1. Describe the relationship between bones and skeletal muscles in producing body movement.
- 10.2. Explain the characteristics used to name skeletal muscles.
- 10.3. Describe the action and innervation of the muscles of facial expression.
- 10.4. Describe the action and innervation of the muscles that move the mandible and assist in mastication & speech.
- 10.5. Describe the action and innervation of the muscles that move the head.
- 10.6. Describe the action and innervation of the muscles that move the vertebral column.
- 10.7. Describe the action and innervation of the muscles that protect the abdominal viscera and move the vertebral column.
- 10.8. Describe the action and innervation of the muscles of the thorax that assist in breathing.
- 10.9. Describe the action and innervation of the muscles of the thorax that move the pectoral girdle.
- 10.10. Describe the action and innervation of the muscles of the thorax and shoulder that move the humerus.
- 10.11. Describe the action and innervation of the muscles of the arm that move the radius and ulna.
- 10.12. Describe the action and innervation of the muscles of the forearm that move the wrist, hand and digits.
- 10.13. Describe the action and innervation of the intrinsic muscles of the hand.
- 10.14. Categorize the muscles of the upper limb into functional compartments and identify the nerve that supplies each unit.

- 10.15. Describe the action and innervation of the muscles of the gluteal region that move the femur.
- 10.16. Describe the action and innervation of the muscles of the thigh that move the femur, tibia and fibula.
- 10.17. Describe the action and innervation of the muscles of the leg that move the foot and toes.
- 10.18. Describe the action and innervation of the intrinsic muscles of the foot that move the toes.
- 10.19. Categorize the muscles of the lower limb into functional compartments and identify the nerves that supply each unit.
- 10.20. Identify and predict the signs characteristic of loss of muscle function in basic clinical situations.

11. Early Embryology

- 11.1. Differentiate between embryological development and fetal development.
- 11.2. Describe the major events that occur during the first week of development.
- 11.3. Describe the events occurring during fertilization.
- 11.4. Describe the events occurring during cleavage.
- 11.5. Describe the events occurring during blastocyst formation.
- 11.6. Identify the inner cell mass and trophoblast cell populations.
- 11.7. Describe the events occurring during implantation.
- 11.8. Describe stem cell research and therapeutic cloning.
- 11.9. Define totipotent, pluripotent and multipotent stem cells.
- 11.10. Describe ectopic pregnancy.
- 11.11. Describe the major events that occur during the second week of development.
- 11.12. Identify syncytiotrophoblast and cytotrophoblast cells and describe their functions.
- 11.13. Describe the development of the bilaminar disc.
- 11.14. Describe the development and function of the amnion.
- 11.15. Describe the development and function of the yolk sac and extraembryonic coelom.
- 11.16. Describe the development and function of the chorion.
- 11.17. Describe the major events that occur during the third week of development.
- 11.18. Describe gastrulation and the formation of the three primary germ layers.
- 11.19. List the three primary germ layers and structures or tissues produced by the each.
- 11.20. Describe the notochord and its function.
- 11.21. Describe the process of neurulation.
- 11.22. Describe the development and function of somites.
- 11.23. Describe the development of the intraembryonic coelom.

- 11.24. Describe the development of the chorionic villi, placenta and umbilical cord.
- 11.25. Describe the structure and functions of the placenta.
- 11.26. Describe the structure and functions of the umbilical cord.
- 11.27. Describe the major events that occur during the fourth week of development.
- 11.28. Define the term organogenesis.
- 11.29. Describe the head and tail folding of the embryo.
- 11.30. Describe the lateral folding of the embryo.
- 11.31. Discuss development of the embryo from the fifth week through eighth week.
- 11.32. Describe the major events of the fetal period.

12. Embryology of the Musculoskeletal System

- 12.1. Describe the development and differentiation of somites.
- 12.2. Describe the musculoskeletal derivatives of the dermatome, myotome and sclerotome.
- 12.3. Describe the development of cartilage.
- 12.4. Describe intramembranous ossification.
- 12.5. Describe endochondral ossification.
- 12.6. Describe the role of the epiphyseal plate in bone growth.
- 12.7. Identify the four zones of the epiphyseal plate.
- 12.8. Describe the development of the vertebral column, ribs and sternum.
- 12.9. Describe the development of the cranium.
- 12.10. Describe the stages of limb development.
- 12.11. Describe the role of the apical ectodermal ridge (AER) in limb development.
- 12.12. Describe the development of skeletal muscle.

13. Cardiovascular System

13.1. Blood

- 13.1.1. Describe the functions of blood.
- 13.1.2. Describe physical characteristics of blood.
- 13.1.3. Describe the principal components of blood.
- 13.1.4. List the components of plasma and their functions.
- 13.1.5. List the components of formed elements.
- 13.1.6. Define hematocrit and list the normal values for adult men and women.
- 13.1.7. Discuss the procedure and common sites for venipuncture.
- 13.1.8. Describe the origin and development of blood cells.

- 13.1.9. Describe the process of hemopoiesis (hematopoiesis).
- 13.1.10. Describe the hormones associated with the regulation of hematopoiesis.
- 13.1.11. Describe the structure and functions of red blood cells (RBCs).
- 13.1.12. Describe the structure and function of hemoglobin.
- 13.1.13. Describe the life cycle of the RBCs.
- 13.1.14. Describe erythropoiesis.
- 13.1.15. Describe the main stimulus and regulation of erythropoiesis.
- 13.1.16. Describe the basis for ABO and Rh blood groups.
- 13.1.17. Define hypoxia and list possible causes.
- 13.1.18. Define & discuss the possible causes and different types of anemia.
- 13.1.19. Define & discuss the possible causes of polycythemia.
- 13.1.20. Discuss sickle cell disease.
- 13.1.21. Discuss hemolytic disease of the newborn.
- 13.1.22. Describe the structure and function of white blood cells (WBCs).
- 13.1.23. List and identify the three types of granular leukocytes.
- 13.1.24. List and identify the two types of agranular leukocytes.
- 13.1.25. Define a differential white blood cells count, list the normal percentages for WBCs and discuss the significance of high or low cell counts.
- 13.1.26. Define and discuss the possible causes of leukocytosis.
- 13.1.27. Define and discuss the possible causes of leukopenia.
- 13.1.28. Define and discuss the four types of leukemia.
- 13.1.29. Describe the structure, functions, origin and hormonal regulation of platelets.
- 13.1.30. Discuss stem cell transplants.

13.2. Heart

- 13.2.1. Describe the location and position of the heart.
- 13.2.2. Describe the structure of the pericardium.
- 13.2.3. Describe the layers of the heart wall.
- 13.2.4. Describe the histology of cardiac muscle and the heart.
- 13.2.5. Describe the anatomy of the heart chambers and their interrelationships.
- 13.2.6. Describe the location, structure and functions of the heart valves.
- 13.2.7. Describe the auscultation sites of the heart valves.
- 13.2.8. Describe the flow of blood through the chambers of the heart.
- 13.2.9. Describe systemic and pulmonary circulation.
- 13.2.10. Describe the coronary circulation.
- 13.2.11. Describe the structure and functions of the cardiac conduction system.
- 13.2.12. Describe the innervation of the heart.

- 13.2.13. Describe the phases of the cardiac cycle.
- 13.2.14. Describe how heart sounds are produced.
- 13.2.15. Discuss coronary artery disease, myocardial ischemia and myocardial infarction.

13.3. Blood Vessels

- 13.3.1. Describe the basic structure of a blood vessel.
- 13.3.2. Compare & contrast the structure and functions of arteries, arterioles, capillaries, venules and veins.
- 13.3.3. Compare & contrast elastic and muscular arteries.
- 13.3.4. Describe the location, structure and functions of the three types of capillaries.
- 13.3.5. Describe the structural and functional differences between arteries and veins.
- 13.3.6. Describe systemic & pulmonary circulation.
- 13.3.7. Describe coronary, cerebral and hepatic portal circulation.
- 13.3.8. Identify the four divisions of the aorta.
- 13.3.9. Identify the major arteries arising from the ascending aorta.
- 13.3.10. Identify the major arteries arising from the aortic arch.
- 13.3.11. Identify the major arteries that supply the head, neck and upper limb.
- 13.3.12. Identify the major arteries arising from the thoracic aorta.
- 13.3.13. Identify the major arteries arising from the abdominal aorta.
- 13.3.14. Identify the major arteries that supply the head, neck and upper limb.
- 13.3.15. Identify the major arteries that supply the pelvis and lower limb.
- 13.3.16. Identify the three veins that return deoxygenated blood to the heart.
- 13.3.17. Identify the major veins that drain the head, neck and upper limb.
- 13.3.18. Identify the components of the azygous system of veins.
- 13.3.19. Identify the major veins that drain the abdomen and pelvis.
- 13.3.20. Identify the major veins that drain the lower limb.
- 13.3.21. Identify the major veins of the hepatic portal circulation.
- 13.3.22. Discuss varicose veins, hypertension, aneurysms, hemorrhoids, stroke and thrombosis.

13.4. Embryology of the Cardiovascular System

- 13.4.1. Describe major events that take place in the development of the heart from the cardiogenic mesoderm to the formation of the four chambered heart.
- 13.4.2. Describe the subdivisions of the tubular heart and their adult derivatives.
- 13.4.3. Describe partitioning of the heart into four chambers.
- 13.4.4. Describe the formation of the atrioventricular canal.
- 13.4.5. Describe the major events in the partitioning and development of the atria.

- 13.4.6. Discuss atrial septal defects.
- 13.4.7. Describe the changes in the sinus venosus.
- 13.4.8. Describe the major events in the partitioning and development of the ventricles.
- 13.4.9. Describe the major events in the partitioning of the bulbus cordis and truncus arteriosus.
- 13.4.10. Describe the development of the valves of the heart.
- 13.4.11. Describe fetal circulation and the changes at birth.
- 13.4.12. Describe the development of lymphatic tissues and vessels.

14. Lymphatic System

- 14.1. Describe the components and major functions of the lymphatic system
- 14.2. Describe the formation and flow of lymph.
- 14.3. Describe the organization of lymphatic vessels and circulation.
- 14.4. Describe the routes for the drainage of lymph into the right lymphatic duct and a return to the venous system.
- 14.5. Describe the routes for the drainage of lymph into the thoracic duct and a return to the venous system.
- 14.6. Describe primary and secondary lymphatic organs.
- 14.7. Describe the structure and functions of the thymus.
- 14.8. Describe the structure and functions of lymph nodes.
- 14.9. Describe the structure and functions of the spleen.
- 14.10. Describe the flow of lymph through a lymph node.
- 14.11. Describe the structure, location and functions of lymphatic nodules.
- 14.12. Describe the five tonsils that form the tonsillar (Waldeyer's) ring.
- 14.13. Identify the principal lymph nodes of the thorax.
- 14.14. Identify the principal lymph nodes of the upper limb.
- 14.15. Discuss the flow of lymph from the breast.
- 14.16. Identify the principal lymph nodes of the lower limb.
- 14.17. Discuss edema, lymphedema, tonsillitis, splenomegaly, lymphoma, lymphadenitis.

15. Respiratory System

15.1. Anatomy

- 15.1.1. Describe the functional and structural components of the respiratory system.
- 15.1.2. Describe the structure and functions of the nose and nasal cavity.
- 15.1.3. Describe the paranasal sinuses and their drainage.

- 15.1.4. Describe the structure and functions of the pharynx.
- 15.1.5. Describe the structures and functions of the larynx.
- 15.1.6. Describe the structures involved in voice production.
- 15.1.7. Identify and describe the actions of the muscles of the larynx.
- 15.1.8. Identify and describe the actions of the muscles of respiration.
- 15.1.9. Describe the structure and function of the trachea.
- 15.1.10. Describe the branching of the bronchial tree.
- 15.1.11. Describe the relationship of the pleural membranes to the lungs.
- 15.1.12. Describe the surface anatomy of the lungs.
- 15.1.13. Describe the lobes, lobules and bronchopulmonary segments of the lungs.
- 15.1.14. Describe the microscopic airways of the lungs.
- 15.1.15. Compare & contrast the microscopic structures of the trachea, bronchi, bronchioles and alveoli.
- 15.1.16. Describe the components of an alveolus and the respiratory membrane.
- 15.1.17. Describe the mechanics of breathing.
- 15.1.18. Describe the muscles of inhalation and exhalation.
- 15.1.19. Discuss asthma, pleuritis, emphysema, pneumothorax, hemothorax, laryngitis.

15.2. Embryology

- 15.2.1. Describe the major events in the development of the respiratory system.
- 15.2.2. List the germ layers which contribute to the formation of the respiratory tract.
- 15.2.3. Describe the structural components of the pharyngeal apparatus (arch, cleft and pouch).
- 15.2.4. Describe the formation of the respiratory diverticulum and lung buds.
- 15.2.5. Describe the development of bronchi.
- 15.2.6. Describe the formation of the pleural and pericardial cavities.
- 15.2.7. Describe the stages of lung development.
- 15.2.8. Discuss respiratory distress syndrome.

16. Digestive System

16.1. Anatomy

- 16.1.1. Name and describe the abdominopelvic regions.
- 16.1.2. Identify the organs of the digestive system.
- 16.1.3. Describe the basic processes performed by the digestive system.

- 16.1.4. Describe the structure and function of the layers that form the wall of the gastrointestinal (GI) tract.
- 16.1.5. Describe the innervation of the GI tract and the plexuses that form the enteric nervous system.
- 16.1.6. Describe the peritoneum and peritoneal folds.
- 16.1.7. Describe the arrangement of visceral and parietal peritoneum.
- 16.1.8. Describe and identify retroperitoneal vs. intraperitoneal organs.
- 16.1.9. Describe the location, structure, function and secretion of the salivary glands.
- 16.1.10. Describe the structure and functions of the tongue.
- 16.1.11. Describe the structure and function of the lingual papillae.
- 16.1.12. Describe the structure and function of the taste buds.
- 16.1.13. Describe the structure and function of the pharynx.
- 16.1.14. Describe the anatomy, histology and functions of the esophagus.
- 16.1.15. Describe the anatomy, histology and functions of the stomach.
- 16.1.16. Describe the anatomy, histology and functions of the small intestine.
- 16.1.17. Describe the anatomy, histology and functions of the large intestine.
- 16.1.18. Describe the anatomy and histology of the rectum and anal canal.
- 16.1.19. Compare the internal and external anal sphincters.
- 16.1.20. Describe the anatomy, histology and functions of the liver.
- 16.1.21. Describe the path of blood flow through the liver.
- 16.1.22. Describe the anatomy, histology and functions of the gallbladder.
- 16.1.23. Describe the anatomy of the biliary tree.
- 16.1.24. Discuss gallstones, the potential sites where gallstones can be lodged and explain the effects on the bile flow.
- 16.1.25. Describe the anatomy, histology and functions of the pancreas.
- 16.1.26. Describe the location of the spleen and its relationship to surrounding structures.
- 16.1.27. Describe the blood supply of the foregut and spleen.
- 16.1.28. Describe the blood supply of the midgut.
- 16.1.29. Describe the blood supply of the hindgut.
- 16.1.30. Describe the hepatic portal system and major veins of the digestive system.
- 16.1.31. Discuss Barrett's esophagus, GERD, gallstones, hemorrhoids, intestinal obstruction, peptic ulcer, appendicitis, pancreatitis, hepatitis and colorectal cancer.

16.2. Embryology

- 16.2.1. Describe the major events in the development of the digestive system
- 16.2.2. List the tissues and germ layers which contribute to the formation of the GI tract and glands.
- 16.2.3. Describe the embryological concept of the foregut, midgut and hindgut & list the parts of the digestive tract arising from these embryological structures.
- 16.2.4. Describe the general scheme of the blood supply of the foregut, midgut and the hindgut.
- 16.2.5. Describe an ileal (Meckel) diverticulum.
- 16.2.6. Describe the embryological origin and development of the liver, gallbladder and pancreas.
- 16.2.7. Compare and contrast the embryologic origin of the anal canal above and below the pectinate line.

17. Urinary System

- 17.1. Describe and identify the major structures and functions of the urinary system.
- 17.2. Describe the location of the kidneys and their relationship with surrounding organs/structures.
- 17.3. Describe the anatomy, histology and functions of the kidneys.
- 17.4. Describe the types of nephrons.
- 17.5. Describe the components of a nephron.
- 17.6. Describe the histology of a renal corpuscle.
- 17.7. Describe the juxtaglomerular apparatus.
- 17.8. Describe the functions of nephrons and the components of the filtration membrane.
- 17.9. Describe the path of blood flow through the kidneys.
- 17.10. Describe the flow of fluid through a nephron.
- 17.11. Describe the path of urine from the renal papilla to the external urethral orifice.
- 17.12. Describe the course and relationships of the ureters.
- 17.13. Describe the location of the suprarenal glands.
- 17.14. Discuss kidney stones, the potential sites where kidney stones can be lodged and the effects on urine flow.
- 17.15. Describe the relationship of the bladder to other organs.
- 17.16. Describe the anatomy and histology of the urinary bladder.
- 17.17. Compare the innervation of the internal and external urethral sphincters.
- 17.18. Identify the divisions of the male urethra.
- 17.19. Compare and contrast the male versus female urethra.
- 17.20. Explain why lower urinary tract infections are more common to females than in males.

17.21. Discuss kidney stones, kidney transplant, renal failure, dialysis and incontinence.

18. Reproductive System

18.1. Overview

- 18.1.1. Identify and describe the anatomical location of the male and female reproductive organs.
- 18.1.2. Describe the perineum including the urogenital and anal triangles.
- 18.1.3. Identify the supporting muscles of the male and female perineum.
- 18.1.4. Describe what is meant by true and false pelvis.
- 18.1.5. Review the differences between the male and female bony pelvis.
- 18.1.6. Discuss vasectomy, benign prostatic hyperplasia, prostatic cancer, erectile dysfunction, ectopic pregnancy, tubal ligation, uterine prolapse, breast cancer, ovarian cancer, cervical cancer, sexually transmitted infections and birth control.

18.2. Male

- 18.2.1. List the major components of the male reproductive system and the general functions.
- 18.2.2. Describe the structure and functions of the scrotum.
- 18.2.3. Describe the anatomy, histology and functions of the testes.
- 18.2.4. Describe the histology and functions of the seminiferous tubules.
- 18.2.5. Describe meiosis and the process of spermatogenesis.
- 18.2.6. Identify Sertoli cells and Leydig cells and describe their functions.
- 18.2.7. Describe the blood-testis barrier.
- 18.2.8. Describe the intra- and extra- testicular duct system.
- 18.2.9. Describe histology and functions of the efferent ducts.
- 18.2.10. Describe the anatomy, histology and functions of the epididymis.
- 18.2.11. Describe the anatomy, histology and functions of the ductus deferens.
- 18.2.12. Describe the pathway followed by the sperm from the seminiferous tubules to external urethral orifice.
- 18.2.13. Describe the structures that comprise the spermatic cord & the passage through the inguinal canal.
- 18.2.14. Describe the anatomy, histology and functions of the seminal vesicles.
- 18.2.15. Describe the anatomy, histology and functions of the prostate gland.
- 18.2.16. Describe the anatomy, histology and functions of the bulbourethral glands.
- 18.2.17. Describe the characteristics and functions of semen.
- 18.2.18. Describe the parts of the male urethra.

- 18.2.19. Describe the anatomy and functions of the penis.
- 18.2.20. Describe the processes of erection and ejaculation.

18.3. Female

- 18.3.1. Identify the structures in the female pelvis and describe the relations with each other.
- 18.3.2. Describe the peritoneal reflections over the organs in the female pelvis.
- 18.3.3. Describe the rectouterine pouch (of Douglas) and its clinical significance.
- 18.3.4. Describe the components female external genitalia.
- 18.3.5. Describe the anatomy of the female urethra and its clinical significance.
- 18.3.6. Describe the anatomy, histology and functions of the ovaries.
- 18.3.7. Describe meiosis, the process of oogenesis & follicular development.
- 18.3.8. Identify primordial, primary, secondary and mature follicles.
- 18.3.9. Describe the female reproductive cycle including the ovarian and uterine cycles.
- 18.3.10. Describe the hormonal regulation of the reproductive cycle.
- 18.3.11. Describe the anatomy, histology and functions of the uterine tubes.
- 18.3.12. Describe the anatomy, histology and functions of the uterus.
- 18.3.13. Identify the layers of the uterus.
- 18.3.14. Describe the anatomical position of the uterus and its relations with the bladder and the rectum.
- 18.3.15. Identify the uterosacral, cardinal, ovarian, round, suspensory and broad ligaments.
- 18.3.16. Identify the layers of the endometrium.
- 18.3.17. Compare the structure and functions of the endometrium in different phases of the uterine cycle.
- 18.3.18. Describe the anatomy, histology and functions of the vagina.
- 18.3.19. Describe the anatomy of the breast & the histology and function mammary glands.
- 18.3.20. Describe the lymphatic drainage of the breast and its clinical significance.
- 18.3.21. Describe the pathway followed by the sperm in the female genital tract after sexual intercourse.
- 18.3.22. Describe the clinical importance of the relationship of vagina with the cervix and peritoneum.

18.4. Embryology of the Genitourinary Systems

- 18.4.1. Describe the major events in the development of the urinary system.
- 18.4.2. List the tissues and germ layers which contribute to the formation of the urinary system.
- 18.4.3. Describe the development of kidneys, ureters, urinary bladder, and the urethra.
- 18.4.4. Describe the ascent and rotation of the kidneys.
- 18.4.5. Describe the major events in the development of the male and female reproductive systems.
- 18.4.6. List the tissues and germ layers which contribute to the formation of the reproductive system.
- 18.4.7. Describe the development of testes & ovaries.
- 18.4.8. Describe the embryological process of descent of testes through the anterior abdominal wall.
- 18.4.9. Describe the development of the external genitalia.
- 18.4.10. List the adult derivatives and vestigial remnants of embryonic urogenital structures.
- 18.4.11. Discuss hypospadias, cryptorchidism, horse-shoe kidney, renal agenesis.

19. Nervous System

19.1. Introduction

- 19.1.1. Describe the anatomical and functional organization of the nervous system.
- 19.1.2. Describe the components of the central nervous system (CNS).
- 19.1.3. Describe the components of the peripheral nervous system (PNS).
- 19.1.4. Describe the somatic nervous system.
- 19.1.5. Describe the autonomic nervous system including the sympathetic and parasympathetic divisions.
- 19.1.6. Describe the enteric nervous system.
- 19.1.7. Describe the three basic functions of the nervous system.
- 19.1.8. Describe the histology and functions of neurons.
- 19.1.9. Describe the classification of neurons.
- 19.1.10. Describe the types of synapses.
- 19.1.11. Describe the neuromuscular junction.
- 19.1.12. Compare electrical and chemical synapses.
- 19.1.13. Describe signal transmission at a chemical synapse.
- 19.1.14. Describe the classification of neurons.
- 19.1.15. Describe the histology and functions of neuroglia.
- 19.1.16. Describe the types of neuroglia in the CNS and their functions.
- 19.1.17. Discuss the components and function of the blood-brain barrier.

- 19.1.18. Describe the types of neuroglia in the PNS and their functions.
- 19.1.19. Describe myelination.
- 19.1.20. Compare nuclei, ganglia, nerves and tracts.
- 19.1.21. Describe gray and white matter.
- 19.1.22. Describe the arrangement of gray and white matter in the CNS.

19.2. Embryology

- 19.2.1. Describe the major events in the development of the nervous system.
- 19.2.2. List the tissues and germ layers which contribute to the formation of the nervous system.
- 19.2.3. Describe the process of neurulation and the adult derivatives.
- 19.2.4. Describe the formation of neural crest cells and their derivatives.
- 19.2.5. Discuss neural tube defects including spina bifida and anencephaly.
- 19.2.6. Describe development of the brain.
- 19.2.7. Describe the formation of the primary brain vesicles.
- 19.2.8. Describe the formation of the secondary brain vesicles and the adult derivatives.

19.3. Brain

- 19.3.1. List and identify the major parts of the brain.
- 19.3.2. Describe the protective coverings of the brain.
- 19.3.3. Identify the three layers of the meninges that surround the brain.
- 19.3.4. Describe arterial supply and venous drainage of the brain.
- 19.3.5. Discuss the components and function of the blood-brain barrier.
- 19.3.6. Explain the formation and circulation of cerebrospinal fluid (CSF).
- 19.3.7. List the functions the CSF performs to protect the central nervous system.
- 19.3.8. List and identify the ventricles of the brain.
- 19.3.9. Describe hydrocephalus.
- 19.3.10. List and identify the three structures of the brainstem.
- 19.3.11. Describe the anatomy and function of the medulla oblongata.
- 19.3.12. List the five pairs of cranial nerves associated with the medulla oblongata.
- 19.3.13. Describe the anatomy and function of the pons.
- 19.3.14. List the four pairs of cranial nerves associated with the pons.
- 19.3.15. Describe the anatomy and function of the midbrain.
- 19.3.16. List the two pairs of cranial nerves associated with the midbrain.
- 19.3.17. Describe the anatomy and function of the reticular formation.
- 19.3.18. Identify and describe the anatomy and functions of the cerebellum.

- 19.3.19. Discuss ataxia.
- 19.3.20. List and identify the three components of the diencephalon.
- 19.3.21. Describe the anatomy and function of the thalamus.
- 19.3.22. Describe the anatomy and function of the hypothalamus.
- 19.3.23. Describe the anatomy and function of the epithalamus.
- 19.3.24. Identify and describe the function of the pineal gland.
- 19.3.25. Describe the cortex, gyri, fissures and sulci of the cerebrum.
- 19.3.26. List and identify the lobes of the cerebrum.
- 19.3.27. Describe the three types of cerebral white matter tracts.
- 19.3.28. Identify and describe the function of the corpus callosum.
- 19.3.29. Describe the function of the basal ganglia.
- 19.3.30. Describe the anatomy and function of the limbic system.
- 19.3.31. Discuss the signs, symptoms and causes of concussion.
- 19.3.32. List, identify and describe the anatomy and function of the sensory, association and motor areas of the cerebral cortex.
- 19.3.33. Describe aphasia including the areas affected in fluent and non-fluent aphasia.
- 19.3.34. Discuss the functional asymmetry of the brain.
- 19.3.35. Describe the structure and importance of the blood brain barrier
- 19.3.36. Outline the somatic sensory & motor pathways.
- 19.3.37. Discuss subdural hematoma, epidural hematoma, subarachnoid bleed and cerebrovascular accident.

19.4. Spinal Cord & Spinal Nerves

- 19.4.1. Describe the protective structures of the spinal cord.
- 19.4.2. Describe the spinal tap procedure.
- 19.4.3. Describe the external anatomy of the spinal cord and spinal nerves.
- 19.4.4. Describe the internal anatomy of the spinal cord.
- 19.4.5. Outline the blood supply to the spinal cord.
- 19.4.6. Describe the organization of gray and white matter in the spinal cord.
- 19.4.7. Describe the components, connective tissue coverings and branching of a spinal nerve.
- 19.4.8. Describe the loss of function following traumatic injury to different regions of the spinal cord.
- 19.4.9. Compare the cross section of spinal cord at different vertebral regions.
- 19.4.10. Outline the general components of a reflex arc.
- 19.4.11. Describe the formation of the spinal nerves.

- 19.4.12. Describe a nerve plexus and list the principal plexuses.
- 19.4.13. Describe the origin and distribution of the cervical plexus.
- 19.4.14. Identify the ansa cervicalis, transverse cervical, phrenic, lesser occipital and greater auricular nerves.
- 19.4.15. Describe the origin and distribution of the brachial plexus.
- 19.4.16. Identify the long thoracic, axillary, musculocutaneous, radial, median and ulnar nerves.
- 19.4.17. Describe the effect of brachial plexus injury including the long thoracic, radial, median, and ulnar nerves.
- 19.4.18. Describe the origin and distribution of the lumbar plexus.
- 19.4.19. Identify the iliohypogastric, ilioinguinal, lateral cutaneous nerve of thigh, genitofemoral, femoral and obturator nerves.
- 19.4.20. Describe the origin and distribution of the sacral and coccygeal plexuses.
- 19.4.21. Identify the posterior cutaneous nerve of thigh, sciatic, tibial, medial plantar, lateral plantar, common fibular, deep fibular and superficial fibular nerves.
- 19.4.22. Describe the distribution and significance of dermatomes.
- 19.4.23. Identify spinal nerve injuries in basic clinical cases.
- 19.4.24. Discuss shingles.

19.5. Cranial Nerves

- 19.5.1. Identify the cranial nerves by name, number and type.
- 19.5.2. Identify the olfactory nerve and describe its anatomy and function.
- 19.5.3. Define anosmia.
- 19.5.4. Identify the optic nerve and describe its anatomy and function.
- 19.5.5. Define anopia.
- 19.5.6. Identify the oculomotor nerve and describe its anatomy and function.
- 19.5.7. Identify the trochlear nerve and describe its anatomy and function.
- 19.5.8. Identify the abducens nerve and describe its anatomy and function.
- 19.5.9. Define strabismus, ptosis and diplopia.
- 19.5.10. Identify the trigeminal nerve and describe the anatomy and function of each branch.
- 19.5.11. Identify the facial nerve and describe its anatomy and function.
- 19.5.12. Describe Bell's palsy.
- 19.5.13. Identify the vestibulocochlear nerve and describe its anatomy and function.

- 19.5.14. Define vertigo and tinnitus.
- 19.5.15. Identify the glossopharyngeal nerve and describe its anatomy and function.
- 19.5.16. Define dysphagia.
- 19.5.17. Identify the vagus nerve and describe its anatomy and function.
- 19.5.18. Identify the accessory nerve and describe its anatomy and function.
- 19.5.19. Identify the hypoglossal nerve and describe its anatomy and function.
- 19.5.20. Identify the muscles supplied by somatic motor nerves III, IV, V, VI, VII, VIII, IX, X, XI and XII.
- 19.5.21. Describe the sensory supply of somatic sensory nerves V, VII, IX and X.
- 19.5.22. Discuss the parasympathetic supply of visceral motor nerves III, VII, IX and X.
- 19.5.23. Describe the afferent and efferent limbs involved in cranial nerve reflexes (startle, blink, corneal, gag, cough, pupillary).
- 19.5.24. Describe the anatomical origin of each of the cranial nerves and their exit from the skull.
- 19.5.25. Identify cranial nerve injuries in basic clinical cases.

19.6. Autonomics

- 19.6.1. Compare the structures and functions of the somatic and autonomic nervous system (ANS).
- 19.6.2. Describe the motor neuron pathways in the somatic and autonomic nervous systems.
- 19.6.3. Compare the anatomy of the sympathetic and parasympathetic divisions.
- 19.6.4. Compare preganglionic and postganglionic neurons of the ANS.
- 19.6.5. Describe the anatomy of the autonomic ganglia and plexuses.
- 19.6.6. Describe the anatomy of sympathetic and parasympathetic preganglionic neurons.
- 19.6.7. Describe the locations of the sympathetic and parasympathetic ganglia.
- 19.6.8. Describe the anatomy of sympathetic and parasympathetic postganglionic neurons.
- 19.6.9. Describe the autonomic plexuses in the thorax, abdomen and pelvis.
- 19.6.10. Describe the pathway of preganglionic sympathetic neurons from the spinal cord to the sympathetic trunk ganglia.
- 19.6.11. Describe white rami communicantes.
- 19.6.12. Describe the pathways from sympathetic trunk ganglia to visceral effectors.
- 19.6.13. Describe gray rami communicantes.
- 19.6.14. Describe splanchnic nerves.

- 19.6.15. Describe the cranial parasympathetic outflow.
- 19.6.16. List the four pairs of cranial nerves associated with the cranial parasympathetic outflow.
- 19.6.17. List the four pairs of ganglia associated with the cranial parasympathetic outflow.
- 19.6.18. Describe the sacral parasympathetic outflow.
- 19.6.19. Describe pelvic splanchnic nerves.
- 19.6.20. Describe the major responses of the body to stimulation by the sympathetic division.
- 19.6.21. Describe the major responses of the body to stimulation by the parasympathetic division.
- 19.6.22. Describe the basic components of an autonomic reflex arc.
- 19.6.23. Discuss the relationship of the hypothalamus to the autonomic nervous system.
- 19.6.24. Describe the course of visceral sensory fibers traveling with sympathetic nerves, and the location of their cell bodies.
- 19.6.25. Discuss the mechanism of referred pain.

19.7. Special Senses

19.7.1. Eye

- 19.7.1.1. Describe the wavelengths of the electromagnetic spectrum that correspond to visible light.
- 19.7.1.2. Describe the anatomy and function of the accessory structures of the eye.
- 19.7.1.3. Identify the lacrimal gland and describe the flow of tears.
- 19.7.1.4. Identify the extrinsic eye muscles.
- 19.7.1.5. Describe the function and innervation of the extrinsic eye muscles.
- 19.7.1.6. Describe the anatomy and histology of the eyeball.
- 19.7.1.7. Describe the anatomy and function of the fibrous tunic.
- 19.7.1.8. Identify the sclera and cornea.
- 19.7.1.9. Describe the anatomy and function of the vascular tunic.
- 19.7.1.10. Identify the choroid, ciliary body, ciliary muscle, zonular fibers, iris and pupil.
- 19.7.1.11. Describe the innervation and action of the ciliary muscle, sphincter pupillae and dilator pupillae.
- 19.7.1.12. Describe the anatomy and function of the retina.

- 19.7.1.13. Describe the microscopic structure and histology of the retina.
- 19.7.1.14. Identify the two types of photoreceptor cells and describe their function.
- 19.7.1.15. Identify and describe the optic disc.
- 19.7.1.16. Discuss the path of light and direction of nerve impulses through the retina.
- 19.7.1.17. Identify and describe the structure of the macula lutea.
- 19.7.1.18. Identify the lens and describe its structure and function.
- 19.7.1.19. Describe the anatomy of the interior of the eye.
- 19.7.1.20. Describe the production and flow of aqueous humor.
- 19.7.1.21. Discuss age related macular disease and its effect on vision.
- 19.7.1.22. Describe the refraction of light through the eye.
- 19.7.1.23. Describe the sequence of events that occur during accommodation for near vision.
- 19.7.1.24. Describe constriction of the pupil.
- 19.7.1.25. Describe presbyopia.
- 19.7.1.26. Describe refraction abnormalities including myopia and hyperopia.
- 19.7.1.27. Describe convergence.
- 19.7.1.28. Outline the visual pathway.

19.7.2. Ear

- 19.7.2.1. Describe the anatomy and function of the external ear.
- 19.7.2.2. Identify the auricle, external auditory canal and tympanic membrane.
- 19.7.2.3. Describe the anatomy and function of the middle ear.
- 19.7.2.4. Identify the malleus, incus, stapes, oval window, round window and auditory tube.
- 19.7.2.5. Describe the anatomy and function of the inner ear.
- 19.7.2.6. Describe the bony labyrinth and perilymph.
- 19.7.2.7. Describe the membranous labyrinth and endolymph.
- 19.7.2.8. Describe the anatomy and function of the cochlea including the spiral organ of Corti.
- 19.7.2.9. Describe the nature of sound waves including the audible range of frequencies for humans.
- 19.7.2.10. Identify the vestibule, semicircular canals and cochlea.
- 19.7.2.11. Explain the basic events involved in hearing.
- 19.7.2.12. Outline the auditory pathway.
- 19.7.2.13. Describe the structures associated with static equilibrium.
- 19.7.2.14. Describe the structures associated with dynamic equilibrium.

19.7.2.15. Outline the equilibrium pathway.

20. Endocrine System

- 20.1. Distinguish between an endocrine gland and an exocrine gland.
- 20.2. Describe how hormones interact with receptor cells.
- 20.3. Distinguish between circulating and local hormones.
- 20.4. Describe the anatomical and functional relationship between the hypothalamus and pituitary gland.
- 20.5. Describe the hypophyseal portal system.
- 20.6. Describe the location and histology of the pituitary gland.
- 20.7. List the seven major hormones secreted by the anterior pituitary gland and the five types of cells that secrete them.
- 20.8. Describe the principal actions of the anterior pituitary hormones.
- 20.9. Describe the regulation of the anterior pituitary hormone secretion.
- 20.10. Discuss the function and regulation of human growth hormone and insulin-like growth factors.
- 20.11. List hormones released by the posterior pituitary gland.
- 20.12. Describe the regulation and actions of the hormones released by the posterior pituitary gland.
- 20.13. Describe the location and histology of the thyroid gland.
- 20.14. Describe the regulation and actions of thyroid hormones.
- 20.15. Discuss the regulation and action of calcitonin.
- 20.16. Describe the location and histology of the parathyroid glands.
- 20.17. Discuss the regulation and action of parathyroid hormone.
- 20.18. Describe the location and histology of the adrenal glands.
- 20.19. List the three zones of the adrenal cortex and the hormones secreted by each zone.
- 20.20. Describe the regulation and actions of the hormones secreted by the adrenal cortex.
- 20.21. Discuss the functions of aldosterone and its regulation by the renin-angiotensin pathway.
- 20.22. Describe the regulation and effects of the glucocorticoids.
- 20.23. Describe the actions of dehydroepiandrosterone (DHEA).
- 20.24. Describe the regulation and actions of the two major hormones secreted by the adrenal medulla.
- 20.25. Describe the anatomy and histology of the pancreas.
- 20.26. List the cell types of the pancreatic islets and the hormones produced.
- 20.27. Discuss the regulation and action of glucagon and insulin.

- 20.28. List the hormones produced by the gonads and describe their actions.
- 20.29. Describe the location, histology, hormones, and functions of the pineal gland.
- 20.30. Discuss the role of melatonin in seasonal affective disorder and jet lag.
- 20.31. Describe the role of the thymus gland and its hormones in immunity.
- 20.32. Discuss anterior pituitary gland disorders including pituitary dwarfism, gigantism and acromegaly.
- 20.33. Discuss posterior pituitary gland disorders including diabetes insipidus.
- 20.34. Discuss thyroid gland disorders including Graves' disease and goiter.
- 20.35. Discuss parathyroid gland disorders including hypo- and hyperparathyroidism.
- 20.36. Discuss adrenal gland disorders including Cushing's syndrome, Addison's disease and pheochromocytoma.
- 20.37. Discuss pancreatic disorders including diabetes mellitus, Type 1 and Type 2 diabetes.

COPYRIGHT NOTICE:

All content, design, text and other materials contained within this Web site are copyrighted by St. George's University. All rights reserved. **Do not print and/or distribute any of the on-line questions.** To do so is a violation of both copyright law and the SGU Honor Code as outlined in the Student Manual.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: Busi 204, Principles of Marketing
Number of Credits: 3
Days and Times: Tuesday and Thursday 11:30-12:45am
Semester and Year: Spring, 2020
Classroom Location: FA3
Pre-requisite(s): None

Course Lecturer Name(s): Naline Ramdeen-Joseph
Course Director Name: N/A

Course Lecturer(s) Contact Information: njoseph@sgu.edu (473) 444 4175 ext. 3747
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon., Wed., 9:00-10:00 am & 1:00-3:00pm,
Tues., Thurs., 9:00-11:00 am
Fri. by appointment only- Upstairs Building C

Click or tap here to enter text.

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Building C
Course Director Office Location: N/A

Course Support: Mary Celestine, mcelestine@sgu.edu Ext:3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course embraces the fundamental Marketing concepts reflecting the key knowledge and skills required by today's business professionals and marketing managers. It is designed to expose students to the theoretical framework, principles and practical application of marketing practices/tools and platforms in management decision making process. The course also examines the marketing mix and promotional strategies as well as the factors influencing the micro and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

macro environment. It will also discuss and the importance data collection in understanding consumer behaviors and building consumer and societal relationships.

Course Objectives:

1. Explain the role of marketing and why it is important as a strategy for the success of a business in relation to planning, image building, positioning branding and creating a competitive advantage
2. Explain the key concepts in marketing e.g. marketing strategy, marketing objectives and the marketing plan
3. Discuss the marketplace/ environment- internal and external, local and international and how these impacts the business environment
4. Assess the importance of marketing information/data (primary and secondary) to gain customer insights
5. Explain the marketing research process
6. Analyze the marketing mix the 4P's and the promotional/communication mix strategy and their role in building awareness and increasing sales
7. Discuss the role of web marketing and social marketing platforms in marketing
8. Explain the importance of ethics and social responsibility in marketing

Student Learning Outcomes:

By the end of this course students will be able to:

1. **Discuss the role of marketing as a business strategy especially in planning, positioning, branding and differentiation**
2. **Describe the micro and macroeconomic factors impacting the consumer and business buyer behavior**
3. **Apply the appropriate communication mix/promotional tools a project proposal for business or organization**
4. **Describe and apply technological and social marketing tools utilized in a marketing and business environment**
5. **Use marketing information (data quantitative and qualitative data) to make sound marketing decisions**
6. **Create and orally present a marketing plan for a new or existing business venture utilizing the 4's P**
7. **Explain the importance of ethics and social responsibility in the field pf marketing**

Program Outcomes Met By This Course:

1. M-PO - 2 Apply knowledge, skills and appropriate information technologies in relation to management principles, marketing, financial, interpersonal and human relations for effective decision making in organizations

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. M-PO-3 Demonstrate written, oral and presentation skills necessary for effective business and management communication.

3. M-PO- 6 Demonstrate knowledge and skills related to ethical and global issues and the influence of social, economic, legal, regulatory, environmental and technological issues as well as the impact of demographic diversity on organizations.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Principles of Marketing -An applied Orientation, Philip Kotler, Gary Armstrong 2006 (17th Edition) Pearson

Supplementary Readings/Resources:

Text: Marketing Management, Analysis, Planning, Implementation & Control 13th Edition – Philip Kotler

Text: Guerilla Marketing 3rd Edition – Jay Conrad Levinson

Various websites – Links to be given by the Lecturer throughout the course

Where necessary additional reference materials will be provided during lectures. In addition to reading the materials distributed, students are expected to utilize the recommended texts. In addition, guest lecturers will also be invited to share their expertise in specific areas.

Course Grading Requirement:

There will be continuous assessment throughout the semester. There will be four quizzes and a final group project. Additionally, students in groups or individually will be required to work on assignments: **essays, case studies and presentations** throughout the semester. Exams and quizzes will be composed of multiple choice, true and false and short answer questions or essays. Questions will cover materials from the texts, lectures and class discussions. Since students will also be graded on class attendance and participation you are expected to arrive on time and actively participate in class discussions and activities. Assignments done during the course will also contribute towards the final grade.

A Final Group Project will be given in place of a formal exam. **This should be handed in to the secretary no later than November April 21st, 2020.**

Please note that Project Outlines must be presented to Lecturer for approval by March 31st, 2020. You can submit earlier if you wish.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

ITEM	WEIGHT	NOTES
Quizzes – (4)	40	(Individual work including Midterm Quiz and Final Quiz)
Case Studies, Essays and Class Presentations- Individual or Group	25	Group work: 2. Essays
Final Project-Group	30 (20 written and 10 oral presentation)	Group work 1. Witten Project 20 marks 2. Oral Presentation of Project – 10 marks
Attendance & Class Participation	2.5	
APA Test and Exercises	2.5	
TOTAL	100	

Course Requirements:

Click or tap here to enter text.

Course Schedule:

Week	TOPIC and CONTENT and Review Questions	RECOMMENDED READING AND ESSAYS
------	--	--------------------------------

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	<p>Introduction: Review of Course Syllabus and Expectations</p> <p>Marketing: Creating and Capturing Customer Value</p> <p>Question: Why is marketing important in creating and capturing customer value and how can it impact the bottom- line of a business?</p> <ul style="list-style-type: none"> ▪ Define marketing and outline the steps in the marketing process. ▪ Explain the importance of understanding customers and the marketplace. ▪ Discuss customer relationship management and identify strategies for creating value for customers and capturing value from customers in return. 	<p>Chapter 1 Principles of Marketing</p> <p>(Guest Speaker) Topic: The importance of marketing to one’s career.</p>
2& 3	<p>Company and Marketing Strategy: Partnering to Build Customer Relationships</p> <p>Question: How can marketing work with its partners and implement strategies to create and deliver customer value?</p> <ul style="list-style-type: none"> ▪ Explain companywide strategic planning and its four steps. ▪ Discuss how to design business portfolios and develop growth strategies. ▪ Explain marketing’s role under strategic planning and how marketing works with its partners to create and deliver customer value. ▪ Describe the elements of a customer-driven marketing strategy and mix, and the forces that influence it. ▪ List the marketing management functions, including the elements of a marketing plan, and discuss the importance of measuring and managing return on marketing investment. <p>Analyzing the Marketing Environment</p> <p>Question: How can the internal and external forces present in the firm’s environment impacts its ability to serve its customers?</p> <ul style="list-style-type: none"> ▪ Describe the environmental forces that affect the company’s ability to serve its customers. (Micro and Macro environment) 	<p>Chapter 2&3</p> <p>Group work Essay Questions</p> <p>1. Briefly explain the various components of a marketing plan for a business or service giving one example in each component.</p> <p>2. Utilizing any company in Grenada as an example with the exception of Grenada Breweries Company, pretend you are the company’s CEO and categorize the products into logical groupings that will become your strategic business units (SBUs). Using your best judgment, allocate resources, using percentages, not dollar amounts, to each SBU (make sure the total comes to 100 percent). Give a rational for your groupings. (To be done by all groups for grading and deadline will be given by lecturer)</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

	<ul style="list-style-type: none"> ▪ Discuss how companies can react to the marketing environment. <p>1st CLASS QUIZ (Chapters 1-3)</p>	
4	<p>Managing Marketing Information to Gain Customer Insights</p> <p><u>Question:</u> Why is data gathering an important process for a firm to undertake as part of its strategic approach for gaining and retaining customers?</p> <ul style="list-style-type: none"> ▪ Explain the importance of information in gaining insights about the marketplace and customers. ▪ Define the marketing information system and discuss its parts. ▪ Outline the steps in the marketing research process. ▪ Explain how companies analyze and use marketing information. <p>Discuss the special issues some marketing researchers face, including public policy and</p>	<p>Chapter 4</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	ethics issues.	
5	<p>Consumer Markets and Consumer Buyer Behavior</p> <p>Question: Why is it important for a company to understand the dynamics of both the individual and business buying behavior?</p> <ul style="list-style-type: none"> ▪ Define the consumer market and construct a simple model of consumer buyer behavior. ▪ Name the four major factors that influence consumer buyer behavior. ▪ List and define the major types of buying decision behavior and stages in the buyer decision process. ▪ Describe the adoption and diffusion process for new products. <p>Business Markets and Business Buyer Behavior</p> <ul style="list-style-type: none"> ▪ Define the business market and explain how business markets differ from consumer markets. ▪ Identify the major factors that influence business buyer behavior. ▪ List and define the steps in the business buying decision process. ▪ Compare the institutional and government markets and explain how 	Chapter 5 & 6

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	institutional and government buyers make their buying decisions.	
7	<p>Customer-Driven Marketing Strategy: Creating Value for Target Customers</p> <p>Question: Why is it important for a company/entity to understand the concept of segmentation in relation to marketing?</p> <ul style="list-style-type: none"> ▪ Define the four major steps in designing a customer-driven marketing strategy: market segmentation, market targeting, differentiation, and positioning. ▪ List and discuss the major bases for segmenting consumer and business markets. ▪ Explain how companies identify attractive market segments and choose a market targeting strategy. ▪ Discuss how companies differentiate and position their products for maximum competitive advantage. <p>2nd CLASS QUIZ (Chapters 4-6 or 7)</p>	
8	Mid – Term Exam Week	
9	<p>Question: What is branding and why is knowledge of branding important to a business and why can that influence customers?</p> <p>Products, Services, and Brands: Building Customer Value</p> <ul style="list-style-type: none"> ▪ Describe the decisions companies make regarding their individual products and services, product lines, and product mixes. ▪ Identify the four characteristics that affect the marketing of a service and the additional marketing considerations that services require. ▪ Discuss branding strategy—the decisions companies make in building and managing their brands. <p>Question: Why is the process of new product development and life cycle important to a business?</p>	<p>Chapters 8&9</p> <p><u>Essay or case study on branding to be given by the lecturer.</u></p> <p>(To be done by all groups for grading and deadline given by lecturer)</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	<p>New Product Development and Product life Cycle Strategies</p> <ul style="list-style-type: none"> ▪ Explain how companies find and develop new-product ideas. ▪ List and define the steps in the new-product development process and the major considerations in managing this process. ▪ Describe the stages of the product life cycle and how marketing strategies change during the product life cycle. ▪ Discuss two additional product issues: socially responsible product decisions and international product and services marketing. 	
10.	<p>Questions: How can pricing strategies impact the customer buying behavior?</p> <p>Pricing: Understanding and Capturing Customer Value</p> <ul style="list-style-type: none"> ▪ Explain “what is price?” and discuss the importance of pricing in today’s fast changing environment. ▪ Identify the three major pricing strategies and discuss the importance of understanding customer-value perceptions, company costs, and competitor strategies when setting prices. ▪ Identify and define the other important external and internal factors affecting a firm’s pricing decisions. <p>3 rd. CLASS QUIZ (Chapters 8-11)</p>	Chapter 10 & 11

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

1	<p>Marketing Channels: Delivering Customer Value</p> <hr/> <p>Questions: Why do companies use marketing channels to get good from one place to the next when they can order their good directly?</p> <ul style="list-style-type: none"> ▪ Explain why companies use marketing channels and discuss the functions these channels perform. ▪ Discuss how channel members interact and how they organize to perform the work of the channel. ▪ Identify the major channel alternatives open to a company. ▪ Explain how companies select, motivate, and evaluate channel members. ▪ Question: Discuss the nature and importance of marketing logistics and integrated supply chain management. <p>Retailing & Wholesaling</p> <ul style="list-style-type: none"> ▪ Explain the role of retailers in the distribution channel and describe the major types of retailers. ▪ Describe the major retailer marketing decisions. ▪ Discuss the future of retailing. ▪ Explain the major types of wholesalers and their marketing objectives. 	Chapter 12 & 13
12 & 13	<p>Communicating Customer Value: Integrated Marketing Communications Strategy</p> <p>Question: Why do firms implement the integrated marketing communication strategy when they can invest in capital and other goods and be successful?</p> <p>Explain Advertising and Public Relations, Personal Selling and Sales Promotion Discuss when a company can implement each strategy to reap maximum benefits</p>	<p>Chapters 14-16</p> <p>Essay Q: Describe each of the elements in the marketing communications mix and explain when it is best for a company to use each one. (To be done by all Groups for grading deadline given by lecturer)</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

14

Direct, Online, Social Media, and Mobile Marketing

Question: Are there any advantages in using on-line marketing to increase customer value and can it impact the firm’s profitability?

- Direct marketing and its benefits to customers and companies
- The major forms of direct marketing
- How companies responded to the Internet and other powerful new technologies with online marketing strategies and how companies conduct online marketing to profitably deliver more value to customers

Creating a competitive Advantage

Question: How can a firm create a competitive advantage over another? Are there benefits in trying to achieve this?

- Discuss the need to understand competitors as well as customers through competitor analysis.
- Explain the fundamentals of competitive marketing strategies based on creating value for customers.
- Illustrate the need for balancing customer and competitor orientations in becoming a truly market-centered organization.

FINAL QUIZ (Chapters to be included in quiz will be given by Lecturer)

The Global Marketplace

- Discuss how the international trade system and economic, political-legal, and cultural environments affect a company’s international marketing decisions.
- Describe three key approaches to entering international markets.
- Explain how companies adapt their marketing strategies and mixes for international markets.
- Identify the three major forms of international marketing organization.

Chapter 17 & 18&19

15

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

<p>Sustainable Marketing: Social Responsibility and Ethics</p> <ul style="list-style-type: none">▪ Define <i>sustainable marketing</i> and discuss its importance.▪ Describe the principles of socially responsible marketing and the role of ethics <p><u>Project Presentations- (Final Exam Week)</u></p>	
--	--

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late submissions will not be accepted unless previous permission has been given. This is at the discretion of the lecturer.

Classroom/Online Etiquette Procedure:

1. Cell Phones and Pagers:

Students must turn off all cell phones, beepers and pagers prior to the entering class.

2. Disruptive Behavior:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Students who are disruptive in class may be subject to disciplinary action by the Dean of Students (as stated in the Student Manual). All students deserve a classroom environment that is free from disruption from inconsiderate behavior. Students are required to treat their instructor and their classmates with respect.

3. Food and Beverage:

No food is permitted in class. Water is the only beverage permitted in the classroom. Water bottles should be clear containers.

4. Miss an Exam

If you miss an exam you need a medical certificate before you can get a make-up exam.

5. Resources

Use all the resources available to you – the University, the instructor and your fellow classmates!

6. Academic Integrity

It is expected that all presentations, papers and coursework are the original work of the students, with proper credits given to the sources of all referenced material.

7. Participation

Students are required to:

Come to class prepared to learn

Participate in classroom discussions

Act in ways that would be considered appropriate for an academic learning environment

8. Presentations

As a business student personal appearance is an extension of you, your chosen profession and that of St. George's University. Therefore, a dress code will be enforced for any class presentation which is Business Attire and the following will not be allowed: short, clingy-fitting clothing or jeans. Non-compliance with the dress code may result in mark deductions and subsequent failure of this course.

9. Keys to Success

- **Be punctual**
- **Read the PowerPoint and chapters in advance**
- **Do all/Contribute to all assignments where applicable. Failure to do so will result in a zero**
- **When in doubt attend DES sessions or speak/visit your lecturer**
- **Read over all assignments and double check your writing**

NB: Be prepared to participate!! You only get out of it what you put into it!! ENJOY YOUR CLASSES!! ENJOY LEARNING!!

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: Busi 206, Quality Customer Service
Number of Credits: 3
Days and Times: Mon.,Wed.,Fri 11:30-12:20am
Semester and Year: Spring, 2020
Classroom Location: FA2
Pre-requisite(s): None

Course Lecturer Name(s): Naline Ramdeen-Joseph
Course Director Name: N/A

Course Lecturer(s) Contact Information: njoseph@sgu.edu (473) 444 4175 ext. 3747
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon., Wed., 9:00:10:00 am &1:00-3:00pm,
Tues., Thurs., 9:00-11:00 am
Fri.by appointment only- Upstairs Building C

Click or tap here to enter text.

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Building C
Course Director Office Location: N/A

Course Support: Mary Celestine, mcelestine@sgu.edu Ext:3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course explains the crucial role that excellent quality customer service plays in the success and survival of businesses and organizations. The achievement of high standards of customer services is generally recognized as an essential element in achieving a competitive advantage. The importance of delivering quality customer service as a business strategy will be analyzed and emphasized. Techniques designed to meet and exceed customer expectation and retain their loyalty will also be discussed. The role of the service provider as a customer service champion and the importance of

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

proper management and leadership, emotional intelligence, good communication, teamwork, sound ethics and morals, professionalism and positive attitudes will also be explored. The course will make reference to various models utilized by organizations and to local and international companies that use quality customer services to excel.

Course Objectives:

The objectives of this course are to:

1. Discuss the importance of quality customer service for the retention of internal and external customers
2. Explain the importance of quality customer service as a business strategy for success
3. Analyze quality customer service techniques and models
4. Develop attitudes to quality and value in respect of people, management and customer care
5. Demonstrate the skills required in dealing with difficult customers and solving problems
6. Analyze the importance of communication skills (verbal and non-verbal) and listening to the customer
7. Analyze practical applications and relevant case studies

Student Learning Outcomes:

The objectives of this course are to:

1. Use customer service techniques, motivational theories and skills in an effort to meet and exceed the needs of internal and external customers
2. Develop customers service plans and models to be utilized as strategies for success in businesses and organizations
3. Analyze service philosophy, service culture and empowerment strategies employed by organizations
4. Use and Apply effective oral and written communication skills used by organizations and businesses
5. Apply management and leadership skills to retain, increase and build customer relationships
6. Use teambuilding exercises and professionalism, emotional intelligence and attitudinal skills to improve internal customer service

Program Outcomes Met By This Course:

1.M-PO-2 Apply knowledge, skills and appropriate information technologies in relation to management principles, marketing, financial, interpersonal and human relations for effective decision making in organizations

2.M-PO-3 Demonstrate written, oral and presentation skills necessary for effective business and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

management communication.

3.M-PO-5 Demonstrate knowledge and skills related to teamwork, diversity and cross-cultural awareness

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Customer Service - A Practical Approach, 6th Ed. Elaine K. Harris, 2013. Pearson Prentice Hall

Supplementary Readings/Resources:

Text: Quality Customer Care for the Caribbean: Ben Henry
Serving Internal and External Customers: Swartzlander

Websites:

1. Customer Service Issues-
<http://www.thewritemarket.com/marketing/index.php?marketing=customer&title=Customer%20Services%20Issues>
2. Telephone Doctor- Customer services – www.telephonedoctor.com
3. Customer Service Problems and Trends-
http://www.associatedcontent.com/article/36075/customer_service_problems_and_trends.html?cat=3
4. Malcolm Baldrige National Quality Award
http://www.nist.gov/public_affairs/factsheet/mbnqa.htm
5. Walt Disney Customer Service Model
<http://winthecustomer.com/disneys-magical-service-experiences/>

In addition to the assigned text, the lecturer will distribute, and upload reading materials to generate discussion and stimulate research. Students are also expected to access the links, websites and read the case studies added at the end of each chapter. These resources support the principles and ideas presented in the chapters. Additionally, Guest Speakers will be invited to share their expertise in specific areas as outlined in the course content.

Course Grading Requirement:

There will be an individual essay (in lieu of final classroom exam), and a group paper and presentation as part of the midterm exam. Throughout the semester students will be required to work individually or as a group on assignments such as; essays, case studies, modules, presentations and lead the discussions on certain topics and customer service trends.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

NB: Mid Term Exam:

(Group Work) In your assigned groups, using the information gleaned about customer service models and any other relevant concepts covered thus far, develop a customer service model for execution in an organization or business of your choice (existing or new). Ensure that the model clearly depicts all the major areas that will effectively enhance the delivery of customer service in that business. (See hand out for guidelines)

Midterm Presentations are as follows:

Monday February 24th -groups 1&2

Wednesday February 26th Groups 3&4

Friday February 28^h Groups 5&6

NB: Final Exam Paper

(Individual Assignment)

*Students are required to write an essay on a current topic of interest or current trend in relation to Customer Services. **Topics selected must receive approval from Lecturer.** Your essay must contain an Introduction, Content and Development of your Ideas and Arguments, a Conclusion and a Reference page will be required.*

- Students are required to present their final paper on May 1st, 2020.
- Paper outlines must be presented to the Lecturer of final sign off by April 3rd, 2020. **Outlines must include the opening paragraph.**

ITEM	WEIGHT%	COURSE OBJECTIVES
Final Research Paper (Individual)	30	Objectives 1,4-6
Mid- Term Exam (Group)	40 (20 marks for PowerPoint presentation and 20 for written paper)	Objectives 1-7
Case Study/ Essays/Class Presentations/ Forum (Essays can be assigned from presentations made from guest lecturers) Individual or Group	25	Objectives1-7
Attendance & Class Participation	5	Objectives 4-6

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

TOTAL	100	
--------------	------------	--

Course Requirements:

Click or tap here to enter text.

Course Schedule:

WEEK	TOPICS	REQUIRED READING/SPEAKERS
Week 1	<p>Introduction and Review of Course Syllabus</p> <ul style="list-style-type: none"> ▪ Course outline review <p>OVERVIEW OF CUSTOMER SERVICE – Topic# 1</p> <ul style="list-style-type: none"> ▪ Introduction ▪ What is customer service ▪ Importance of Excellent Quality Customer Service to a business and provider ▪ Who are Internal and External customers? ▪ Cost of losing a customer ▪ Characteristics of Service <p><u>Video Presentation on Service Mentality</u></p>	<p>Customer Service a Practical Approach – 4 Ed. Elaine K. Harris Chapter 1</p> <p>Guest Lecturer Topic: The importance of quality customer service to the success of a business</p>
Week 2	<p>PROFESSIONALISM & CREATING FIRST IMPRESSIONS Topic #2A</p> <p><u>Question:</u> Why is the acquisition of professional qualities by the internal customers given top priority by fortune 5 companies as a requirement for their success?</p> <ul style="list-style-type: none"> • How to create positive first impressions • Professionalism Defined • Importance of Professionalism in the workplace • Tips on becoming professional <p>BUSINESS GROOMING AND ATTIRE (DRESSING FOR SUCCESS)- Topic# 2B</p> <p><u>Question:</u> Why is it important for a business to ensure that its employees have knowledge of Business Dress and Grooming?</p> <ul style="list-style-type: none"> • Comprehend why business attire is important • Understand what appropriate Business Attire is • Understand the use of colors and its effects • Comprehend basic guidelines for garment length • Analyze the importance of Body Language 	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

<p>Week 3</p>	<p>TEAMWORK – Topic# 3 Question: Why is teamwork a necessary ingredient for the success of an organization?</p> <ul style="list-style-type: none"> • -Define the word “Team” • -The advantages of Teamwork • -What destroys Teamwork • -What happens when teamwork doesn’t work • -Qualities of a Professional Team player 	
<p>Week 4</p>	<p>PROMOTING CUSTOMER SERVICE AS A BUSINESS STRATEGY FOR CUSTOMER EXCELLENCE – Topic# 4 Question: Why are firms investing in the creation of customer service models as standards of excellence to govern their organization?</p> <ul style="list-style-type: none"> • Customer Service - A business strategy for success HOSPITALITY ASSURED MODEL: • Customer Research • The Customer Promise • Business Planning • Operational Planning • Standards of Performance • Resources- People, equipment, facilities SANDALS MODEL The Service strategy System People 	<p>Groups are required to develop a model for execution in an organization or business of their choice</p> <p>Notes on topic to be provided by Lecturer</p>
<p>Week 5</p>	<p>Presentation of Modules</p>	
<p>Week 6</p>	<p>LEADERSHIP IN CUSTOMER SERVICE- Topic #5 Question: Whose responsibility it is to take leadership for implementing customer service strategies in the workplace environment?</p> <ul style="list-style-type: none"> ▪ Leadership <ul style="list-style-type: none"> ▪ Formal leaders ▪ Informal leaders ▪ Characteristics of Excellent leaders ▪ Leadership without position 	
<p>Week 7</p>	<p>ATTITUDE- Topic #6 Question: Why is having the right attitude important to the service provider and employees? How can it impact the business positively or negatively?</p> <ul style="list-style-type: none"> • -Define the word “Attitude” • -Define the word “Habit” • -Distinguish between positive and negative attitudes • -Demonstrate the behavior patterns associated with a positive disposition • -Demonstrate the behavior patterns associated with a negative disposition • -Discuss the advantages of a good attitude to: Customer, business and service provider 	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

	<u>Video Presentation on Attitude</u>	
Week 8	Mid Term	
Week 9	<p>MOTIVATION- Topic #7 <u>Question:</u> Are motivational programmes important in the workplace?</p> <ul style="list-style-type: none"> ▪ Motivation ▪ Self-concept ▪ Ten tips for improving self-concept ▪ Ways to say thank you and to motivate others <p>▪ Group Presentation on Motivational Theories</p>	<p>Customer Service a Practical Approach – 4 Ed. Elaine K. Harris <u>Chapter 8</u> Group presentation on motivational theories</p>
Week 10	<p>Presentation on Motivational theories cont'd COPING WITH CHALLENGING CUSTOMERS -Topic #8 <u>Question:</u> Is it important for a business to understand and implement strategies to cope with challenging customers? What are the benefits to the organization?</p> <ul style="list-style-type: none"> ▪ Challenging customers ▪ Respect ▪ Types of difficult customers-Symptoms and solutions ▪ What to do when you are wrong ▪ Six Super ways to cope with challenging customer 	
Week 11	<p>PROBLEM RESOLUTION AND CUSTOMER SERVICE RECOVERY -Topic #9 <u>Question:</u> Do you think that a strategy for service recovery should be implemented in a business?</p> <ul style="list-style-type: none"> ▪ Customer complaint behavior ▪ Customer problem and resolution systems ▪ customer problem resolution and recovery procedures <p><u>Video Presentation: Service Recovery</u></p>	<p>Customer Service a Practical Approach – 4 Ed. Elaine K. Harris <u>Chapter 7</u></p>
Week 11 cont'd	<p>EXCELLENCE IN CUSTOMER SERVICE AND CUSTOMER SERVICE AWARDS-Topic #10 <u>Question:</u> Why is it important for companies to strive to obtain international Customer Service Awards like the AAA or Malcolm Balridge Award?</p> <ul style="list-style-type: none"> ▪ Rewards of providing excellent customer service ▪ Quality Service Affiliation organizations- AAA, Diamond, Michelin Star ▪ Malcolm Balridge Award Program 	<p>Customer Service a Practical Approach – 4 Ed. Elaine K. Harris <u>Chapter 12</u></p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 12	<p>Communication-Topic #11 Question: Why is communicating well and sending the right communication signals important to the bottom line of a business?</p> <ul style="list-style-type: none"> • Verbal communication- spoken, sounds Telephone skills • Non-verbal communication- body language • Barriers to communication Listening versus hearing 	Customer Service a Practical Approach – 4 Ed. Elaine K. Harris Chapter 6
Week 12 cont'd	<p>SOCIAL MEDIA AND ITS IMPORTANCE TO CUSTOMER SERVICE Topic #12 (Group/Class Discussion) Question: How can social media and other emerging technological platforms impact customers and organizations today?</p> <ul style="list-style-type: none"> • Types of social media platforms 	Guest Lecturer and Class/Group Discussion
Week 13	<p>EMPOWERMENT-Topic #13 Question: Is empowering an employee to make the right decisions at the right time important for the success of a business?</p> <ul style="list-style-type: none"> • Cause of Customer problems • Empowerment versus job satisfaction • Factors contributing to employee satisfaction • Importance of mission and purpose statement • Steps to empowering customer service providers • Coproduction and empowerment • Guidelines for a system design 	Customer Service a Practical Approach – 4 Ed. Elaine K. Harris Chapter 5
Week 13 Cont'd	<p>EMOTIONAL INTELLIGENCE- Topic #14 Question: How is a knowledge of emotional intelligence important to internal and external customers</p> <ul style="list-style-type: none"> • Define emotional intelligence • Components of emotional intelligence 	Notes to be provided by Lecturer
Week 14	<p>DEVELOPING A SERVICE CULTURE -Topic #15 Question: How can an organization go about implementing a service culture and why is that important?</p> <ul style="list-style-type: none"> • What does Organization Culture mean? • Dimensions of an organization's culture • Five ways to develop a service culture • Positive outcomes of a service culture 	Guest Speaker:
Week 14 Cont'd	<p>BRANDING-Topic # 16 Question: How can branding impact the service culture of an organization?</p> <ul style="list-style-type: none"> ▪ What is Branding ▪ Protecting your brand ▪ Threats to your brand ▪ Key elements affecting your brand perception 	
Week 15	<p>DINING ETIQUETTE- Topic # 17 Question: How is knowledge of proper dining etiquette important in the business environment?</p>	Notes to be provided by Lecturer

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- | | | |
|--|---|--|
| | <ul style="list-style-type: none"> -Table manners -Use of tableware (cutlery, glassware and chinaware) -The order of service -Food accompaniments -Do's and Don'ts when dining | |
|--|---|--|

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late submissions will not be accepted unless previous permission has been given. This is at the discretion of the lecturer.

Classroom/Online Etiquette Procedure:

1. Cell Phones and Pagers:

Students must turn off all cell phones, beepers and pagers prior to the entering class.

2. Disruptive Behavior:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Students who are disruptive in class may be subject to disciplinary action by the Dean of Students (as stated in the Student Manual). All students deserve a classroom environment that is free from disruption from inconsiderate behavior. Students are required to treat their instructor and their classmates with respect.

3. Food and Beverage:

No food is permitted in class. Water is the only beverage permitted in the classroom. Water bottles should be clear containers.

4. Miss an Exam

If you miss an exam you need a medical certificate before you can get a make-up exam.

5. Resources

Use all the resources available to you – the University, the instructor and your fellow classmates!

6. Academic Integrity

It is expected that all presentations, papers and coursework are the original work of the students, with proper credits given to the sources of all referenced material.

7. Participation

Students are required to:

Come to class prepared to learn

Participate in classroom discussions

Act in ways that would be considered appropriate for an academic learning environment

8. Presentations

As a business student personal appearance is an extension of you, your chosen profession and that of St. George's University. Therefore, a dress code will be enforced for any class presentation which is Business Attire and the following will not be allowed: short, clingy-fitting clothing or jeans. Non-compliance with the dress code may result in mark deductions and subsequent failure of this course.

9. Keys to Success

- Be punctual**
- Read the PowerPoint and chapters in advance**
- Do all/Contribute to all assignments where applicable. Failure to do so will result in a zero**
- When in doubt attend DES sessions or speak/visit your lecturer**
- Read over all assignments and double check your writing**

NB: Be prepared to participate!! You only get out of it what you put into it!! ENJOY YOUR CLASSES!! ENJOY LEARNING!!

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Business and Management Studies

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 207: Personal Finance
Number of Credits: 2
Days and Times: Tuesdays & Thursdays 1:00pm-2:15pm
Semester and Year: Spring 2019
Classroom Location: Online and Classroom TBA
Pre-requisite(s): MATH 120

Course Lecturer Name(s): Zanifa Payne

Course Director Name: N/A

Course Lecturer(s) Contact Information: Phone:(473) 444-4175 (ext:3724) Email: zpayne@sgu.edu

Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mondays & Wednesdays 10am-12pm and 1pm to 4pm or by appointment via email.

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Caribbean House (next to CAE)

Course Director Office Location: N/A

Course Support: Tracy Fortune tfortune@sgu.edu (ext. 3373) & Mary Celestine mcelesti@sgu.edu (ext. 3863)

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Broad coverage of personal and business financial decisions, including basic financial planning, time value of money, managing savings and other liquid accounts, buying a house, use of credit, insurance, managing investments and saving for retirement.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Outline of financial goals and creation of personal and business financial statements, including a balance sheet, cash flow statement, and budget.
2. Demonstration of the concept of time value of money and use of MS Excel to compute present value, future value and periodic payments.
3. Creation of a spending plan to meet financial goals.
4. Explanation of the various types of checking and savings vehicles and evaluation of which account is appropriate for meeting selected financial needs.
5. Discussion on the importance of retirement planning and outline of the distinguishing factors between the major retirement savings vehicles.
6. Identification of wise debt management practices and comparison of debt alternatives.
7. Explanation of the importance of insurance and the various types of insurance plans and the investment possibilities with real estate.

Student Learning Outcomes:

The course will provide students with a wealth of analytical tools, active learning features, and decision-making exercises, all designed to help students build a solid financial foundation. The course aims to equip students with the skills they need to plan their future and make smart financial decisions throughout their lives.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Personal Finance: Turning Money into Wealth, Arthur J. Keown (6th edition) (On ProQuest)

Supplementary Readings/Resources: Software: Microsoft Excel

Course Grading Requirement:

1. This is a seminar course. Lectures are limited to that required to identify and explain concepts and terminology. Students must **keep up** with the reading in the text and **be prepared to discuss the material in class**. Read critically, evaluating in light of your own experience and knowledge. Use the calendar included as your guide to keep on track. Check Sakai often, as valuable information is posted time to time. Suggested problems will be identified from each chapter in the textbook. These should be done prior to all examinations to ensure the information is grasped. They are for your practice and will not be graded. Proof of their completion must be presented to gain access to the solutions during my office hours.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Attendance. Students are allowed two unexcused absences for the semester. All remaining unexcused absences **will affect final grade**. Please email all excuses.
3. Midterm. **Closed book, closed notes**. The exam will be administered in the room assigned at the allotted time in the exam schedule.
4. Assignments. The class assignments must be your **own** work and submitted on Sakai by the due date. or in class as advised by the instructor.
5. Final Exam. **Closed book, closed notes**. The exam will be administered in the room assigned at the allotted time in the exam schedule.
6. Participation.

Course Requirements:

Course Grading Requirements	Percentage of Final Grade	Date
Attendance	10%	
Participation (Quizzes)	20%	
Midterm	20%	Midterm Week
Assignments	30%	See Calendar
Final	20%	Finals Week
TOTAL	100%	

Course Schedule:

Tentative Course Schedule: This schedule represents our expected class plan. However, as the term progresses, we may need to make changes if we spend more or less time than planned on any particular topic. The calendar of activities will be distributed the first week of classes.

- Chapter 1 – The Financial Planning Process
- Chapter 2 – Measuring Your Financial Health and Making a Plan
- Chapter 3 – Understanding and Appreciating the Time Value of Money
- Chapter 5 – Cash or Liquid Asset Management
- Chapter 6 – Using Consumer Loans: The Role of Planned Borrowing
- Chapter 7 – Using Credit Cards: The Role of Open Credit
- Chapter 8 – The Home and Automobile Decision
- Chapter 9 – Life and Health Insurance
- Chapter 10 – Property and Liability Insurance

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

January 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Introduction/Syllabus Review/Chapter 1	22	23 Chapter 1	24	25
26	27	28 Chapter 1	29	30 Chapter 2	31	

February 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Assignment 1 Due	3	4 Chapter 2	5	6 Chapter 3	7 PUBLIC HOLIDAY	8
9	10	11 Chapter 3	12	13 Chapter 3	14	15
16	17	18 Chapter 3	19	20 Chapter 5	21	22
23 Assignment 2 Due	24	25 Chapter 5	26	27 Chapter 5	28	29

March 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Chapter 6	4	5 Chapter 6	6	7
8	9	10 Chapter 6	11	12 Review	13	14
15	16	17	18 Midterm Exams	19	20	21
22	23	24 Chapter 7	25	26 Chapter 7	27	28
29	30	31				

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Assignment 3 Due		Chapter 7				
1						

April 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Chapter 8	1	2 Chapter 8	3	4
5	6	7 Chapter 8	8	9 Chapter 9 & 10	10 PUBLIC HOLIDAY	11
12	13 PUBLIC HOLIDAY	14 Chapter 9 & 10	15	16 Chapter 9 & 10	17	18
19 Assignment 4 Due	20	21 Chapter 11	22	23 Chapter 11	24	25
26	27	28 Chapter 11	29	30		

May 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 PUBLIC HOLIDAY	2
3	4	5	6	7	8	9
Final Exams						

POLICY INFORMATION

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”
(p. 48)

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

The St. George's University Student Manual (2019/2020) states as follows:

Attendance Requirement

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation.” (p. 9)

The St. George's University Student Manual (2019/2020) states as follows:

Examination Attendance

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director.” (p.46)

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations.” (p. 8)

Assignment Submission Procedure:

Assignments: Homework should be delivered in the Assignments area in MyCourses. All course work in full must be completed by the time assigned, to be included in the course grade. Each file submitted must be labelled as follows:

YOURFIRSTNAME_YOURLASTNAME_BUSI306_Assignment#.xlsx

For example: Zanifa_Payne_BUSI207_Assignment2.xlsx

(.xlsx may be docx or pptx, where necessary) One point will be deducted from score if this naming format is not adhered to.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

APA Format: Most current APA format is required for all written assignments. Please refer to library for the current resources on this area.

Classroom/Online Etiquette Procedure:

An important goal of the class is for each person to experience a positive learning environment that facilitates their learning. Given the online nature of the program it is important for students to utilize the online tools in order to enhance participation and student engagement. Please adhere to the following guidelines:

- For online sessions, each student is to sign-on to the ZOOM Classroom from MyCourses on Sakai at least 10 minutes prior to the starting of class to ensure any technical difficulties are resolved before class begins. Minimal class time may be used by the instructor to support technical difficulties and only at the instructor's discretion.
- Each student is required to have video streaming capabilities during the class. This enhances the learning experience for everyone.
- Students must ensure that their online environment is quiet and free from outside/surrounding distractions. (All other computer or phone applications must be turned off).
- Headsets (with microphones) are strongly recommended to be used in public spaces.
- In order to avoid talking over one another during the class, please use the hand raising/chat tools during the class.

TurnItIn: Where applicable, assignments must be submitted through MyCourses, where we have installed a software package that is called "TurnItIn" which will be activated by the instructor for the respective course. "TurnItIn" will examine every submitted assignment and compare it to all web-based research, including websites, essays, papers, etc. It provides an assessment of plagiarism for every assignment.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.



St George's University

School of Arts and Sciences

Department of Business and Management Studies

Course Code, Title and Number of Credits: BUSI 210 Business Law – 3 credits

Days and Times: Tuesday & Thursday: 2:30pm – 3:45pm

Semester and Year: Spring 2020

Pre-requisite(s): n/a

Classroom Location: SGH – S Dorm 1

Course Director Name: Claudette Joseph

Course Lecturer Name(s): Claudette Joseph

Course Director Contact Information: cjoseph6@sgu.edu

Course Lecturer(s) Contact Information: cjoseph6@sgu.edu

Course Director Office Hours: Tuesday 12:15 - 2:15 noon & Thursday: 12:15 - 2:15 pm

Course Lecturer(s) Office Hours: Tuesday: 12:15 - 2:15pm & Thursday: 12:15 - 2:15 pm

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description:

This course is designed to provide students with a general introduction to the legal environment that affects individuals, business transactions and business decisions. It is designed to assist students in identifying and minimizing potential areas of legal liability and risk. Students will be introduced to an overview of the Commonwealth Caribbean legal system, the laws and court decisions (case law) which may serve as external constraints on the business transactions/decisions. The course will focus on key legal principles and concepts as they relate to contract, agency and forms of business organizations. Students will also consider, in general terms, the policy concerns which inform the interpretation and development of the law.

Course Objectives:

The goal of this course is to enable students to: (i) Identify the general legal principles which may have legal implications for individuals, business transactions and decisions; (ii) describe basic legal terminology and concepts as they relate to business; (iii) identify and assess any potential legal issues which may materialize either before or during business transactions, and which have the potential to become very costly in terms of seeking legal advice; (iv) describe the legal services and advice which may be required of legal experts, as part of the business decision making process; (v) explain the various legal relationships which may exist in the business environment and; (vi) identify and explain the legal principles which govern contract, the types of business organization and employment.

Student Learning Outcomes:

- (i) On completion of this course, students will be able to: identify and evaluate legal issues and risks in the context of business transactions;
- (ii) identify and analyze the legal principles applicable to any legal situation involving the focused areas listed;
- (iii) apply legal reasoning to legal business situations and reason independently, the actual and potential outcome of legal problems;
- (iv) apply the basic principles of business law to analyzing business decisions, as part of an effective business strategy;
- (v) formulate legal arguments based on facts and principles;
- (vi) express relevant facts, legal principles and arguments in writing and oral presentations.

Program Outcomes Met By This Course:

1. Apply the knowledge, skills and attitudes to compete in a global business environment
2. Ability to propose business solutions through the use of theories, research and, analytical skills.
3. Demonstrate knowledge and skills related to global issues in a social, economic, legal and environmental context.

SAS Grading Scale Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%

Course Materials:

Click or tap here to enter text.

Text: Sarah Riches and Vida Allen Keenan and Riches' Business Law, 2013 Eleventh (11th) Edition Pearson Longman

Supplementary Readings/Resources: Where appropriate, additional reference materials will be placed in the library – or provided during lectures or tutorials. Students will be advised accordingly.

Course Requirements and Percentage of Grade:

Students will be required to:

- (i) be prepared for class by doing the necessary readings;
- (ii) contribute thoughtful ideas to class discussions and engage in constructive debate;
- (iii) conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- (iv) listen carefully to instructions given by if you do not understand, ask the instructor and;
- (v) students should bring the text to class at all times, unless instructed otherwise – or all other materials, as directed.

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2018/2019, page 28) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Teaching Methodology:

The course will be delivered by a combination of lectures, individual presentations and tutorials. Throughout, students will be directed to the relevant case law.

Percent of Grade breakdown:

<u>Course Component</u>	<u>Percentage (%) allocated</u>
Class Participation (attendance and contribution)	10
In-class assignments/quizzes	20
Mid-Semester Exam	20
Group Assignment and Presentation	25
Final Exam	<u>25</u>
TOTAL	100

Participation Policy:

Students may be expected to complete the required readings (including the law cases) to discuss these during class, and can be called at random to answer questions, express opinions and make general comments. Students are also encouraged to comment on and critique the work of fellow students – as well as instructor’s comments. This makes for a more interesting session.

In doing so, students are reminded that each must recognize and respect the right of other students to express their opinions freely. Class discussions must also not be an opportunity to discuss personal legal problems.

Any student who is unprepared when called upon to contribute to class discussions, will have one (1) point deducted from his/her class participation mark.

Your participation will be graded according to active participation – in terms of speaking in class, the substance of your answers to questions asked by me in class, questions of substance asked of others in class, participation in class discussion, and evidence of reading based on reference to relevant literature, cases and legal principles.

Please note that points for class participation can be deducted for behavior which is disruptive and counterproductive to class discussions.

Attendance Policy:

- All students are expected to attend all classes.
- Students must report to class on time. Punctuality, attendance and participation are not only required of you, but expected of you as a university student. Marks will be deducted for failure to be punctual (especially more than ten minutes after the start of the class) and unexcused absence from class. Students with poor punctuality and/or attendance records will be reported to the Dean of Student Affairs and the Committee for Academic Progress Standards.

Assignment Submission Policy:

Assignments are the responsibility of each student and must be turned in on the specified date and time, no later than 4 pm on their due date. If TURNITIN is being used, the deadline will be 11:59 pm on the due date.

- Students are expected to provide their assignments and other papers in type written form, using 12 font, Arial, one and half (1 ½) spacing (except between paragraphs, when double spacing is acceptable). One (1) inch margin left and right, top and bottom. All work must be paginated.
- Assignments submitted via email or facsimile will NOT be accepted.
- Note the dates/times of submission. If your assignment is not submitted by the specified date/time, it will count as a late submission. Late submissions will be penalized and result in 5 points being deducted for each late 24 hour period. The first 24 hour period begins as soon as the set deadline expires.
- All assignments must be completed in order to obtain for a pass grade in the course.
- It is recommended that you make a backup copy of all assignments for your own record. Should you experience loss, you will be required to provide proof that you completed the work should questions arise. If for any reason, your paper is lost, you will be asked to submit a copy of the original work, should the instructor so request.

Classroom Etiquette:

Students with Disability and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the Course Director so that appropriate arrangements can be made.

Cell Phones and Pagers

Before entering the class, students are required to turn off all cell phones, beepers and other similar forms of technology. Do NOT wear headphones, text or use your iPod during lectures. Lectures may not be recorded.

Disruptive Behavior

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the *Student Manual*.

Food and Drink Policy

No food is allowed in class. Water is the only drink that will be allowed in class. Water bottles should be clear containers.

Re-sit Examinations

There will be no re-sit examinations administered for any quiz, mid-term or final examination.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Week (s)	Topic (s)	Chapter (s)
1	Nature and Sources of Law	1 & 2 pages 3-40
2-3	The Formation of a Contract a) Offer & Acceptance	8: pages 234-244
4	b) Intention to create legal relations	pages 256-258
5	c) Certainty of terms	pages 266-268
6-7	d) Consideration, Promissory Estoppel, Privity of Contract	pages 244-254

MIDTERM EXAM (Mar.9-13 – week 8)		
9	Terms of a Contract a) Express and Implied Terms b) Exclusion Clauses	9: Pages 262 -266
10		Pages 266-274
11 12-13	Vitiating Factors a) Mistake b) Misrepresentation	10: Pages 278-283
		Pages 283-288
14 - 15	Types of Business Organisations a) Unincorporated business structure - Sole Traders & Partnerships b) Incorporated business structures - Limited liability companies, External Companies & Non-profit companies	17: Pages 483-393
		Pages 521-528
FINAL EXAM (May 04-08 week 16)		



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 220 – Business Mathematics
Number of Credits: 3 credits
Days and Times: Mon, Wed, Fri 10:30 – 11:20
Semester and Year: Spring 2020
Classroom Location: TBD
Pre-requisite(s): Math 120

Course Lecturer Name(s): David Shaw, MBA
Course Director Name: N/A

Course Lecturer(s) Contact Information: Tele: 473-444-4175 Email: dshaw@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: TBD / by Appointment
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: CB2
Course Director Office Location: N/A

Course Support: Tracy Fortune, tfortune@sgu.edu, ext. 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Business Mathematics is a course that focuses on the mathematical tools that a student will use both in their professional and personal lives. The course will introduce the concepts of the time value of money, retail evaluations, and mortgage and credit calculations.

Course Objectives:

1. Understand the functional activities that occur in financial institutions.
2. Understand and be acquainted with various types of business transactions and activities.
3. Perform Simple Interest Computations.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

4. Be aware of the concepts of compound interest and present value and perform computations as required.
5. Understand the concept of annuities and its applications in investment decisions.
6. Understand the concept of sinking funds and perform the appropriate computations.
7. Perform computations involving the granting of credit.
8. Articulate different depreciation techniques.

Student Learning Outcomes:

1. At the conclusion of this course, a student will have a basic understanding of the mathematical and financial concepts needed to be successful in the more the advanced financial, accounting, and marketing courses of study that they will encounter in their academic careers.

Program Outcomes Met By This Course:

AF-PO-1 Identify, analyse and record transactions, economic events and circumstances in the accounting systems of organizations using fundamental concepts, practices and processes.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Text: Business Math Brief – Tenth Edition

By: Cheryl Cleaves / Margie Hobbs / Jeffrey Noble

Supplementary Readings/Resources:

Supplementary Readings/Resources: [Click or tap here to enter text.](#)

Course Grading Requirement:

The final grade will be determined from the following plus an individual group evaluation that may affect all group examination grades.

Assignments / Participation / Quiz	10%
Group Mid-term exam	20% (Based on the 1st half of the course)
Group Final Exam	20% (Based on the 2nd half of the course)
Individual Mid-term	25% (Based on PV & FV calculations)
Individual Final	25% (Based on Annuities)

Course Requirements:

- Participation in class discussions.
- Active participant in group.
- Completion of all assignments.
- Satisfactory completion of quizzes.
- Successful completion of both mid-term and final examination, individual / group.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

- Chapter 4 Banking
- Chapter 8 Trade and Cash Discounts
- Chapter 9 Markup and Markdown.
- Chapter 11 Simple Interest and Simple Discount
- Chapter 12 Consumer Credit
- Chapter 13 Compound Interest, Future Value, and Present Values

Mid-Term Exam – Group

- Chapter 14 Annuities and Sinking Funds

Mid-Term Exam – Individual / PV & FV

- Chapter 12 Buying on Credit

Final Exam – Individual / Annuities & Sinking Funds

Mortgages.

Depreciation

Final Exam - Group

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments are due on the submission date. Every day that an assignment is late results in 5 points being deducted per late day from the assignment score.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Every student is entitled to full participation in class without interruption. Disruption of class by

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

inconsiderate behavior is not acceptable. Students are expected to treat the instructor and fellow students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Eating and drinking are not allowed during lectures

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 301 Organizational Behavior
Number of Credits: 3
Days and Times: 10:30 – 11:20AM - Monday, Wednesday and Friday
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): BUSI 205

Course Lecturer Name(s): Gwen Burbank
Course Director Name: N/A

Course Lecturer(s) Contact Information: gburbank@sgu.edu (473) 444 4175 Ext 3818
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon., Tue., Wed., Thur. 10:00 am -12: 00 pm; 2:00 – 4:00 pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Upstairs Building C
Course Director Office Location: N/A

Course Support: Mary Celestine- MCelesti@sgu.edu Ext 3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to give students an understanding of the character traits of members of an organization. Students would learn about individuals, groups and the organization as a system. This course will look closely at individuals' attitudes, personality, and their motivation. The characteristics and roles of groups and teams will be examined within an organization. In addition, an organization's system and how it fosters motivation, stimulates politics and power and how those impact individuals, groups and teams within the organization

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Understand why the Employee's Attitude and Personality are important within an Organization,
2. Describe how motivating employees affect the human resources development of an organization
3. Describe why groups and teams are necessary for the process of managing productivity in the organization
4. Discuss how Power, Politics and Conflict Negotiation impact the effective operation of an organization
5. Discuss how factors such as stress and organization change affect employee's productivity on the job

Student Learning Outcomes:

On completion of this course, students will be able to:

1. Interpret problems in various workplaces for attitudes, emotions and personalities
2. Analyze various non-monetary and monetary motivational techniques to increase job satisfaction
3. Understand the elements that causes politics in an organization
4. Analyze stress reduction techniques to lower and manage organizational stress
5. Improve skills in written and oral communication

Program Outcomes Met By This Course:

M-PO-1. Ability to apply ethical leadership, and critical thinking skills to address business and management issues in a sustainable manner.

M-PO-2. Ability to propose business solutions through the use of theories, research and analytical skills.

M-PO-3. Ability to effectively apply knowledge of diversity and cross-cultural issues to become socially responsible.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Robbins, S. P., & Judge, T. A., (2015). Organizational behavior. (16th Ed.). Upper Saddle River, NJ: Pearson Publishing.

Please use this link to access the online textbook:

<https://ebookcentral.proquest.com/lib/sgugd/detail.action?docID=5175067>

Supplementary Readings/Resources: Where appropriate additional reference materials will be placed in the “Library Resources” in Sakai as well as during lectures.

Course Grading Requirement:

Midterm Exams	20%
Individual - Current Topic in O.B. presentation	15%
Group Case Studies	15%
Group Research Paper (Written)	30%
Group Research Paper (In class presentation)	20%
Total	100%

Course Requirements:

Students are required to:

1. Complete a plagiarism test as part of the first week of this course using the Indiana University site listed below and bring in the printed Certificate on the 2/8/2020

https://www.indiana.edu/~istd/plagiarism_test.html

2. Group Research and Presentation- Quality writing, proper citation, referencing and good research is a criterion for a quality paper. Please ensure that you follow the guidelines for your written assignments: On the date designated on the Course Outline the various groups will have the opportunity to present and provide a written research on the topic provided.

3. Individual current topic in O.B. (5 minute) Presentation- Each person in class will get the opportunity to do a mini-research on a current topic in Organizational Behavior and do a five minute presentation on the importance of the topic to O.B. and how future managers can benefit from that knowledge

4. Personality Test- Before Module#2- You will need to complete your personality type test using Myers Briggs Personality type indicator by going to this link and bringing your results with you to class. <http://www.humanmetrics.com/cgi-win/JTypes1.htm>

Course Schedule:**Week #1 and Week #2:**

Chapter 1-What is Organization Behavior

Chapter 2- Diversity in Organizations

Week #3 and Week #4:

Chapter 3 Attitudes and Job Satisfaction

Chapter 4 Personality and Values

Chapter 5 Perception and Individual Decision Making

Week #5,Week#6 :

Chapter 6 Motivation Concepts

Chapter 7 Motivation : From Concept to Applications

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	<p>Chapter 4 Personality and Values Chapter 5 Perception and Individual Decision Making</p>	<p>Group Hand in Assignment via Sakai February 17th, 2020</p>
<p>Module # 3</p> <p>Week #5, 6 and #7 (Feb 17 – March 6)</p>	<p>Key Question: How does motivating employees affect the human resources development of an organization?</p> <p>Organizational Behavior, 16/E Stephen P. Robbins, San Diego State University Timothy A. Judge Chapter 6 Motivation Concepts Chapter 7 Motivation : From Concept to Applications Chapter 17 Human Resource Policies and Practices <i>Midterm Review during Week #7 Class</i></p>	<p>Group Case: From good to great-motivation at Torfs– Case incident 1- pg 172 for Group Hand in Assignment via Sakai March 2nd, 2020</p>
<p>Week #8 (March 9 – 13)</p>	<p>Midterm Exams - See Schedule for the location</p>	
<p>Module #4</p> <p>Week #9, #10, (March 16 – 27)</p>	<p>Key Question: Why are groups and teams necessary for the process of managing productivity in the organization?</p> <p>Organizational Behavior, 16/E Stephen P. Robbins, San Diego State University Timothy A. Judge Chapter 8 Emotions and Moods Chapter 9 Foundations of Group Behavior Chapter 10 Understanding Work Teams</p>	<p>Case: Is it Okay to Cry at Work pg149- Group Submission via Sakai TBD</p>
<p>Module #5</p> <p>Week #11 and #12 (March 30 – April 10) April 10 - Holiday</p>	<p>Key Question: How do Power, Politics and Conflict Negotiation impacts the effective operation of an organization?</p> <p>Organizational Behavior, 16/E Stephen P. Robbins, San Diego State University Timothy A. Judge Chapter 13 Power and Politics Chapter 14 Conflict and Negotiation</p>	
<p>Module #6</p> <p>Week #13 and #14 (April 13 – 24) April 13 - Holiday</p>	<p>Key Question: How do Stress and organization change affects employee's productivity on the job?</p> <p>Organizational Behavior, 16/E Stephen P. Robbins, San Diego State University Timothy A. Judge Chapter 18 Organizational Change and Stress Management</p>	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week#15 (April 27 – May 1)	Research Paper Due via Sakai - April 27th 2020 – 4PM Research Paper Presentations – April 27th & 29th, 2020	
Week #16 (May 4 – 8)	Final Exam Week (No Final Exams for this course)	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All Written Assignments: must be in submitted in two forms:

1. Hard Copy

2. Soft Copy via Turnit In in Sakai:

All assignments must follow APA style please see sample citations on Course Outline

a. Cover page with the Project title, Course name and code, Lecturer's name, student names and the date.

b. Font size 12, Times Roman and double line spacing.

c. Material must be printed on one side of the paper and each new topic must begin on a

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

new page

d. Acknowledgement, Table of Content, Introduction, Conclusion, Reference

It you are uploading a soft copy of any assignment please save your file using this format:

Your surname in full followed by the initial for your first name (include your group number, if it is a group) and then the name of the assignment. Example:

JohnHGroup1Mymanagement lab3-22

Classroom/Online Etiquette Procedure:

Students are required to:

Come to class prepared to learn

Participate in classroom discussions

Act in ways that would be considered appropriate for an academic learning environment

Turn off all cell phones, beepers and pagers prior to entering class.

No food is permitted in class. Water is the only beverage permitted in the classroom. Water bottles should be in clear containers.

Dress code for class presentations:

As a business student personal appearance is an extension of you, your chosen profession and that of St. George's University. Therefore a dress code will be enforced for any class presentation which is Business attire and the following will not be allowed: shorts, clingy fitting clothing or jeans. Non-compliance with the dress code may result in mark deductions and subsequent failure of this course.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 303 Business Ethics
Number of Credits: 3 Credits
Days and Times: Monday, Wednesday & Friday 9:30 – 10:20am
Semester and Year: Spring 2020
Classroom Location: Founders Annex 4
Pre-requisite(s): Phil 107

Course Lecturer Name(s): Dr. Anthony Andall
Course Director Name: N/A

Course Lecturer(s) Contact Information: 444-4175 ext. 3723 email:aandall@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon & Wed 11-00- 12:00 pm, 2:15 pm – 3:30 pm, Tue & Thu 10:30 – 12:00, 2:30 – 4:00pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Business and Management Studies Office Building C
Course Director Office Location: N/A

Course Support: Tracy Fortune, tfortune@sgu.edu, 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to the concept of business ethics as it applies to global business. Business ethics examines the nature of morality and theories of normative ethics. The course identifies a variety of ethical issues and moral challenges involving consumers, the environment, the professions and the role of the corporation in our society

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Recognize the ethical ramifications of business decisions
2. Demonstrate a working knowledge of ethical, managerial and regulatory principles to distinguish relationships between same, and to apply ethical principles jointly with other principles in making business decisions.
3. Identify major ethical issues facing business managers and the qualities, cost, and benefits of decision-making among ethical companies and morally acting managers.
4. Apply knowledge of ethics and morality to critique managerial decision-making.
5. Evaluate the of ethical and moral implications of business decisions.

Student Learning Outcomes:

1. Students will be able to apply ethical test to real-life scenarios in order make informed ethical judgments
2. Students will be able to compare and contrast between morality and ethical principles.
3. Students will be able to apply and utilize ethical theories to business decision-making.
4. Students will have the ability to justify and defend business decisions from an ethical perspective

Program Outcomes Met By This Course:

M-PO-1: Ability to apply ethical leadership (honesty, fairness, dignity and trust) , and critical thinking skills (objective analysis of facts to form a judgement) to address business and management issues in a sustainable manner.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Ethics and the Conduct of Business (6th Ed). John R. Boatright. Prentice Hall

Supplementary Readings/Resources: Business Ethics: The Moral Foundation of Effective Leadership, Management, and Entrepreneurship (2nd Ed). Frank J. Cavico & Bahaudin Mujtaba.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

<u>Item</u>	
Midterm	25
Final	25
In class Quizzes	15
Term -project	15
Class participation and Discussion	05
Written assignments & Presentations	<u>15</u>
Total	100

Course Requirements:

Chapter quizzes:

Upon completion of each chapter a quiz will be administered. These quizzes will be administered online or in class as determined by the course instructor. Quizzes will account for 15% of the course grade.

Individual assignments:

At least two (2) individual assignments will be administered throughout the course. Combined, individual assignments will account for a total of 15% of the course grade.

Group paper:

A group assignment will be distributed in week nine (9) of the course. The size of the group is contingent on the size of the class and will be determined by the course instructor. The group paper will account for 15% of the course grade.

Midterm and Final Exams:

The midterm and final exam will occur in week 8 and week 16 respectively.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Week	Topic
1. Jan 20	Introduction to Business Ethics
2	Ethics in the world of business
3	Welfare Rights and justice
4	Equality Liberty and Virtue
5	Whistle blowing
6	Trade secrets and conflicts of interest
7	Privacy
8. Mar 09 - 13	MIDTERM
9	Discrimination and Affirmative Action
10	Employment Rights
11	Marketing Advertising and Product Safety
12	Ethics in Finance
13	Corporate Social Responsibility
14	Team Presentations
15	Team Presentations
16 May 04 - 08	FINALS

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Please note the due dates on all submissions. Every day that an assignment is late will result in 5 points being deducted per late day from the assignment score. Assignments must be submitted electronically via Sakai.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University
School of Arts and Sciences

Department of Business and Management Studies

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 304, International Business
Number of Credits: (3 Credits)
Days and Times: Mon, Wed, Fri @ 1:30pm – 2:20p
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): Econ 201 and/or Econ 202

Course Lecturer Name(s): Dr. Reccia Charles
Course Director Name: Dr. Reccia Charles

Course Lecturer(s) Contact Information: Phone: 444.4175 ext 3260, Fax: 473.444.1655, Email: rcharles1@sgu.edu

Course Director Contact Information: Phone: 444.4175 ext 3260, Fax: 473.444.1655, Email: rcharles1@sgu.edu

Course Lecturer(s) Office Hours: M/W/F:11a-12:30 & 3p-4:30p, T/Th: 4p-5p

Course Director Office Hours: M/W/F:11a-12:30 & 3p-4:30p, T/Th: 4p-5p

Course Lecturer(s) Office Location: Windward Hall 2nd Floor

Course Director Office Location: Windward Hall 2nd Floor

Course Support: Mary Celestine MCElesti@sgu.edu X3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Online Classroom: <http://mycourses.sgu.edu>

COURSE CURRICULUM INFORMATION

Course Description:

An introduction to globalization and the cultural, economic, political, and legal environments of international business, including an overview of risks, challenges, and opportunities of developing country firms competing in the global marketplace. This course outlines fundamental differences among developed and developing countries, starting briefly with broad historical differences and moving on to specific issues such as the protection of property rights, corruption and the effects of political institutions on business. The focus is on the emerging markets the BRICs and the Caribbean; with special attention paid to identifying the

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

business opportunities associated with base of the pyramid markets; and developing the strategies and business models required to productively explore those opportunities.

Course Objectives:

1. To convey an appreciation for the growing importance of the global economy.
2. To illustrate the numerous differences between the international and domestic aspects of the various functional areas of management.
3. To familiarize students with terminology of International business, the major international organizations, and the main multinational companies the most important supra-national entities, and the economic geography of global business.
4. To sensitize students to the importance of cross-cultural differences.
5. To reach a high level of familiarity with current issues in international economics and politics.

Student Learning Outcomes:

1. Discuss the impact of globalization on countries, businesses and their citizens.
2. Explain the role of international organizations/agreements that affect business organizations including regional agreements, the World Bank, the World Trade Organization, and the International Monetary Fund.
3. Analyze the political, legal, economic, and /cultural environment of multinational organizations in order to develop competitive strategies in a global environment.
4. Evaluate the impact of internationalization on company strategies and on the mode of entry chosen by a multinational organization.
5. Apply your knowledge of cultural values to evaluate the implementation of alternative management techniques in different cultures.

Program Outcomes Met By This Course:

- Demonstrate an understanding of political, management, economic, legal and financial issues as they affect international business decisions. (IBO 1)
- Demonstrate an awareness of cross cultural differences and analyze its significance for the development and implementation of alternative management techniques applicable to varying cultures. (IBO 3)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

COURSE TEXTBOOKS LOCATED AT <https://ebookcentral.proquest.com/lib/squgd> which completes the first stage of the process. You are now free to use over 6,000 books under the Education Compete library.

Required Texts:

- **The Fortune at the Bottom of the Pyramid: Eradicating Poverty Through Profits** by [CK Prahalad](#) (Author) **BOP**
- **The Lexus and the Olive Tree: Understanding Globalization** by [Thomas L. Friedman](#) (Author) **Lexus**
- **International Business: The New Realities 5th Ed** by [Tamer Cavusgil](#) (Author), [Gary Knight](#) (Author), [John Riesenberger](#) (Author) **CKR**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- **International Business Readings supplied via Sakai Modules**

Supplementary Readings/Resources:

Recommended:

The Economist

Availability: Founders Library

The World Is Flat

Author: Thomas Friedman

Availability: Founders Library

In addition to the main text, the lecturer will distribute reading materials to generate discussion. Students are expected to read links, websites and case studies added at the end of each chapter which support the principles and ideas presented in the chapters.

Documentaries:

Gung Ho (available on YouTube) (Stars: Michael Keaton)	On the Map
Commanding Heights 1 – 3 (Available on Sakai)	Jamaica For sale
Is America #1? (Available on Sakai)	Life + Debt
Black Gold (Available on Sakai)	Blood Diamonds (Available on Sakai)

Course Grading Requirement:

Exam 1 (I)	10%
Midterm (I)	20%
Exam 2 (I)	10%
Final (I)	25%
Online Assignments (I)	05%
Group Project (G)	20%
Group Presentation (G)	15%
	100%

KEY: (I) = Individual Activity (G) = Group Activity

Course Requirements:

1. This is a seminar course. Students must keep up with the readings in both the text and the reading volume, and **be prepared to discuss the material in class on the assigned days**. Read critically, evaluating in light of your own experience and knowledge. Each of you has much to contribute and I expect you to do so! Attendance is mandatory.
2. **Group Projects.**

Project A: Caribbean products going global: This team project is designed to provide you with a sound understanding of how companies that engages in international business apply the concepts discussed in class to make real-life business decisions. Your team assumes the role of consultants that will advise the chosen company on some critical issues related to expanding into a new market. Teams will be made up of 3-4 students each. **The final presentations will be due April 29 via the Sakai Dropbox.** The Presentation must include the following sections:

I. Product and Company Selection

Select a product that at least one members of the team has a specific knowledge about and is currently marketed in his/her home country. Describe the product, the manufacturer, and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

the international business orientation of the firm.

II. Market Analysis

Select a market in which that product is not currently being sold. Preferably you should focus on a European country. You must select a product/country combination for which a profitable business opportunity likely exists. Elaborate a market analysis in which you examine the competitive, economical and political environment that will impact the future success of your product and company there. Focus on the aspects of these environments that are most relevant to your company and product.

III. Market Entry Strategy

After selecting a product and analyzing the target market, evaluate the different market entry strategies available. Assume that the company does not merely want to export its product to the given market, but has plans to develop a more strategic approach to entering this market.

IV. Location

As part of your analysis in part III, make sure to suggest one or more particular cities or regions that will play a role in your proposed strategy. Describe the advantages of the proposed locations in terms of operations and distribution among others.

The Presentation will be 15 to 20 minutes in length. The written materials (the PowerPoint) should be free of grammatical errors, spelling errors, and typos, and should follow consistently a standard reference format (*APA Style*); the report should be documented and the bibliography should be comprehensive, from a variety of sources, and with an emphasis placed on recent sources (at least 5 ranging from 2008 onwards). The course project should integrate the knowledge gained from the assigned readings, lectures, outside research, and the student's own professional expertise as a viable university level approach in addressing the major issues that confronts the international business. **Students are required to provide periodic updates to the instructor prior to the Presentation and Submission of the final projects.**

Project B: X-Culture Global Collaboration: International Business Consulting

The students in this course will have an opportunity to gain first-hand experience in international business collaboration and business consulting. X-Culture is a large-scale international experiential learning project. Each semester, over 4,000 students from 120 universities in 40 countries participate in the project.

You will be working in an international team of 5-6 people for about eight weeks. Every semester, we select several companies that present their real-life international business challenges. Your team will have to select one of those challenges and suggest your solution. The detailed list of tasks to be completed for each challenge is provided in the [Challenge Instructions](#) (access code 20202b).

For more on the project, visit www.X-Culture.org.

To complete the X-Culture Project, please follow the following steps:

1. Review project materials on this page: <http://www.x-culture.org/2020-2b> (access code: 20202b)
2. Around **March 1**, you will receive an X-Culture Welcome Letter that includes your personal Readiness Test link. You will be asked to complete a test that will check if you've reviewed the materials from #1. The test will take about 30 min to complete and must be completed by **March 6**.

95% of all students pass the test the first time, another 3% pass on the second try. As long as you carefully review the project materials, you should have no difficulties passing the test. If you fail the test, you will still have to complete the test, but you will have to work individually, not in an international team.

3. As long as you pass the Readiness Test, on March 6 you will receive the names and contacts of your team members. There will be 5-6 team members from different countries.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

If you fail the test, you will be given another chance. If you fail again, you will have to complete the project individually.

4. You will then have two months to develop a business proposal for a real-life client organization.
5. After the project is over, you will receive an X-Culture Global Business certificate.

Furthermore, members of the best teams will be invited to attend the Academy of International Business Conference (www.x-culture.org/meetings/). The students will meet in person their teammates, present their work, and have a chance to participate the many conference networking and presentation events. All students receive X-Culture Global Collaboration Experience Certificates and the members of the best teams receive Best Team awards (\$1,000 per team, contingent upon funding availability).

The project will involve a series of tasks that you and your team must complete.

Although you will work in a team, your grade will be largely determined by your INDIVIDUAL performance. X-Culture is an exercise, not a test. This means that your effort and diligence matters more than your knowledge (we have exams to test your knowledge). As long as you complete each task fully and on time, submit your weekly progress updates, and your team members give you high weekly peer evaluations, you will get an excellent grade.

3. Students will be expected to refresh their knowledge of basic geography in order to be better able to discuss and interpret global developments. Similarly, students will be expected to keep up with current economic/geo-political events and be prepared to discuss the events in class.
4. **Exam 1, Midterm, Exam 2 and Final exams.** The exams are a mix of multiple-choice items.
5. Online Assignments. The assignments will be located in the Assignments tab on Sakai. The assignments are a blend of written research, application & interpretation questions.

Course Schedule:

WEEK	Readings: Book Chapters/Sakai Reading Module Location.
1	CKR Chp 1/ CKR Chp 2 / Lexus 1 – 3/Sakai Module 1
2	CKR Chp 3/ Lexus 4 – 7/Sakai Module 1
3	CKR Chp 4/ CKR Chp 5 /Sakai Module 1
4	CKR Chp 6/Lexus 8 – 14/Sakai Module 2 EXAM 1
5	CKR Chp 7/ CKR Chp 8/Sakai Module 2
6	CKR Chp 9/Sakai Module 2
7	CKR Chp 10/BOP 1 – 5/Sakai Module 2
8	Midterm Exam
9	CKR Chp 11/Sakai Module 3
10	CKR Chp 12/ CKR Chp 13/Sakai Module 3
11	CKR Chp 14 /Project Reviews
12	CKR Chp 15/Sakai Module 4 EXAM 2
13	CKR Chp 16/ CKR Chp 17/Sakai Module 4
14	Project Finalization
15	Sakai Module 4/ Project Presentations (Project DUE)
16	Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the St. George's University Student Manual.

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All assignments are to be submitted via the assignment turnitin dropbox located in the Sakai classroom. Note the due dates of all assignments. Every day that an assignment is late results in 5 points being deducted per late day from the assignment score. X-culture must follow X-culture procedures as laid out in the X-culture manual.

Classroom/Online Etiquette Procedure:

Classroom Etiquette

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Students must keep up with the readings in both the text and the reading volume, and **be prepared to discuss the material in class on the assigned days**. Read critically, evaluating in light of your own experience and knowledge. Each of you has much to contribute and I expect you to do so! Respect Disagreement. People have the right to disagree with you. However, disagreement should never be personal. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Cell phones are to be turned off during class.

Online Etiquette

- **Make the Connection.** Electronic communication (email, discussion forums, etc.) is how you share ideas with other participants in this course. Online environments can separate the person from the ideas received in this course. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.
- **Be Professional.** Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling (unless in an online chat) and be clear, concise and intelligent.
- **Have Opinions.** Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them.
- **Respect Disagreement.** People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- **Ask Questions.** Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.
- **Be Forgiving.** For the majority of participants, online communication is straightforward. Sometimes unintended meanings are conveyed.

Policy/Procedure Related to the Department:

All written assignments are required to follow the current APA style of citing and referencing. All end of term presentations requires students to be dressed in business attire.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University
School of Arts and Sciences

Department of Business and Management Studies

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 306: Corporate Finance
Number of Credits: 3
Days and Times: Tuesdays & Thursdays 11:30am-12:45pm
Semester and Year: Spring 2020
Classroom Location: Online and Classroom TBA
Pre-requisite(s): ACCT 351, ECON 201, 202, BUSI 220

Course Lecturer Name(s): Zanifa Payne
Course Director Name: N/A

Course Lecturer(s) Contact Information: Phone:(473) 444-4175 (ext:3724) Email: zpayne@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mondays & Wednesdays 10am-12pm and 1pm to 4pm or by appointment via email.

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Caribbean House (next to CAE)
Course Director Office Location: N/A

Course Support: Tracy Fortune tfortune@sgu.edu (ext 3373) & Mary Celestine mcelesti@sgu.edu (ext 3863)

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

COURSE CURRICULUM INFORMATION

Course Description:

Emphasis is placed on valuation and on how financial decisions effect cash flows and profitability. The capital markets for stocks and bonds will be studied. This course will present the student with basic measures of business performance, methods for analyzing the value of business investments, an assessment of the importance of financial market conditions to the profitability of the firm, techniques of financial forecasting, and rules for making long term investment decisions. This course emphasizes the decisions financial managers must make as well as individuals with their investments. Finally, the course recognizes the relationship of finance to other business disciplines. Through extensive problem solving in an interactive group environment, students will have the opportunity to understand fundamental concepts and their application to business decision-making.

Course Objectives:

The principal objective of this course is to provide students with the analytical and quantitative skills needed to make sound financial decisions.

1. Identification of the relationship of finance to other business disciplines.
2. Demonstrate a working knowledge of the time value of money.
3. Explain and identify the concept of capital budgeting, both under conditions of certainty and risk.
4. Explain asset valuation, particularly as it pertains to bonds and common stock.
5. Demonstrate a working knowledge of the concept of cost of capital and capital structure.

Student Learning Outcomes:

1. Define finance, its major areas and opportunities available in this field, and the legal forms of business organization.
2. Describe the managerial finance function and its relationship to economics and accounting.
3. Describe the relationship of finance to other business disciplines.
4. Identify the primary activities of the financial manager.
5. Explain the goal of the firm, corporate governance, the role of ethics, and the agency issue.
6. Describe financial institutions and markets, and the role they play in business finance.
7. Discuss business taxes and their importance in financial decisions.

Program Outcomes Met By This Course:

Accounting & Finance Program Outcomes Met By This Course:

A-PO-1 Prepare, select, and analyse current or forecasted financial reports using appropriate financial and managerial accounting techniques, concepts, principles, standards, and processes.

A-PO-3 Assess the risk and assurances of financial and non-financial information and apply various control processes where necessary.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Management Program Outcomes Met By This Course:

M-PO-1 Ability to apply ethical leadership and critical thinking skills, to address business and management issues in a sustainable manner.

M-PO-4 Ability to propose business solutions through the use of theories, research and analytical skills.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Principles of Managerial Finance 14th Edition by Lawrence Gitman (On ProQuest)

Supplementary Readings/Resources: Calculator: Basic Calculator on computer and BAI Plus by Texas Instruments

Software: Microsoft Excel

Course Grading Requirement:

1. This is a seminar course. Lectures are limited to that required to identify and explain concepts and terminology. Students must **keep up** with the reading in the text and **be prepared to discuss the material in class**. Read critically, evaluating in light of your own experience and knowledge. Use the calendar included as your guide to keep on track. Check Sakai often, as valuable information is posted time to time. Suggested problems will be identified from each chapter in the textbook. These should be done prior to all examinations to ensure the information is grasped. They are for your practice and will not be graded. Proof of their completion must be presented to gain access to the solutions during my office hours.
2. Attendance. Students are allowed two unexcused absences for the semester. All remaining unexcused absences **will affect the final grade**. Please email all excuses to zpayne@sgu.edu.
3. Participation: An essential obligation is to keep up with the assigned readings within the course study outline contained in this syllabus. Class attendance is essential, and participation will be evaluated on your responses to class activities.
4. Quizzes. There will be four (4) announced quizzes, each lasting from ten (10) to twenty (20) minutes, throughout the semester. See the Course Calendar for dates. They are at the beginning of the class, so it is imperative to be on time.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The score of the lowest quiz of the four will be dropped. If you are absent the day of a quiz, you have up **ONE (1) week from the day it was assigned** to do a makeup quiz. Beyond this time the grade assigned will be a zero (0).

5. Midterm to be administered on ExamSOFT and MS Excel. **Attendance on campus is compulsory to take this exam.** More details will be given in class.
6. Assignments: Assignments must be your **own** work and submitted as advised by the instructor.
7. Comprehensive Final Exam to be administered on ExamSOFT and MS Excel. **Attendance on campus is compulsory to take this exam.** More details will be given in class.
8. Extra Credit. Opportunities for extra credit will arise during the semester. More details will be given by the instructor.

Course Requirements:

Course Grading Requirements	Percentage of Final Grade	Date
Attendance & Participation	12%	
Forum Discussions on Sakai	8%	
Quizzes	20%	See Calendar
Midterm	15%	Midterm Week
Assignments	30%	See Calendar
Comprehensive Final	15%	Finals Week
TOTAL	100%	

Course Schedule:

Tentative Course Schedule: This schedule represents our expected class plan. However, as the term progresses, we may need to make changes if we spend more or less time than planned on any particular topic. The calendar of activities and quizzes dates will be distributed the first week.

Chapter 1 and 2: Introduction to Managerial Finance & The Financial Market Environment - To be read prior to the first day of class

- Chapter 3: Financial Statements and Ratio Analysis – Two sessions
- Chapter 4: Cash Flow and Financial Planning – Three sessions
- Chapter 5: Time Value of Money – Four sessions
- Chapter 6: Interest Rates and Bond Valuation – Two sessions
- Chapter 7: Stock Valuation – Three sessions

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- Chapter 8: Risk and Return – Three sessions
Chapter 10: Capital Budgeting Techniques – Three sessions
Chapter 11: Capital Budgeting Cash Flows – Four Sessions

POLICY INFORMATION

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”
(p. 48)

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

The St. George's University Student Manual (2019/2020) states as follows:

Attendance Requirement

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation.” (p. 9)

The St. George's University Student Manual (2019/2020) states as follows:

Examination Attendance

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director.” (p.46)

Student Accessibility and Accommodation Services Policy:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations.” (p. 8)

Assignment Submission Procedure:

Assignments: Homework should be delivered in the Assignments area in MyCourses. All course work in full must be completed by the time assigned, to be included in the course grade. Each file submitted must be labelled as follows:

YOURFIRSTNAME_YOURLASTNAME_BUSI306_Assignment#.xlsx

For example: Zanifa_Payne_BUSI306_Assignment2.xlsx

(.xlsx may be docx or pptx, where necessary) One point will be deducted from score if this naming format is not adhered to.

APA Format: Most current APA format is required for all written assignments. Please refer to library for the current resources on this area.

Classroom/Online Etiquette Procedure:

An important goal of the class is for each person to experience a positive learning environment that facilitates their learning. Given the online nature of the program it is important for students to utilize the online tools in order to enhance participation and student engagement. Please adhere to the following guidelines:

- Each student is to sign-on to the ZOOM Classroom from MyCourses on Sakai at least 10 minutes prior to the starting of class to ensure any technical difficulties are resolved before class begins. Minimal class time may be used by the instructor to support technical difficulties and only at the instructor's discretion.
- Each student is required to have video streaming capabilities during the class. This enhances the learning experience for everyone.
- Students must ensure that their online environment is quiet and free from outside/surrounding distractions. (All other computer or phone applications must be turned off).
- Headsets (with microphones) are strongly recommended to be used in public spaces.
- In order to avoid talking over one another during the class, please use the hand raising/chat tools during the class.

TurnItIn: Where applicable, assignments must be submitted through MyCourses, where we have

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

installed a software package that is called “TurnItIn” which will be activated by the instructor for the respective course. “TurnItIn” will examine every submitted assignment and compare it to all web-based research, including websites, essays, papers, etc. It provides an assessment of plagiarism for every assignment.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 310 Human Resource Management
Number of Credits: 3 Credits
Days and Times: Tue & Thu 1:00 – 2:15pm
Semester and Year: Spring 2020
Classroom Location: FA4
Pre-requisite(s): BUSI 301 Organizational Behavior

Course Lecturer Name(s): Dr. Anthony Andall
Course Director Name: N/A

Course Lecturer(s) Contact Information: 444-4175 ext. 3723 or aandall@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon & Wed 11-00- 12:00 pm, 2:15 pm – 3:30 pm, Tue & Thu 10:30 – 12:00, 2:30 – 4:00pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Business and Management Studies Office Building C
Course Director Office Location: N/A

Course Support: Tracy Fortune, tfortune@sgu.edu, 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introduction to the human resource management (HRM) function and related elements and activities to examine the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and the rising cost of benefits are analyzed. Emphasis is placed on the modern day importance of HRM at the corporate level as well as the view of HRM from the perception of both management and subordinate employees. (Source: Human Resource Management, Global Edition Sample Syllabus 2015 Pearson Education)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Define the roles and activities of a company's human resource management function.
2. Discuss how to strategically plan for the human resources needed to meet organizational goals and objectives.
3. Define the process of job analysis and discuss its importance as a foundation for human resource management practice.
4. Compare and contrast methods used for selection and placement of human resources.
5. Describe the steps required to analyze, develop, implement, and evaluate an employee training program.
6. Identify and explain the issues involved in establishing compensation systems.
7. Identify how new technology, such as social networking, is influencing human resource management.
8. Discuss what companies should do to compete in the global marketplace.

Student Learning Outcomes:

Upon successful completion, students will develop competencies and skills in the following areas:

1. Applying the main aspects of labour code laws to employment decisions and employer/ employee relations
2. Designing and developing tools to conduct job analysis
3. Developing and writing detailed job descriptions
4. Conducting and evaluating employment interviews
5. Applying various techniques for on the job training and rating of performance
6. Utilizing HR techniques in their organization to keep employees engaged in the job
7. Recognizing managing and avoiding ethical pitfalls that employees face in the workplace
8. Managing the HR process in small entrepreneurial firms

Program Outcomes Met By This Course:

M-PO-1: Ability to apply ethical leadership (honesty, fairness, dignity and trust) , and critical thinking skills (objective analysis of facts to form a judgement) to address business and management issues in a sustainable manner.

M-PO-2: Ability to propose business solutions through the use of theories, research and analytical skills.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Dessler, G., (2015). Human Resource Management. (Ed.14) Upper Saddle River, NJ: Pearson Education, Inc.

Supplementary Readings/Resources: Grenada Labour Code and other materials to be distributed by the instructor

Course Grading Requirement:

Midterm	25
Final	25
In class Quizzes	15
Term -project	15
Class participation and Discussion	5
Written assignments & Presentations	<u>15</u>
Total	100

Course Requirements:**Chapter quizzes:**

Upon completion of each chapter a quiz will be administered. These quizzes will be administered online or in class as determined by the course instructor. Quizzes will account for 15% of the course grade.

Individual assignments:

At least two (2) individual assignments will be administered throughout the course. Combined, individual assignments will account for a total of 15% of the course grade.

Group paper:

A group assignment will be distributed in week nine (9) of the course. The size of the group is contingent on the size of the class, and will be determined by the course instructor. The group paper will account for 15% of the course grade.

Midterm and Final Exams:

The midterm and final exam will occur in week 8 and week 16 respectively.

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week	Topic	Chapter
1	Introduction to HRM	1
2	Equal Opportunity and the Law	2
3	HRM Strategy and Analysis	3
4	Job Analysis and Talent Management	4
5	Personnel Planning and Recruiting	5
6	Employee Testing and Selection	6
7	Interviewing Candidates	7
8	MIDTERM EXAM (Mar 09 – 13)	
9	Training and Developing Employees	8
10	Performance Management and Appraisal	9
11	Employee Retention, Engagement and Careers	10
12	Ethics and Employee Right and Discipline	14
13	Labor Relations and Collective Bargaining	15
14	Employee Health and Safety	16
15	Managing HRM in Small Entrepreneurial Firms	18
16	FINAL EXAM (May 04 - 08)	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Please note the due dates on all submissions. Every day that an assignment is late will result in 5 points being deducted per late day from the assignment score. Assignments must be submitted electronically via Sakai.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St George's University

School of Arts and Sciences

Department of Business and Management Studies

Course Code, Title and Number of Credits: Quantitative Methods (3 Credits)

Days and Times: Tue-Thu (4:00 – 5:15)

Semester and Year: Spring 2020

Pre-requisite(s): Math 220

Classroom Location: FA 2

Course Director Name: Mr. Curlan Gilchrist

Course Lecturer Name(s): Mr. Curlan Gilchrist

Course Director Contact Information: cgilchrist@sgu.edu

Course Lecturer(s) Contact Information: cgilchrist@sgu.edu

Course Director Office Hours: by appointment

Course Lecturer(s) Office Hours: by appointment

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description:

This course will provide an intensive study of descriptive, inferential statistical, and some selected selective quantitative techniques required for business decision making. Data analysis and interpretation would be emphasized. Topics in descriptive statistics would include construction, interpretation, and use of index numbers, and an in-depth analysis of Bayes' Theorem. Inferential statistics and quantitative techniques would include a detail study of decision making under certainty, hypothesis testing, and multiple regressions and forecasting. Inventory Control Models, and Transportation and Assignment Models.

At the end of this course, students should be able to apply the statistical and quantitative tools, methods, and techniques learned to understand, analyze, and solve business problems

Course Objectives

- 1) To provide an understanding of the value and use of quantitative methods in problem solving and decision-making.
- 2) To be able to apply a variety of statistical and quantitative techniques to a wide range of business situations.
- 3) To recognize which statistical techniques and methods are applicable in problem solving for management decision making.

Student Learning outcomes

When you have completed this course you should be able to:

- 1) appreciate that statistical analysis of data improves business decisions and improves business competitiveness.
- 2) Select the correct statistical method for a given data analysis requirement.
- 3) Develop expertise in describing data, hypothesis testing and model interpretation.
- 4) Achieve a practical level of competence in applying quantitative methods to business applications.
- 5) Recognize the application of different techniques in time series analysis and forecasting.
- 6) Development competence in the use of Excel as a tool for data processing.

Program Outcomes Met By This Course:

1. Ability to propose business solutions through the use of theories, research and analytical skills.

Expectation

To obtain the most from this course, students should attend every class meeting. If you miss class, it is your responsibility to obtain the information covered in your absence. Students should have total access to the required text. It is expected you would have read the assigned material before class and be prepared to seek clarification where necessary. You should go away from the lectures and think carefully about what you have heard and assimilate further material from the textbook while paying attention to business events and opportunities appearing in the news.

SAS Grading Scale Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5- 89.4%
- B = 79.5 – 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%

Course Materials:

Textbook:

McClave Bension Sincich, "Statistics for Business and Economics", Tenth or any later edition

Barry Render, Ralph M Stair Jr, Michael E Hanna; "Quantitative Analysis For Management" Eleventh Edition

Course Requirements and Percent of Grade:

Evaluations:

- | | |
|----------------------------------|-----|
| 1) Quizzes - | 10% |
| 2) Assignment- | 10% |
| 3) Midterm Examination- | 25% |
| 4) Final examination- | 50% |
| 5) Attendance and participation- | 5% |

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2018/2019, page 28) states as follows:

"Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone, else which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated."

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Attendance Policy

Students are expected to attend all classes and clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy.

If absence from individual classes, examinations, and activities, or from the University itself

is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed.

A particular course may define additional policies regarding specific attendance or participation.

Assignment Submission policy

Unless otherwise indicated, submit your written assignments electronically (i.e., in the designated assignment drop box on SAKAI), as a WORD attachment. If there is no designated drop box on SAKAI, send it to my SGU email.

As far as possible, follow the most current APA Style Manual when submitting your work:

Include a title page with the title of the paper, the name(s) of the person(s) who wrote the paper, and the date submitted,

A header must appear at the top of each page,

All pages must be numbered,

All pages must have one inch top/bottom, and left/right margins, and

Papers must be double-spaced, with 12 point fonts.

All sources of information used in your paper must be documented. This is true whether you are quoting or paraphrasing; whether you are making direct reference to the material, or using it in a general and indirect way. Sources here refer to written as well as non-written materials, such as audio or video recorded interviews, personal conversations, etc. It is a criminal offense to use other people's information without giving them the credit. It is called plagiarism. A source must be cited by author(s), year (and page numbers if quoting) in the passage in which it is used.

Please proof read and spell check your document. With word processors now possessing both grammar and spell check, I consider it highly unprofessional to submit documents with incorrect spelling and blatant grammatical errors.

Papers that do not adhere to these guidelines may not be reviewed.

Classroom Etiquette

Smoking is not permitted in any University building. Eating or drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library.

Online Etiquette

A key distinguishing feature of online courses is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

Tone Down Your Language

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting our statement.

In general, avoid humor and sarcasm. These frequently depend either on facial or tone of voice cues absent in text communication or on familiarity with the reader.

If someone states something you find offensive, mention it directly to the instructor. Remember the person may be new to online learning. What you find offensive may be an unintended and can be corrected by the instructor.

Test For Clarity

Messages may often appear perfectly clear to you as the writer but turn out to be confusing by another reader. One way to test for clarity is to read your message aloud to see if it flows smoothly.

Be concise when possible when contributing to a discussion. If you have several points you want to make, it may be a good idea to post them individually in more focused messages rather than a single, all-encompassing message.

Think carefully about the content of your message before contributing to the discussion. Once sent to the group, there is no taking it back. Although grammar and spelling may not be graded, they do reflect on you, and your audience might not be able to decode misspelled words or poorly constructed sentences. Acronyms and Emoticons are popular to use. Remember that online courses require professional writing. Be discerning with your use of “texting” writing.

Citations and Other Etiquette Sources

Many of the points made here were taken from [The Core Rules of Netiquette](#) excerpted from the book *Netiquette*, by Virginia Shea.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Teaching Methodology

Interactive lectures combined with frequent quizzes and assessments.

Tentative Course Schedule:

Course Outline

Methods of describing and presenting data sets

- Index numbers and application
 - Simple index
 - Aggregate index
 - Laspeyres index
 - Paasche index

Probability Concepts and Applications

- Introduction
- Fundamental Concepts
 - Types of Probability
- Mutually Exclusive and Collectively Exhaustive Events
 - Adding Mutually Exclusive Events
 - Law of Addition for Events That Are Not Mutually Exclusive
- Statistically Independent Events
- Statistically Dependent Events
- Revising Probabilities with Bayes' Theorem
 - General Form of Bayes' Theorem
- Further Probability Revisions
- Random Variables
- Probability Distributions
 - Probability Distribution of a Discrete Random Variable
 - Expected Value of a Discrete Probability Distribution
 - Variance of a Discrete Probability Distribution
 - Probability Distribution of a Continuous Random Variable
- The Binomial Distribution
- The Normal Distribution
- The F Distribution
- The Exponential Distribution
- The Poisson Distribution

Decision Analysis

- Introduction
- The Six Steps in Decision Making
- Types of Decision-Making Environments
- Decision Making Under Uncertainty
 - Optimistic
 - Pessimistic
 - Criterion of Realism (Hurwicz Criterion)
 - Equally Likely (Laplace)
 - Minimax Regret
- Decision Making Under Risk
 - Expected Monetary Value
 - Expected Value of Perfect Information
 - Expected Opportunity Loss
 - Sensitivity Analysis
 - Using Excel QM to Solve Decision Theory Problems

Programme Evaluation and Review Technique(PERT) and the Critical Path Method(CPM)

- The framework of PERT and CPM
- Determining the Critical Path

- Drawing the Network
- Critical activities and the Critical Path

Regression Models

- Introduction
- Scatter Diagrams
- Simple Linear Regression
- Measuring the Fit of the Regression Model
 - Coefficient of Determination
 - Correlation Coefficient
- Using Computer Software for Regression
- Assumptions of the Regression Model
 - Estimating the Variance
- Testing the Model for Significance
 - Triple A Construction Example
 - The Analysis of Variance (ANOVA) Table
 - Triple A Construction ANOVA Example
- Multiple Regression Analysis
 - Evaluating the Multiple Regression Model

Forecasting

- Introduction
- Types of Forecasts
 - Time-Series Models
 - Causal Models
 - Qualitative Models
- Scatter Diagrams and Time Series
- Measures of Forecast Accuracy
- Time-Series Forecasting Models
 - Components of a Time Series
 - Moving Averages
 - Exponential Smoothing
 - Using Excel QM for Trend-Adjusted Exponential Smoothing
 - Trend Projections
 - Seasonal Variations
 - Seasonal Variations with Trend
 - The Decomposition Method of Forecasting with Trend and Seasonal Components
 - Using Regression with Trend and Seasonal Components

Inventory Control Models

- Introduction
- Importance of Inventory Control
 - Decoupling Function
 - Storing Resources

- Irregular Supply and Demand
- Quantity Discounts
- Avoiding Stockouts and Shortages
- Inventory Decisions
- Economic Order Quantity: Determining How Much to Order
 - Inventory Costs in the EOQ Situation
 - Finding the EOQ
 - Purchase Cost of Inventory Items
 - Sensitivity Analysis with the EOQ Model
- Reorder Point: Determining When to Order
- EOQ Without the Instantaneous Receipt Assumption
 - Annual Carrying Cost for Production Run Model
 - Annual Setup Cost or Annual Ordering Cost
 - Determining the Optimal Production Quantity
 - Brown Manufacturing Example
- Quantity Discount Models
 - Brass Department Store Example
- Use of Safety Stock
- Single-Period Inventory Models
 - Marginal Analysis with Discrete Distributions
 - Café du Donut Example
 - Marginal Analysis with the Normal Distribution
 - Newspaper Example
- ABC Analysis
- Dependent Demand: The Case for Material Requirements Planning
 - Material Structure Tree
 - Gross and Net Material Requirements Plan
 - Two or More End Products
- Just-in-Time Inventory Control
- Enterprise Resource Planning

Transportation and Assignment Models

- Introduction
- The Transportation Problem
 - A General LP Model for Transportation Problems
- The Assignment Problem
 - Linear Program for Assignment Example
- The Transshipment Problem
 - Linear Program for Transshipment Example
- The Transportation Algorithm
 - Developing an Initial Solution: Northwest Corner Rule
 - Stepping-Stone Method: Finding a Least-Cost Solution
- Special Situations with the Transportation Algorithm
 - Unbalanced Transportation Problems
 - Degeneracy in Transportation Problems
 - More Than One Optimal Solution

Maximization Transportation Problems
Unacceptable or Prohibited Routes
Other Transportation Methods

- Facility Location Analysis
 - Factory for Hardgrave Machine Company
- The Assignment Algorithm
 - The Hungarian Method (Flood's Technique)
- Making the Final Assignment
- Special Situations with the Assignment Algorithm
 - Unbalanced Assignment Problems
 - Maximization Assignment Problems



St George's University
School of Arts and Sciences

Department of Business

BUSI 327

INTERNATIONAL TRADE REGULATION

MR. CURLAN GILCHRIST / DR. L. EUGENE

Course Code and Title: BUSI 327 - International Trade Regulation

Semester: Spring 2020

No. of Credits: Three (3)

Pre-requisite(s): BUSI 304

Lecturer Name: C. Gilchrist / L. Eugene

Lecturer Contact information: cgilchrist@sgu.edu
leugene@sgu.edu

Lecturer's office hours: **C.Gilchrist**
Monday and Wednesday – 1:00 – 4: 00 pm

L.Eugene
Monday: 10:00 – 12:00 noon
Wednesday: 2:00 – 4:00 pm

Content Delivery: Tuesday/Thursday – 10:00 – 11:15 am

Course Description

This course is designed to provide students with a general introduction to the principal multilateral organization responsible for the regulation of international trade, namely the World Trade Organization (WTO). Through an examination of the rules, principles and functioning of the WTO and other regional trade agreements, students will be given an opportunity to assess the role/relevance of trade agreements and negotiations, as part of a broader business development strategy.

In addition to the core obligations, students will be introduced to the rules/principles and policy considerations governing trade in goods and services, including non-discrimination, preferential treatment, regional agreements, sanitary and phyto- sanitary measures, permitted exceptions (for policy objectives) and the dispute settlement process. Students will also be introduced to the main regional trading arrangements such as the Caribbean Single Market and Economy, the Economic Partnership Agreement (EPA), the Caribbean-Canada (CARIBCAN) and the USA's Caribbean Basin Economic Recovery Act (CBERA) trade agreements.

Course Objectives:

The goal of this course is to enable students to:

- (i) describe the linkages between trade policy and business operations and opportunities;
- (ii) display an understanding of the terminologies, mechanisms and financing challenges to export;
- (iii) critically consider the implications of the WTO and other regional trading arrangements for market and products/services expansion in developing countries;
- (iv) deepen their planning and innovation skills and;
- (v) become familiar with the negotiating process and gain an appreciation of the need for business advocacy.

Course Outcomes

On completion of this course, students should be able to :

- (i) identify, outline and assess the main rules and principles of the world trading system;
- (ii) explain the relevance of WTO-compatibility for regional/preferential trade agreements and business advocacy;
- (iii) evaluate the extent to which the system is representative of the interests of developing countries, including those of the CARICOM;
- (iv) assess the complexities and costs associated with standards (especially those associated with food and safety issues) and technical requirements for export expansion;
- (v) identify and assess the market opportunities and challenges presented by the stated agreements, particularly for small and medium sized enterprises (SMEs) within the Caribbean region;
- (vi) assess the relevance of newly emerging issues such as the environment, and their possible implications for the business and;
- (vii) evaluate the benefits and challenges of participating in the WTO dispute settlement process.

Teaching Methodology

The course will be delivered by a combination of lectures, individual and group presentations, tutorials and field trips (where possible).

Course Assessment

Course Component Percentage allocated

Class Participation (attendance and contribution)	10
Individual Presentation	10
Group Assignment (Written)	20
Group Presentation (In class)	15
Mid-semester exam	20
Final Exam	25
TOTAL	100

Criteria	<u>Points</u>	<u>Exemplary</u> 90-100	<u>Good</u> 89-80	<u>Fair</u> 79-70	<u>Poor</u> 69 and Under
<u>Critical Elements:</u> Critically analyzes the situation to the concepts learnt on the subject. Research on the topic and application of the knowledge	40	Student demonstrates and thorough understanding of the concepts taught utilizes research to support the material discussed	Student demonstrates a reasonable understanding a of concepts thought and supports the topic by providing some evidence and information	Student demonstrates a fair understanding of the concepts taught and provides limited information	Students demonstrates poor understanding of the topic with minimal or irrelevant information
<u>Organization:</u> The submission is well organized. The format is easy to follow, flows smoothly from one idea to another and logically conveys the key ideas.	30	Information flows smoothly with critical analysis and excellent development of ideas	Information flows reasonably well with some analysis and development	Information flows fairly but with limited development and critical thinking	Information is disjointed with no analysis and poor, no or irrelevant reflection
<u>Style and Grammar:</u> Follows APA writing style and basic rules of formal English grammar and written essay style presents the copy following the guidelines for written assignments	30	Well written with excellent communication and writing skills	Information is generally clear and reasonable development of ideas and competency demonstrated	Information flow is fairly developed with average competency demonstrated	Poorly developed with little understanding
Total Marks Possible	100				

Course materials

Prescribed Text

Mitsuo Matsushita et al

The World Trade Organization: Law, Practice and Policy

Relevant reading material will be provided in class and where appropriate, additional reference materials will be placed in the library.

Students will be advised accordingly.

Topics and Readings

International Law and Trade Policy	Chapter One
Market Access/Core Principles	Chapters 6 – 8
Services	Chapter 16
Developing Countries (Special and Differential Treatment)	Chapter 19
Regional Trade Agreements	Chapter 14
Safeguards and Anti-dumping	Chapter 12
Sanitary, Phytosanitary and Technical Regulations	Chapter 13
Exceptions (Environment)	Chapter 20

Grade Description

A+	Excellent	94.5 – 100
A	Superior	89.5 – 94.4
B+	Very Good	84.5 – 89.4
B	Quite Good	79.5 – 84.4
C+	Strong Average	74.5 – 79.4
C	Average	69.5 – 74.4
D	Borderline Competence	64.5 – 69.4

Course Policies:

Students will be required to:

- (i) be prepared for class by doing the necessary readings;
- (ii) contribute thoughtful ideas to class discussions and engage in constructive debate;
- (iii) conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- (iv) listen carefully to instructions given and by if you do not understand, ask the instructor and;
- (v) students should bring the text or copies of the relevant chapters to class at all times, unless instructed otherwise – or all other materials, as directed..

It is also a requirement that students display an awareness of current issues in international trade. It is therefore the student's responsibility to keep abreast of news which relate to international trade – in the general newspapers, business/trade magazines and other media.

Participation

Students are expected to complete the required readings in order to discuss these during class and can be called at random to answer questions, express opinions and make general comments. Students are also encouraged to comment on and critique the work of fellow students – as well as instructor's comments. This makes for a more interesting session.

In doing so, students are reminded that each must recognise and respect the right of other students to express their opinions freely. Class discussions must also not be used as an opportunity to discuss personal legal problems.

Any student who is unprepared when called upon to contribute to class discussions, will have one (1) point deducted from his/her class participation mark.

Your participation will be graded according to *active* class participation – in terms of speaking in class, the substance of your answers to questions asked by me in class, questions of substance asked of others in class, participation in class discussion, and evidence of reading based on reference to relevant literature, cases and legal principles.

Please note that points for class participation can be deducted for behaviour which is deemed disruptive and counterproductive to class discussions.

Attendance

- All students must attend classes.

- Students must report to class on time. Punctuality, attendance and participation are not only required of you, but expected of you as a university student. Marks will be deducted for failure to be punctual (especially more than 10 minutes after the start of class) and unexcused absence from class. Students with poor punctuality and/or attendance records will be reported to the Dean of Student Affairs and the Committee for Academic Progress and Standards.

Assignments and Deadlines

- Assignments are the responsibility of each student and must be turned in on the specified date and time, no later than 4 pm on their due date.
When applicable, students will be advised as to TurnItIn set-up.
- Students are expected to provide their assignments and other papers in type written form, using 12 font, Times New Roman, one and a half (1 ½) spacing (except between paragraphs, when double spacing is acceptable), one (1) inch margin left and right, top and bottom. All work must be paginated.
- Assignments submitted via e-mail or facsimile will NOT be accepted
- Note the dates/times of submission. If your assignment is not submitted by the specified date/time, it will count as a **late submission**. Late submissions will be penalised, and result in 5 points being deducted for each late 24 hour period. The first 24 hour period begins as soon as the set deadline expires.
- All assignments must be completed in order to obtain for a pass grade in the course.
- It is recommended that you make a back up copy of all assignments for your own record. Should you experience loss, you will be required to provide proof that you completed the work. If for any reason your paper is lost, you will be asked to submit a copy of the original work, should the instructor so request.

Students with Disability and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the Course Director so that appropriate arrangements can be made.

Cell Phones and Pagers

Before entering the class, students are required to turn off all cell phones, beepers and other similar forms of technology. Do NOT wear headphones, text or use your iPod during lectures. Lectures may not be recorded.

Disruptive Behavior

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the *Student Manual*.

Food and Drink policy

No food is allowed in class. Water is the only drink that will be allowed in class. Water bottles should be clear containers.

Detailed Information on Assignments

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures which, while they could affect your grade for course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Plagiarism Policy

Plagiarism and all other forms of academic/scholastic dishonesty will not be tolerated and may result in a grade of F for the assignment or the entire course, along with possible disciplinary action may by the Dean of Students' Office. Any work submitted with your name attached, must be your own work. Should it become necessary to incorporate the ideas or expression of such ideas from work other than your own, you must acknowledge the source of the idea through the use of quotation marks or appropriate referencing, including footnotes or other citations.

The St. George's University Student Manual (2009/2010, page 41) states as follows:

All assignments and examinations submitted to a course are expected to be students' own work. Students must be careful to distinguish their own ideas from information derived from published or secondary sources. Plagiarism is regarded as a cardinal offence in academia because it constitutes the theft of the work of someone else which is then reported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the institution, its faculty, and its students; therefore, it is not tolerated.

Students must adhere to the University's Honor Code and the University's policies regarding plagiarism is outlined in the Student Manual.

That said, please be guided accordingly and check all assignments before handing them in or making class presentations.

Your work will be subject to submission to plagiarism detection software, and submission to this system means that your work automatically becomes part of that database and can be compared to the work of others, including your classmates.

Upon submission of your work, you will be required to sign a Plagiarism Statement of Understanding attached on the cover sheet of each assignment – this document is posted on ANGEL.

Re-sit Examinations

There will be no re-sit examinations administered for any quiz, mid-term or final examination.

Disclaimer

It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 402 INVESTMENT ANALYSIS
Number of Credits: 3
Days and Times: Tuesday & Thursday; 4 pm to 5.15 pm
Semester and Year: Spring 2020
Classroom Location: Click or tap here to enter text.
Pre-requisite(s): BUSI 306

Course Lecturer Name(s): Click or tap here to enter text.
Course Director Name: Dr. Naresh Gopal

Course Lecturer(s) Contact Information: Click or tap here to enter text.
Course Director Contact Information: ngopal@sgu.edu

Course Lecturer(s) Office Hours: Click or tap here to enter text.
Course Director Office Hours: Friday 9.00 am to 1.00 pm or by appointment via email.

Course Lecturer(s) Office Location: Click or tap here to enter text.
Course Director Office Location: Block C, Windward Hall

Course Support: Ms. Tracy Fortune, tfortune@sgu.edu, 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The course undertakes a rigorous study of concepts and evidence relevant to investment management. Topics include diversification, portfolio optimization, mutual funds, behavioural finance and trading. The course is geared towards the understanding and implementation of “modern portfolio theory”, which is a general approach for maximizing the expected return of a portfolio given a certain amount of risk. This course introduces forwards, futures, swaps and options to students and aims to outline how these tools are used.

Course Objectives:

1. Determine the impact of borrowing on the stock position, determining margin call prices

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

and deposit amounts.

2. Calculate and interpret the risk and return on individual stocks, bonds and a portfolio of assets.
3. Describe the benefit of diversification of holding a portfolio of assets and the importance played by the market portfolio.
4. Apply different valuation models to evaluate fixed income securities and stocks.
5. Explain how futures are used for hedging risks
6. Describe the price bounds on options
7. Give details about how swaps and CDS work and how their prices are determined
8. Use Binomial tree and Black-Scholes models to price options

Student Learning Outcomes:

1. Students will study the theory and empirical evidence relevant for investing, particularly in the context of portfolio management.

Program Outcomes Met By This Course:

AP-02 Apply financial management techniques to issues affecting decisions in investing, financing, operating, or analyzing the effects of basic tax rules on individuals, partnerships and corporations.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Bodie, Z., Kane, A., & Marcus, A. J. (2017). Investment. Eleventh Edition.

Supplementary Readings/Resources: <https://www.wsj.com/>

Course Grading Requirement:

- Attendance & Class Participation – 10%
- Homework – 20%
- Assignments – 20%
- Quizzes – 20%
- Midterm – 15%
- Project – 10%
- Final Exam – 15%

Course Requirements:

1. This is a seminar course. Lectures are limited to that required to identify and explain concepts and terminology. Students must keep up the reading in both the text and the reading volume. The course covers a significant amount of material. Therefore, class attendance is mandatory. The structure of this class makes your individual study and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

preparation outside class very important. Reading the assigned chapters/handouts before class will greatly assist your understanding of the lecture. Read critically, evaluating in light of your own experience and knowledge and be prepared to discuss the material in class. After the lecture, you should study your notes and work relevant problems from the end of the chapter. Unjustified absences will affect grade.

2. Attendance. Students are allowed two unexcused absences for the semester. All remaining unexcused absences will affect the final grade. Please email all excuses to ngopal@sgu.edu. Group Assignments. These assignments will be done as a group and based on the cases in the text. There should be only one submission from each group.

3. Participation – Several questions and issues will be posted on the Forum on Sakai. Marks will awarded to intelligent meaningful responses.

4. Quizzes - There will be two announced quizzes, each lasting between 10 (ten) to thirty (30) minutes, throughout the semester. See the Course Calendar for dates. They are at the beginning of the class, so it is imperative to be on time. Quizzes will be closed book, closed notes.

5. Midterm - Closed book, closed notes, will be a combination of multiple choice and long answer questions. Students are to come equipped with their calculator and laptop to complete exam on Examplify through ExamSoft.

6. Comprehensive Final - Closed book, closed notes, administered during the University's week of final examinations. Students are to come equipped with their calculator and laptop to complete exam on Examplify through ExamSoft.

7. Group Assignments - There will be four (4) group assignments for the semester. One submittal per group by the due date and time identified by the instructor. Late submittals will not be accepted.

8. Group Project - The members of each group will be assigned randomly by the instructor. More details will be given by instructor.

9. Extra Credit - Opportunities for extra credit will arise during the semester.

Course Schedule:

See Appendix

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All assignments should be delivered in the Assignments area in MyCourses. All course work in full must be completed by 11:00pm, EST to be included in the course grade. Each file submitted must be labeled as follows:

FIRSTNAME_LAST NAME_BUSI411_Assignment Number

Or

GROUPNAME_BUSI411_Assignment Number

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

(.xlsx may be docx or pptx, where necessary) One point will be deducted from score if this format is not adhered to.

APA Format: APA 6 format is required for all written assignments.

Classroom/Online Etiquette Procedure:

Correspondence via email: In each email you send to the instructor be sure to put in the Subject area the course name/prefix [BUSI 402] and the subject of the issue.

Laptops: I encourage you to use your laptop for this course in class. However, the use of your laptop is strictly for class activities such as taking notes, referring to a spreadsheet, or in occasions if we need to search the internet. You are not allowed to connect the laptop to networks such as Facebook, Messenger, Yahoo Messenger, Skype, and should not be doing any non-class activities during class time. You will be asked to leave the classroom if you fail to comply with this policy.

Cell Phones: Note cell phones are to be turned OFF during class. Any calls, text messages, SMS made or received during class will result in your being noted as absent from class. Cell phones/PDAs are not to be used as calculators.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Appendix

January 2020						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Introductions/ Course Review	22	23 Chapter 1 Investment Environment	24	25
26	27	28 Chapter 2 Asset Classes & Financial Instruments	29	30 Chapter 3 Trading	31	

February 2020						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Assignment 1	3	4 4 Mutual Funds & Other Investment Companies	5	6 Chapter 5 Risk & Return	7	8
9	10	11 Quiz 1 Chapter 6 Risk Aversion & Capital Allocation	12	13 Chapter 7 Optimal Risky Portfolios	14	15
16	17	18 Chapter 8 Index Models	19	20 Chapter 8 Index Models	21	22
23 Assignment 2	24	25	26	27	28	29

March 2020						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Chapter 9 Capital Asset Pricing model	4	5 Mid Term Review	6	7
8	9	10	11	12	13	14
MIDTERM WEEK						

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

15	16	17 Review of Midterm	18	19 Chapter 10 APT & Multifactor Models	20	21
22 Assignment 3	23	24 Chapter 10 APT & Multi Factor Models	25	26 Chapter 11 Efficient Market Hypothesis	27	28
29	30	31 Chapter 12 Behavioral Finance & Technical Analysis		Chapter 12 Behavioral Finance & Technical Analysis		

April 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7 Quiz 2 Chapter 14 Bond Prices & Yields	8	9 Chapter 14 Bond Prices & Yields	10	11
12	13	14 Chapter 16 Managing Bond Portfolios	15	16 Chapter 18 Equity Valuation Models	17	18
19 Assignment 4	20	21 Chapter 21 Derivatives & Pricing	22	23 Chapter 24 Portfolio Performance Evaluation	24	25
26	27	28 Review	29	30 Group Presentations - Reports Due		

May 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
FINALS WEEK						

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University
School of Arts and Sciences

Department of Business and Management Studies

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 403 International Marketing
Number of Credits: 3 credits
Days and Times: Tue/Thurs @ 1pm-2:15pm
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): BUSI 204 Principles of Marketing & BUSI 304 Int'l Business

Course Lecturer Name(s): Dr. Reccia Charles
Course Director Name: Dr. Reccia Charles

Course Lecturer(s) Contact Information: Phone: 444.4175 ext 3260, Fax: 473.444.1655, Email: rcharles1@sgu.edu

Course Director Contact Information: Phone: 444.4175 ext 3260, Fax: 473.444.1655, Email: rcharles1@sgu.edu

Course Lecturer(s) Office Hours: M/W/F:11a-12:30 & 3p-4:30p, T/Th: 4p-5p

Course Director Office Hours: M/W/F:11a-12:30 & 3p-4:30p, T/Th: 4p-5p

Course Lecturer(s) Office Location: Windward Hall 2nd Floor

Course Director Office Location: Windward Hall 2nd Floor

Course Support: Mary Celestine MCElesti@sgu.edu X3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Online Classroom: <http://mycourses.sgu.edu>

COURSE CURRICULUM INFORMATION

Course Description:

This course presents an overview of the unique marketing problems faced by firms engaging in International activities. It highlights the importance of understanding the foreign economic, social, cultural, political, and legal environments, as well as different forms to penetrate foreign markets. This course focuses on how to identify and analyze worldwide marketing opportunities, and examine product, pricing, distribution, and promotion strategies for born global firms with a

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

particular emphasis on emerging markets. It analyses the functioning of multinational companies and the international aspects of marketing. This course provides the conceptual framework for marketing across national borders, as well as marketing within different foreign environments. Students study how international marketing programs are developed, as well as the various factors that affect decision-making in an international setting.

Course Objectives:

1. To identify and understand the role of international marketing in the global business environment,
2. To investigate specific business areas that apply to international marketing
3. To develop students' skills in formulating marketing strategies that can be used in a global setting
4. To examine the nature of cultural, social, economic and legal factors that influences or determines the nature of market entry
5. To evaluate the strategic alternatives for entry and expansion into overseas markets
6. To develop appropriate strategies and tactics for each of the marketing mix elements
7. To develop skills in formulating and writing an international marketing plan

Student Learning Outcomes:

- 1) Identify the key factors related to creating a global marketplace.
- 2) Analyze the political, legal, economic, and /cultural environment of multinational organizations in order to develop competitive marketing strategies in a global environment.
- 3) Evaluate the impact of internationalization on company marketing strategies and on the mode of entry chosen by a multinational organization.
- 4) Apply your knowledge of cultural values to evaluate the implementation of alternative marketing techniques in different cultures.
- 5) Describe how new telecommunication technologies are changing the ways companies manage their global marketing activities.
- 6) Research and identify profitable foreign markets.
- 7) Discuss the impact of different cultural values and belief systems on marketing products.
- 8) Select and justify an appropriate marketing strategy and evaluate the financial, human resource, operational and logistical implications of different strategies.
- 9) Determine appropriate marketing strategies and identify the relevant sources of information and analysis to support the appropriate strategy.
- 10) Discuss the key elements of ethical global marketing.
- 11) Develop a global marketing plan & strategy.
- 12) Demonstrate a clear understanding of major marketing concepts in writing and orally using proper business communications techniques.
- 13) Determine the appropriate control measures in international operations.

Program Outcomes Met By This Course:

- Demonstrate an understanding of political, management, economic, legal and financial issues as they affect international business decisions. (IBO 1)
- Demonstrate an awareness of cross cultural differences and analyze its significance for the development and implementation of alternative management techniques applicable to varying cultures. (IBO 3)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

COURSE TEXTBOOKS LOCATED AT <https://ebookcentral.proquest.com/lib/squgd> which completes the first stage of the process. You are now free to use over 6,000 books under the Education Complete library.

Required Text:

- Global Marketing, 9/E Warren J. Keegan Mark Green Publisher: Prentice Hall Copyright: 2017 or Global Marketing, 10/E Warren J. Keegan Mark Green Publisher: Prentice Hall Copyright: 2020
- International Marketing Handouts (Location: Sakai Modules)

Supplementary Readings/Resources:

The Economist (**found in Founders Library**)

www.brandweek.com

www.theglobalmarketer.com

www.adage.com

www.mmaglobal.com

In addition to the main text, the lecturer will distribute reading materials to generate discussion. Students are expected to read links, websites and case studies added at the end of each chapter which support the principles and ideas presented in the chapters.

Course Grading Requirement:

Composition of final grade:

Exam 1 (I)	10%
Midterm (I)	15%
Exam 2 (I)	10%
Final (I)	20%
Group X-Culture (G)	20%
Group Presentation (G)	15%
Case Study Discussion (G)	10%
	<u>100%</u>

KEY: (I) = Individual Activity (G) = Group Activity

Course Requirements:

1. This is a seminar course. Students must keep up with the readings in both the text and the reading volume, and be prepared to discuss the material in class on the assigned days. Read critically, evaluating in light of your own experience and knowledge. Each of you has much to contribute and I expect you to do so! Attendance is mandatory.

2. **Exam 1, Midterm, Exam 2 and Final exam.** The exam 1, midterm, exam 2, and final exams are a mix of multiple choice items.

3. **Case Discussion.** Case teams will be made up of 2-3 students each. This team class exercise is designed to provide you with a sound understanding of how companies that engages in international marketing apply the concepts discussed in class to make real-life cross-cultural marketing decisions. Your team assumes the role of lead consultants that will advise the case company on the critical issues presented, choosing a course of action from the analysis and explicitly considering and rejecting plausible alternative courses because of the analysis.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The teams will be developing a plan by which the desired action may be implemented within the constraints of the company, people and national contexts. All students must keep up with the readings in both the text and the Sakai reading modules, and be prepared to discuss the assigned reading material and cases in class. Read critically, evaluating in light of your own experience and knowledge.

4. Group Presentation. Caribbean Product Introduction Presentation.

This team project is designed to provide you with a sound understanding of how a marketer goes about entering a foreign market. Specifically, you will write a report from the perspective of a marketing manager, advising the marketing department on the strategy the firm should take in entering a specific market with a particular product.

The final presentations will be due April 15 via the Sakai Dropbox. Teams will be made up of 2-3 students each.

I. Product Selection

Select a product that at least one members of the team has a specific knowledge about and is currently marketed in his/her home country.

II. Market Selection

Select a market in which that product is not currently being sold. Preferably you should focus on a European country. You must select a product/country combination for which a profitable marketing opportunity likely exists. Your team will determine this opportunity based on market research and personal knowledge.

III. Marketing Strategy

After selecting a product and a target market you can begin devising a strategy to successfully introduce and market the product. You are expected to do a Cultural Analysis, Economic Analysis, Market Audit and Competitive Market Analysis in Part II in order to produce and execute a professional level Marketing Plan for your product. You should draw on the material covered in class and carefully lay out a complete marketing strategy. Your final presentation of the marketing strategy should include these components:

- A. Country description
- B. Product description
- C. Political climate
- D. Marketing research
- E. Market segmentation
- F. Competitive environment
- G. Distribution Strategy
- H. Communications strategy
- I. Pricing strategy

The project report will be presented formally during week 15. The Presentation will be 15 to 20 minutes in length. The written materials (the PowerPoint) should be free of grammatical errors, spelling errors, and typos, and should follow consistently a standard reference format (*APA Style*); the report should be documented and the bibliography should be comprehensive, from a variety of sources, and with an emphasis placed on recent sources (at least 5 ranging from 2010 onwards). Students are required to provide periodic updates to the instructor prior to the submission of the final projects.

5. Group Project: X-Culture Global Collaboration: International Marketing Consulting

The students in this course will have an opportunity to gain first-hand experience in international business collaboration and business consulting. X-Culture is a large-scale international experiential learning project. Each semester, over 4,000 students from 120 universities in 40 countries participate in the project.

You will be working in an international team of 5-6 people for about eight weeks. Every semester, we select several companies that present their real-life international business challenges. Your team will have to select one of those challenges and suggest your solution. The detailed list of tasks to be completed for each challenge is provided in the [Challenge Instructions](#) (access code 20202b).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

For more on the project, visit www.X-Culture.org.

To complete the X-Culture Project, please follow the following steps:

1. Review project materials on this page: <http://www.x-culture.org/2020-2b> (access code: 20172b)
2. Around February 1, you will receive an X-Culture Welcome Letter that includes your personal Readiness Test link. You will be asked to complete a test that will check if you've reviewed the materials from #1. The test will take about 30 min to complete and must be completed by March 2.

95% of all students pass the test the first time, another 3% pass on the second try. As long as you carefully review the project materials, you should have no difficulties passing the test. If you fail the test, you will still have to complete the test, but you will have to work individually, not in an international team.

3. As long as you pass the Readiness Test, on March 2 you will receive the names and contacts of your team members. There will be 5-6 team members from different countries.

If you fail the test, you will be given another chance. If you fail again, you will have to complete the project individually.

4. You will then have two months to develop a business proposal for a real-life client organization.

5. After the project is over, you will receive an X-Culture Global Business certificate.

Furthermore, members of the best teams will be invited to attend the Academy of International Business Conference (www.x-culture.org/meetings/). The students will meet in person their teammates, present their work, and have a chance to participate the many conference networking and presentation events.

All students receive X-Culture Global Collaboration Experience Certificates and the members of the best teams receive Best Team awards (\$1,000 per team, contingent upon funding availability). The project will involve a series of tasks that you and your team must complete.

Although you will work in a team, your grade will be largely determined by your INDIVIDUAL performance. X-Culture is an exercise, not a test. This means that your effort and diligence matters more than your knowledge (we have exams to test your knowledge). As long as you complete each task fully and on time, submit your weekly progress updates, and your team members give you high weekly peer evaluations, you will get an excellent grade.

Course Schedule:

WEEK	Readings: Book Chapters/Cases/Sakai Reading Module Location.
1	Chp 1/Chp 2/ Sakai Module 1
2	Chp 3/ Chp 5/ Sakai Module 1
3	Chp 4/Hofstede Chp 1/ Case 1/Sakai Module 1
4	Chp 6/ Case 2/Sakai Module 2 EXAM 1
5	Chp 7/ Case 3/Sakai Module 2
6	Chp 8/Case 4/Sakai Module 2
7	Chp 9/Case 5/Sakai Module 2
8	Midterm Exam
9	Chp 10/Case 6/Sakai Module 3
10	Chp 11/Case 7/Sakai Module 3
11	Chp 12/Project Reviews/ Sakai Module 3

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

12	Chp 13/Case 8/ Sakai Module 3 EXAM 2
13	Chp 14/ Case 9/Sakai Module 3
14	Chp 15/ Case 10/Sakai Module 4/Project Finalization
15	Chp 16/ Chp 17/Sakai Module 4/Project Presentations (Project DUE)
16	Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All assignments are to be submitted via the assignment turnitin dropbox located in the Sakai classroom. Note the due dates of all assignments. Every day that an assignment is late results in 5 points being deducted per late day from the assignment score. X-culture must follow X-culture procedures as laid out in the X-culture manual.

Classroom/Online Etiquette Procedure:

Classroom Etiquette

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Students must keep up with the readings in both the text and the reading volume, and **be prepared to discuss the material in class on the assigned days**. Read critically, evaluating in light of your own experience and knowledge. Each of you has much to contribute and I expect you to do so! Respect Disagreement. People have the right to disagree with you. However, disagreement should never be personal. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Cell phones are to be turned off during class.

Online Etiquette

- **Make the Connection.** Electronic communication (email, discussion forums, etc.) is how you share ideas with other participants in this course. Online environments can separate the person from the ideas received in this course. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.
- **Be Professional.** Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling (unless in an online chat) and be clear, concise and intelligent.
- **Have Opinions.** Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them.
- **Respect Disagreement.** People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- **Ask Questions.** Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.
- **Be Forgiving.** For the majority of participants, online communication is straightforward. Sometimes unintended meanings are conveyed.

Policy/Procedure Related to the Department:

All written assignments are required to follow the current APA style of citing and referencing.

All end of term presentations requires students to be dressed in business attire.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: Research Methods in Business, BUSI 404
Number of Credits: 3
Days and Times: Monday, Wednesday, Friday 12:30 PM to 1:20 PM
Semester and Year: Spring 2020
Classroom Location: Click or tap here to enter text.
Pre-requisite(s): NA

Course Lecturer Name(s): Dr. Shawn Best
Course Director Name: Dr. Shawn Best

Course Lecturer(s) Contact Information: 439-2000 ext. 3869
Course Director Contact Information: Click or tap here to enter text.

Course Lecturer(s) Office Hours: Monday, Wednesday, Friday 10:30 AM to 12:30 AM
Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Location: Building C (Windward Hall)
Course Director Office Location: Click or tap here to enter text.

Course Support: Mary Celestine, mcelesti@sgu.edu, 3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will focus on different selected topics of particular relevance to the national, regional, and global economy and other business research interest. Additionally, this course will highlight the importance of systematic research and problem solving and explore the different types of research methodologies. The course will look at the role of the researcher and will investigate the practicalities of research such as problem formulation, choosing a suitable research methodology, review of literature, presenting results and findings, and drawing conclusion. The course will also highlight issues related to research such as ethical issues in doing research and the use of technology for research purposes.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

This course aims to acquaint students with knowledge of the methodologies utilized in modern business research.

Student Learning Outcomes:

Upon successful completion of this course, students should have expanded capabilities to:

1. Outline the purpose and distinct focus of business research methods;
2. Demonstrate an understanding of the stages of the research process;
3. Transform research ideas into a research project with research questions and objectives;
4. Write a research proposal;
5. Conduct a critical review of literature;
6. Reference literature accurately;
7. Formulate and choose an appropriate research design methodology;
8. Recognize issues related to research ethics;
9. Employ the appropriate use of qualitative and quantitative research techniques
10. Demonstrate effective communication skills in business and management.
11. Ability to propose business solutions through the use of theories, research and analytical skills.

Program Outcomes Met By This Course:

- M-PO-1: Ability to apply ethical leadership, and critical thinking skills to address business and management issues in a sustainable manner.
- Ability to apply relevant ICT (Information and Communication Technology) tools for effective decision making in organizations
- M-PO-1: Exhibit principled and ethical leadership, and critical thinking skills to address business and management issues in a sustainable manner.
- M-PO-2: Apply knowledge, skills and appropriate information technologies in relation to management principles, marketing, financial, interpersonal and human relations for effective decision making in organizations.
- M-PO-4 : Utilize theories, analytical skills and reflective thinking to identify problems and opportunities, formulate solutions strategies that can be implemented to correct, and or mitigate issues facing businesses and organizations.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Research Methods for Business Students (5th edition) by Mark Saunders, Phillip Lewis and Adrian Thornill (Pearson/Prentice Hall).

Supplementary Readings/Resources:

Research Methods in Business Studies (4th edition) by Pervez Ghauri and Kjell Gronhaug.
Assigned articles and case studies (Posted on Sakai and handed out in class)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

The objectives of this course will be achieved by utilization of a combination of class lectures, in class videos, online videos to be watched from home, group activities, class discussion of case studies and homework. The performance of students will be assessed as follows:

- a. Homework, attendance, in-class activities, and quizzes: 15%
- b. Assessment 1: (Draft Literature review): 20%
- c. Assessment 2: Presentation of research topic: 15%:
- d. Quantitative Data Analysis: 15%
- e. Assessment 3: (online survey, interviews): 15%
- f. Final Research Paper: 20%

Course Requirements:

Click or tap here to enter text.

Course Schedule:

See below

The following topics will be researched this semester:

- The role of entrepreneurship in small state economies.
- Corporate Social Responsibility: Is it important for business organizations to give back to the community?
- Climate Change: Is enough being done by governments and business organizations to address the issue of climate change?

This is the planned schedule of assignments and readings for the course. The instructor reserves the right to make changes as required to adapt to student needs or comprehension levels.

Week 1	Topics / Exercises	Assignments
topic 1	<ul style="list-style-type: none">• The nature and importance of research• The research paper	Get textbook, read ch. 1&2
Week 2		
topic 2	<ul style="list-style-type: none">• The research topic• problem statement	Formulate a research topic, write a problem statement, write research questions.
Week 3		
topic 3	Use of technology in research The literature review	<ul style="list-style-type: none">• Use of online databases such as Proquest, EBSCO Host and ERIC.• Conduct a literature search on a selected topic and critically review the literature
Week 4		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Topic 6	<ul style="list-style-type: none"> • Research ethics • Plagiarism 	<ul style="list-style-type: none"> • Ethical issues at specific stages of the research process • IRB, and Participation
Week 5		
topic 5	Citing sources and references	Use APA sixth edition to reference sources used in research. Assignment 1: APA Formatting
Week 6		
Topic 6	Gaining access and research participation	Informed consent, methods of gaining access.
Week 7		
Topic 7	<ul style="list-style-type: none"> • Research approaches • Selecting samples 	<ul style="list-style-type: none"> • Approaches to research and research design • Sampling
Week 8		
	Midterm	Paper 1 due: Research proposal
Week 9		
Topic 8, 9	Data collection techniques	<ul style="list-style-type: none"> • Secondary sources of data • Questionnaires, interviews, surveys • Assignment 2 due: Online survey and interview
Week 10		
	Variables and Measures	Defining variables and measures
Week 11		
topic 12	Data Analysis: Quantitative techniques. <ul style="list-style-type: none"> • Descriptive Statistics • Inferential Statistics 	Assignment: Use SPSS software for simple analysis of quantitative data sets.
Week 12		
Topic 13	Data Analysis: Qualitative techniques	Coding data, types of qualitative data analysis processes
Week 13		
Topic14	Issues in research writing	Bias, credibility, validity, reliability generalizability
Week 14		
Topic 14	Writing and presenting the research project	
Week 15		
Presentations	Present research paper	Final Papers due; Final research paper.
Week 16		

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Be prepared. Late homework assignments will be worth nothing if the answers were discussed in class. Case studies submitted late will be lowered 10 points unless previous permission has been given.

Classroom/Online Etiquette Procedure:

- Cell phones will be muted or turned off during class.
- Texting and talking on the phone are not allowed in the classroom while class is in session.
- Grades may be lowered for repeated violations.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

- Disruptive Behaviour

- o Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 405 Entrepreneurship
Number of Credits: 3 Credits
Days and Times: Tue & Thu 10:00 – 11:15 am
Semester and Year: Spring 2020
Classroom Location: WH B2A
Pre-requisite(s): ECON 201 & 202 & BUSI204, BUSI 301 & 306

Course Lecturer Name(s): Dr. Paul Pounder & Dr. Anthony Andall
Course Director Name: Same as above

Course Lecturer(s) Contact Information: Paul Pounder, PPounder@sgu.edu, 3753 Anthony Andall. Aandall@sgu.edu, 3723

Course Director Contact Information: Same as above

Course Lecturer(s) Office Hours: Paul Pounder: Mon & Wed 9:30- 12:00 pm, Anthony Andall: Mon & Wed 11:00- 12:00 pm, 2:15 pm – 3:30 pm, Tue & Thu, 2:30 – 4:00pm

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Dr. Pounder Leeward Hall (upstairs) Dr. Anthony Andall Windward Hall (Downstairs)

Course Director Office Location: N/A

Course Support: Tracy Fortune, TFortune@sgu.edu, 3373

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The course is structured to teach the participants the critical steps needed to establish a small-scale entrepreneurial enterprise with particular focus on the strategic challenges that these entrepreneurs face. This will include strategies for new products or service introduction into a market, strategies for creating a viable organization and strategies for acquiring resources including obtaining financing. This course will also examine the process of using conceptual thinking in developing a

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

viable business concept. Lastly course will support those individuals who may be interested working for or investing in a small-scale entrepreneurial company.

Course Objectives:

1. Develop an understanding of entrepreneurship
2. Develop an understanding of small business management
3. Recognize opportunities and resolve issues & challenges facing entrepreneurs
4. Develop a business plan for an entrepreneurial venture
5. Perform a strategic assessment of a new venture
6. Compare and contrast how leadership skills are critical to entrepreneurial success

Student Learning Outcomes:

1. Recognize the key principles of entrepreneurship
2. To be able to analyse entrepreneurial opportunities
3. Utilize business toolkit to design and develop business proposals.
4. To be able to conduct market research and analysis
5. Recognize the critical elements in the entrepreneurial process
6. To be able to develop financial proposals necessary to support a business plan

Program Outcomes Met By This Course:

M-PO-1: Ability to apply ethical leadership (honesty, fairness, dignity and trust) , and critical thinking skills (objective analysis of facts to form a judgement) to address business and management issues in a sustainable manner.

M-PO-2: Ability to propose business solutions through the use of theories, research and analytical skills.

M-PO-3: Ability to effectively apply knowledge of diversity and cross cultural issues to become socially responsible.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Course material to be distributed by the instructors

Supplementary Readings/Resources: Kuratko, D. F. (2017). Entrepreneurship: Theory, process, practice. Cengage Learning, Boston, MA.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Staphens-James, Lystra B, Mauvalyn M. Bowen, Paul Pounder, K'adamawe A. H. N. K'nife, Denis Mitchell, Cuthbert C. Joseph, and Keith A. McDonald. Entrepreneurship for Caribbean Students. 2017. Carlong Publishers (Caribbean) Limited.

Course Grading Requirement:

Individual Assignments 25%
 Entrepreneurship Report 25%
 Final Group Business Plan 50%

Course Requirements:

Individual Assignment
 Entrepreneurship Report
 Final Group Business Plan

Course Schedule:

Week	TOPIC
1 (Jan 20 th 2020)	1. Entrepreneurship and Small business management (1 Week)
	a. Definition of entrepreneurship
	b. Characteristics of entrepreneur
	c. Definition of small business
2&3	2. Creativity and Innovation (2 Weeks)
	a. Idea generation techniques
	b. Types of innovation
	c. Intellectual property protection
4&5	3. Entrepreneurial opportunities (2 Weeks)
	a. Competitive advantage: niche strategy and customer service
	b. Start up and buy out opportunities
	c. Franchising
	d. Family business opportunities
6&7	4. Preparing the business plan (2 Weeks)
	a. Creating a formal business plan
	b. Building the marketing plan

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	c. Planning the management team and physical facilities
	d. Sourcing financing
	e. Choosing form of ownership
	<i>Assignment due at end of week 7</i>
9&10	5. Marketing and Market Research (2 Weeks)
	a. Consumer behavior and product strategy
	b. Pricing strategies
	c. Promotion strategies
	d. Distribution channels and international markets
11	6. Managing entrepreneurial operations (1 Week)
	a. Professional management in the growing firm
	b. Managing human resources
	c. Quality management and the operations process
	d. Purchasing and the management of inventory
12&13	7. Capital/Funding/Financing (2 Weeks)
	a. Understanding financial statements and accounting systems
	b. Working capital management
	c. Budgeting techniques
	d. Sources of finance
	e. Risk and insurance management
14	8. Leadership and Entrepreneurial growth (1 Week)
	a. What is leadership?
	b. Characteristics of a leader
	c. Leadership Concepts: <i>vision, motivation, decision-making, team building, conflict</i>
	d. Strategic growth
15	Final Business Plan Group Presentations

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Please note the due dates on all submissions. Every day that an assignment is late will result in 5 points being deducted per late day from the assignment score. Assignments must be submitted electronically via Sakai.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: STRATEGIC MANAGEMENT, BUSI 409
Number of Credits: 3
Days and Times: Tuesday & Thursday 2:30 PM to 3:45 PM
Semester and Year: Spring 2020
Classroom Location: Click or tap here to enter text.
Pre-requisite(s): BUSI301, BUSI304, BUSI306

Course Lecturer Name(s): Dr. Shawn Best
Course Director Name: Dr. Shawn Best

Course Lecturer(s) Contact Information: 439-2000 ext. 3869
Course Director Contact Information: Click or tap here to enter text.

Course Lecturer(s) Office Hours: Monday, Wednesday, Friday 10:30 AM to 12:30 AM
Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Location: Building C (Windward Hall)
Course Director Office Location: Click or tap here to enter text.

Course Support: Mary Celestine, mcelesti@sgu.edu, 3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces the process for strategic management and includes a simulation that enables students to put the theory into practice. Strategy development is a core competence for executives in today's highly competitive environment. Creating a clear and implementable strategy for attaining objectives is an annual task in many firms. In small firms, a viable strategy may mean the difference between success and failure.

Course Objectives:

1. This course aims to acquaint students with strategic management processes and techniques most critical to smooth functioning of any business of any size.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. This course also aims to equip students with the concepts and techniques necessary for organizations to do strategic management.
3. Finally, this course aims to enhance the skills of students in business ethics, international management and international business.

Student Learning Outcomes:

On successfully completing this course, students should be able to:

1. Articulate an opinion regarding the use of strategic management practices in workplace environments;
2. Communicate verbally or in writing about topics related to strategic decision-making;
3. Apply a working knowledge of strategic decision-making techniques in a variety of individual, social and workplace environments and scenarios;
4. Implement appropriate strategic management decision-making techniques in real world situations.

Program Outcomes Met By This Course:

- M-PO-1: Exhibit principled and ethical leadership, and critical thinking skills to address business and management issues in a sustainable manner.
- M-PO-2: Apply knowledge, skills and appropriate information technologies in relation to management principles, marketing, financial, interpersonal and human relations for effective decision making in organizations.
- M-PO-3: Demonstrate written, oral and presentation skills necessary for effective business and management communication.
- M-PO-4: Utilize theories, analytical skills and reflective thinking to identify problems and opportunities, formulate solutions strategies that can be implemented to correct, and or mitigate issues facing businesses and organizations.
- M-PO-5: Demonstrate knowledge and skills related to teamwork, diversity and cross cultural awareness.
- M-PO-6: Demonstrate knowledge and skills related to ethical and global issues and the influence of social, economic, legal, regulatory, environmental and technological issues as well as the impact of demographic diversity on organizations.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Strategic Management: A Competitive Advantage Approach (16th edition) by Fred R. David and Forest R. David (Pearson/Prentice Hall). Note: Other editions may be used by students, although case examples in the various editions may be different.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Supplementary Readings/Resources: Assigned articles and case studies (Posted on Sakai and handed out in class)

Course Grading Requirement:

The objectives of this course will be achieved by utilization of a combination of class lectures, in class videos, online videos to be watched from home, group activities, class discussion of case studies and homework. The performance of students will be assessed as follows:

- a. Attendance and in-class activities 5%
- b. Homework assignments and quizzes: 15%
- c. Midterm exam: 20%
- d. Case study analyses & team presentation: 20%
- e. Simulation Exercise: 20%
- f. Final Exam: 20%

Course Requirements:

Click or tap here to enter text.

Course Schedule:

See below

This is the planned schedule of assignments and readings for the course. The instructor reserves the right to make changes as required to adapt to student needs or comprehension levels.

Week 1	Topics / Exercises	Assignments
Week 1 topic 1	The Nature of Strategic Management (Chp. 1)	Get textbook, read ch. 1&2 Read simulation instructions, simulation slides and demo
	What is Strategic Management, Key Terms, the Strategic Management Model	
Week 2		
Week 2 topic 2	The Business Vision and Mission (Chp 2)	Simulation begins In class exercise: What is Strategy? Homework: Read ch.1&2
	Vision and Mission Statements, Vision vs Mission, Benefits of Mission and Vision Statements, Characteristics of Mission	In-class exercise on critique of vision and mission statements
Week 3		
Week 3 topic 3	The External Assessment (Chp. 3)	Read chapter 3 Individual Assignment 1 Mini-Case study w/CPM & 5 forces
	External Audit (Industrial Organization view PESTEL Analysis	Online Quiz on Chps. 1,2&3
Week 4		
Week 4 Topic 3 cont.	The External Assessment (Chp. 3)	EFE and CPM matrices Simulation performance update
	Competitive Forces, Porter’s Five Forces	
Week 5		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Week 5	Topic 4	The Internal Assessment (Chp 4)	In-class exercise the use of financial ratios for analyzing financial performance.
		The Internal Audit, Resource Based View, Assessing internal resources	
Week 6			
Week 6	Topic 5	Strategies in Action (Chp. 5)	Individual Assignment 1 Due
		Long-term Objectives, Types of Strategies, Levels of Strategies Integration Strategies (Forward, Backward and Horizontal Integration),	
Week 7			
Week 7	Topic 5 cont.	Strategies in Action (Chp. 5)	In-class quiz, exam preparation Simulation performance update
		Intensive Strategies (Market Penetration, Market Development, Product Development)	Video case on intensive strategies
Week 8			
Week 8		Midterm Examination	
Week 9			
Week 9	Topic 5 cont.	Strategies in Action (Chp. 5)	Read Chapter 7, Individual Assignment 3 Group Case Analysis
		Diversification Strategies (Related and Unrelated Diversification), Defensive Strategies) Defensive Strategies (Retrenchment, Divestiture and Liquidation)	Video case on defensive strategies
Week 10			
Week 10	Topic 5 cont.	Strategies in Action (Chp. 5)	Group Case Analysis and presentations Due
		Porter's Five Generic Strategies, Means of Achieving Strategies (Joint Ventures, Mergers & Acquisitions, Strategic Alliances, Outsourcing)	
Week 11			
Week 11	Topic 6	Strategy Analysis and Choice	Simulation performance update
		Input Stage, Matching Stage and Decision Stage	Online Quiz on Chps 5& 6
Week 12			
Week 12	Topic 7	Strategy Implementation (Chp 7)	
		Implementation issues affecting management and marketing	
Week 13			
Week 13	Topic 8	Strategy Implementation (Chp 8)	
		Implementation issues affecting Finance & Accounting	Online Quiz on Chps. 7, & 8
Week 14			
Week 14	Topic 9.	Strategy Review, Evaluation and Control (Chp 9)	Individual Assignment 2 Due
		Nature of Strategy Evaluation	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 15		
	Strategy Review, Evaluation and Control (Chp 9)	
Week 15	Topic 10.	Business Ethics, Environmental Sustainability and Corporate Social Responsibility Present & Review Simulation results
Week 16		In-class quiz, exam preparation Team Presentations for Simulation
Week 16	Final Examination	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Be prepared. Late homework assignments will be worth nothing if the answers were discussed in class. Case studies submitted late will be lowered 10 points unless previous permission has been given.

Classroom/Online Etiquette Procedure:

- Cell phones will be muted or turned off during class.
- Texting and talking on the phone are not allowed in the classroom while class is in session.
- Grades may be lowered for repeated violations.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

- Disruptive Behaviour

- o Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: OPERATIONS MANAGEMENT, BUSI 414
Number of Credits: 3
Days and Times: Monday, Wednesday, Friday 4:30 PM to 5:20 PM
Semester and Year: Spring 2020
Classroom Location: Click or tap here to enter text.
Pre-requisite(s): Quantitative Methods (BUSI319)

Course Lecturer Name(s): Dr. Shawn Best
Course Director Name: Dr. Shawn Best

Course Lecturer(s) Contact Information: 439-2000 ext. 3869
Course Director Contact Information: Click or tap here to enter text.

Course Lecturer(s) Office Hours: Monday, Wednesday, Friday 10:30 AM to 12:30 AM
Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Location: Building C (Windward Hall)
Course Director Office Location: Click or tap here to enter text.

Course Support: Mary Celestine, mcelesti@sgu.edu, 3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces the concepts and techniques for design, planning and control of manufacturing and service operations. It is a survey of the operating practices and procedures found in both manufacturing and service firms. This course will cover the business processes and procedures used to transform various inputs into finished goods and services. A solid math or statistics background will be helpful. The course provides an understanding and appreciation of operations management terms, tools and techniques for analyzing operations, while providing the strategic context for making operational decisions. It will focus on strategic and tactical issues associated with operations designed to produce and distribute goods and services, including quality management, statistical quality control, production planning and scheduling, workforce

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

management, project management, capacity planning, supply-chain management, just-in-time manufacturing, factory and warehouse layout, and logistics management.

Course Objectives:

The learning objective is to provide students with an understanding of the Operations environment sufficient to run a small enterprise or to work in a large one with supervision, and to implement appropriate operations management techniques and behaviors in real world situations.

Upon successful completion of this course, students will be able to:

1. Recognize the wide scope of operations management decisions and their impact on business.
2. Employ the use of analytical tools to solve operational problems encountered in the organization on a daily basis.
3. Identify and demonstrate knowledge of processes and systems used in the in the management of the operational functions in the organization.
4. Evaluate operational scenarios and make appropriate decisions to fit each scenario.

Student Learning Outcomes:

On successfully completing this course, students should be able to:

1. Identify and apply the role of operations management in the overall business strategy of the firm.
2. Recognize the relationship between key functional areas of the firm and operations function.
2. Identify the key necessary factors and connect the relationship between these factors in designing operational systems.
4. Utilize a range of analytical and problem-solving tools appropriate for enabling the operations function of the firm.
5. Compare the different approaches used in operations management to enable global business transactions.
6. Apply the techniques of operations management to both manufacturing industries as well as the services sector.

Program Outcomes Met By This Course:

- M-PO-1: Exhibit principled and ethical leadership, and critical thinking skills to address business and management issues in a sustainable manner.
- M-PO-2: Apply knowledge, skills and appropriate information technologies in relation to management principles, marketing, financial, interpersonal and human relations for effective decision making in organizations.
- M-PO-4: Utilize theories, analytical skills and reflective thinking to identify problems and opportunities, formulate solutions strategies that can be implemented to correct, and or mitigate issues facing businesses and organizations.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Text: *Operations Management: Sustainability and Supply Chain Management (12th Edition) Jay Heizer, Barry Render and Chuck Munson (Pearson/Prentice Hall)*

Supplementary Readings/Resources:

- Reicheld, F.F. & Sasser, W.E., Jr., Zero Defections: Quality Comes to Services, Harvard Business Review #519X
- Gavin, D.A., Competing on the Eight Dimensions of Quality, Harvard Business Review, #87603
- Narayanan, A, Padhi, A, & Williams, J, Designing Products for Value, McKinsey Quarterly, October 2012
- Leavy, B., Supply Strategy- What to Outsource and Where, Irish Marketing Review, 2001
- Dolgui, A., & Proth, J.-M. (2013). Outsourcing: definitions and analysis. International Journal of Production Research, 51(23/24), 6769–6777. <https://doi.org/10.1080/00207543.2013.855338>
- Abyad, A. (2012). Project Management : The challenge, the dilemma. Middle East Journal of Business, 7(1), 18–22.

Course Grading Requirement:

The objectives of this course will be achieved by utilization of a combination of class lectures, in class videos, online videos to be watched from home, group activities, class discussion of case studies and homework. The performance of students will be assessed as follows:

- a. Attendance and in class activities: 10%
- b. Midterm exam: 20%
- c. Case study analyses (or Group project): 15%
- d. Simulation (Tentative) (or Group project): 15%
- e. Homework and quizzes: 20%
- f. Final Exam: 20%

Course Requirements:

Click or tap here to enter text.

Course Schedule:

See below

This is the planned schedule of assignments and readings for the course. The instructor reserves the right to make changes as required to adapt to student needs or comprehension levels.

CLASS OUTLINE FOR THE SEMESTER: OPERATIONS MANAGEMENT

Week 1	In Class	Assignments
topic 1	Overview, review syllabus	Read Chap 1,
topic 1&2	Introduction to Operations Management, Productivity Operations Strategy (Chps 1 &2)	Assignment on Productivity calculations
Week 2		
topic 2&3	Operations Strategy and Project Management Case study (Chps 2 & 3)	Start “Practice Operations” Simulation or Group Project
topic 3	Project Management, Review homework, complete end of chapter PERT/CPM questions	Assignment on PERT/CPM questions
Week 3		
topic 3	Project Management exercise;	Gantt charts for project management exercise

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

topic 3	Project Management continued	
Week 4		
topic 4	Forecasting principles (Chp 4)	Assignment questions on Forecasting techniques
topic 4	Forecasting Techniques calculations	Read chapter 5
Week 5		
Topic 5	Product and Service Design (Chp 5)	Video Case on product design
Topic 5	Generating New Products, Product Development, Issues for Product Design	
Week 6		
topic6	Managing Quality (Chp 6)	
Topic 6	Defining Quality, Cost of Quality, International Quality Standards, Total Quality Management, Quality Management Tools)	<i>Assignment to construct quality management tools (Fishbone Diagram, Pareto Charts)</i>
Week 7		
topic 6	Lecture, six sigma - SPC Control charts – cut string	
topic 6	Quality systems ISO, Six Sigma, Total Quality Management,	Study for midterm exam
Week 8		
	MIDTERM EXAM	
Week 9		
topic 7	Process Strategy and Sustainability (Chp 7)	Read chapter 7
topic 7	Process Strategies, Production Technology, Technology in Services, Sustainability	Video Case on sustainability (Conflict Palm Oil Case)
Week 10		
topic 8	Capacity and Constraint Management Chp 7S	Group Case Study Analysis (or Group Project) and presentations
	Capacity, Bottle Neck Analysis and Theory of Constraints	
Week 11		
topic 9	Inventory Management (Chp 12)	Video case on Inventory Management at Amazon.com
topic 9	Managing Inventory (ABC Analysis, Cycle counting) EOQ model calculations Chp. 12	Assignment on EOQ calculations
Week 12		
topic 9 cont.	EOQ model calculations	In-class exercise on EOQ calculations
Week 13		
topic 10	Aggregate Planning Chp. 13	In-class exercise on Aggregate Planning calculations.
Week 14		
topic 11	Supply Chain Management and Outsourcing Chps. 11 and 11S	Discuss article entitled “Supply Strategy-What to outsource and where”
Week 15		
Topic 12	Waiting Line Models	End “Practice Operations” Simulation

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 16		
	FINAL EXAM	Study for final
		Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Be prepared. Late homework assignments will be worth nothing if the answers were discussed in class. Case studies submitted late will be lowered 10 points unless previous permission has been given.

Classroom/Online Etiquette Procedure:

- Cell phones will be muted or turned off during class.
- Texting and talking on the phone are not allowed in the classroom while class is in session.
- Grades may be lowered for repeated violations.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

- Disruptive Behaviour

- o Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University
School of Arts and Sciences

Department of Business and Management Studies

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 417, Management Across Cultures
Number of Credits: (3 credits)
Days and Times: Tuesday & Thursday @ 2:30pm-3:45pm
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): BUSI 301 Organizational Behavior & 304 International Business

Course Lecturer Name(s): Dr. Reccia Charles
Course Director Name: Dr. Reccia Charles

Course Lecturer(s) Contact Information: Phone: 444.4175 ext 3260, Fax: 473.444.1655, Email: rcharles1@sgu.edu

Course Director Contact Information: Phone: 444.4175 ext 3260, Fax: 473.444.1655, Email: rcharles1@sgu.edu

Course Lecturer(s) Office Hours: M/W/F:11a-12:30 & 3p-4:30p, T/Th: 4p-5p

Course Director Office Hours: M/W/F:11a-12:30 & 3p-4:30p, T/Th: 4p-5p

Course Lecturer(s) Office Location: Windward Hall 2nd Floor

Course Director Office Location: Windward Hall 2nd Floor

Course Support: Mary Celestine MCElesti@sgu.edu X3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Online Classroom: <http://mycourses.sgu.edu>

COURSE CURRICULUM INFORMATION

Course Description:

Cross Cultural Management provides a theoretical and practical framework of analysis for examining the meaning of culture globally. Focusing on the analysis of national and organizational cultures and the impact of individual behaviors, thereby allowing managers to successfully manage in different countries and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

different populations. The course examines management theory of culture and cross-cultural issues and relationships, and the practical means of managing cultural differences.

Course Objectives:

1. Cross-cultural management issues and themes as well as exploration of the key theorists.
2. Understand the components of all cultures and apply cultural knowledge to the management process.
3. The nature and meaning of culture from different theoretical perspectives.
4. Management issues in a cross-cultural context.
5. Ethics and values in cross-cultural management.
6. Improve your understanding of
 - a. –International management
 - b. –International management research
 - c. –Cultural influences
7. Expand your capabilities regarding all learning objectives
8. Apply research skills to International Management
9. Recognize challenges facing decision makers

Student Learning Outcomes:

By the end of the course, the students should have acquired a working knowledge of the following and should be able to:

1. identify the complex, multi-dimensional socio-cultural factors inherent in international business
2. evaluate the philosophies and practices of management in different nations (& cultures), and sub-sectors of nations
3. have insight into their own national cultural background and their specific sub-cultural values and norms
4. negotiate with foreign nationals judiciously
5. work successfully in most foreign assignments themselves
6. competently deal with foreign nationals in their home country
7. serve as a third country national and deal with third country nationals.

Program Outcomes Met By This Course:

- Demonstrate an understanding of political, management, economic, legal and financial issues as they affect international business decisions. (IBO 1)
- Demonstrate an awareness of cross cultural differences and analyze its significance for the development and implementation of alternative management techniques applicable to varying cultures. (IBO 3)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

COURSE TEXTBOOKS LOCATED AT <https://ebookcentral.proquest.com/lib/squgd> which completes the first stage of the process. You are now free to use over 6,000 books under the Education Compete library.

Text:

Required:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

INTERNATIONAL Management:
Managing Across Borders & Cultures. 9th Edition
Author: Helen Deresky

Cultures & Organizations – Software of the Mind:
Chapter 1

Authors: Hofstede & Hofstede
Availability: Founders Library

Supplementary Readings/Resources: **Management Across Cultures Readings supplied via Sakai Modules.**

The Economist
Availability: Founders Library

Course Grading Requirement:

Composition of final grade:

Exam 1	10%
Midterm (I)	15%
Exam 2	10%
Final (I)	20%
Cultural Reflection (I)	05%
Group Project/X-culture Global Collab(G)	20%
Group Project/Management Design (G)	10%
Case Discussion (G)	10%
	100%

KEY: (I) = Individual Activity (G) = Group Activity

Course Requirements:

1. This is a seminar course. Students must keep up with the readings in both the text and the reading volume, and **be prepared to discuss the material in class on the assigned days**. Read critically, evaluating in light of your own experience and knowledge. Each of you has much to contribute and I expect you to do so! Attendance is mandatory.
2. **Group projects.**

International Management Design: Groups will be made up of 4-5 students each. **The project guidelines are located on Page 432 of the 7th edition and on page IC-1 of the 8th edition of the Deresky text. **The final reports will be due April 23 via the Sakai Dropbox.** The written materials should be free of grammatical errors, spelling errors, and typos, and should follow consistently a standard reference format (*APA Style*); the report should be documented and the bibliography should be comprehensive, from a variety of sources, and with an emphasis placed on recent sources (at least 5 ranging from 2008 onwards). The course project should integrate the knowledge gained from the assigned readings, lectures, outside research, and the student's own professional expertise as a viable university level approach in addressing the major issues that confronts the international manager. The project report should be between 6 and 8 pages long (Font: Times, 12; Line Spacing: 1.5). **Students are required to provide periodic updates to the instructor prior to the submission of the final projects.****

X-Culture Global Collaboration: International Management Consulting

The students in this course will have an opportunity to gain first-hand experience in international business collaboration and business consulting.

X-Culture is a large-scale international experiential learning project. Each semester, over 4,000 students from 120 universities in 40 countries participate in the project.

You will be working in an international team of 5-6 people for about eight weeks. Every semester, we select several companies that present their real-life international business challenges. Your team will have to select one of those challenges and suggest your solution. The detailed list of tasks to be completed for each challenge is provided in the [Challenge Instructions](#) (access code 20192a).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

For more on the project, visit www.X-Culture.org.

To complete the X-Culture Project, please follow the following steps:

1. Review project materials on this page: <http://www.x-culture.org/2020-2a> (access code: 20202a)
2. Around **January 29**, you will receive an X-Culture Welcome Letter that includes your personal Readiness Test link. You will be asked to complete a test that will check if you've reviewed the materials from #1. The test will take about 30 min to complete and must be completed by **February 2**.

95% of all students pass the test the first time, another 3% pass on the second try. As long as you carefully review the project materials, you should have no difficulties passing the test. If you fail the test, you will still have to complete the test, but you will have to work individually, not in an international team.

3. As long as you pass the Readiness Test, on **February 2** you will receive the names and contacts of your team members. There will be 5-6 team members from different countries.

If you fail the test, you will be given another chance. If you fail again, you will have to complete the project individually.

4. You will then have two months to develop a business proposal for a real-life client organization.

5. After the project is over, you will receive an X-Culture Global Business certificate. Furthermore, members of the best teams will be invited to attend the Academy of International Business Conference (www.x-culture.org/meetings/). The students will meet in person their teammates, present their work, and have a chance to participate the many conference networking and presentation events. All students receive X-Culture Global Collaboration Experience Certificates and the members of the best teams receive Best Team awards (\$1,000 per team, contingent upon funding availability). The project will involve a series of tasks that you and your team must complete.

Although you will work in a team, your grade will be largely determined by your INDIVIDUAL performance. X-Culture is an exercise, not a test. This means that your effort and diligence matters more than your knowledge (we have exams to test your knowledge). As long as you complete each task fully and on time, submit your weekly progress updates, and your team members give you high weekly peer evaluations, you will get an excellent grade

3. Students will be expected to refresh their knowledge of basic geography in order to be better able to discuss and interpret global developments. Similarly, students will be expected to keep up with current economic/geo-political events and be prepared to discuss the events in class.
4. **Exam 1, Midterm, Exam 2 and Final exams.** The exams are a mix of multiple-choice items.
5. Case Discussion. Case teams will be made up of 3-4 students each. This team class exercise is designed to provide you with a sound understanding of how companies that engages in international business apply the concepts discussed in class to make real-life cross-cultural management decisions. Your team assumes the role of lead consultants that will advise the case company on the critical issues presented, choosing a course of action from the analysis and explicitly considering and rejecting plausible alternative courses because of the analysis. The teams will be developing a plan by which the desired action may be implemented within the constraints of the company, people and national contexts. All students must keep up with the readings in both the text and the Sakai reading modules, and **be prepared to discuss the assigned reading material and cases in class.** Read critically, evaluating in light of your own experience and knowledge.
6. Cultural Reflection Paper. In this class you will be interacting with persons from several diverse cultural backgrounds. Has the readings, lectures, and the x-culture experience changed your way of thinking? Did it conflict with beliefs you held previously, and what evidence did it provide you with in order to change your thought process on the topic of cultural diversity? Did the readings, lectures, and the x-culture experience challenge you socially, culturally, emotionally, or intellectually? If so, where and how?

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Please use as many examples and personal experiences as you like, but they must be relevant to the topic of “working with cultural diversity.” It is very important that the paper contains your own reflections and thoughts presented in a logical manner; this is not an exercise where I expect you to memorize and repeat information from the lectures etc.!

Since this paper is based on your own personal reflections, you may write the paper in First-Person language (using “I,” “me,” “my” etc), but please avoid using Second-Person language (using “you,” “your” etc).

The paper should be 2 pages, 1.5 line spacing with either Arial 12 or Times New Roman 12.

The final cultural reflection paper Sakai dropbox will be open April 25 and will close on May 2.

Course Schedule:

WEEK	Readings: Book Chapters/Cases/Sakai Reading Module Location.
1	Chp 1/Case 1/Sakai Module 1
2	Chp 2/Case 2 & 3/Sakai Module 1
3	Chp 3/Hofstede Chp 1/Case 4/Sakai Module 1
4	Chp 4/Case 5/Sakai Module 1 EXAM 1
5	Chp 5/Case 6/Sakai Module 2
6	Chp 6/Case 7/Sakai Module 2
7	Chp 7/Case 8/Sakai Module 2
8	Midterm Exam
9	Chp 8/Case 9/Sakai Module 3 (XCULTURE DUE)
10	Chp 9/Case 10/Sakai Module 3
11	Project Reviews
12	Chp 10/Case 11/Sakai Module 4 EXAM 2
13	Chp 11/Case Red Cross/Sakai Module 4
14	Project Finalization
15	Case Red Cross /Sakai Module 4/ Project Presentations (Project DUE)
16	Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George’s University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All assignments are to be submitted via the assignment turnitin dropbox located in the Sakai classroom. Note the due dates of all assignments. Every day that an assignment is late results in 5 points being deducted per late day from the assignment score. X-culture must follow X-culture procedures as laid out in the X-culture manual.

Classroom/Online Etiquette Procedure:

Classroom Etiquette

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Students must keep up with the readings in both the text and the reading volume, and **be prepared to discuss the material in class on the assigned days**. Read critically, evaluating in light of your own experience and knowledge. Each of you has much to contribute and I expect you to do so! Respect Disagreement. People have the right to disagree with you. However, disagreement should never be personal. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Cell phones are to be turned off during class.

Online Etiquette

- **Make the Connection.** Electronic communication (email, discussion forums, etc.) is how you share ideas with other participants in this course. Online environments can separate the person from the ideas received in this course. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.
- **Be Professional.** Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling (unless in an online chat) and be clear, concise and intelligent.
- **Have Opinions.** Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them.
- **Respect Disagreement.** People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- **Ask Questions.** Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.
- **Be Forgiving.** For the majority of participants, online communication is straightforward. Sometimes unintended meanings are conveyed.

Policy/Procedure Related to the Department:

All written assignments are required to follow the current APA style of citing and referencing.

All end of term presentations requires students to be dressed in business attire.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of Business and Management Studies

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 422 Conflict and Negotiation
Number of Credits: 3
Days and Times: 11:30 am – 12:20 am; Monday, Wednesday and Friday
Semester and Year: Spring 2020
Classroom Location: SGH SDorm-1
Pre-requisite(s): BUSI 301- Organizational Behavior & BUSI 310 - Human Resource Management

Course Lecturer Name(s): Rachael M. Ross
Course Director Name: Rachael M. Ross

Course Lecturer(s) Contact Information: 444-4175; Ext. 3567
Course Director Contact Information: 444-4175; Ext. 3567

Course Lecturer(s) Office Hours: Mon. and Wed.: – 2:00 – 3:45 pm; Tues. and Thurs: - 10 am – 12 noon; Fri. by appointment only.
Course Director Office Hours: Mon. and Wed.: – 2:00 – 3:45 pm; Tues. and Thurs: - 10 am – 12 noon; Fri. by appointment only.

Course Lecturer(s) Office Location: Upstairs Leeward Hall
Course Director Office Location: Upstairs Leeward Hall

Course Support: Tracy Fortune or Mary Celestine

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will sensitize students to the major issues and principles in the study of conflict management. Topics studied will include a basic understanding of what is conflict, how it arises, the effect of personality and environment, what is negotiation, what are the major negotiation strategies, how does culture affect strategies and creating a win/win situation. “We negotiate

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

much more often than we realize. Effective, ethical negotiation is not intimidation, nor is it chiseling or trickery. Rather, effective negotiation is using knowledge of self and others combined with analysis of information and time, thereby tapping the power to affect behavior. The application of that knowledge and information comprises the personal power to win in any negotiation. In effective, ethical negotiation, both sides win. That concept is merely a restatement of the business tenet that it is not a good deal unless it is a good deal for both sides" (Corvette, 2007, p.2).

Course Objectives:

1. Understand the effect of individuals, groups and culture on conflict and negotiation.
Gain a basic knowledge and understanding of the theory and practice behind successful negotiation strategies.

Be able to apply knowledge of rules of negotiation and the negotiation process to business situations through case studies and in class assessments.

Be able to identify the opportunities, challenges and common mistakes of negotiation that businesses are faced with today.

Student Learning Outcomes:

1. The concept and components of negotiation

The role that personality, culture, groups and individuals play in conflict and negotiation
What is conflict and managing conflict through negotiation and communication

The role of selected psychological and sociological theories and factors and how they are applied in negotiation

The rules and tactics of negotiation, the negotiating process and preparation, types of negotiation style and key negotiating temperaments

The role and use of third party intervention in negotiation

Program Outcomes Met By This Course:

M-PO-1 Ability to apply ethical leadership, and critical thinking skills to address business and management issues in a sustainable manner.

M-PO-3 Ability to effectively apply knowledge of diversity and cross cultural issues to become socially responsible.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: DeMarr, B. J. and de Janasz S. C. (2018). Negotiation and Dispute Resolution, 2nd ed.

Supplementary Readings/Resources: Will be provided by instructor

Course Grading Requirement:

Four (4) End of Chapter Quizzes	15%
Four (4) In-Class Group Exercises	10%
Mid-Term Exam	20%
Final Exam	50%
Attendance	5%
<hr/>	
Total	100%

Course Requirements:

End of Chapter Quizzes

It is the responsibility for students to read the chapter before class and come prepared to be assessed on the material from the particular chapter. Each quiz will consist a combination of multiple choice, true or false and short answer questions. Each quiz will consist of 20 questions at 2 points each for a total of 10 points. The lecturer will determine the quiz format; i.e. paper-based or online.

In-Class Group Exercises

The lecturer will present various class activities to help students understand the importance of their personality in the negotiation process.

Students will be presented with various scenarios which will demonstrate their ability to negotiate and solve conflicts, challenges and problems.

Students will be required to work in assigned groups.

Final Debate

This exercise will be conducted in week 15 in your assigned groups. Each group will take a position on a selected debate topic, and will defend it in the presence of a judging panel. The intention of the exercise is to observe you demonstrate your persuasive, critical thinking and negotiation skills. The lecturer will provide more details during the semester.

Final Position Paper based on Final Debate

Your group will write a position paper analyzing the evidence of the case and present your arguments and resolution to the situation. The standard Table of Contents, Introduction, Content of your Arguments, a Conclusion and a Reference page will be required.

Reports Style Guide

The reports will be 1.5 spaced, Times New Roman 12 font, 1 inch margins, APA 7th edition referencing is required and a minimum of 5 references must be used. One of the references can be the text and two (2) must be academic articles. The topic of the paper will be distributed week 9. All papers will be expected to follow a standard essay approach with an introduction, body and conclusion. A reference list is also required.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

I reserve the right to change the content or requirements in any way as circumstances present themselves during the scheduled duration of this course.

Course Schedule:

WEEK/DATE	TOPIC	RECOMMENDED READING
WEEK 1 (Jan. 20, 22 and 24)	Review of the Course Outline Overview of Negotiation and Conflict	Chapter 1 (Course Text) IN-CLASS GROUP EXERCISE
WEEK 2 (Jan. 27, 29 and 31)	The Language of Negotiation	Chapter 2 (Course Text)
FRIDAY, JANUARY 31, 2020 – QUIZ #1: CHAPTERS 1 AND 2		
WEEK 3 (Feb. 3, 5 and 7)	Distributive Negotiations	Chapter 3 (Course Text) GUEST LECTURER
WEEK 4 (Feb. 10, 12 and 14)	Integrative Negotiations	Chapter 4 (Course Text) IN-CLASS GROUP EXERCISE
FRIDAY, FEBRUARY 14, 2020 – QUIZ #2: CHAPTERS 3 AND 4		
WEEK 5 (Feb. 17, 19 and 21)	Conflict and Dispute Resolutions	Chapter 5 (Course Text) GUEST LECTURER
WEEK 6 (Feb. 24, 26 and 28)	Understanding Yourself and How that Impacts Negotiations Communication in Negotiation	Chapter 6 & 7 (Course Text)
FRIDAY, FEBRUARY 28, 2020 – QUIZ #3: CHAPTERS 5 AND 6		
WEEK 7 (Mar. 2, 4 and 6)	Role and Importance of Persuasion in Negotiation	Chapter 8 (Course Text)
WEEK 8 (Mar.9, 11 and 13)	MIDTERM FRIDAY, MARCH 13, 2020 – CHAPTERS 7 AND 8	
WEEK 9: ZOOM TRAINING – NO CLASSES		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

WEEK 10 (Mar. 23, 25 and 27)	The Nature of the Relationship in Negotiating and Resolving Disputes	Chapter 9 (Course Text) IN-CLASS GROUP EXERCISE
WEEK 11 (Mar. 30; Apr. 1 and 3)	International Negotiations	Chapter 10 (Course Text)
FRIDAY, APRIL 3, 2020 - QUIZ #4: CHAPTERS 9 AND 10		
WEEK 12 (Apr. 6, 8 and 10)	Negotiating in the Workplace	Chapter 12 (Course Text) IN-CLASS GROUP EXERCISE
WEEK 13 (Apr. 13, 15 and 17)	EASTER BREAK	
WEEK 14 (Apr. 20, 22 and 24)	Real Estate Negotiations: Commercial and Residential	Chapter 13 (Course Text)
WEEK 15 (Apr. 27, 29; and May 1)	Negotiating your Future	Chapter 14 (Course Text)
WEEK 16 (May 4 to 8)	Final Course Exam (TBD) Chapters 12, 13 and 14	
WEEK 17 (May 11 - 15)	FINAL EXAMS	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments are due on the submission date. Every day that an assignment is late results in 5 points being deducted per late day from the assignment score At discretion of Course Director.

Classroom/Online Etiquette Procedure:

Classroom Etiquette

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and fellow students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Eating and drinking are not allowed during lectures

Re-sit Examinations

There will be no re-sit examinations administered for any quiz, mid-term or final examination.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Cell Phones

Note cell phones are to be turned off during class. Any calls, text messages, SMS made or received during class will result in your being noted as absent from class.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: BUSI 424 Sales Management
Number of Credits: 3 credits
Days and Times: Tuesdays & Thursdays 5:30 – 6:45pm
Semester and Year: Spring 2020
Classroom Location: B1B
Pre-requisite(s): BUSI 204 Introduction to Marketing

Course Lecturer Name(s): Tornia Charles, MA
Course Director Name: Tornia Charles, MA

Course Lecturer(s) Contact Information: tcharl10@sgu.edu
Course Director Contact Information: tcharl10@sgu.edu

Course Lecturer(s) Office Hours: By Appointment
Course Director Office Hours: By Appointment

Course Lecturer(s) Office Location: N/A
Course Director Office Location: N/A

Course Support: Mary Celestine, MCElesti@sgu.edu, 3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This sales management course focuses on the development of selling skills and understanding personal sales and sales management in many different contexts. It is the fourth element of the promotion mix, and is the only form of face – to –face selling. It involves direct communication between some kind of sales representative and one or more prospective buyers with the intention of the seller to obtain a sale. This course therefore touches on and includes the management of this interactive process. Furthermore this course helps prepare students for a career in sales and marketing and begins with the development of a personal selling philosophy or a set of principles which is used as a selling guide but which incorporates the marketing philosophy, and ends with the management of the sales team.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

At the end of this course, a participant should be able to:

1. Define sales and explain sales functions within the context of the marketing concept, strategic planning, and marketing planning.
2. Explain key sales concepts covered in the text and class lectures and be able to apply them to cases and problems.
3. Define “Key Terms” covered in the text and lectures and use them appropriately in oral and written presentations.
4. Demonstrate an understanding of and define the roles of the sales person and the sales manager.
5. Demonstrate an understanding of the different roles of the sales person in different channel settings and environments.
6. Formulate sales proposal and write a sales letter and proposal.
7. Demonstrate competence in writing a sales presentation; develop possible questions and answers, and objections and responses for a business to business sales call.
8. Show how to structure and plan sales calls and demonstrate this knowledge through role playing and a sales simulation.
9. Demonstrate an understanding of the methods for handling objections and closing sales and show this knowledge through role playing and a sales simulation.
10. Solve problems in all the above areas.

Student Learning Outcomes:

1. Develop and implement a sales plan
2. Understand how to create value for the customer within the context of B2B and B2C
3. Develop effective techniques for CRM
4. Understand the traits of effective negotiators

Program Outcomes Met By This Course:

M-PO-1: Ability to apply ethical leadership and critical thinking skills, to address business and management issues in a sustainable manner.

M-PO-2: Ability to propose business solutions through the use of theories, research and analytical skills.

M-PO-3: Ability to effectively apply knowledge of diversity and cross cultural issues to become socially responsible.

M-PO-4: Demonstrate knowledge and skills related to global issues in a social, economic, legal and environmental context.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Selling Today (12th edition) Manning, Ahearne, & Reece Pearson Publishing

Supplementary Readings/Resources: Marketing Channels (7th Edition), Coughlin, A et al; ISBN: 013191346-8-
copies in bookstore, 2 copies in Library Reserve

Course Grading Requirement:

1. **In-Class Discussions (15%)**
2. **Quizzes (20%)**
3. **Term Project (65%)**
 - a. **Written Sales Plan Proposal (10%)**
 - b. **Interim Presentation (15%)**
 - c. **Written Sales Plan (25%)**
 - d. **Presentation/Defense of the Written Sales Plan (15%)**

Course Requirements:**In-Class Discussions (15%)**

Students are to come to class prepared having completed any assigned readings and actively contribute to class discussions. As this is an advanced class, the focus is on students and their intellectual value-added to topics covered in class. Students are required to observe the following rules:

1. Good preparation for each class
2. Prompt arrival before each class session begins
3. Complete attendance throughout the course
4. Regular participation in class discussions
5. Attentiveness to other students' comments
6. All cell phones off and no texting or e-mailing during class

In order to earn points, it is not enough to just be physically present.

Quizzes (20%)

There will be 4 quizzes throughout the semester, which will consist of multiple-choice questions, short essays, and/or responses to mini cases.

Term Project (65%)

The class will have a comprehensive term project which is a sales plan for a specific B2B or B2C product or service. The assessment of the project is broken down into several components throughout the semester in order to monitor progress.

Description of Term Project

The term project will be conducted in teams of 5 members. Project teams will need to apply the main themes discussed in class to a sales plan. Each team will be charged with developing an appropriate plan to manage the selling effort for a specific B2B or B2C product or service which will be developed at the start of the semester. Structure, strategy, compensation, training, and other elements will form parts of project.

Each team will decide who plays each of the following roles: VP of Sales; VP of Marketing; Training Manager; National Accounts Manager; Regional Sales Manager. During the project, there

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

will be periodic 'meetings' for all members to discuss aspects of the project with the CEO (the professor).

Your professor will play the role of the CEO of the company; both VPs on the team will report directly to the CEO (the professor). As the teams need additional information or advice from the CEO in the course of their research, teams may contact the CEO regularly via email. Doing so will also help keep the CEO up-to-date of the progress of the project. The quality of the team's research is of paramount importance.

The main goal of the project will be a detailed written Sales Plan applying the various topics and concepts covered in class. In addition, each team will present and defend a portion of their sales plan to the "company executives", which will be the class audience and/or other invited faculty. The milestones of the project are outlined below:

Milestones

There are three required deliverables for the project:

- **Written Sales Plan Proposal**

Each team will submit an outline and structure of the Sales Plan including the identification of steps necessary to collect data and other information in order to create a successful sales strategy. This step is necessary as it allows the professor to provide feedback and identify strengths and weaknesses in your project. This step will include an interim presentation to the class (15% of grade).

- **Written Sales Plan**

Each team will write and submit an original Sales Plan based on the team's 'research'. The length of the Written Sales Plan should be 5,000 -5,500 words and follow APA referencing style. (35% of grade)

- **Sales Plan Presentation and Defense**

Each team will present and defend a portion of their Plan to 'management' (the class and myself). (15% of grade)

Course Schedule:

Week 1: Introduction to Sales Management, Developing relevant business models, products and services; Chapter. 1: Strategic selling

Week 2: Chapters. 1, 2: Strategic Selling, Customer Strategy, Developing Appropriate Business Models

Week3: Chapter. 3: Creating Value using Relationship Strategies; Quiz 1

Week 4: Chapters. 4, 5: Communication, Adaptive Selling, and Ethics

Week 5: Chapter. 6: Creating product and service solutions; Quiz 2

Week 6: Chapters.7, 8: Product-selling strategies that add value; The buying process and buyer behaviour;

Week 7: Interim Presentations

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 8: Midterm Exam Week (no midterm exam in this course)

Week 9: Chapter. 9: Developing and qualifying a prospect base

Week 10: Chapter. 10: Adaptive selling and developing effective presentation strategies

Week 11: Chapter. 13: Negotiating buyer concerns; Quiz 3

Week 12: Ch. 15: Servicing the sale and developing and building the partnership

Week 13: Chapter. 16: Discovering sales opportunities; Quiz 4

Week 14: Management of the Sales Force; Final Presentations

Week 15: Final Presentations

Week 16: Final Exam Week (no final exam in this course)

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Papers and presentations are to be type written and handed in (not emailed) no later than 4 pm on the day that the assignment is due. It is expected to be your original work, with appropriate credit given to the sources used as references according to the APA Style Manual. Papers will be submitted to TURNITIN, as directed by the Lecturer.

Classroom/Online Etiquette Procedure:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom:

An important goal of academic life is intellectual discourse that expands the boundaries of our knowledge by thinking thoughts and discussing ideas that may be new and quite contrary to our usual way of thinking and doing things. A goal of this course is to discuss the material studied and how it may or may not be useful to us in Grenada and elsewhere. However, college students everywhere often enter into heated debates and discussion where too many people are talking at once and no one is listening to others. This kind of discussion is usually not tolerated in business meetings and will not be tolerated in this class. As a rule, good market researchers are good listeners who know how to listen to gain understanding before responding. Out of mutual respect there will be one conversation at a time in the classroom, and we will listen to each other and try to understand the other BEFORE replying.

While every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Online:

In business meetings, participants are expected to turn off mobile devices, except for extraordinary circumstances cleared with the meeting Chair in advance. Business people are also expected to remain in the meeting and not leave the meeting until it is finished. Students are expected to model this behavior.

So before entering the class, students are required to turn off all smartphones, laptops any other form of technologies that could disrupt class unless some emergency circumstances exist and are cleared with the Lecturer in advance. Failure to honour this rule will result in the loss of one point in the final grade for every infraction. Once approved, please set your phone to the vibrate mode so as to minimise disrupting the class.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Business and Management Studies**

GENERAL COURSE INFORMATION

Course Code and Title: Busi 438 Sustainable Tourism Planning and Development

Number of Credits: 3

Days and Times: Monday, Wednesday, Friday 10:30- 11: 20

Semester and Year: Spring, 2020

Classroom Location: FA4

Pre-requisite(s): Travel and Tourism, Accommodation Management, Law of Hospitality and Tourism

Course Lecturer Name(s): Naline Ramdeen-Joseph

Course Director Name: N/A

Course Lecturer(s) Contact Information: njoseph@sgu.edu (473) 444 4175 ext. 3747

Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon., Wed., 9:00-10:00 am & 1:00-3:00pm,
Tues., Thurs., 9:00-11:00 am
Fri. by appointment only- Upstairs Building C

Click or tap here to enter text.

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Building C

Course Director Office Location: N/A

Course Support: Mary Celestine, mcelestine@sgu.edu Ext:3863

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Sustainable Tourism Planning and Development is a seminar based course which provides students with the framework, guidelines, theoretical knowledge and practical tools which influences and impacts the development of the Tourism Industry locally, regionally and internationally. The

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

concept of sustainability and sustainable development provides the underpinning philosophy in this course as students reflect on the socio- cultural, economic and environmental impacts of Tourism Development on destinations. The use of conservation and preservation principles, models, case studies, products and destinations will be examined in an effort to anticipate, appreciate and incorporate emerging challenges and trends impacting the industry.

Course Objectives:

[Click or tap here to enter text.](#)

This course aims to:

1. Explain the importance of Tourism Policy, Planning and Sustainable Tourism Development
2. Explain the various instruments and guidelines used to implement policy and planning issues
3. Explain the concept of Sustainability and the framework of Sustainable Tourism Development
4. Discuss the role of regional and international standards and code of practices in the promotion of Sustainable Tourism Development- Agenda 21, Green Globe, Blue Flag etc.
5. Analyse the economic, social-cultural and environmental dimension of Sustainable Tourism Development
6. Demonstrate how natural and cultural preservation and conservation practices can promote the importance of biodiversity and its importance especially for small island states
7. Explain the role of key stakeholders in Sustainable Tourism Development- Private Sector, NGO's, Visitors, the Host Population and the Public Sector
8. Demonstrate how Sustainable Tourism Development enables visitors' to observe and understand environmental and cultural relationships

Student Learning Outcomes:

By the end of this course students will be able to:

1. Demonstrate knowledge and critical thinking skills with issues relating to tourism policy, planning and sustainable tourism development
2. Analyse the concept of sustainability and the framework of sustainable tourism development
Analyze the role of key stakeholders in sustainable tourism development- rivate Sector, NGO's, Visitors, the Host population and the public sector
3. Demonstrate knowledge of sustainable tourism economic, social-cultural and environmental dimension of sustainable tourism development
4. Apply sustainable grading of attractions in Grenada and home country as applicable
5. Use international standards and code of practices in the promotion of sustainable tourism development- Agenda 21, Green Globe, Blue Flag etc.
6. Use effective oral and written communication skills in sustainable research paper and presentation

Program Outcomes Met By This Course:

TH-PO-1 Apply creativity and critical thinking skills to effectively lead, manage and function in the Tourism and Hospitality industry.

TH-PO-2 Apply theories of Human Resources, Tourism and Hospitality and Destination planning and development to the local, regional and international Tourism and Hospitality Industry

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

TH-PO-3 Demonstrate proficient written and oral communication skills

TH-PO-5 Demonstrate knowledge and global standards including sustainability and social and ethical responsibility in the Tourism and Hospitality industry

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

There is no prescribed text for this course, but information will be extrapolated from reading materials, articles, cases studies, web sources and information relative to course topics. In addition, guest lecturers will also be invited to share their expertise in specific areas.

Supplementary Readings/Resources:

Text: Sustainable Tourism Management, John Swarbrooke 1999 (CABI Publishing)

2. Tourism and Sustainability: Principles to Practice, 1997, Edited by M.J. Stabler

3. Eco Tourism: David Weaver 2001 Published by John Wiley

Websites:

<http://www.un.org/esa/sustdev/csd/iclei.pdf>

<http://microlinks.kdid.org/events/breakfast-seminars/tourism-sustainable-development-strategy-systemic-supply-chain-approach>

Course Grading Requirement:

This course will be evaluated based on a combination of presentations, papers/essays, case studies and a final research project. Essays, exercises and case studies will account for 35% of the marks allocated. Presentations, final research paper, attendance and field trip reports will account for the remaining 65%.

The final research project must receive the approval of the Lecturer and will involve the application of key concepts, principles, standards and models taught in the course as well as those created/developed by the students.

Final and Mid Term Essays/assignments are due one week before scheduled exams where applicable. Dates/deadlines will be given by the Lecturer Written papers and PowerPoint presentations should be free of grammatical errors, thoroughly documented and references comprehensive and from a variety of sources. The APA style will be utilized for all written assignments.

ITEM	WEIGHT
------	--------

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Mid Term Group Presentation	20
Final Research Paper	30
Essays/ Assignments/Case Studies and Class Presentations- Individual or Group	35
Field Trip Report/s	10
Attendance & Class Participation	5
TOTAL	100

Course Requirements:

Click or tap here to enter text.

Course Schedule:

Approximate Course Schedule

Week	TOPIC and CONTENT	RECOMMENDED READING
1	<p>Introduction: Review of Course Syllabus and Expectations</p> <ul style="list-style-type: none"> • The history of the concept of Sustainable Development • Rationale for Sustainable Tourism Development • The nature and Scope of Sustainable Tourism 	
2	<p>The Key Stake holders in Sustainable Tourism development</p> <ul style="list-style-type: none"> • Overview of Tourism Policy, Planning and development- <p>Question: Who is responsible for Tourism policy development? What factors must be considered?</p>	Case Studies

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

3	<ul style="list-style-type: none"> • The relationship between Sustainable Tourism and other terms: Responsible, Alternative, Soft, Eco, Minimum Impact, Environmentally Friendly • Sustainable versus Non sustainable terms 	
4	<p>The Challenges facing the Tourism Industry in respect to sustainable development</p> <p>Is Sustainable Tourism possible in island states like Grenada?</p>	Field Trip (Mapping exercise)
5	<p>The Three Dimensions of Sustainable Tourism – The environmental dimension</p> <ul style="list-style-type: none"> • Role of regional and international organizations – blue flag • Agenda 21 	
6	<p>The Three Dimensions of Sustainable Tourism – The</p> <ul style="list-style-type: none"> • Economic Dimension 	
7	<p>The Three Dimensions of Sustainable Tourism – The</p> <ul style="list-style-type: none"> • Social dimension 	
8	Mid Term Presentation	Mid Term
9	<p>WTTC Perspectives on Sustainable Tourism</p> <p>Global</p> <p>Local</p> <p>Non-Governmental</p>	Papers from WTTC (to be provided by Lecturer) <u>Verbal Presentations to be made by groups</u>
10.	<p>The Key actors in Sustainable Tourism</p> <ul style="list-style-type: none"> ▪ The Role of the Public Sector 	
11	<p>The Key actors in Sustainable Tourism</p> <ul style="list-style-type: none"> ▪ The Role of the NGO's /Voluntary Organizations 	
12	<p>The Key actors in Sustainable Tourism</p> <ul style="list-style-type: none"> ▪ The Role of the Host Communities 	
13	<p>The Key actors in Sustainable Tourism</p> <ul style="list-style-type: none"> ▪ The Role of the visitors/ tourists 	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	<ul style="list-style-type: none"> ▪ The role of the Media 	
4	The Key actors in Sustainable Tourism <ul style="list-style-type: none"> ▪ The Role of the Private sector ▪ The Future of Sustainable Tourism and industry sustainability 	
5	Final Research Paper	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late submissions will not be accepted unless previous permission has been given. This is at the discretion of the lecturer.

Classroom/Online Etiquette Procedure:

1. Cell Phones and Pagers:

Students must turn off all cell phones, beepers and pagers prior to the entering class.

2. Disruptive Behavior:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Students who are disruptive in class may be subject to disciplinary action by the Dean of Students (as stated in the Student Manual). All students deserve a classroom environment that is free from disruption from inconsiderate behavior. Students are required to treat their instructor and their classmates with respect.

3. Food and Beverage:

No food is permitted in class. Water is the only beverage permitted in the classroom. Water bottles should be clear containers.

4. Miss an Exam

If you miss an exam you need a medical certificate before you can get a make-up exam.

5. Resources

Use all the resources available to you – the University, the instructor and your fellow classmates!

6. Academic Integrity

It is expected that all presentations, papers and coursework are the original work of the students, with proper credits given to the sources of all referenced material.

7. Participation

Students are required to:

Come to class prepared to learn

Participate in classroom discussions

Act in ways that would be considered appropriate for an academic learning environment

8. Presentations

As a business student personal appearance is an extension of you, your chosen profession and that of St. George's University. Therefore, a dress code will be enforced for any class presentation which is Business Attire and the following will not be allowed: short, clingy-fitting clothing or jeans. Non-compliance with the dress code may result in mark deductions and subsequent failure of this course.

9. Keys to Success

- **Be punctual**
- **Read the PowerPoint and chapters in advance**
- **Do all/Contribute to all assignments where applicable. Failure to do so will result in a zero**
- **When in doubt attend DES sessions or speak/visit your lecturer**
- **Read over all assignments and double check your writing**

NB: Be prepared to participate!! You only get out of it what you put into it!! ENJOY YOUR CLASSES!! ENJOY LEARNING!!

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Biology Ecology and Conservation

Course Code, Title and Number of Credits: Foundation Chemistry Chem 001

Days and Times: Mon, Wed, Fri, 2:30-3:20 Lab Tue 3:00-5:00

Semester and Year: Spring 2020 Jan- May

Pre-requisite(s): Students without CXC or CAP in chemistry

Classroom Location: FA 4

Course Director Name: Tobias Clement

Course Lecturer Name(s): Tobias Clement

Course Director Contact Information: tclement@sgu.edu Tel 534-5164

Course Lecturer(s) Contact Information: tclement@sgu.edu Tel 534-5164

Course Director Office Hours: [Click or tap here to enter text.](#)

Course Lecturer(s) Office Hours: Mon,1:00-2:00, Wed. 1:00- 2:00

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description:

Chemistry plays an important part in all of the other natural sciences, basic and applied. Plant growth and metabolism, the formation of igneous rocks, the role played by ozone in the atmosphere, the degradation of environmental pollutants, the properties of lunar soil, the medical action of drugs, establishment of forensic evidence: none of these can be understood without the knowledge and perspective provided by chemistry. Indeed, many people study chemistry so that they can apply it to their own particular field of interest. Chemistry itself is the field of interest for many people. Many study chemistry not to apply it to another field, but simply to learn more about the physical world and the behavior of matter from a chemical viewpoint. Some simply like "what chemists do" and so decide to "do it" themselves. One of the goals of this course is to introduce to students the properties of matter in terms of its internal structure, the arrangement and interrelationship of its parts. This word, structure, sometimes refers to the physical arrangement of particles, such as atoms or molecules in space. At other times it is used to

indicate some other arrangement, such as the arrangement of energy levels of an electron in an atom, thereby relating their structures to their physical and chemical properties.

Course Objectives:

Introduce students to the subject building confidence to handle general chemistry.

Student Learning Outcomes:

1. Demonstrate an awareness that matter is made up of particles;
2. Be familiar with the concept of the atom as the basic building block of matter;
3. Demonstrate an understanding of the mole as the unit for comparison of amounts of matter;
4. Be aware of the different forces of attraction that exist between particles;
5. Demonstrate an understanding that different types of mixtures can be separated based on the properties of the components;
6. Appreciate that matter can be classified based on the physical or chemical properties;
7. Understand that the rate at which a chemical reaction proceeds is dependent on a number of physical factors;
8. Appreciate that energy changes occur during the course of a chemical reaction;
9. Relate bonding properties of carbon to simple organic compounds;
10. Recognize the patterns of reactions of the various homologous series of carbon compounds
11. Describe some of the processes involved in the formation of carbon compounds from natural sources and relate the properties of the compounds to their uses;
12. Recognize the general pattern involved in the nature and formation of polymers;

Program Outcomes Met By This Course:

This course is a mix of lecture, discussion, small group exercises and structured reading and writing. Faculty with expertise in specific topics will lead sessions. Students are expected to be active participants and independent learners in this introductory course. Attendance and participation in class meetings with evidence of adequate preparation is essential.

SAS Grading Scale Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%

Course Materials:

Click or tap here to enter text.

CHEM 001 - Topics
Introduction
Energy and states of matter
Pure and impure matter/ Change of states
Purifying matter – separation of mixtures
Atoms and Element Atomic structure /
Atomic number/ mass Number Trends in the periodic table
Compounds and their bonds
Ionic compounds/ polyatomic ions/ covalent compounds
Writing chemical Formulae and Equations
Chemical Quantities and reaction
Introduction to mole concept
Molecular and Empirical formulae
Calculations involving mole the
Acids, Bases and Salts
Redox reactions
Electrochemistry
Energetics
Gases
Gas pressure
Pressure and Volume (Boyle's law)
Temperature and Volume (Charles's law)
Temperature and Pressure (Gay-Lussac's law)
Combine gas law/ Avogadro's law/ Dalton law
Intro to Organic Chemistry
Carbon and its compounds

Text: : Lambert Norman, Mohamed Marine 1993, Chemistry for CXC, Heinemann Educational Publishers.

Supplementary Readings/Resources: Click or tap here to enter text.

Course Requirements and Percent of Grade:

Midterm Exam	30%
Quizzes x 5	20%
Final exam	30%
Labs	15%
Take-home	5%

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2018/2019, page 28) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy: At discretion of Course Director.

Assignment Submission Policy: At discretion of Course Director.

Classroom Etiquette: At discretion of Course Director.

Online Etiquette: At discretion of Course Director.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Tentative Course Schedule:

Click or tap here to enter text.

Lecture	Week	Date	CHEM 001 - Topics
01	1	Jan 20	Introduction
02	1	Jan 22	States of matter
03	1	Jan 21	Introduction to lab 1 / Particulate nature of matter
04	2	Jan 24	Pure and impure matter
05	2	Jan 27 / 28	Purifying matter – / Lab II – Separation of mixtures

06	2	Jan 29	Atoms and Elements /Atomic structure
07	3	Jan 31 /	Atomic number/ mass number/ Introduction to Periodic table
	3	Feb 03	Trends in the periodic table
08	3	Feb 05	Compounds and their bonds
	4	Feb 10	Quiz I
09	4	Feb /11	Lab III – Properties of Ionic, Covalent and Metallic compounds Properties of Ionic, Covalent and Metallic compounds
10	4	Feb 12	The language of chemistry II -Writing chemical Formulae and Equations
11	5	Feb 14	Writing chemical Formulae and Equations
12	5	Feb 17	Chemical quantities and reactions
	5	Feb 19	Calculations involving the mole Take-home Exam (calculations) OUT
13	6	Feb 21	Calculations involving the mole
	6	Feb 24/25	Quiz 11 / Lab IV – Measurements involving mole
14	6	Feb 27	Calculations involving the mole
15	7	Mar 2	Molecular and Empirical formulae Take-home Exam (calculations) IN
16	7	March 04	Mole concept applied to gases and solutions
17	7	Mar 06	Review
	8	Mar 09	Midterm Exam
	8	Mar 11	Midterm Exam
	8	Mar 13	Midterm Exam
18	9	Mar 16/15	Types of chemical reactions/ Lab V – Reactions of acids, bases & Carbonates
19	9	Mar 18	Acids, Bases and Salts
	9	Mar 20	Redox reactions
20	10	March 23/24	Rates of chemical reactions Lab VI – Titration neutralization reaction
21	10	Mar 25	Electrochemistry
	10	Mar 27	Quiz111
22	11	Mar 30/ 31	Energetics Lab VII – Measuring the rate of reactions

23	11	Apr 01	
	11	Apr 03	Quiz IV
24	12	Apr 06	Gases
25	12	Apr 08	Gas Pressure
	12	Apr14/ 15	Pressure and Volume (Boyle's Law) Lab VIII – Modelling structures of organic compounds
	13	Apr 17	Temperature and Pressure (Charles's Law)
	13	Apr 20	Temperature and Pressure (Gay- Lussac's Law)
26	13	Apr 22	Quiz V
	14	Apr 24	Combine Gas law/ Avogadro's law / Dalton law
27	14	Apr 27	Intro to Organic Chemistry
	14	Apr 29	Carbon and its compound
28	15	May 01	Holiday
29	15	Nov 27	Review
	15	Nov 29	
	16	Dec 02 - 06	Final Exam



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: CHEM 122 General Chemistry 1
Number of Credits: 3
Days and Times: Mondays 2.30pm to 3.20 pm, Wednesdays, 3.30 to 4.20, 4.30 to 5.20
Semester and Year: Semester 1 Spring 2020
Classroom Location: KBT East
Pre-requisite(s): N/A

Course Lecturer Name(s): Dr Winthrop Wiltshire
Course Director Name: **Dr Winthrop Wiltshire**

Course Lecturer(s) Contact Information: wwiltshi@sgu.edu
Course Director Contact Information: **Extension 3820**

Course Lecturer(s) Office Hours: Monday, 9am to 12 pm, Tuesday 10 am to 12 pm, and 1.30pm to 3.30pm, Wednesday 2pm to 3pm, Thursday, 10 am to 12 pm
Course Director Office Hours: **Same as above**

Course Lecturer(s) Office Location: Caribbean House Upstairs
Course Director Office Location: Same as above

Course Support: Akima Ventour, Email: aventou2@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course examines topics such as the nature and properties of matter; atoms, molecules and ions as basic building blocks of matter; measurements in chemistry; calculations involving chemical formulas and equations, general properties of aqueous solutions, electronic structure of atoms, periodic properties of the elements, basic concepts of chemical bonding, concepts in thermochemistry, and characteristics of gases.

Course Objectives:

- 1.0 Display knowledge of basic properties and behavior of matter
- 2.0 Show understanding of the nature of atoms, molecules and ions

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- 3.0 Make numerical calculations in relation to Chemical Reactions and Reaction Stoichiometry
- 4.0 Display understanding of Thermochemistry;
- 5.0 Demonstrate knowledge of the electronic structure of the elements;
- 6.0 Show understanding of the Periodic Properties of the Elements;
- 7.0 Demonstrate understanding of Basic Concepts of Chemical Bonding;
- 8.0 Display knowledge of Molecular Geometry and Bonding Theories;
- 9.0 Apply the Gas Laws to solving problems

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

- 1.0 Display knowledge of basic properties and behavior of matter
- 2.0 Show understanding of the nature of atoms, molecules and ions
- 3.0 Make numerical calculations in relation to chemical reactions and reactions stoichiometry
- 4.0 Display understanding of thermochemistry
- 5.0 Demonstrate knowledge of the electronic structure of atoms
- 6.0 Show understanding of the periodic properties of the elements
- 7.0 Demonstrate understanding of the basic concepts of chemical bonding
- 8.0 Display knowledge of molecular geometry and bonding theories
- 9.0 Apply the gas laws to solving problems

Program Outcomes Met By This Course:

BIOL – PLO1 Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypotheses, interpreting data and communicating results
BIOL – PLO6 Demonstrate problem solving and critical thinking skills

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Chemistry The Central Science by Brown, LeMay, Burnsten et al.

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Evaluation will consist of 5 quizzes worth 25% of the overall course grade, a midterm exam worth 35% of the overall course grade, and a final exam worth 40% of the course grade

Course Requirements:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

N/A

Course Schedule:

Jan 20 Introduction to the Course

Jan 22 Matter and Measurement, Classification and Properties of Matter

Jan 27 Units of Measurement, Uncertainty in Measurement and Dimensional Analysis

Jan 29 The Atomic Theory of Matter, Atoms, Molecules and Ions,

Feb 3 Quiz 1

Feb 5 The Periodic Table

Feb 10 Ions, Molecules and Atoms

Feb 12 Chemical Reactions and Reaction Stoichiometry

Feb 17 Quantitative information from balanced equations, Limiting Reactants

Feb 19 Empirical Formulas

Feb 24 Quiz 2

Feb 26 Reactions in Aqueous Solutions

March 2 Oxidation-Reduction Reactions

March 4 Thermochemistry

March 9 MIDTERM EXAMS

Mar 16 Electronic Structure of Atoms

March 18 Electronic Structure of Atoms

March 23 Quiz 3

March 25 Periodic Properties of the Elements

March 30 Ionization Energies, Electron Affinity

April 1 Basic Concepts of Chemical Bonding

April 6 Quiz 4

April 8 Molecular Geometry and Bonding Theories

April 13 HOLIDAY

April 15 Ideal Gas Law, Avogadro's Law

April 20 Application of the Gas Laws

April 23 HOLIDAY

April 27 Quiz 5

April 29 Review for Final

May 4 FINAL EXAM WEEK

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Biology, Ecology and Conservation Department follows all rules and procedures outlined in the SGU SAS Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: CHEM 123 General Chemistry 1 Lab
Number of Credits: 1
Days and Times: Mondays 4:30 pm – 7:00 pm
Semester and Year: Semester 1 Spring 2020
Classroom Location: Science Lab
Pre-requisite(s): N/A

Course Lecturer Name(s): Ms. Kafi James Lewis
Course Director Name: **Ms. Kafi James Lewis**

Course Lecturer(s) Contact Information: kjames@sgu.edu
Course Director Contact Information: **Extension 3867**

Course Lecturer(s) Office Hours: Mondays – Thursdays 1:00pm to 2:00 pm
Course Director Office Hours: **Same as above**

Course Lecturer(s) Office Location: Biochemistry Department
Course Director Office Location: Same as above

Course Support: Angel Charles, Email: acharl16@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to basic practical and safety techniques required for a chemistry laboratory. It allows students to apply the scientific process while examining topics such as properties of matter, measurements, chemical formulas, thermochemistry and basic concepts of bonding and molecular structure.

Course Objectives:

1. To demonstrate good lab safety techniques required in a chemistry laboratory.
2. To carry out efficiently chemistry laboratory procedures.
3. To apply problem solving techniques to interpret and analyze experimentally derived data.
4. To effectively communicate the results in the form of a written laboratory report

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

5.To develop ability to work together in small groups to conduct experiments and solve problems

Technical Skills Outcomes:

1. Use of electronic balance to measure mass
2. Use of vacuum to accelerate filtration
3. Use of pipette and graduated cylinders to accurately measure volumes
4. Use of litmus paper to test pH levels
5. Use of steam bath to drive off liquid from chemical investigated
6. Use of centrifuge
7. Preparation of hot bath and regulating and maintaining temperature at particular value
8. Performing flame tests.
9. Use of digital thermometer
10. Use of a calorimeter

Student Learning Outcomes:

1. Identify the properties of different mixtures
2. Use appropriate techniques to separate components of a mixture based on their properties.
3. Identify types of chemical reactions from experimental data and results
4. Write balanced chemical equations
5. Make numerical calculations in relation to chemical reactions and stoichiometry
6. Identify the characteristics of compounds, and solve problems based on these properties.
7. Analyze and perform calculations with thermodynamic functions: enthalpy and specific heat
8. Apply knowledge of basic concepts of chemical bonding and molecular geometry.

Program Outcomes Met By This Course:

BIOL – PLO1 Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypotheses, interpreting data and communicating results

BIOL – PLO6 Demonstrate problem solving and critical thinking skills

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Chemistry The Central Science by Brown, LeMay, Burnsten et al.

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Evaluation will consist of 9 lab quizzes worth 20% of the overall course grade, lab reports worth 50% of the overall course grade, and a final exam worth 30% of the course grade

Course Requirements:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Jan 20 No Labs

Jan 27 Lab Safety and Introduction to Lab Techniques

Feb 3 Separation of Mixtures

Feb 10 Types of Reactions

Feb 17 Empirical formula of a salt

Feb 24 Reactions of Copper and percentage yield

March 2 No Labs

March 9 MIDTERM EXAM Week

Mar 16 Qualitative Analysis

March 23 Specific Heat

March 30 Calorimetry

April 6 Molecular Models

April 13 HOLIDAY

April 20 Review

April 27 Final Exam

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All lab reports should be submitted no later than the beginning of the next laboratory session, unless directed otherwise. An assignment will be created on Sakai for this purpose. At the end of every laboratory session data should be verified by the instructor.

Classroom/Online Etiquette Procedure:

Students should adhere to laboratory protocol, and should conduct themselves in a professional manner at all times. In the case of an accident students should always inform the instructor.

Policy/Procedure Related to the Department:

The Biology, Ecology and Conservation Department follows all rules and procedures outlined in the SGU SAS Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: CHEM 124 General Chemistry 2
Number of Credits: 3
Days and Times: Tuesday 4.30pm to 5.45 pm, Thursday, 4.00pm to 5.15 pm
Semester and Year: Spring 2020
Classroom Location: B2A
Pre-requisite(s): CHEM 122

Course Lecturer Name(s): Dr Winthrop Wiltshire
Course Director Name: **Dr Winthrop Wiltshire**

Course Lecturer(s) Contact Information: wwiltshi@sgu.edu
Course Director Contact Information: **Extension 3820**

Course Lecturer(s) Office Hours: Monday, 9am to 12 pm, Tuesday 10 am to 12 pm, and 2 pm to 4pm, Wednesday 2 pm to 3pm, Thursday, 10 am to 12 pm
Course Director Office Hours: **Same as above**

Course Lecturer(s) Office Location: Caribbean House Upstairs
Course Director Office Location: Same as above

Course Support: Akima Ventour, Email: aventou2@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course examines topics such as the impact of molecular forces on physical properties of substances; properties of solutions; chemical kinetics and chemical equilibrium; acid-base and other types of equilibria; chemistry of the environment; thermodynamics and especially implications for spontaneous and nonspontaneous chemical reactions; electrochemistry with an emphasis on oxidation-reduction reactions

Course Objectives:

Students able to:

1. Understand relationship between intermolecular forces and the physical properties of chemical

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- substances, and interpret phase diagrams;
2. Recognize the various ways of expressing concentrations of solutions and the nature of colligative properties;
 3. Distinguish between the behavior of strong and weak acids and bases, and carry out calculations of pH, pKa and pKb;
 4. Understand the principles of chemical kinetics and chemical equilibria;
 5. Obtain an insight into aspects of environmental chemistry;
 6. Make deductions about spontaneity and non-spontaneity of chemical processes in relation to concepts of entropy and enthalpy;
 7. Understand electrochemistry particularly in relation to oxidation-reduction reactions.

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

- 1.0 Demonstrate knowledge of the impact of intermolecular forces such as hydrogen bonding, dipole-dipole forces and dispersion forces on the physical properties of substances
- 2.0 Show an understanding of the nature of solutions, the significance of colligative properties; the relationship between solubility and solubility product; undertake calculations based on different methods of expressing concentrations of solutions such as molarity and molality.
- 3.0 Show understanding of conjugate acids and bases and make numerical calculations on acidity and alkalinity based on the different behavior of strong acids and bases in terms of pH, pKa and pKb
- 4.0 Apply the concept of half-life of a chemical process and show understanding of basic chemical kinetics by ability to calculate order of a reaction from varying concentrations of reactants with overall reaction rate.
- 5.0 Demonstrate understanding of the principles of chemical equilibria.
- 6.0 Show knowledge of aspects of green chemistry, and demonstrate relationship between water quality and human activity
- 7.0 Display knowledge of basic concepts in chemical thermodynamics.
- 8.0 Critically interpret redox reactions and make deductions based on oxidation numbers.

Program Outcomes Met By This Course:

BIOL – PLO1 Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypotheses, interpreting data and communicating results

BIOL – PLO6 Demonstrate problem solving and critical thinking skills

Re Program Outcomes for Marine, Wildlife and Conservation Biolog(Honors) Program

PLO1: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships

PLO2: Analyse the key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial species

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: **Chemistry The Central Science by Brown, LeMay, Bursten et al.**

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Evaluation will consist of 5 quizzes worth 25% of the overall course grade, a midterm exam worth 35% of the overall course grade, and a final exam worth 40% of the course grade

Course Requirements:

CHEM 122

Course Schedule:

Jan 21		Introduction to the course
Jan 23		Liquids and Intermolecular Forces
Jan 28		Phase Changes
Jan 30		Properties of Solutions
Feb 4		Solubility and Solubility Product
Feb 6		Expressing solution concentration, Colligative Properties
Feb 11		Quiz 1
Feb 13		Chemical Kinetics: Rate Laws and Order of Reaction
Feb 18		Reaction Mechanisms
Feb 20		Chemical Equilibria
Feb 25		Effects of Catalysis
Feb 27		Introduction to Acids and Bases
March 3		Quiz 2
March 5		Review for Midterm Exam
March		MIDTERM EXAM WEEK
March 17		K_a K_b pH, Conjugate Acids and Bases
March 19		Calculations in Acid-Base Chemistry

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

March 24		Quiz 3
March 26		Chemistry and the Environment
March 31		Human Activity and Water Quality
April 2		Chemical Thermodynamics
April 7		Entropy, Enthalpy and Spontaneous Reactions
April 9		Quiz 4
April 14		Electrochemistry
April 16		Oxidation-Reduction Reactions and Oxidation Numbers
April 21		Electrolytic and Voltaic Cells
April 23		
April 28		Quiz 5
April 30		Review for Final Exam
May 4		FINAL EXAM WEEK

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The *St. George's University Student Manual (2019/2020)* states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Biology, Ecology and Conservation Department follows all rules and procedures outlined in the SGU SAS Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: CHEM 125 General Chemistry 2 Lab
Number of Credits: 1
Days and Times: Wednesdays 4:00 pm to 7:00 pm
Semester and Year: Spring 2020
Classroom Location: Science Lab
Pre-requisite(s): CHEM 122

Course Lecturer Name(s): Ms. Kafi James Lewis
Course Director Name: Ms. Kafi James Lewis

Course Lecturer(s) Contact Information: kjames@sgu.edu
Course Director Contact Information: Extension 3867

Course Lecturer(s) Office Hours: Mondays – Thursdays 1:00pm to 2:00pm
Course Director Office Hours: Same as above

Course Lecturer(s) Office Location: Biochemistry Department
Course Director Office Location: Same as above

Course Support: Angel Charles, achar116@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to basic practical and safety techniques required for a chemistry laboratory. It allows students to apply the scientific process and develop critical analytical and technical skills through experiments on gas laws, properties of solutions; chemical kinetics and chemical equilibrium; acid-base equilibria; oxidation-reduction reactions

Course Objectives:

Students able to:

1. To demonstrate good lab safety techniques required in a chemistry laboratory.
2. To carry out efficiently chemistry laboratory procedures.
3. To apply problem solving techniques to interpret and analyze experimentally derived data.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

4. To effectively communicate the results in the form of a written laboratory report
5. Understand electrochemistry particularly in relation to oxidation-reduction reactions.

Technical Skills Outcomes:

1. Use of Vernier Gas Pressure Sensors
2. Constructing graphs
3. Use of ice bath and water bath
4. Use of thermometer.
5. Proper use of pipettes, burettes and graduated cylinders
6. Measurement of concentrations
7. Use of pH meters
8. Use of electronic balance

Student Learning Outcomes:

1. Analyze and perform calculations using the ideal gas laws.
2. Show an understanding of the nature of solutions and the significance of colligative properties
3. Determine the rate of a reaction and its dependence on concentration and temperature; calculate order of a reaction from varying concentrations of reactants with overall reaction rate.
4. Identify and balance oxidation-reduction equations, and solve problems based on their quantitative relationship.
5. Identify the characteristics of acids, bases, and salts, and calculate concentrations based on their quantitative relationships.
6. Demonstrate an understanding of Chemical equilibria in aqueous solutions by applying Le Châtelier's principle to predict the effects of concentration, temperature and pressure changes on equilibrium mixtures.
7. Demonstrate an understanding of acid-base equilibrium by constructing and analyzing titration curves; calculating pH and concentrations for acid-base processes such as buffer solutions and titrations.

Program Outcomes Met By This Course:

BIOL – PLO1 Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypotheses, interpreting data and communicating results

BIOL – PLO6 Demonstrate problem solving and critical thinking skills

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: **Chemistry The Central Science by Brown, LeMay, Bursten et al.**

Supplementary Readings/Resources: N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

Evaluation will consist of 9 lab quizzes worth 20% of the overall course grade, lab reports worth 50% of the overall course grade, and a final exam worth 30% of the course grade.

Course Requirements:

CHEM 122

Course Schedule:

Jan 22 No Labs
Jan 29 Lab Safety and Lab Techniques
Feb 05 Boyle's Law
Feb 12 Colligative properties: freezing point depression
Feb 19 Rates of Reaction: Reaction Order and Rate Laws
Feb 26 Titration
March 04 No Labs
March 11 No Labs - Midterm week
March 18 Le Châtelier's Principle
March 25 Acid Base Equilibria
April 01 Buffer 1
April 08 Buffer 2
April 15 Redox titration
April 22 Review
April 29 Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All lab reports should be submitted no later than the beginning of the next laboratory session, unless directed otherwise. An assignment will be created on Sakai for this purpose. At the end of every laboratory session data should be verified by the instructor.

Classroom/Online Etiquette Procedure:

Students should adhere to laboratory protocol, and should conduct themselves in a professional manner at all times. In the case of an accident students should always inform the instructor

Policy/Procedure Related to the Department:

The Biology, Ecology and Conservation Department follows all rules and procedures outlined in the SGU SAS Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St George's University

School of Arts and Sciences

Department of Biology, Ecology & Conservation

Course Code and Title: CHEM 219/ GENERAL CONCEPTS IN ORGANIC CHEMISTRY 1

Semester and Year: SPRING SEMESTER, 2020

No. of Credits: 4

Pre-requisite(s): Successful completion of General Chemistry 2

Classroom Location: ZOOM

Course Director: RICHARD JACQUES (pronounced as "Jakes")

Course Instructor: Richard Jacques

Course Instructor's Contact Information: Email: rjacques@sgu.edu; richestjac@hotmail.com

PHONE/What's App: 1 (473) 456-8736

Course Management tool: SAKAI: MyCourses

Course Description:

This course is a half-semester exercise to introduce post-baccalaureate students who may have no previous knowledge of Organic Chemistry to the basic foundations of the subject. It introduces students to the basic principles and concepts of Organic Chemistry.

It includes the nomenclature and classification of organic molecules; and the structure and reactivity of the hydrocarbons (alkanes, alkenes and alkynes), alkyl halides and alcohols; the study of substitution and elimination reaction mechanisms.

Course Objectives:

This course introduces students in science-related majors to the basic concepts of Organic Chemistry. The course would give students an understanding of the scope of Organic Chemistry and lay the foundation for future studies in Chemistry, Biology and Biochemistry.

Student Learning Outcomes:

Students would

1. Apply basic knowledge of chemistry towards understanding the fundamental principles of Organic Chemistry
2. Apply knowledge of the functional groups present in organic compounds to understand the chemical reactions that they undergo
3. Demonstrate problem solving and critical skills

Program Outcomes Met By This Course:

On successful completion of this course, students should transition seamlessly into CHEM 220

SAS GRADING SCALE:

Grades will be assigned as follows:

A = 89.5% & above

B+ = 84.5- 89.4%

B = 79.5 – 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 1.0 – 64.4

Course Materials:

Text: Organic Chemistry (9th Edition), L.G. Wade, Jr. *et al* (Pearson).

{The 8th Edition is closely related to the 9th, and can be used}.

Supplementary Reading/ Resources: Organic Chemistry (Sixth Edition), Paula Yurkanis Bruice (Pearson). ISBN 10: 0-321-69768-5; ISBN 13: 978-0-321-69768-4

On-line Organic Chemistry resources available via the Internet – YouTube & other platforms

TEACHING METHODOLOGY

Lectures / Videos / Handouts

Each “module” would be accompanied by a worksheet with questions to strengthen students’ understanding of the content taught. Each student is expected to make a genuine attempt at the questions before the answers are posted. Quiz and Exam questions would be modelled on the questions in the worksheets (in particular the multiple choice component) **{see details below}**

CLASS SCHEDULE & TIMES:

Mondays to Fridays: 1:00 p.m. – 2:15 p.m.

Course Requirements and Percent of Grade:

Students would be evaluated by In-Class Assessments and a Final Exam. The evaluation method is still being worked out due to the circumstances; would be an online system the university uses.

The course grade is determined as follows: (TENTATIVE; may undergo some adjustment)

In-Class Assessments: 55%

Final Exam: 45%

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2008/2009, page 45) states as follows:

"Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone else which is then purported as the original work of the plagiarist"

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Attendance Policy

Students are expected to attend all classes and to be punctual

Assignment Submission policy

Students are expected to do their Class Assessments on the scheduled day.

Students are expected to make a genuine attempt at the worksheet questions before the answers are put up

Classroom Etiquette

Students are expected to refrain from talking in class – except there is a discussion or interactive activity.

Students are also expected to turn their phones/mobile devices off if same are not being used to access class material (e.g. handouts) online

Online Etiquette

Students are allowed to access course materials online during class – except in quiz/exam situations. However, students should not carry out personal business during class time.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

DETAILED CONTENT BREAKDOWN

The course is taught in “modular” form. Each “module” has an objective which students can easily attain. The “module” would consist of (i) handout(s) and (ii) at least one worksheet which students should use to understand the concepts of the module.

Module 1: Introduction to Organic Chemistry Concepts

Objectives:

Students would be introduced to information towards the understanding of Organic Chemistry 1 content. Students would cover: molecular geometry, bond dipole moments and molecular dipole moments, formal charge, rules of electron movement

Module 2: Hybridization in carbon compounds

Objectives:

Students would understand the ability of carbon atoms to form different hybrid atomic orbitals

Module 3: Physical and Chemical properties of the Alkanes and Cycloalkanes

Objectives:

Students would be exposed to the structural formulae and conformations of alkanes/cycloalkanes
Students would investigate the physical properties and the chemical reactions of alkanes

Module 4: Chemistry of the Alkyl Halides & Alcohols

Objectives:

Students would be cognisant of the physical properties of alkyl halides
Students would be introduced to the substitution and elimination reactions of the alkyl halides
Students would be introduced to the physical properties and chemical reactions of the alcohols
Students would investigate the use of organometallic compounds in alcohol synthesis

Module 5: Alkene Chemistry

Objectives:

Study would investigate the physical properties, nomenclature and geometric isomerism of the alkenes
Students would understand the reactivity of the double bond functional group
Students would investigate the reactions of alkenes, including syntheses

Module 6: Alkyne Chemistry

Objectives:

Students would understand the reactivity of the triple-bond functional group
Students would investigate the reactions of alkynes, including syntheses

Module 7: Stereochemistry of organic compounds

Objectives:

Students would be aware of the spatial relationships (conformations) of alkanes, cycloalkanes & their derivatives
Students would be able to identify orientation of organic molecules

Richard Jacques – **General Concepts in Organic Chemistry 1 (CHEM 219)**

March 2020



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: CHEM 222 – ORGANIC CHEMISTRY 1
Number of Credits: 3
Days and Times: Mondays – 2:30 pm to 4:20 pm; Wednesdays -3:30 pm to 4:20 pm
Semester and Year: Term 1, Year 2
Classroom Location: FA 2
Pre-requisite(s): Successful completion of General Chemistry 2

Course Lecturer Name(s): Richard Jacques
Course Director Name: **Richard Jacques**

Course Lecturer(s) Contact Information: rjacques@sgu.edu; richestjac@hotmail.com; what's app @ 456-8736

Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mondays: 12 noon – 2:00 pm; Wednesdays: 1:00 pm to 3:00 pm; after class on both days

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Balsier House (Building G)/ Ground Floor

Course Director Office Location: N/A

Course Support: Akima Ventour; aventou2@sgu.edu; Ext. 3402

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is the first semester of a one-year course in Organic Chemistry. It includes the nomenclature and classification of organic molecules; and the structure and reactivity of the hydrocarbons (alkanes, alkenes and alkynes), alkyl halides and alcohols; the study of substitution, radical and elimination reaction mechanisms. It also gives an insight as to the role the various groups of compounds have in society.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. This course introduces students in science-related majors, Pre-med and Pre-vet programs to the basic concepts of Organic Chemistry.
2. The course would give students an understanding of the scope of Organic Chemistry and lay the foundation for future studies in Chemistry, Biology and Biochemistry.

Technical Skills Outcomes:

Students would learn the correct way to carry out the mechanisms mentioned above

Student Learning Outcomes:

Students would

1. Apply basic knowledge of chemistry towards understanding the fundamental principles of Organic Chemistry
2. Apply knowledge of the functional groups present in organic compounds to understand the chemical reactions that they undergo
3. Demonstrate problem solving and critical skills

Program Outcomes Met By This Course:

1. On successful completion of this course, students should transition seamlessly into Organic Chemistry 2.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Text: Organic Chemistry (9th Edition), L.G. Wade, Jr. (Pearson).
(may be available as an e-book)
{The 8th Edition is closely related to the 9th, and can be used}.

Supplementary Readings/Resources: Organic Chemistry (Sixth Edition), Paula Yurkanis Bruice (Pearson).

On-line Organic Chemistry learning tools are available on You Tube & other on-line platforms

Course Grading Requirement:

Students would be evaluated by In-Class Assessments, a Midterm Exam and a Final Exam. All evaluations would be a combination of *structured questions, best-answer questions and multiple choice questions*.

The course grade is determined as follows:

In-Class Assessments: 40%

Midterm Exam: 20%

Final Exam: 40%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

N/A

Course Schedule:

TENTATIVE WEEKLY TOPIC SCHEDULE (Subject to adjustment)

{(x-x) indicates chapter & section where topics can be found in text}

Week 1: Introduction (via Introduction Handout); Molecular, structural, condensed & line-angle formulas

Week 2: Constitutional (structural) isomerism {Chap 2- Sect 8}; Hybridization theory (sp³, sp², sp) {2-4}; {In-class Quiz 1}

Week 3: Introduction to Alkanes (Chapter 3); Structure & Physical properties of alkanes (3-4); Uses & sources (3- 5); Reactions of alkanes – combustion and halogen substitution (3-6; 4-2 & 4-3)

Week 4: Alkyl halides – nomenclature, structure & physical properties (6-2 to 6-5); Substitution and Elimination reactions of alkyl halides (6-7 to 6-20) {In-class Quiz 2}

Week 5: Reactions of Alkyl halides (conclusion)/ Introduction to Alkenes- Unsaturation (7-1); Nomenclature (7-4); cis- and trans-isomerism & E/Z notation (7-5); Physical properties of Alkenes (7-8)

Week 6: Alkene synthesis (7-9, 7-10) {In-class Quiz 3} / Reactions of alkenes (Chapter 8)

Week 7: Reactions of alkenes - continuation (Chapter 8)

Week 8: MIDTERM EXAM (MONDAY)

Weeks 9 & 10: Alcohol Chemistry (10-1 to 10-9)

Week 11: Alkynes – Nomenclature; Reactions of alkynes / {In-class Quiz 4}

Weeks 12 & 13: Alkyne synthesis (Chapter 9) / Stereochemistry of alkanes; Conformers of alkanes & cycloalkanes (3-7 to 3-9) - this is usually a self-study topic via the handout, videos in the SGU “cloud” & worksheet / In-class Quiz 5 (week 13)

Week 14: Introduction to Advanced Stereochemistry- (R/S) (+/-) (Chapter 5)

Week 15: Course Review

Week 16: FINAL EXAM (MONDAY)

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: CHEM 223 – ORGANIC CHEMISTRY 1 LABS
Number of Credits: 1
Days and Times: Wednesdays - 4:30 pm to 6:15 pm
Semester and Year: Semester 1, Year 2
Classroom Location: Science Lab (South), Ground Floor, Science Building
Pre-requisite(s): Students must be taking CHEM 222

Course Lecturer Name(s): Richard Jacques
Course Director Name: Richard Jacques

Course Lecturer(s) Contact Information: rjacques@sgu.edu; richestjac@hotmail.com;
what's app @ 456-8736

Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mondays: 12 noon – 2:00 pm; Wednesdays: 1:00 pm to 3:00 pm

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Balsier House (Building G)/ Ground Floor

Course Director Office Location: Click or tap here to enter text.

Course Support: Akima Ventour; aventou2@sgu.edu; Ext. 3402

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course consists of practical sessions designed to supplement CHEM 222.

Course Objectives:

1. This course is designed to complement CHEM 222 so as to build students' understanding of theoretical concepts.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Technical Skills Outcomes:

Students should be able to apply the scientific process towards conducting experiments, testing hypotheses, and interpreting the data/results obtained. Students should also demonstrate effective written communication skills when submitting their lab reports.

Student Learning Outcomes:

1. This course gives students experience in doing lab work in Organic Chemistry.

Program Outcomes Met By This Course:

1. It prepares students for laboratory sessions in Organic Chemistry 2 and Biochemistry.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: N/A (Lab Worksheets are uploaded on SAKAI @ least 5 days before a scheduled lab session)

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Each lab grade counts towards the final course grade. The labs are weighted so each lab contributes a different percentage to the final grade.

Course Requirements:

Students are required to be present for each lab session.

Course Schedule:

Labs which are on the syllabus:

Instructional Video/ Lab 1 - Molecular Models

Lab 2 - Classification of Functional Groups

Lab 3 - Alkane Lab: hexane/cyclohexane – reactions

Lab 4 - Alkyl halide – Iodoethane

Lab 5 - Reactions of alcohols

Lab 6 - Qualitative analysis – enthalpy of combustion / two alcohols

Lab 7 - Ester Synthesis/ two esters

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Lab reports are handed up at the end of a lab session

Classroom/Online Etiquette Procedure:

Students are to follow the lab rules regarding dress, footwear & other regulations as determined by the lab management

Policy/Procedure Related to the Department:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Conservation and Ecology**

GENERAL COURSE INFORMATION

Course Code and Title: CHEM 224 Organic chemistry
Number of Credits: 3
Days and Times: Monday and Friday, 4.30 – 5.20 pm. Wednesday 10.30 – 11.20am
Semester and Year: Spring 2020
Classroom Location: B2A
Pre-requisite(s): CHEM 222 & 223

Course Lecturer Name(s): Bawo Teddy Ikolo
Course Director Name: **Bawo Teddy Ikolo**

Course Lecturer(s) Contact Information: tikolo@sgu.edu
Course Director Contact Information: tikolo@sgu.edu

Course Lecturer(s) Office Hours: Tues, Wed & Thurs 2 – 4 pm. Mondays 10 – 12pm
Course Director Office Hours: **Tues, Wed & Thurs 2 – 4 pm. Mondays 10 – 12pm**

Course Lecturer(s) Office Location: Caribbean House, 2nd floor
Course Director Office Location: **Caribbean House, 2nd floor**

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: Ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Chemistry 224 is a continuation of the material covered in Chemistry 222. Both constitute the one-year organic chemistry required by most professional schools. Lecture topics include but not limited to the structure, reactivity and synthesis of carbonyl compounds (Aldehydes, ketones, carboxylic acids, anhydrides, acyl halides, esters and amides), amines, aromatic compounds, and biologically related molecules (Carbohydrates, amino acids, and proteins). The course will also provide an introduction to spectroscopy used for the characterization of chemical structures in organic chemistry.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

The objective of this course is to provide students with an understanding of how the various classes of organic compounds are named, how they are synthesized, their physical and chemical properties, as well as how to determine and analyze their chemical structures using spectroscopy.

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

- 1). Draw the structure, name and explain the reactivity and synthesis of carbonyl compounds, amines, aromatic compounds, and biologically related molecules (Carbohydrates, amino acids, and proteins).
- 2). Explain how to carry out functional group interconversions, and discuss the mechanisms of the major chemical reactions like addition, elimination, substitution etc.
- 3). Interpret results from spectroscopic analysis

Program Outcomes Met By This Course:

BIOL – PLO1: Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.

BIOL – PLO4: Apply knowledge of the interaction of atoms, molecules and biochemical processes that define organic and inorganic matter.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

- Text:*
- 1). Organic Chemistry by Wade Jr, L.G. 8th Edition.
 - 2). Fundamentals of organic chemistry by John Murray. 11th edition.

Supplementary Readings/Resources: PowerPoint slides will be provided for each topic covered and will be available on Sakai under the resources folder. Some directed learning activity (DLA) may be given from time to time.

Course Grading Requirement:

The assessments will include 2 quizzes valued at 15% each, Mid-term exam 30% and final exam 40%.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

Students need a minimum of a C grade to pass this course.

Course Schedule:

Click or tap here to enter text.

Lecture	Week	Date	Topics
01	1	Jan. 20	Introduction
02		Jan. 22	Aromatic compounds: Benzene, Nomenclature of Aromatic compounds
03		Jan. 24	Electrophillic aromatic substitution reactions
04	2	Jan. 27	
05		Jan. 29	Substituent effects in Electrophillic Aromatic substitution
06		Jan. 31	Nucleophillic Aromatic Substitution (Addition -Elimination)
07	3	Feb. 03	Alcohols: Nomenclature, classification and physical properties
08		Feb. 05	Synthesis of alcohols
		Feb. 07	Public Holiday
09	4	Feb. 10	Reactions of alcohols
		Feb. 12	Quiz 1
10		Feb. 14	Aldehydes and Ketones: Structure, reactivity of the carbonyl group and nomenclature
11	5	Feb.17	Synthesis of aldehydes and ketones
12		Feb.19	Reactions of aldehydes and ketones
13		Feb. 21	Qualitative tests for aldehydes and ketones
14	6	Feb. 24	Carboxylic acids & derivatives: Carboxyl group, acidity and effects of substituents, common names versus IUPAC names
15		Feb. 26	Synthesis of carboxylic acids
16		Feb. 28	Reactions of carboxylic acids: General mechanism for nucleophilic acyl substitution
17	7	Mar. 02	Spectroscopy & structure determination: Electromagnetic spectrum basics
18		Mar. 04	Infrared spectroscopy of organic molecules
			Review
	8	Mar. 09 - 13	Midterm Exam
19	9	Mar. 16	Interpreting Infrared spectra
		Mar. 18	Mass spectrometry: Theory, the mass spectrometer, radical ion formation and electron impact ionization.
		Mar. 20	Mass spectrum and interpretations
	10	Mar. 23	Nuclear Magnetic Resonance Spectroscopy: Theory, NMR spectrometer, chemical shift, number of signal and splitting
		Mar. 25	Interpreting ^1HMR and ^{13}C spectra

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

		Mar. 27	Ultraviolet Absorption Spectroscopy: Theory, the UV spectrometer and its use in calculating the concentrations of solutions
	11	Mar. 30	Review
		Apr. 01	Quiz II
		Apr 03	Ethers, Epoxides: Structure, bonding in ethers, nomenclature and properties
	12	Apr. 06	Synthesis of ethers: Williamson ether synthesis
		Apr. 08	Reactions of ethers
		Apr. 10	Public Holiday
	13	Apr. 13	Public Holiday
		Apr. 15	Amines: Structure, properties, nomenclature & synthesis
		Apr.17	Reactions of amines
	14	Apr. 20	Carbohydrates
		Apr. 22	
		Apr. 24	Proteins: Structure and stereochemistry of the alpha-amino acids. Grouping of amino acids
	15	Apr. 27	Acid – base properties of amino acids. Levels of protein structure
		Apr. 29	Lipids; Classification of lipids, triglycerides and phospholipids
	16	May 4-8	Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedure outlined in the SGU SAS Students Handbook

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



**St. George's
University**

CHEM 225

ORGANIC CHEMISTRY 2 LABORATORY

LABORATORY MANUAL, Spring 2020.

Instructor: Bawo T. Ikolo

MONDAYS: 5.30 – 7.30 PM AT THE SCIENCE LABORATORY

Course Objectives:

This course is meant to re-enforce some of the organic chemistry concepts in CHEM 224, especially characteristic reactions used in identifying the different functional groups in organic chemistry. Students will carry out physical and chemical experimental methods used to identify organic compounds and carry out some reactions that would synthesize some organic compounds

Learning outcomes:

At the end of this course, students

- Would able to perform many practical chemical techniques.
- Should have had a better understanding of the preliminary laboratory techniques of organic chemistry.
- Should be able to identify organic compounds by physical and chemical experimental methods.
- Would have developed some experimental skills and research potentials

Assessment:

To satisfy part of the requirement for this course, attendance and participation in all laboratory sessions is mandatory. Assessment would be based on grades from wet lab reports (60 points), Lab exam 1 (20 points) and Lab exam 2 (20 points).

Grading:

- ✓ A well written laboratory report will be submitted at the end of laboratory sessions 2 to 9.
- ✓ Each wet lab session (labs 2 – 9) report will be graded to a total of 10 points per lab.
- ✓ Best six of eight wet labs will count towards final grade: 6 x 10: Total of 60 points from wet labs.
- ✓ Lab Exam 1 (MCQs on ExamSoft) from labs 1 – 5: Total of 20 points.
- ✓ Lab Exam 2 (MCQs on ExamSoft) from labs 6 – 9: Total of 20 points.

ONLY SIX OUT OF EIGHT LABS WILL CONTRIBUTE TOWARDS THE FINAL GARDE.

NO LABS WILL BE REPEATED FOR STUDENTS THAT ARE ABSENT.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

Laboratory Sessions:

A well written laboratory report will be submitted at the end of each of Laboratory sessions 2 to 9.

- Lab Session #1: Introduction & Lab Safety
- Lab Session #2: Melting point determination
- Lab Session #3: Reactions of Alcohols and Phenols
- Lab Session #4: Formation of Ester (Preparation of Ethyl acetate)
- Lab Session #5: Qualitative tests for Aldehydes and Ketones
- Lab Session #6: Determination of an unknown carboxylic acid
- Lab Session #7: Reactions of Amines and carboxylic acid
- Lab Session #8: Titration of an amino acid (glycine)
- Lab Session #9: Isolation of Caffeine from tea.

Lab #1: Introduction and Safety

Students will be introduced to this course content, delivery and expectations. There will be a discussion on laboratory safety procedures and considerations

Laboratory Safety:

- 1) **A laboratory coat must always be worn in the lab.** This will protect you and your clothes from any contaminants that may be used during the laboratory experiments.
- 2) **Shoes must have closed toes and heels.** NO SLIPPERS, NO FLIP-FLOPS, NO SANDALS. You may be asked to leave if you are not dressed properly to conduct an experiment.
- 3) **In general, gloves should be worn during the lab exercises.** These will protect your skin from corrosive chemicals. Gloves are NOT worn outside the lab. You do not wear gloves to go to the bathroom, to handle doorknobs, do not handle your pen, do not scratch your face...
- 4) **NEVER** pipette solutions with your mouth, eat, drink, smoke or apply cosmetics in the lab.
- 5) **NEVER** pour any chemical or solution into a sink without authorization.
- 6) **NEVER** use flames with or near volatile solvents
- 7) **NEVER** return reagents to stock bottles.
- 8) **NEVER** smell specimens or chemicals directly.
- 9) Use caution when using equipment for heating or melting reagents (e.g. Boiling water baths).
- 10) **ALWAYS** report any spillage or accident, however minor, to your instructor
- 11) **Wash hands** thoroughly with soap and water after handling laboratory reagents and especially prior to leaving the laboratory when the session is completed.
- 12) **WHEN IN DOUBT ABOUT ANYTHING –ASK YOUR INSTRUCTOR.**

N.B: Your Instructor may decide to modify an experiment, change the reagents or change the concentration of reagents based on logistics and experimental trial runs. It is your responsibility to pay attention to detailed instructions for any such modifications during the lab sessions.

LAB 2: Determination of the Melting Point of a Solid Substance.

Aim: To determine the melting point of given solid substance.

Theory: The change in the state of a compound from solid to liquid when it is heated is called melting, and the temperature at which a solid in its pure form melts is called the melting point. At the melting point, the solid and liquid exist in equilibrium. The melting point of a substance depends on pressure and is usually specified at a standard pressure.

Every pure solid has a characteristic melting point therefore determination of melting point helps in identification of the compound. Presence of impurities lowers the melting point of the solid. Thus, Melting point also serves as a criterion of purity of a compound.

Materials required: Given solid organic compound, Thin walled capillary tubes (8 – 10 cm in length and 2 mm in diameter), Paraffin oil, Laboratory thermometer, Heating medium (Hot plate), magnetic stirrer, 500ml beaker, retort stand, and rubber band

Procedure:

1. Take a fine capillary of length 5-6cm. seal its one end by inserting the end of the capillary tube horizontally into the extreme edge of a small steady Bunsen flame for a few seconds, rotating the capillary meanwhile.
2. Take a small quantity of the compound whose melting point is to be determined on a porous plate and powder it with a spatula.
3. Introduce the powdered compound in the capillary tube by introducing the open end of the capillary tube into the powdered compound and gently rotating it. Gently tap the capillary tube against the porous plate so that the compound sinks into the closed end. Repeat the procedure of introducing and tapping three to four times.
4. Moisten the bulb of thermometer with liquid paraffin and attach the capillary to the lower end of the thermometer.

5. Place the thermometer with the capillary tube in the melting point apparatus containing at least two third of its volume liquid paraffin in such a way that the closed end of the capillary remains below the surface of Liquid paraffin (See fig 1 below)
6. Now heat the beaker gently and note down the temperature from time to time and finally note down the temperature (t °C) at which the compound starts melting (t_1 °C) and completely melts (t_2 °C).
7. Repeat the experiment with a new capillary tube and fresh quantity of the substance.

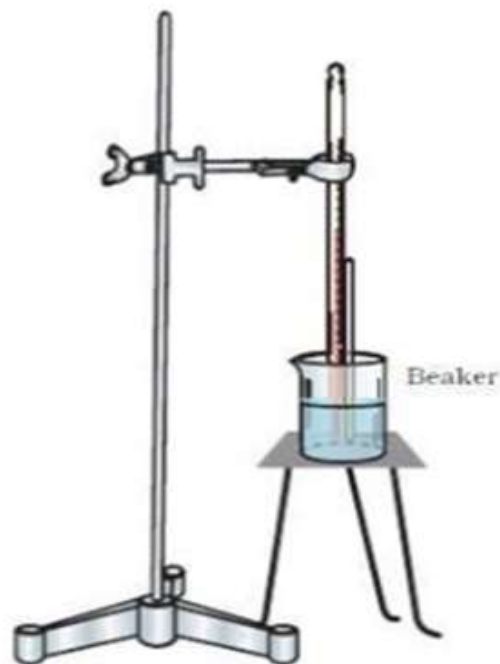


Fig1: Set up of the apparatus for melting point experiment

Observations

Results

Melting points

1. $t_1 =$ _____ $^{\circ}\text{C}$
2. $t_2 =$ _____ $^{\circ}\text{C}$

$$\text{Mean Melting point} = (t_1 + t_2) / 2 \text{ } ^{\circ}\text{C}$$

Precautions

1. Use dry and powdered sample for the determination of melting point.
2. Packing of the powder should be uniform without any big air gaps between the solid particles
3. The capillary tube should be filled one fifth of its length.
4. Maintain uniform temperature of the liquid bath.
5. The rate of heating should be controlled. It should be very slow near the melting point so that the melting point can be recorded accurately.

Question

Assume that the compound provided has a melting point of 80°C , and you got 75°C after your experiment, what conclusions can you make about the compound?

LAB 3: Reactions of Alcohols and Phenols

AIM: To observe the reactions of some alcohols and phenols

Principle: Based on the physical and chemical characteristics of alcohols and phenols

Materials required: 10ml each of Ethanol (A), Butan-2-ol (B), 2-methyl butan-2-ol (C), and unknown D (Propan-1-ol). Phenol (2g), 20 test tubes, 1% soln. of Sodium dichromate, Glacial ethanoic acid, Conc. H_2SO_4 , Conc. HCl , 5% Iron (III) chloride solution, iodine solution, sodium hydroxide and water bath set at 60°C .

Precautions

- 1 Sodium dichromate is a toxic compound. The use of plastic gloves is mandatory.
- 2 Conc. HCl and H_2SO_4 are very corrosive and must be handled with utmost care
- 3 Observe all other laboratory safety precautions

Results

- Present results for the reaction of each test reagent as shown in tables below.
- Perform tests a, b, c, d and e on the alcohols provided including the unknown.
- Perform tests e, g, and h on phenol.
- Write equations for tests b, c, d, f, g and h.

Tests	Observation	Inference
<p>a) Solubility</p> <p>Test the solubility of alcohol, by taking about 1ml of alcohol (A, B, C & D) in a test tube and adding an equal amount of water. Dip litmus paper in the resulting solution and note any change</p>		

Tests	Observation	Inference
<p>b) Ignition</p> <p>Place a about 1ml of alcohol (A, B, C, & D) in a crucible and ignite</p> <p><i>(Write equation for combustion of butanol)</i></p>		

Tests	Observation	Inference
<p>c). Esterification</p> <p>To about 2 cm³ of alcohol, add about 1 cm³ of glacial ethanoic acid followed by a few drops of concentrated sulfuric acid.</p> <p>Heat the mixture in a water bath.</p> <p>Pour the resulting mixture into water and note the smell</p> <p>Write equation for esterification of ethanol with ethanoic acid</p>		

Tests	Observation	Inference
<p>d) Oxidation</p> <p>To each of the four test tubes provided, add 2mls of a 1% sodium dichromate solution and 5 drops of conc. Sulfuric acid and mix the contents thoroughly. Add 10 drops of A in tube 1, 10 drops of B in tube 2, 10 drops of C in tube 3 and 10 drops of your unknown to the fourth tube.</p> <p>Cork all 4 test tubes and warm gently in a 40 – 50°C water bath for a minute. Observe and record any color changes.</p>		

Tests	Observation	Inference
<p>e) Triodomethane (Iodoform) test</p> <p>To about 5 cm³ of iodine, add 5 drops of ethanol. Add sodium hydroxide carefully until the iodine color has almost discharged and warm the mixture in a water bath for 2-3 minutes. (The temperature should not exceed 60°C). Cool the tube and note the crystals formed.</p> <p>Write the equation for the formation of CHI₃ (Iodoform reaction)</p>		

Tests	Observation	Inference
<p>f) Solubility of phenol</p> <p>Take enough phenol to cover the bottom of a test tube and add about 2 cm³ of water. Stopper the test tube and shake to obtain an emulsion. Remove the cork, place the test tube in a beaker of water and warm. Put a thermometer in the phenol solution and note the temperature when the emulsion clears. Test also the solution with litmus paper. Cool this solution and use for other tests</p>		

Tests	Observation	Inference
<p>g) Sodium hydroxide</p> <p>To 5 drops of aqueous phenol, add sodium hydroxide until a clear solution is obtained.</p> <p>Add a few drops of concentrated hydrochloric acid and note the reappearance of Phenol</p>		

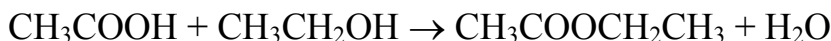
Tests	Observation	Inference
<p>h) Iron (III) chloride</p> <p>To a solution of phenol add 1 drop of iron (III) chloride</p>		

LAB 4: PREPARATION AND PURIFICATION OF ETHYL ACETATE (ETHYL ETHANOATE)

AIM: To prepare and purify ethyl acetate

THEORY: Esters frequently have distinctive odors and are found in the flavorings of many fruits and plants. An ester is a chemical compound that is formed when an organic acid reacts with an alcohol. Concentrated sulfuric acid, H_2SO_4 , can be used to catalyze the reaction. Concentrated sulfuric acid is a strong dehydrating agent and helps the reaction by removing the water molecules as they are formed.

- If acetic acid and ethanol are reacted, the reaction shown below occurs.



The product is called ethyl acetate. The systematic name for acetic acid is ethanoic acid, and the product is also known as ethyl ethanoate.

In this experiment we will prepare the ester known as ethyl acetate (ethyl ethanoate) and purify it by distillation.

Chemicals

- Acetic acid, concentrated, 17.4 M (glacial)
- Ethanol (ethyl alcohol, denatured alcohol)
- Sulfuric acid, concentrated (18M)

Equipment

Erlenmeyer flask, 125-mL (2)

Boiling stones or glass beads

Condenser

Distilling flask

Thermometer

Clamps

Beaker, 400-mL for water bath

Bunsen burner, ring & wire gauze

Measuring cylinder

Capillary dropper

Safety Precautions!

- Wear Chemical Splash Goggles and a Chemical-Resistant Apron.
- The concentrated sulfuric acid used is very hazardous. In case of accidental spillage, wash spills off yourself immediately with large amounts of water. Neutralize spills on the laboratory bench with baking soda.
- The organic acids and alcohols are **flammable**. Use great care around flames. Do not heat directly with a burner but use a water bath.
- The alcohols are all poisons. Do not ingest them. Wash yourself with soap and water if you spill some on yourself.

Procedure

Preparation of purification of ethyl acetate (ethyl ethanoate).

1. Preparation of ethyl acetate.

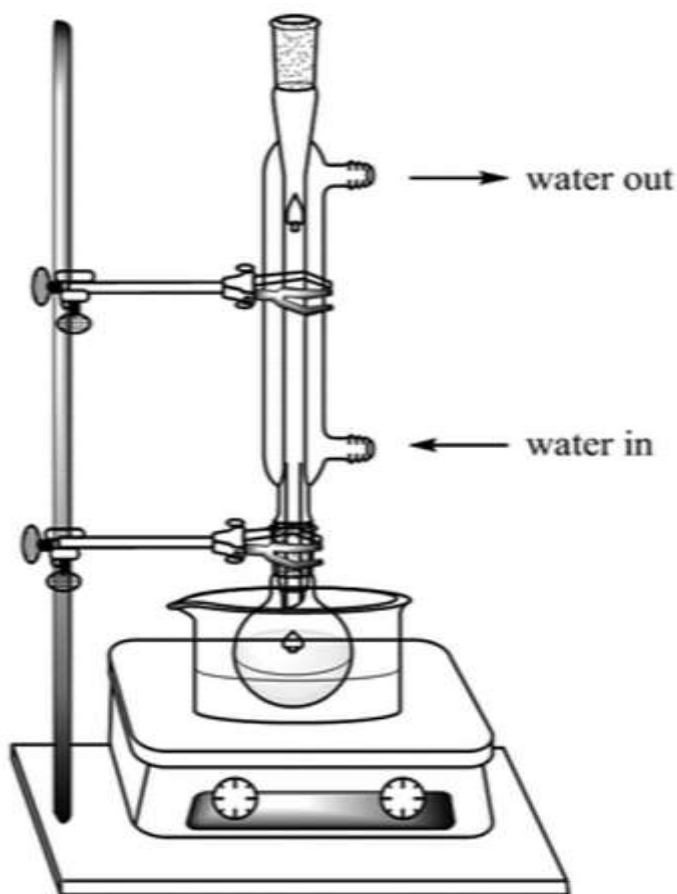


Diagram: Showing set up of apparatus for preparation of ethyl acetate

- In one 125-mL Erlenmeyer flask, place 10-mL ethanol, 12 mL glacial acetic acid, 15 drops of concentrated sulfuric acid (18 M), and a boiling stone.
- The condenser should be clamped in a vertical position, with the bottom of the condenser inside the flask. When the condenser is inserted in this manner it acts as a reflux condenser, allowing the vapors of the mixture to condense and return to the reaction vessel.

- Slowly run cold water through the condenser, in at the bottom and out at the top. Heat the flask in a hot water bath.
- Raise the temperature of the hot water until the mixture in the Erlenmeyer flask is gently boiling and continue heating for about 15 minutes.
- Cool the mixture.

2. Distillation of ethyl acetate.

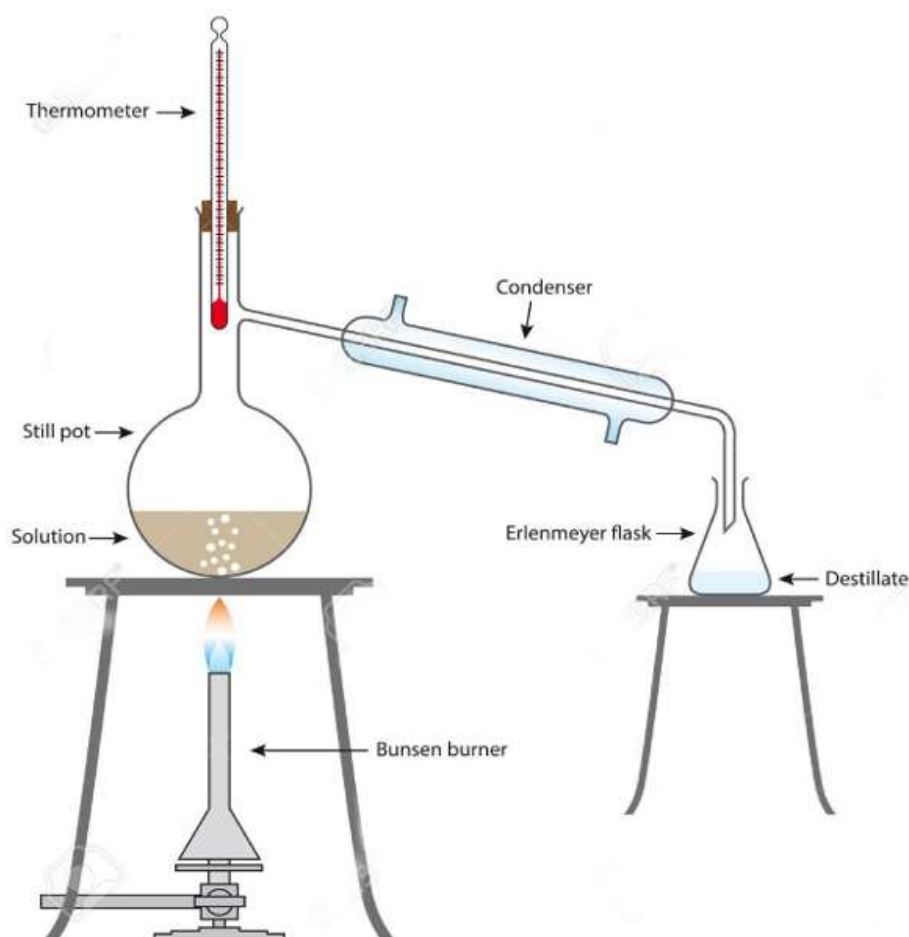


Diagram: Showing set up of apparatus for distillation of ethyl acetate

- Pour the mixture (including the boiling stone) into a distilling flask and connect the condenser to the side arm of the flask.
- Insert a thermometer.

- Heat the bottom of the distilling flask in a hot water bath until no more distillate is coming over.
- Record the temperature at which the distillation begins and the temperatures during and at the end of distillation.
- Look up the boiling point of ethyl acetate and compare to the distillation temperature.

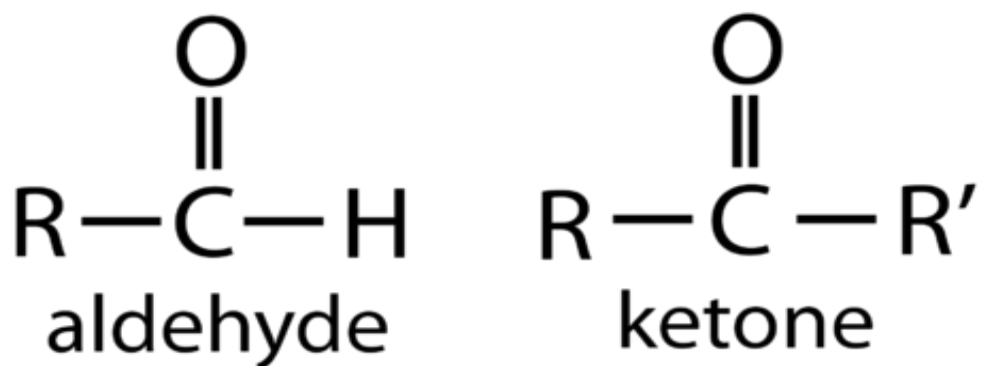
QUESTIONS:

- 1 Write the equation for the formation of ethyl acetate
- 2 What is the purpose of sulfuric acid?
- 3 What happens if water is removed from the reaction mixture.
- 4 Write the structure of the product formed when ethanol is oxidized by sodium dichromate

LAB #5: Qualitative tests for aldehydes and ketones

Aim: To distinguish between Aldehydes and Ketones.

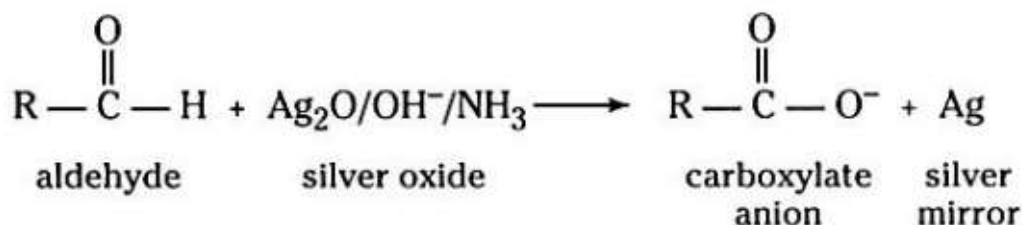
Principle: Both aldehydes and ketones contain the carbonyl group, and both undergo nucleophilic addition reactions, with nucleophiles.



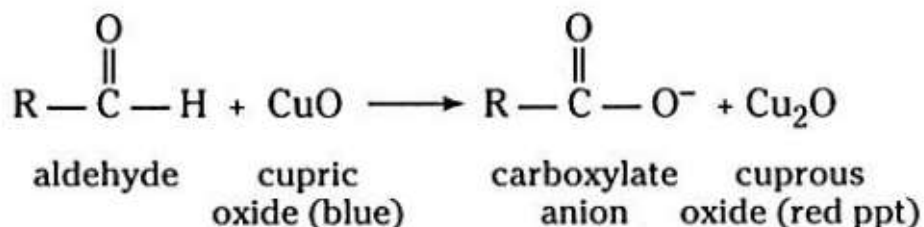
However, while aldehydes are easily oxidized to yield carboxylic acids, $\text{RCHO} \rightarrow \text{RCO}_2\text{H}$, ketones are unreactive toward oxidation. This reactivity difference is a consequence of structure: aldehydes have a (-CHO) proton that can be removed during oxidation, but ketones do not.

Aldehydes can be distinguished from ketones by their reaction towards the following mild oxidizing agents:

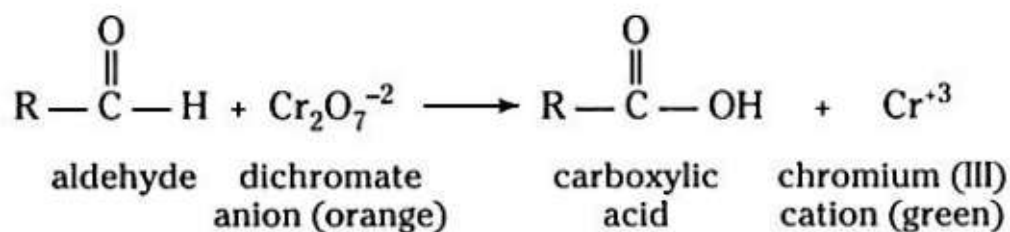
- i. Silver oxide in ammonia (to yield a silver mirror), otherwise known as **Tollens' test**.



- ii. Buffered (blue) cupric oxide solution (to yield the red cuprous oxide) otherwise known as **Fehling's** or **Benedict's test**.



- iii. Orange acidic dichromate solution (to yield green chromic salts), otherwise known as the **Jones oxidation test**.



Procedure:

Experiments should be carried out and results presented as indicated below:

Tests	Observation	Inference
<p>1). Place 2ml of a 5% AgNO₃ soln. in a freshly cleaned test tube. Add 5% NaOH soln. dropwise until a black ppt forms.</p> <p>Dissolve the ppt by adding dropwise with stirring NH₄OH until the soln. just becomes clear. Avoid adding excess ammonia. Divide the soln. into three parts. Add 10-15 drops of the compounds to be tested to each of the parts. Cork and heat for about 1 minute in a 60°C water bath. Record your result.</p>		
<p>2). Mix 5 ml of Fehling's solution A with 5 ml of Fehling's soln. B in a test tube. Divide the resulting soln. into three parts and add 1 ml of each of the compound to be tested to each of the parts. Cork the three test tubes place them on a 60°C water bath and heat for about 10 mins.</p> <p>A positive test is indicated by a change in the blue colour of the solution and the slow formation of a fine brick red Cu₂O ppt.</p> <p>Record your result.</p>		
<p>3). To each of 3 test tubes, add 2 ml of a 1% Sodium dichromate solution and 5 drops of conc. Sulfuric acid. Mix the content thoroughly. Add 10 drops each of the compounds to be tested.</p> <p>Cork the test tubes and warm gently in a 40 – 50°C water bath for a minute.</p> <p>Observe and record any color changes.</p>		

LAB #6: Determination of an unknown carboxylic acid

Aim: To determine the molar mass of an unknown monoprotic carboxylic acid by titration and hence identify the acid.

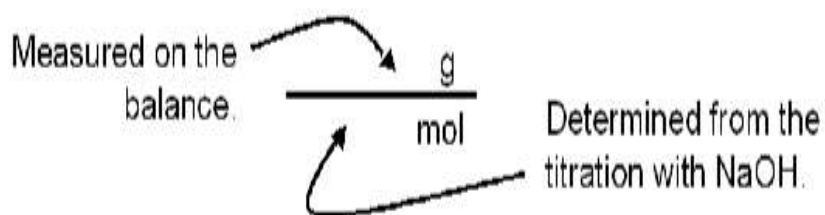
Principle: At the equivalence point of the titration, the moles of OH⁻ (base) are equivalent to the moles of H⁺ (acid) in the sample. The moles of OH⁻ added to the solution from a burette are calculated from the concentration of the base (MOH) and the volume of base (VOH) added, as:

$$M_{OH^-} \left(\frac{mol}{L} \right) V_{OH^-} (L) = n_{OH^-} (mol)$$

Because it is a monoprotic acid, the moles of acid are equal to the moles of OH⁻ at the endpoint of the titration.

$$n_{OH^-} (mol) = n_{acid} (mol)$$

The units of molar mass are g/mol. This intensive property is the ratio of two extensive properties, as is shown in the figure below.



The lab goal is to determine the molar mass of an unknown monoprotic acid. The grams of acid are determined from weighing the acid and the moles are determined from the titration with NaOH.

Materials required: Weighing balance, Burette, Pipette, Erlenmeyer flasks (3), Methanol (30mls), 0.1M NaOH (150mls), 0.15g of an unknown carboxylic acid (Benzoic acid) and phenolphthalein indicator.

Procedure

- 1). Accurately weigh 0.15g of your unknown acid and transfer it into a 125ml Erlenmeyer flask. Add 10 ml of methanol and 2 drops of phenolphthalein indicator and swirl the contents to ensure proper mixing.
- 2). Titrate against a standardized 0.1M NaOH solution. The change in color from colorless to pink can be noted once the equivalent point has been reached. Record your readings.
- 3). Repeat the titration with a new weighed sample of the same carboxylic acid. The mass used for the second titration should be different from the mass used for the first determination.

Calculate the molar mass (g/mol) The two values should agree within ± 2 amu. If they do not, perform a third titration.

- 4). Wash the burette after the last titration, while still clamped. Drain the burette, then slowly add about 10 mls of water and drain; then 10mls of dil. HCl and drain; finally add 50ml of distilled water and drain.

Do not place the burette under the faucet in order to wash it

- 5). Identify your unknown carboxylic acid by matching your results with the possibilities listed in the table provided

Results:

Tabulate your results as shown below:

	Attempt #1	Attempt #2	Attempt #3
Mass of Carboxylic acid			
Final burette reading			
Initial burette reading			
Volume of NaOH needed for neutralization			
Molarity of NaOH (Standardized)			
Molar mass of the acid			
Average Molar mass of unknown			

Conclusion: My unknown carboxylic acid is -----

Suggest a molecular formula for this acid:

How many carboxylic acids with this formula are possible?

LAB #7: Reactions of Amines and Carboxylic acids

AIM: To test and observe the reactions of some amines and carboxylic acids.

Reagents:

- Phenylamine (Avoid skin contact. Toxic & harmful because of skin absorption)
- Ethanoic acid
- Red litmus paper
- Sodium nitrite (10%)
- Hydrochloric acid (Conc), 5% and 10% HCl
- Propanol
- Sodium hydroxide
- Sodium carbonate salt (about 0.5g)
- Lime water
- Benzene sulphonyl chloride

Procedure

Experiments to be carried out and recorded as shown below:

Tests	Observation	Inference
a) Solubility in water Test the solubility of phenylamine in water by shaking 3 drops of phenylamine with 2cm ³ of water. Dip a piece of red litmus paper inside and observe any color change.		
b) Solubility in HCl Test the solubility of phenylamine in HCl by shaking 3 drops of phenylamine with 2cm ³ of HCl. Compare with sol. In water		

Tests	Observation	Inference
<p>c) Nitrous acid test</p> <p>Cool a mixture of sodium nitrite and a solution of the amine in an ice bath. The mixture must be added in the ice bath.</p> <p>Add moderately concentrated hydrochloric acid to the mixture above in the ice bath. Note the effervescence.</p> <p>All additions for reaction c must be done in the ice bath.</p>		

Tests	Observation	Inference
<p>d). Hinsberg test</p> <p>Place about 10-15 drops of the amine (0.5 – 0.8 g, if solid) in a test tube. Add 15 drops of benzenesulphonyl chloride and 10 – 15 drops of 10% NaOH solution. Stopper the test tube and shake it vigorously for a few mins. Remove the stopper and warm the test tube in a water bath (60 – 70 °C) for about 1-2 mins and check for reaction.</p> <p>If ppt. forms in the alkaline solution, add 3-5 ml of a 10% and shake the test tube. If the alkaline solution is clear, acidify it with a 10% HCl to see if a ppt will be formed.</p>		

Test	Observation	Inference
d) Add ethanoic acid to propanol		

Test	Observation	Inference
e) Add ethanoic acid to sodium hydroxide		

Test	Observation	Inference
e) Add ethanoic acid to sodium carbonate and test the gas given off with lime water.		

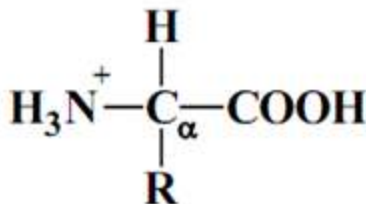
LAB #8: TITRATION OF AN AMINO ACID (GLYCINE)

AIM: To study the titration curve of an amino acid (glycine).

Theory: Titration curves are obtained when the pH of given volume of a sample solution varies after successive addition of acid or alkali. The curves are usually plot of pH versus the volume of titrant added.

Amino acids are amphoteric molecules which can be titrated either against an acid or an alkali. They are weak Polyprotic Acids which exist as zwitterions at neutral pH. When an aqueous solution of an amino acid is titrated with an acid, it acts as a base, with a base, it acts as an acid.

In this experiment we are finding out the titration curve of the amino acid Glycine.



Glycine is a diprotic amino acid which means that it has two dissociable Protons, one on the α amino group and the other on the carboxyl group. In this fully protonated form; it can donate two protons during its complete titration with a base. In the case of Glycine, the R group does not contribute a dissociable Proton.

Dissociation 1:**Dissociation 2:**

The dissociation of proton proceeds in a certain order which depends on the acidity of the proton: the one which is most acidic and having a lower pKa will dissociate first. So, the H⁺ on the α-COOH group (pKa1) will dissociate before that on the α-NH₃ group (pKa2).

Chemicals:

0.1M Glycine

0.1M NaOH

Equipment:

pH meter

250ml conical flask

5ml pipette

PRECAUTIONS:

Observe all laboratory precautions.

Procedure:

Pipette 25 cm³ of glycine into the conical flask provided and measure the pH. Now fill the burette to the zero mark with 0.1M NaOH. Using the burette, add 5ml of 0.1M NaOH to 25cm³ of glycine and record the pH of the resulting solution. Continue adding 5 ml of NaOH at a time and measure the pH for every 5ml added. Record your results as shown in the table below.

Results

Volume of NaOH added	Total volume of NaOH	pH of solution
0ml	0ml	
5ml	5ml	
5ml	10ml	
5ml	15ml	
5ml	20ml	
5ml	25ml	
5ml	30ml	
5ml	35ml	
5ml	40ml	
5ml	45ml	
5ml	50ml	
5ml	55ml	

QUESTIONS:

- 1) Using the data collected, draw a titration curve with pH on the vertical axis [shorter axis] and the volume of NaOH added on the horizontal axis [longer axis].
- 2) What is the mathematical relationship between pKa and PI ?
- 3) Obtain the value of pI (isoelectric point) from the graph.
- 4) What is a zwitterion?
- 5) Draw the structure of glycine and state why glycine is unique compared to the other amino acids.

LAB #9: ISOLATION OF CAFFEINE FROM TEA BY EXTRACTION

AIM: To demonstrate the isolation of a natural product from a biological source, using extraction techniques.

THEORY OF EXTRACTION

Extraction with a solvent (Solvent extraction) is a separation technique most frequently employed to isolate one or more components of a mixture. The technique is based on the preferential solubilities of the components of the mixture for two different immiscible solvents.

It involves the partial removal of a solute from one liquid in which it is less soluble to another immiscible liquid in which it is more soluble. In most cases, an organic solvent is used to remove an organic solute from an aqueous solution or suspension. If a solute is shaken with a mixture of two immiscible solvents at a fixed temperature, the solute will distribute itself in both solvents according to its solubility in each. The solute will partition itself according to the ratio:

$$K_p = [\text{solute}]_A / [\text{solute}]_B$$

Where K_p is the distribution coefficient, $[\text{solute}]_A$ is the concentration of the solute (in moles/L) in solvent A (usually the organic solvent) and $[\text{solute}]_B$ is the concentration of solute in (in moles/L) in solvent B (usually water).

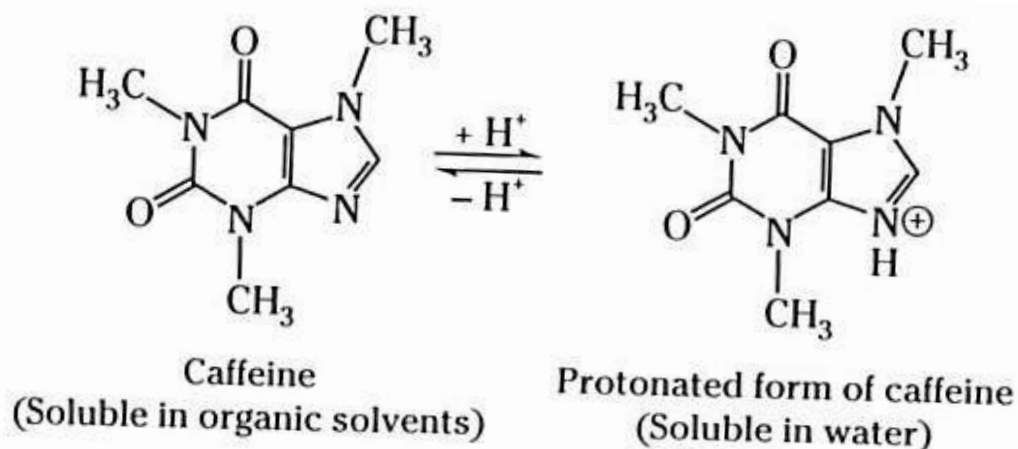
For example, 6.67g of phenol is dissolved in 100ml of water, while 8.33g will dissolve in 100ml of benzene, the distribution coefficient will be:

$$K_p = (8.33\text{g}/100\text{mL})_{\text{benzene}} / (6.67\text{g}/100\text{mL})_{\text{water}} \\ = 1.25$$

Solvent extraction is more efficient if a certain volume of the extracting solvent is used in several portions rather than one.

Caffeine is an alkaloid that is present in coffee, tea, cola, chocolate and many non-prescription drugs.

Caffeine is soluble in water because it has several polar and basic functional groups.



This property makes it insoluble in aqueous base. Thus, by adding a weak base (e.g. sodium or calcium carbonate) to an aqueous solution of tea extract, one can decrease its solubility in water and increase its solubility in a less polar organic solvent (such as CH_2Cl_2), into which the caffeine can be easily extracted, using a separatory funnel. Any neutral compound will be extracted into the organic phase, but unfortunately, there are a few of these present in tea. Any acidic compounds (such as tannic acid, a major component of tea) will be deprotonated and will remain in the aqueous phase.

Therefore, Sodium carbonate serves two main functions: to place caffeine in a more basic environment so that it has a higher affinity for dichloromethane and to cause the tannins which are acidic to form phenolic salts in the aqueous solution.

PRECAUTIONS:

Observe all laboratory precautions.

PROCEDURE:

1. In a 400mL beaker, place 10 tea bags and approximately 100mL of water. Bring to boil on the hot plate and continue to boil for about 15 minutes.
2. Carefully remove the beaker from the hotplate, remove and discard the teabags, and dissolve 15g of Na_2CO_3 in the tea solution by stirring
3. Cool the tea solution in an ice water bath, then transfer it into a separatory funnel, using a funnel.
4. Add 20mL of methylene chloride via a funnel and shake the mixture gently. DO not shake too vigorously, or you will get an emulsion (i.e. a mixture consisting of droplets of one phase suspended into the other). If this happens let it stand for about 15 minutes to allow separation of the layers.
5. Extract the aqueous layer with another 20mL portion of methylene chloride
6. Combine the organic extracts in a 125mL conical flask, and dry them with about 1g of anhydrous MgSO_4
7. Allow the solution to stand for about 10 minutes, swirling it occasionally to complete the drying.
8. Keep the aqueous phase in a beaker – do not discard until you are sure you do not need it anymore
9. Gravity-filter the methylene chloride solution into a small pre-weighed beaker. Add one boiling chip, and carefully evaporate the solvent to dryness in a hot water bath or a large beaker of water on a hotplate in the hood.
10. Remove the boiling chip, reweigh the beaker, and calculate the yield of crude caffeine.

QUESTIONS:

- 1) Tea contains approximately 2% caffeine by weight. Assume that you started with 25g of tea leaves, calculate the percentage yield of your crude extract.
- 2) Suppose you forgot to add sodium carbonate to the tea solution prior to extraction. What effect would this have on your yield?
- 3) What are the advantages and disadvantages of using ether in solvent extraction?
- 4) Why was the extraction with methylene chloride done twice with 20mL each time, instead of once with 40mL of methylene chloride?
- 5) Write equations for the reactions between ethanol and Na, phenol and NaOH and between ethanoic acid and Na_2CO_3 .

CHEM 225 Laboratory Schedule – Spring 2020

Lab#	Week	Date	Topic
1	1	20/01/20	Introduction/Lab Safety
2	2	27/01/20	Determination of the melting point of an organic compound.
3	3	03/02/20	Reactions of alcohols and phenol
4	4	10/02/20	Formation of ester (Preparation of Ethyl acetate)
5	5	17/02/20	Qualitative tests for Aldehydes and Ketones
	6	24/02/20	Lab Exam 1
	7	02/03/20	
	8	Mar. 9 - 13	Midterm Exam Week
	9	16/03/20	
6	10	23/03/20	Determination of an unknown carboxylic acid
7	11	30/03/20	Reactions of Amines and carboxylic acid
8	12	06/04/20	Titration of an amino acid (glycine)
		13/04/20	Easter Monday
9	13	20/04/20	Isolation of Caffeine from tea.
	14	27/04/20	Lab Exam 2
	16	May 04 - 08	Final Exam Week



St. George's University

School of Arts and Sciences

Department of **Biology, Conservation and Ecology**

GENERAL COURSE INFORMATION

Course Code and Title: CHEM 300 Biochemistry For Life Sciences
Number of Credits: 4
Days and Times: Tuesday and Thursday, 10 – 11.15 am
Semester and Year: Spring 2020
Classroom Location: KBT East
Pre-requisite(s): BIOL 220/221 and General Chemistry 1.

Course Lecturer Name(s): Bawo Teddy Ikolo
Course Director Name: **Bawo Teddy Ikolo**

Course Lecturer(s) Contact Information: tikolo@sgu.edu
Course Director Contact Information: **tikolo@sgu.edu**

Course Lecturer(s) Office Hours: Tues, Wed, & Thurs 2- 4pm. Mondays 10 – 12pm
Course Director Office Hours: **Tues, Wed, & Thurs 2- 4pm. Mondays 10 – 12pm**

Course Lecturer(s) Office Location: Caribbean House, 2nd floor
Course Director Office Location: **Caribbean House, 2nd floor**

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: Ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This is a one semester course that will introduce students to the Chemistry of living systems at cellular and molecular levels. It will provide an overview of the cell structure, organization and function. The course will also outline the roles of macromolecules, including carbohydrates, proteins, lipids and nucleic acids in living systems. Cellular communication and energy production within the cell will also be examined. Biochemical aspects will be integrated with discussions on human health and disease.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

To critically examine the cell as a unit of life and describe its general structure, Organization and function, including its organelles

To provide a basic description of how cells communicate, transport materials and obtain their energy from biomolecules.

To integrate biochemical pathways as they relate to human health and disease conditions.

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

1). Describe the cell structure, organization and function.

2). Explain how cells communicate and how they generate energy.

3). Outline the roles of macromolecules in living systems and compare both in health and in disease conditions

Program Outcomes Met By This Course:

BIOL – PLO1: Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.

BIOL – PLO2: Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.

BIOL – PLO3: Apply knowledge of the structure and function of the human body to health issues.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text:

Harvey A. Richard, and Ferrier R. Denise (2011). Lippincott's Illustrated Reviews: Biochemistry. Fifth Edition. Lippincott Williams and Wilkins, Baltimore MD, U.S.A.

Chander Nalini and Viselli Susan (2010). Lippincott's Illustrated Reviews: Cell and Molecular Biology. Series Edition. Lippincott Williams and Wilkins, Baltimore MD, U.S.A.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Horton, H.R., Moran, L.A., Scrimgeour, K.G., Perry, M.D., and Rawn, J.D. (2006). Principles of Biochemistry. Fourth Edition. Pearson Educational Inc., Upper Saddle River, New Jersey, U.S.

Supplementary Readings/Resources: PowerPoint slides will be provided for each topic covered and will be available on Sakai under the resources folder.

Course Grading Requirement:

Four quizzes will be held during normal class time. Each quiz is worth 10% of your final grade. The mid-term examination will be valued at 25% of your final grade. The final exam will also be valued at 25% of your final grade and will test mostly course materials that follow the mid-term exam. Knowledge of material covered in the first part of the course will be an asset for the final exam. There will be five integrated sessions. The best four integrated sessions during the term will be valued at a total of 10% of the final grade.

Course Requirements:

N/A

Course Schedule:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Lecture	Date	Week	Topic	Textbook	Professor
1	Jan. 21	1	Introduction to Biochemistry	Prin. Of BCH CHP 1	Ikolo, B
2	Jan. 23		Molecules and chemical reactions of life		Ikolo, B
3	Jan. 24		Cell structure and function		Ikolo, B
4	Jan. 28	2	Proteins structure and function I		Ikolo, F
5	Jan. 30		Protein structure and function II	LIRB CHP 1-5	Ikolo, F
	Jan 31		Quiz #1		
6	Feb. 04	3	Enzymes structure and function		Ikolo, F
7	Feb. 06		Carbohydrates structure & function I	Prin. Of BCH CHP 8	K. James
	Feb. 07		Public Holiday		
8	Feb. 11	4	Carbohydrates structure & function II	Prin. Of BCH CHP 8	K. James
9	Feb. 13		Introduction to lipids	Prin. Of BCH CHP 9	Ikolo, B
	Feb. 14		Integrated: Protein misfolding diseases		
10	Feb. 18	5	Lipids & Biological membranes		Ikolo, B
11	Feb. 20		Membrane transport	LIRC&M CHP 13-19	Ikolo, B
	Feb. 21		Quiz #2		
12	Feb. 25	6	Cell-cell communication	LIRC&M CHP 17-19	Ikolo, B
13	Feb. 27		Introduction to metabolism I	LIRB CHP 8	Ikolo, B.
14	Feb. 28		Introduction to metabolism II		Ikolo, B.
15	Mar. 03	7	Energy generation in cells		Ikolo, B.
16	Mar. 05		Bioenergetics		Ikolo, B.
	Mar. 06		Integrated: Lactose intolerance		
	Mar.9 - 13	8	Mid-term Exam Week		
17	Mar. 17	9	Gluconeogenesis	LIRB 8 - 10	Ikolo, F
18	Mar. 19		Glycogen metabolism		Ikolo, F
	Mar. 20		Integrated: Diabetes		
19	Mar. 24	10	Hexose monophosphate pathway		Ikolo, F
20	Mar. 26		Photosynthesis	Prin. Of BCH CHP 15	Ikolo, B.
	Mar. 27		Quiz #3		
21	Mar. 31	11	General Lipid metabolism		Ikolo, B
22	Apr. 02		Nitrogen metabolism - Amino acid catabolism & Urea formation	LIRB CHP 19-20	Ikolo, B
	Apr. 03		Integrated: Hypercholesterolaemia		
23	Apr. 07	12	Nucleotide metabolism		Ikolo, F
24	Apr. 09		DNA structure and function	Genomes 3	Maj
	Apr. 10		Public Holiday (Good Friday)		
	Apr. 13	13	Public Holiday (Easter Monday)		
25	Apr. 14		RNA structure and function	Genomes 3	Maj
26	Apr. 16		Protein synthesis		Maj
	Apr. 17		Quiz #4		
27	Apr. 21	14	Gene regulation	Genomes 3	Ikolo, F
28	Apr. 23		Molecular medicine - Forensics		
	Apr. 24		Integrated: Genetic disorders - sickle cell disorders		
	Apr. 28	15	Biotechnology	CIG, CHP22	Ikolo, F
29	Apr. 30		Review		
May 4th – May 8th			Final Exam Week		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Hand book

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St George's University
School of Medicine
Department of Biochemistry

Course Code and Title: CHEM 450 - Biochemistry

Semester and Year: Fall 2019

No. of Credits: 3

Pre-requisite(s): CHEM 224 – Organic chemistry II

Classroom Location: Bourne Lecture Hall

Course Director Name: Abboud Ghalayini, Ph.D.

Course Lecturer Name(s): Dr. Ghalayini, Dr. Ikolo and Dr. Trotz

Course Director Contact Information: AGHALAYI@SGU.EDU

Course Lecturer(s) Contact Information: AGHALAYI@SGU.EDU

Course Director Office Hours: By appointment

Course Lecturer(s) Office Hours: By appointment

Course Management tool: To learn to use Sakai, the Course management tool, access the link
<https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description: CHEM 450 is a 3-credit biochemistry course in the premedical/charter foundation program at SGU. Students are expected to have a basic knowledge of pre-med biology and chemistry. The material to be covered in this course is based primarily on the required texts (see below) and power point slides, with additional information taken from other reference texts.

Course Objectives:

1. To cover the structure and function of biological molecules, the biochemical pathways of intermediary metabolism, the functional significance of biochemical processes as well as their regulation in normal and aberrant states.

2. Identify the structures and cellular roles of the major macromolecules

- Amino acids and proteins
- Carbohydrates and polysaccharides.
- Fatty acids, triacylglycerol, phospholipids and cholesterol
- Purines, pyrimidines and nucleic acids

3. List and explain the major metabolic pathways (synthesis and degradation) of proteins, carbohydrates, lipids and nucleic acids. Topics covered in detail will include:

- Electron transport/ Oxidative Phosphorylation**
- Glycolysis**
- Tricarboxylic Acid Cycle**
- Pyruvate synthesis and Utilization**
- Gluconeogenesis**
- Hexose monophosphate pathway**
- Fatty acid synthesis and degradation**
- Glycerolipid synthesis and degradation**
- Triacylglycerol and lipoprotein metabolism**
- Cholesterol synthesis and degradation**
- Amino Acid Degradation and Synthesis**
- Amino Acid specialized products**
- Urea Cycle**
- Hormonal regulation of intermediary metabolism: The fast/feed cycle**
- Signal transduction mechanisms (Insulin, glucagon, G-protein coupled receptors)**
- Vitamins**
- Purine and Pyrimidine Degradation and Synthesis**

4. Integrate the biochemical information covered by this course into meaningful knowledge with an emphasis on organ-specific, functional significance and regulatory mechanisms governing metabolic pathways. In addition, important clinical correlates (inherited enzyme deficiencies, vitamin deficiencies) will also be emphasized throughout the course.

Student Learning Outcomes:

Program Outcomes Met By This Course:

1. Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.
2. Apply knowledge of the structure and function of the human body to health issues.
3. Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results (Laboratory component–CHEM451).
4. Demonstrate problem solving and critical thinking skills.

Course Requirements and Percent of Grade:

SAS Grading Scale Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5- 89.4%
- B = 79.5 – 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%

Exams:

There will be four exams for the course: Each exam is 24% of the grade and 4 online quizzes which will account for 1% each.

Course Materials:

Text: Champe, P.C. and Harvey, R. *Lippincott's Illustrated Reviews: Biochemistry. 6th Edition.* 2014. Lippincott Williams & Wilkins, Philadelphia. (ISBN: 0-397-51091-8).

Supplementary Readings/Resources: Lecture notes and lectures posted on Sakai.

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2008/2009, page 45) states as follows:

"Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone else which is then purported as the original work of the plagiarist"

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Information

Course Description:

CHEM451 is a 1-credit biochemistry laboratory course in the biology/ premedical/foundation program at SGU. Students are expected to have a basic knowledge of pre-med biology and chemistry. This course is the laboratory component for CHEM450.

CHEM451 meets twice a week, prelab on Tuesday (2:30-3:45@BLH) and lab on Thursday (11:30-2:00 @ Biochem Lab).

Please note that the prelab is MANDATORY. Any student who did not attend the prelab will NOT be permitted to do the corresponding experiment.

Additionally, students are expected to dress appropriately for lab. Failure to comply will result in the denial of the opportunity to conduct the experiment.

Course Objectives:

1. To introduce and train students in various analytical and biochemical laboratory techniques including:
 - i) Measure mass and volume accurately, ii) Use a spectrophotometer, iii) Use of electrophoresis equipment, iv) Handle solvents safely during chromatography, v) Develop “good laboratory” practice skills.
2. To conduct laboratories experiments following specific instructions and procedures.
3. To interpret experimental results and present them in writing in a clear and organized manner.

Program Outcomes Met By This Course:

1. Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results (Laboratory component–CHEM451).

Course Requirements and Percent of Grade:

- Students are expected to complete the practical, report observations, record results, complete all calculations and confirm that the results agree that those in the literature by means of library/internet research. Experimental data sheets must be submitted at the end of each practical session.
- One formal lab report will be submitted. The report should be written using the following headings in the order given.
 - Title page (Your name, group #, group members' names, date, title of lab).
 - Aim/Objective

- Introduction
- Equipment/Reagent
- Method/procedure (written in the past tense and numbered)
- Results/observations (including calculations, tables and graphs)
- Conclusion
- Sources of Error
- Further discussion*
- Reference cited page*

*The "further discussion" section should include some reference to the clinical significance of the experimental procedure. Reference should also be made of the normal range of values expected for a patient and the possible consequences of values outside of that range. The source of this and other relevant information must be cited. Any of the common formats may be used, and a minimum of 3 citations are required.

Note: Internet references MUST cite a primary source (i.e. book, journal)

Laboratory reports should NOT

- be a "group effort"
- include photocopies of references
- include material downloaded from the Internet
- exceed five (6) typewritten pages (not counting the title page)

Course Grade Components

Experimental data sheets*	50%
Lab report	10%
Lab Quiz	30%
Attendance	10%

*** The best 5 of 6 data sheet grades will be used in computing your grade.**

THERE WILL BE NO MAKE UP LABS.

Failure to submit practical files will result in an automatic incomplete grade as a final grade.

Grading Scale

Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5- 89.4%
- B = 79.5 – 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 0- 64.4%

Course Materials:

Laboratory manual provided at the beginning of each term and notes and procedures posted on Sakai.

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2008/2009, page 45) states as follows:

"Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone else which is then purported as the original work of the plagiarist"

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Note: It is a violation of the University Honor Code to sign an attendance sheet on behalf of someone who is not in attendance at that time.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Director: Aboud Ghalayini, Ph.D.

aghalayi@sgu.edu

Instructors:**Trevor Wildman**

Dept. of Biochemistry

Email: twildman@sgu.edu

Phone: Ext 3477

Office Hrs: MWF 9:00 am-10:00 am

Kafi James

Dept. of Biochemistry

Email: kjames@sgu.edu

Phone: Ext 3867

Office Hrs:TBA

Teddy Ikolo

Dept of Biol, Ecol & Consv

Email: tikolo@sgu.edu

Phone: Ext 3257

Office Hrs: M-F 2:30-4:00pm

Kwami Jones

Dept. of Biochemistry

Email: Kjones@sgu.edu

Phone: Ext 3811

Office Hrs: TBA



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: COMH 201: Community Health
Number of Credits: 3
Days and Times: Tuesdays & Thursdays: 8:30 – 9:45 a.m.
Semester and Year: Spring 2020
Classroom Location: D1B
Pre-requisite(s): None

Course Lecturer Name(s): N/A
Course Director Name: Ms. Lauren Orlando

Course Lecturer(s) Contact Information: By appointment
Course Director Contact Information: lorlando@sgu.edu

Course Lecturer(s) Office Hours: N/A
Course Director Office Hours: Monday – Friday 9:00a-4:00p (<https://sgu-insight.symplicity.com>)

Course Lecturer(s) Office Location: N/A
Course Director Office Location: Department of Educational Services

Course Support: Ms. Phillip nphillip2@sgu.edu +1 444 4175 ext 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Health is more than a mere personal matter. People do not live in isolation, unaffected by others. Their health is very much determined by the world they live in, and the dynamic relationship they experience within their various communities. The goal of the Community Health course is to provide an understanding of population based verses individual based health. Each health problem is viewed uniquely by the population involved. These problems are impacted directly by the physical, social and cultural factors that characterize the community. This course examines community health perspectives in light of sociological, historical, educational, environmental and medical influences, with the view of identifying strategies for preserving and protecting the health of the community.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

1. Ability to critical think community health issues and how these issues affect all persons.
2. Gain a well diverse knowledge regarding public health problems that occur at a community level.
3. Expand understanding of what are communities (local, national, regional, or international), how they are established, key stakeholders, and at-risk populations within the community.
4. Work within small groups to facilitate active discussions with peers and learn from each other.
5. Challenge the norms and biases that they were/are exposed to whether that is through the media, personal experiences, or their own community.
6. Engage in field work in order to gain further experience in community health using the context of Grenada.

Student Learning Outcomes:

1. To be able to articulate the differences between public, community and individual health.
2. To understand how history influenced public health practices today.
3. To explore the epidemiological foundations that provides validity to the science of public and community health.
4. To identify behavioral, developmental, social and ecological conditions which affect the health of communities.
5. To identify and assess conditions in the environment which influence the health and wellbeing of individuals and communities.
6. To increase students' skills in conducting a community assessment.

Program Outcomes Met By This Course:

- GE PO.1** **Critically analyze global and regional issues.**
GE PO.2 **Practice and analyze decision making and positions on ethical issues.**

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: McKenzie, J. F., Pinger, R. R., & Kotecki, J. E. (2018). An introduction to community health (9th ed.). London: Jones & Bartlett Learning.

Supplementary Readings/Resources: Provided by Course Director

Course Grading Requirement:

Attendance and active participation	10%
Case study presentation	20%
Written Reflections	20%
Mid-Term project	20%
Final field work presentation	30%

Course Requirements:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Please see attached course schedule.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Hard copy or online through Sakai platform.

Classroom/Online Etiquette Procedure:

Students are expected to arrive to class on time and be attentive and engaged in class. If students will not be in class, kindly email Course Director in advance as attendance will be taken at the beginning of each class. No cell phone use is acceptable. Some of the topics told in class will be sensitive by nature and all are expected to keep the experiences and feedback from others as confidential.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Tentative Course Schedule: Spring 2020

DATE	TOPIC	READING	ASSIGNMENT DUE
WEEK 1			
Jan 21 st	Community Health, Yesterday, Today & Tomorrow	Chapter 1	
Jan 23 rd	Epidemiology: The Study of Disease, Injury & Death in the Community	Chapter 3	
WEEK 2			
Jan 28 th	Epidemiology: Prevention & Control of Disease & Health Conditions	Chapter 4	
Jan 30 th	Community Organizing/Building & Health Promotion Programs	Chapter 5	
WEEK 3			
Feb 4 th	The School Health Program: A Component of Community Health	Chapter 6	
Feb 6 th	Maternal, Infant & Child Health	Chapter 7	
WEEK 4			
Feb 11 th	Community Guest Speaker #1		
Feb 13 th	Field Visit		
WEEK 5			
Feb 18 th	Community Guest Speaker #2		Speaker Reflection #1
Feb 20 th	Case Study Class Presentations #1-4		
WEEK 6			
Feb 25 th	Case Study Class Presentations #5-8		Speaker Reflection #2
Feb 27 th	Adolescents, Young Adults & Adults / Case Study Presentation #9	Chapter 8	
WEEK 7			
Mar 3 rd	Case Study Class Presentations #10-13		
Mar 5 th	Field Visit		
WEEK 8			
Mar 10 th	MIDTERMS EXAM WEEK		Midterm Project
Mar 12 th	MIDTERMS EXAM WEEK		
WEEK 9			
Mar 17 th	Community Guest Speaker #3		
Mar 19 th	Older Adults / Case Study Presentation #14	Chapter 9	
WEEK 10			
Mar 24 th	Case Study Class Presentation #15-18		Speaker Reflection #3
Mar 26 th	Community and Public Health and Racial/Ethnic Populations	Chapter 10	
WEEK 11			
Mar 31 st	Community Guest Speaker #4		
Apr 2 nd	Community Mental Health / Case Study Presentation #19	Chapter 11	
WEEK 12			
Apr 7 th	Case Study Class Presentation #20-23		Speaker Reflection #4
Apr 9 th	Alcohol, Tobacco & Other Drugs: A Community Concern	Chapter 12	
WEEK 13			
Apr 14 th	Case Study Class Presentation #24-27		
Apr 16 th	Community Health & the Environment	Chapter 14	
WEEK 14			
Apr 21 st	Case Study Class Presentation #28-31		
Apr 23 rd	Final Presentation		Final Project
WEEK 15			
Apr 28 th	TBD		
Apr 30 th	TBD		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: COMM204 – Public Speaking ; Sect. 1 & 2
Number of Credits: 3
Days and Times: Tuesdays & Thursdays; 1:00pm-2:15pm / 5:30pm – 6:45pm
Semester and Year: Spring 2020
Classroom Location: FA4
Pre-requisite(s): ENGL107; ENGL213

Course Lecturer Name(s): R. Charles;
Course Director Name: Ronald Charles

Course Lecturer(s) Contact Information: rocharles@sgu.edu;
Course Director Contact Information: same as above

Course Lecturer(s) Office Hours: Mon & Wed 1:30 – 4:30pm; Tues & Thurs: 2:30 – 4:30pm
Course Director Office Hours: same as above

Course Lecturer(s) Office Location: Balsier Building, G Block
Course Director Office Location: Balsier Building, G Block

Course Support: Nichole Phillip; nphilli2@sgu.edu & 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Public Speaking is designed to help you develop communication skills that contribute to academic, vocational, personal, and social success in a wide variety of contexts. Since students learn best by doing, you will be actively involved in class discussions, and group exercises throughout the course.

Course Objectives:

1. Fundamental to the course is the idea that presentation skills are a means of empowerment.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

2. Development of communication skills
3. Active involvement in discussions and debates

Student Learning Outcomes:

1. Overcome the usual apprehension that comes with public speaking and learn to speak extemporaneously
2. Establish credibility and develop his or her oratory skills to participate ethically, in an increasingly interactive and verbal society;
3. Cite sources, use supporting materials and visual media.
4. Demonstrate critical thinking skills required in a society that constantly demands that people make choices and defend them;
5. Speak effectively in different settings.
6. Demonstrate an understanding of the rules of engagement as described in the text book.

Program Outcomes Met By This Course:

- PO.1- Utilize psychology knowledge in the understanding of self, and how one relates to others.
 PO.2- Practice and analyze decision making and positions on ethical issues.
 PO.4- Effectively communicate information by extracting and constructing meanings through analysis and critical thinking

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

- Kathleen M. German, Bruce E. Gronbeck, Douglas Ehninger, and Alan H. Monroe. Principles of Public Speaking. 15th or 16th or 17th or 18th editions. Addison Pearson Education, Inc.
- Other readings may be assigned

Course Grading Requirement:

Introductory Speech	5%
Informative Speech	15%
Persuasive Speech	15%
3 rd party speech written	10%
3 rd party speech delivery	15%
Quizzes (4)	20%
Participation	10%
Debate (in class)	6%
Debate (public)	4%
Total	100%

Course Requirements:

I. Speeches: The focus of this course will be the development of extemporaneous speaking skills.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Introductory Speech – The first speech is a 2-3 minute brief self introduction that tells the audience what you want them to know about you. It should tell the audience who you are and what you are about. The speech provides you with the opportunity to develop and support a clear thesis and to begin working on a conversational delivery style using a brief outline.

Informative Speech – In this speech, you develop a 3-5 minute presentation in which you share information about some phenomenon of personal interest. This might include a skill you have learned through a hobby, an organization you are affiliated with, or “consumer” information important to you and your audience. Develop a central idea (thesis) with two different kinds of support material using an appropriate and discernible organizational structure. You are required to develop and use a visual aid for this assignment.

Persuasive Speech – This is a 3-5 minutes persuasive presentation. The speech will focus on the development of logical proofs for clear thesis statements (central claims). This is your attempt to change an audience’s attitudes, beliefs, or actions. It’s about letting audiences know they have choices and presenting your offering in the best possible light. You are required to develop and use a visual aid to support your arguments.

Third Party Speech – Write a 5 minute speech and identify the General and Specific Purposes, Central Idea/Thesis Statement, Organizational Pattern, Concluding Remarks and Clinching Statement. This speech is then assigned to another member of your class for presentation.

Impromptu Speech – As time permits.

Debates – In-class (2 minutes), University Community (5, 3 and 2 minutes accordingly)

Note: Speeches and written work are graded in accordance with the non-negotiable criteria outlined in your course material.

Speech requirements

1. Time Limits on Speeches:

Because of the nature of the course and the limited time available, prepare your presentations carefully to adhere to the time limits indicated on each assignment.

Your grade will be penalized if your speech is too long or too short.

2. Citing Sources in your speeches:

Because it is important to establish credibility, you must always cite sources. The informative and persuasive speech assignments require that you do research (i.e. rely on sources outside yourself- books, internet, magazines, journals, interviews, etc.), you must cite at least two sources. Cite all sources using the APA format (your own style will not suffice). Check the references librarian or the internet for help in finding these style manuals. Failure to cite sources in a typed bibliography (outline) and verbally (during presentation) will result in a grade penalty.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

3. Deliver speeches extemporaneously.

Reading of any speech (focusing on paper...not establishing eye contact with your audience) reflects lack of preparation and will result in a significant grade penalty.

II. Outlines of Speeches:

A Speaking Outline uses key words or phrases to jog your memory while delivering your speech. This is a brief outline of ideas prepared in advance rather than a fully written manuscript. These notes (note cards) are to jog your memory, help you stay on track, and better develop ideas and delivery.

A Rough Outline is required (APA reference style is to be used) and must be submitted as you approach the podium prior to delivering your speech. This material establishes the topic of your speech, clarifies your purpose, and identifies a reasonable number of ideas. It also helps you better organize your speech. Failure to submit typed content/sentence outlines on the due date of each speech assignment will result in a grade penalty.

In addition, you will be required to conduct research for required speech assignments.

III. Quizzes:

Quizzes on reading material (assigned in the book but not necessarily discussed in class) will be given throughout the term. A one week notice will be given for all quizzes, which will be given in class. There is no excuse for missing a quiz. Quizzes cannot be made up unless you have a medical/acceptable excuse or had made arrangements with the instructor.

IV. Listening Exercises and Peer Feedback:

As a means to promote better listening and to provide feedback to improve your peers' public speaking skills, you will provide brief responses each speech assignment. This peer feedback will be done during class time. These responses are not graded.

In addition, this portion of your grade will reflect the degree to which you meet three non-negotiable expectations of you.

- 1. Come to class prepared to contribute to the class discussion in a positive manner.**
- 2. Listen attentively and do not engage in side conversation or other distractions.**
- 3. Provide sincere reactions to the comments of other people in the class, but do not engage in negative attacks or put-downs of any person in the class (verbally or nonverbally).**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Course Schedule:

Wk 1	Session One	Session Two	
	Introductions, course overview	Ch1 & 2	Basics of public speaking (intro speech prep)
Ch7 & 8			
Wk 2	Session One	Ch7	Session Two
	Introductory Speeches		Ch8
			Introductory Speeches
Wk 3	Session One	Session Two	
	Ch9 (Speech structure – wording your speech)	(Prepare for Quiz #1)	QUIZ #1
(1,2,7,8&9)			
Wk 4	Session One	Session Two	
	Ch6 & 10	Finding and using supporting material and delivering your speech	Ch12
Delivering an Informative speech			
Wk 5	Session One	Session Two	
	Informative Speeches	Informative Speeches	
Wk 6	Session One	Session Two	
	Ch3 & 11– Critical listening and using visual media	(Prepare for Quiz #2)	Quiz #2
(5,6,10,12)	Third party speech discussion		
Wk 7	Session One	Session Two	
	Ch13; video of persuasive speech	Third Party speech assignment due for distribution	
WK 8 – Mid- Term	Mid Term	Mid Term	
Wk 9	Session One	Session Two	
	Third Party Speeches delivery	Third Party Speeches delivery	
Wk 10	Session One	Session Two	
	(Prepare for Quiz #3)	Viewing of Persuasive speeches by notables	Quiz #3 (CH 3, 11, 13)
Wk 11	Session One	Session Two	
	Persuasive Speech delivery	Persuasive Speech delivery	
Wk 12	Session One	Session Two	
	Ch 4	Ch 14 and Selection of debate teams	
Wk 13	Session One	Session Two	
	In-Class Debate delivery	In-Class Debate delivery	
Wk 14	Session One	Session Two	
	Quiz #4 (Ch 4 & 14)	Selection of public debate teams.	Debate Prep.
Wk 15	Session One	Session Two	
	Mock Debate	Final Debate	

Note: Speeches may occasionally run outside normal class time boundaries. Coordinate any conflicts with instructors.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP106, Computer Graphics and 3D Printing
Number of Credits: Three
Days and Times: Tuesday and Thursday, 2.30 – 3.45
Semester and Year: Spring 2020
Classroom Location: online via Zoom
Pre-requisite(s): none

Course Lecturer Name(s): Dr. K. S. Senthilkumar
Course Director Name: Dr. K. S. Senthilkumar

Course Lecturer(s) Contact Information: ssomasun@sgu.edu
Course Director Contact Information: ssomasun@sgu.edu

Course Lecturer(s) Office Hours: Mondays, Wednesday and Friday 9.00am – 12.00 am
Course Director Office Hours: Mondays, Wednesday and Friday 9.00am – 12.00 am

Course Lecturer(s) Office Location: Leeward Hall
Course Director Office Location: Leeward Hall

Course Support: Carina Francois

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will help the students to understand the fundamental concepts of Computer Graphics and 3D Printing. Both technical and aesthetic concepts will be introduced in this course. At first student will learn about computer graphics, understand the elements and principles of design. Hand on session will be arranged to cater creating and editing image, geometric transformation and texture mapping. This course will also provide an overview of design thinking, demonstrate how 3D printer works, and how you can use this framework to develop ideas that can be turned into real objects. Learners who complete this course will obtain a rich understanding of the capabilities of 3D printing (a rapid prototyping technology) and the process of converting digital files into three dimensional solid objects.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Employ key concepts on Computer Graphics (Raster and Vector).
2. Demonstrate a thorough understanding of the elements and principles of graphic design.
3. Use technology such as Phototshop, Blender and cura and solve problems using critical thinking
4. Describe the range of 3D printing and Prototyping technologies, and their application in modern industrial, design, and creative fields.

Student Learning Outcomes:

1. Demonstrate a thorough understanding of the elements and principles of graphic design.
2. Demonstrate the capabilities of 3D printing (a rapid prototyping technology) and designing objects for this new technology
3. Analyze, select and apply appropriate contemporary digital technologies in changing the business world.
4. Apply design standards and conventions when using digital technologies

Program Outcomes Met By This Course:

CTPO1. Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

CTPO2. Design, implement, and evaluate a computer based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:*Text:*

1. Mastering 3D Printing, Modeling, Printing, and Prototyping with RepRap-style 3D Printers, Joan Horvath
2. Blender Reference Manual
3. Cura Lulzbot edition user manual, 2014

Supplementary Readings/Resources: The presentations, notes and readings supplied in the class would be sufficient, in order to get a good grade. Please note that the course will not follow the structure of the book but draw on the sections that are needed.

Course Grading Requirement:

Class participation	5%
Quizzes	20%
Assignment	75%
Total	100%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

N/A

Course Schedule:

Week	Topic
1	Definition of Computer Graphics, Image Formats, Application of Computer Graphics
2	Raster graphics: Editing Images-crop an image; transform image, correct perspective problems; Quiz 1 (5%)
3	adjust the tone and colours of an image; sharpen an image; scale an image; save an image in a suitable format; Assignment 1 (10%)
4	make selections using a variety of tools; add and edit text. Quiz 2 (5%)
5	Introduction to various photo editing tools. Antialiasing, The RGB color model
6	2D Transformation – Translation, Rotation, Scaling, Skewing, Applying sequences of transformations, Assignment 2 (10%)
7	Using lights and materials, Preparing an image for texture mapping, Using an image to displace a surface
8	Assignment 3 (10%)
9	Elements of Design – Color, Line, Shape, Space, Texture, Value
10	Principles of Design – Balance, Contrast, Emphasis/Dominance, Harmony, Movement/Rhythm, Proportion, Repetition/Pattern, Unity, Variety. Assignment 4 (15%)
11	Creating images, Formats, Resolution, Raster Vs Vector, An Introduction to Rendering
12	Brief History of 3D Printing, How 3D Printing Works, Benefits of 3D Printing.
13	Making a 3D Model, Slicing a 3D Model, Driving the 3D Printer, Material Considerations. Assignment 5 (15%)
14	3D Printing Resources, Experiments using Cura slicing software.
15	3D printing Lab demo online Quiz 3 (10%)
16	Assignment 6 (15%) Class participation (5%)

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are required to submit their assignments on or before the due date and time. A penalty is applied to each late assignment. The penalty is as follows: within 1 day – 1 mark; greater than 1 day but less than or equal to 2 days – 2 marks; later than 2 days 5 marks.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Every student is entitled to full participation in class without interruption. Disruption of class

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual. Eating and drinking are not allowed during lectures.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP106, Computer Graphics and 3D Printing
Number of Credits: Three
Days and Times: Tuesday and Thursday, 2.30 – 3.45
Semester and Year: Spring 2020
Classroom Location: FL W200
Pre-requisite(s): none

Course Lecturer Name(s): Dr. K. S. Senthilkumar
Course Director Name: Dr. K. S. Senthilkumar

Course Lecturer(s) Contact Information: ssomasun@sgu.edu
Course Director Contact Information: ssomasun@sgu.edu

Course Lecturer(s) Office Hours: Mondays, Wednesday and Friday 9.00am – 12.00 am
Course Director Office Hours: Mondays, Wednesday and Friday 9.00am – 12.00 am

Course Lecturer(s) Office Location: Leeward Hall
Course Director Office Location: Leeward Hall

Course Support: Carina Francois

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will help the students to understand the fundamental concepts of Computer Graphics and 3D Printing. Both technical and aesthetic concepts will be introduced in this course. At first student will learn about computer graphics, understand the elements and principles of design. Hand on session will be arranged to cater creating and editing image, geometric transformation and texture mapping. This course will also provide an overview of design thinking, demonstrate how 3D printer works, and how you can use this framework to develop ideas that can be turned into real objects. Learners who complete this course will obtain a rich understanding of the capabilities of 3D printing (a rapid prototyping technology) and the process of converting digital files into three dimensional solid objects.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Employ key concepts on Computer Graphics (Raster and Vector).
2. Demonstrate a thorough understanding of the elements and principles of graphic design.
3. Use technology such as Phototshop, Blender and cura and solve problems using critical thinking
4. Describe the range of 3D printing and Prototyping technologies, and their application in modern industrial, design, and creative fields.

Student Learning Outcomes:

1. Demonstrate a thorough understanding of the elements and principles of graphic design.
2. Demonstrate the capabilities of 3D printing (a rapid prototyping technology) and designing objects for this new technology
3. Analyze, select and apply appropriate contemporary digital technologies in changing the business world.
4. Apply design standards and conventions when using digital technologies

Program Outcomes Met By This Course:

CTPO1. Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

CTPO2. Design, implement, and evaluate a computer based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text:

1. Mastering 3D Printing, Modeling, Printing, and Prototyping with RepRap-style 3D Printers, Joan Horvath
2. Blender Reference Manual
3. Cura Lulzbot edition user manual, 2014

Supplementary Readings/Resources: The presentations, notes and readings supplied in the class would be sufficient, in order to get a good grade. Please note that the course will not follow the structure of the book but draw on the sections that are needed.

Course Grading Requirement:

Class participation	5%
Quizzes	15%
Assignment	40%
Final Examination	40%
Total	100%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

N/A

Course Schedule:

Week	Topic
1	Definition of Computer Graphics, Image Formats, Application of Computer Graphics
2	Raster graphics: Editing Images-crop an image; transform image, correct perspective problems; Quiz 1
3	adjust the tone and colours of an image; sharpen an image; scale an image; save an image in a suitable format; Assignment 1
4	make selections using a variety of tools; add and edit text. Quiz 2
5	Introduction to various photo editing tools. Antialiasing, The RGB color model
6	2D Transformation – Translation, Rotation, Scaling, Skewing, Applying sequences of transformations, Assignment 2
7	Using lights and materials, Preparing an image for texture mapping, Using an image to displace a surface
8	Assignment 3
9	Elements of Design – Color, Line, Shape, Space, Texture, Value
10	Principles of Design – Balance, Contrast, Emphasis/Dominance, Harmony, Movement/Rhythm, Proportion, Repetition/Pattern, Unity, Variety. Quiz 3
11	Creating images, Formats, Resolution, Raster Vs Vector, An Introduction to Rendering
12	Brief History of 3D Printing, How 3D Printing Works, Benefits of 3D Printing.
13	Making a 3D Model, Slicing a 3D Model, Driving the 3D Printer, Material Considerations.
14	3D Printing Resources, Experiments using Cura slicing software. Assignment 4
15	3D printing Lab visit
16	Final Examination

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are required to submit their assignments on or before the due date and time. A penalty is applied to each late assignment. The penalty is as follows: within 1 day – 1 mark; greater than 1 day but less than or equal to 2 days – 2 marks; later than 2 days 5 marks.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Every student is entitled to full participation in class without interruption. Disruption of class

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual. Eating and drinking are not allowed during lectures.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: Comp 111: Computer Concepts & Applications
Number of Credits: Three (3)
Days and Times: Tuesday & Thursday 2:30 – 3:45 PM
Semester and Year: Spring 2020
Classroom Location: E218 Computer Lab
Pre-requisite(s): None

Course Lecturer Name(s): Mrs. Chrislyn Charles-Williams
Course Director Name: Ms. Teah Cummings

Course Lecturer(s) Contact Information: ccwilliams@sgu.edu
Course Director Contact Information: tecummings@sgu.edu

Course Lecturer(s) Office Hours: By Appointment only
Course Director Office Hours: By Appointment

Course Lecturer(s) Office Location: N/A
Course Director Office Location: N/A

Course Support: Carina Francois, Cfrancois@sgu.edu, Ext. 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to introduce students to basic computer concepts and to provide them with the necessary tools and techniques to produce documents, spreadsheets and presentations. The student will also be introduced to Internet use and principles. This course will cover areas such as: computers systems, hardware and software, file management, document production, working with spreadsheets and presentations.

Course Objectives:

1. To have a working and conversational knowledge of basic computer terms and concepts

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. To demonstrate the ability to do projects, using the productivity software that are used in the course

Student Learning Outcomes:

1. Define basic terms and concepts related to computers, networks, software and the Internet
2. Evaluate and select the correct office productivity software appropriate to use in a given situation.
3. Using Microsoft PowerPoint: Create well-designed professional and academic presentations
4. Using Microsoft Word: Create and prepare professional and academic documents using a variety of techniques including use of Charts, SmartArt, Tables, fonts and layouts
5. Using Microsoft Excel: Choose and use the appropriate function to perform calculations and solve equations / problems.

Program Outcomes Met By This Course:

1. **CTP-O1:** Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

2. **CTP-O2:** Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.

3. **CTP-O5:** Demonstrate teamwork

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: GO! All in One: Computer Concepts and Applications, 3rd Edition, by Shelley Gaskin Alicia Vargas, Debra Geoghan, Nancy Graviett. Pearson, 2017.
ISBN-13: 9780134505749

Supplementary Readings/Resources: Any text relating to Microsoft Office 2016 will assist the student in this course.

Course Grading Requirement:

1. Computer concepts: 10%
2. Wordprocessing: 20%
3. Spreadsheet: 30%
4. Presentation: 20%
5. Internet use: 20%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

There will be one graded assignment and one exam for each module/unit, in addition to regular class exercises.

Course Schedule:

Lesson	Week	Major Topics
Unit 1: Computer concepts	1, 2	1. Computer systems 1. Brief history of computers 2. Types of computer systems, uses & definitions 3. Impact of computers in society 4. Information systems overview
		2. Hardware and software 1. Types of hardware, purposes & examples 2. Types of operating systems & examples 3. Input and output devices 4.
		3. File management 1. File types & extensions 2. file management techniques
Module Exercises	1-2	Unit 1
Module exam	3	Unit 1
Unit 2: Word processing	3,4,5	1. Create and edit text in a document
		2. Create hyper linked documents
		3. Formatting text – borders, styles, headers, footers
		4. Create different types of documents using Word
		5. Create and modify tables
		6. Mail merge
		7. Working with graphics
		8. Using track changes
Module Exercises	3 - 5	Unit 2
Module exam	5	Unit 2
Unit 3: Spreadsheet	5,6,7	1. Working with templates
		2. Selecting cells and cell ranges
		3. Labels and numbers / using flash fill
		4. Introducing formulas and functions
		5. Use statistical functions (Sum, Average, Minimum, and Maximum).
		6. Use logical functions (If, SumIf, Countif, vlookup)
		7. Work with ranges in functions.
		8. Copy formulas that include absolute and relative cell references.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

		9. Using Excel to solve mathematical problems
		10. Charts – pivot tables & charts, regular types of charts
		11. What if analysis & goal seek
Module Exercises	5 - 7	Unit 3
Midterm	8	TBA / Unit 3
Unit 4: Presentation	9, 10, 11	<p>Creating a new presentation</p> <ol style="list-style-type: none"> 1. Opening an existing presentation 2. Adding new slides, slide master & layouts 3. Applying presentation templates / themes 4. Formatting slides, 5. Working with transitions & animations 6. Using special effects 7. Playing a slide show 8. Video & audio files 9. Recording/voice overs in slideshows
Module Exercises	9 - 11	Unit 4
Module exam	11	Unit 4
Unit 5: Internet use and principles	12, 13, 14	<ol style="list-style-type: none"> 1. Finding information on the Internet – Searching, web browser technology 2. Internet Applications – Email, cloud computing, 3. Integrating applications and Internet documents – copying, pasting, editing 4. How the internet works, HTML, basic web design concepts 5. Computer & Internet Security 6. Basic computer network terminology & setup 7. Online etiquette 8. Computer & online ethics, privacy, plagiarism, intellectual property rights,
Module Exercises	12 - 14	Unit 5
Module Review	15	Unit 5
Finals	16	Unit 5 only

POLICY INFORMATION

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Plagiarism policy: Academic Integrity

The *St. George's University Student Manual (2019/2020)* states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All work assigned is expected to be completed by the posted due date and to be submitted using the specified drop box in Sakai except otherwise stated.

Late is considered as any submission after the due date and time. Late submissions will attract a 10% deduction penalty per day. For late work, consult with your instructor for a means of submission, i.e. if the Sakai dropbox is closed. DO NOT submit work via email, EXCEPT authorized by your instructor. Unauthorized submissions via email will NOT be considered as a valid submission.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

If you do not comprehend the instructions given on an assignment, or have any request concerning the due date and your ability to meet the deadlines, do not postpone until the due date is near to ask for clarification or an extension. Doing so will not award you any extra time.

It is the instructor's discretion to accept work after being a week overdue. Also, due to time and resource constraints, absolutely NO assignments will be accepted after the last day of the regularly scheduled semester.

Classroom/Online Etiquette Procedure:

Cell phone and pagers policy

Before entering the class, students are required to turn off or mute all cell phones, beepers and any other form of technologies that could disrupt class.

Disruptive Behaviour

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behaviour is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behaviour will be subject to disciplinary action by the Dean of Students, as per the Student Manual.

Food and Drink policy

No food is permitted in class. Water is the only beverage permitted in the classroom

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Computers and Technology

GENERAL COURSE INFORMATION

Course Code and Title: COMP200 Network Technology
Number of Credits: 3
Days and Times: Tue & Thurs 1:00pm - 2:15pm
Semester and Year: Spring 2020
Classroom Location: B1C
Pre-requisite(s): Comp203 Math for IT (Recommended).

Course Lecturer Name(s): Dr. Aleksandr Myllari
Course Director Name: N/A

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Monday, Wednesday: 1:30-4:00 pm, Tuesday, Thursday: 2:45 – 5:15 pm.

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Building D, (Leeward Hall) 1st. Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will serve as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course will provide an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It will cover LAN-user concepts and the basic functions of system administration and operation. Special attention will be given to MAC addressing and ports, and IP sub-netting.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

1. Understand how networks and their components interact and operate.
2. Understand the characteristics and applications of various networking technologies.
3. Understand the basic design and operation of the Internet, including the software and hardware components used to provide Internet services.
4. Understand packet forwarding and the role of routing protocols.
5. Identify the components of a LAN and determine the type of network design most appropriate for a given site.
6. Identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network.
7. Distinguish between the different networking standards, protocols, and access methods, and determine which would be most appropriate for a given LAN.
8. Recognize the primary network architectures, identify their major characteristics, and determine which would be the most appropriate for a proposed LAN.
9. Identify the primary functions of network operating systems and distinguish between a centralized computing environment and a client/server environment.
10. Determine how to implement and support the major networking components (including the server, operating system, and clients), and propose a system for adequately securing data on a given LAN and protecting the system's components.

Student Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Identify the components of a LAN and determine the type of network design most appropriate for a given site.
2. Identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network.
3. Distinguish between the different networking standards, protocols, and access methods, and determine which would be most appropriate for a given LAN.
4. Recognize the primary network architectures, identify their major characteristics, and determine which would be the most appropriate for a proposed LAN.
5. Identify the primary functions of network operating systems and distinguish between a centralized computing environment and a client/server environment.
6. Determine how to implement and support the major networking components (including the server, operating system, and clients), and propose a system for adequately securing data on a given LAN and protecting the system's components.
7. Identify strategic LAN support tools and resources, and determine how to use these in troubleshooting basic network problems.

Program Outcomes Met By This Course:

- CTPO1 • Analyze a problem, identify and define the computing requirements appropriate to its solution
- CTPO5• Demonstrate teamwork

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
 B+ = 84.5 - 89.4%
 B = 79.5 - 84.4%
 C+ = 74.5 - 79.4%
 C = 69.5 - 74.4%
 D = 64.5 - 69.4%
 F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Guide to Networking Essential, Sixth Edition by Gregory Tomsho, Course Technology, 2011.

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Midterm exam	20%
Final exam	25%
Assignments	20%
Labs	35%

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Week	Topics	Assignments
1	Network Overview and Concepts	
2	Network Hardware Essentials	Assignment 1
3	Network Topologies and Technologies	Assignment 2, Lab1
4	Network Media	
5	Network Protocols	Assignment 3
6	Network Reference Models and Standards	Assignment 4, In-class Lab1
7	Network Hardware in Depth	
8	Midterm Exams	
9	Network Operating Systems Fundamentals	Lab2
10	Server Management and Administration	Lab3
11	Introduction to Network Security	Assignment 5, Lab4, In-class Lab2
12	Small-Business Networks	Assignment 6, Lab5
13	Wide Area Networks	Bonus Labs 1 and 2
14-15	Network Troubleshooting and Support	
16	Final Exam	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of Computers and Technology

GENERAL COURSE INFORMATION

Course Code and Title: Comp 202 Computer and Information Systems
Number of Credits: Three (3)
Days and Times: Tuesday & Thursday 8:30 – 9:45 AM
Semester and Year: Spring 2020
Classroom Location: E217 Computer Lab
Pre-requisite(s): None

Course Lecturer Name(s): Mrs. Chrislyn Charles-Williams
Course Director Name: **Dr. K. S. Senthilkumar**

Course Lecturer(s) Contact Information: ccwilliams@sgu.edu
Course Director Contact Information: 1(473) 444-4175 Ext. 3311

Course Lecturer(s) Office Hours: by Appointment
Course Director Office Hours: by Appointment

Course Lecturer(s) Office Location: N/A
Course Director Office Location: Building D (Leeward Hall), 2nd Floor
Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an entry level course into the field of computing and information systems. It traces the evolution of computers, giving learners a broad overview its history. This course introduces the learner to terms associated with computers and mobile devices, the Internet, programs and apps, and digital safety and security. Additionally, fundamental aspects of computer operations and its general applications as it pertains to information processing are introduced. This course will offer opportunities to students for career development and advancement.

Course Objectives:

1. Introduce the learner the fundamentals of and terms associated with computers and mobile devices, the Internet, programs and apps, and digital safety and security

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Present the material in a visually appealing, interactive, and exciting manner that motivates readers to learn
3. Provide exercises, lab assignments, and interactive learning activities that allow readers to learn using computers, mobile devices, and the Internet
4. Present strategies for purchasing desktop computers, mobile computers, and mobile devices

Student Learning Outcomes:

Upon successful completion of the course students should expect to:

1. Differentiate between computing, information, and communication technology [henceforth referred to as ICT]
2. Trace the evolution of ICT from its inception to contemporary times.
3. Appreciate the place of ICT in academia and daily life.
4. Compare the benefits and disadvantages of ICT technologies applications in society.
5. Understand the role of various ICT device components [hardware, software, communications and networking].
6. Identify and appreciate the legal, ethical and security issues related to using computers and networks.
7. Appreciate the challenges facing organizations as they integrate computers into the workplace;
8. Be cognizant of the direction and focus and also critique computer related advancements/emerging technologies occurring in our society.
9. Assess various employment and investment opportunities available to qualified ICT professionals.

Program Outcomes Met By This Course:

1. **CTP-O1:** Analyse a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.
2. **CTP-O2:** Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.
3. **CTP-O3:** Demonstrate professional and ethical responsibilities.
4. **CTP-O4:** Recognize the need for and engage in continuous professional development.
5. **CTP-O5:** Demonstrate teamwork.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

F = 65% or less

Course Materials:

Text: **Discovering Computers**

Campbell, J. T., Freund, S. M., Frydenburg, M., Sebok, S. L., Vermaat, M. E.
Discovering Computers 2018 (Shelly Cashman Series), Cengage Learning, 2019.

Supplementary Readings/Resources:

1. **Technology in Action Complete** by Evans, Martin, Poatsy (2019). Technology in Action, Compete. Pearson, 15th Edition.
2. **Presentations and Presentation notes:** Each module would be accompanied by PowerPoint slides, with detailed notes when necessary.
3. **References:** Additional material from Professional Journals, Library Resources, Web Sites, Annual Reports, Case Studies, Newsgroups, Magazines, and Personal Interviews

Course Grading Requirement:

Assignments	40%
Forums	10%
In class quizzes	10%
Project	15%
Midterm	15%
Final	10%
TOTAL	100%

Course Requirements:

WEEK:	CLASS / ASSIGNMENT REQUIRED
1	Forum 1
2	Assignment 1 given
3	Assignment 1 expected
4	Quiz 1 Forum 2
5	Assignment 2 given
6	Assignment 2 expected Forum 3
7	
8	Mid Term Week
9	Project Given Forum 4
10	Assignment 3 given
11	Assignment 3 expected Forum 5

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

12	Quiz 2
13	Assignment 4 given
14	Assignment 4 expected
15	Project expected
16	Final Exam Week

Written Reports

All written assignments necessitate proper grammar, spelling, punctuation, and revisions for flow. Complete, concise and clear thoughts are expected in full sentences. Writing material must be typed using double-spaced, Times New Roman, 12-point font, default margin settings of 1” on the sides and 1” on the top and bottom. All submitted materials must be completed in APA format. **All papers, including group projects, MUST BE APPROPRIATELY CITED; FAILURE to do so is PLAGIARISM and will RESULT in at least an ‘F’ on the assignment and possible COURSE FAILURE.**

Course Schedule:

Topic	Lecture	Week & Assigned Reading
		DC –Discovering Computers TIA—Technology in Action
Introduction to Computers and Information Systems	<ul style="list-style-type: none"> ▪ Defining Computers and Information Systems ▪ A digital world: advantages and disadvantages of computers ▪ Computers in Society ▪ Relevant article discussions [2] 	Week 1, [DC, CH.1] [TIA, CH. 1]
History of Computers	<ul style="list-style-type: none"> ▪ Digital Revolution and the Information Age ▪ Computer Literacy ▪ Timeline showing origins of computing 	Week 2 [GIVEN] [TIA, pg.112]
Hardware	<ul style="list-style-type: none"> ▪ Components of the System Unit ▪ Types of computers 	Week 3 [DC, CH. 7]
	<ul style="list-style-type: none"> ▪ Input ▪ Output 	Week 4 [TIA, CH. 2, 6] [DC, CH. 3, 6]
	<ul style="list-style-type: none"> ▪ Storage 	Week 5 [DC, CH. 8]
Software	<ul style="list-style-type: none"> ▪ Application Software 	Week 6 [DC, CH. 4] [TIA, CH. 4]
	<ul style="list-style-type: none"> ▪ System Software 	Week 7 [DC, CH. 9] [TIA, CH. 5]
Week 8 Midterms		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Computer Networks	<ul style="list-style-type: none"> ▪ The internet and the World Wide Web ▪ Types of computer networks 	Week 9 [DC, CH. 10] [TIA, CH. 7, 12]
	<ul style="list-style-type: none"> ▪ E-commerce ▪ Computer Communications 	Week 10 DC, CH. 2 TIA, CH. 3, 13]
Computer Security	<ul style="list-style-type: none"> ▪ Internet and Network Attacks and Defense ▪ Cyber Crimes ▪ Privacy ▪ Ethics 	Week 11 [DC, CH. 5] [TIA, CH. 8, 9]
Databases and Information Systems	<ul style="list-style-type: none"> ▪ Databases, Data & Information ▪ Information System Development 	Week 12 [DC, CH. 11] [TIA, CH. 11]
Software Programming	<ul style="list-style-type: none"> ▪ Computer Programs ▪ Programming Languages ▪ Web Development 	Week 13 [DC, CH. 13] [TIA, CH. 10]
Careers in IT	<ul style="list-style-type: none"> ▪ Careers in the Computer Industry ▪ Degrees and Certifications 	Week 14 [DC, CH. 12] [TIA, Pg. 394]
Week 15: Presentations		
Week 16: Finals		

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All work assigned is expected to be completed by the posted due date and to be submitted using the specified drop box in Sakai except otherwise stated.

Late is considered as any submission after the due date and time. Late submissions will attract a 10% deduction penalty per day. For late work, consult with your instructor for a means of submission, i.e. if the Sakai dropbox is closed. DO NOT submit work via email, EXCEPT authorized by your instructor. Unauthorized submissions via email will NOT be considered as a valid submission.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

If you do not comprehend the instructions given on an assignment, or have any request concerning the due date and your ability to meet the deadlines, do not postpone until the due date is near to ask for clarification or an extension. Doing so will not award you any extra time.

It is the instructor's discretion to accept work after being a week overdue. Also, due to time and resource constraints, absolutely NO assignments will be accepted after the last day of the regularly scheduled semester.

Classroom/Online Etiquette Procedure:

Cell phone and pagers policy

Before entering the class, students are required to turn off or mute all cell phones, beepers and any other form of technologies that could disrupt class.

Disruptive Behaviour

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behaviour is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behaviour will be subject to disciplinary action by the Dean of Students, as per the Student Manual.

Food and Drink policy

No food is permitted in class. Water is the only beverage permitted in the classroom

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



C

St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP205 Introduction to Programming
Number of Credits: 3
Days and Times: Mon, Wed 4 PM – 5:15 PM
Semester and Year: Spring 2020
Classroom Location: Zoom meeting
Pre-requisite(s): N/A

Course Lecturer Name(s): Dr. Tatiana Myllari
Course Director Name: N/A

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3736 tmyllari@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Thu 1pm - 4 pm and by appointments
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Online - Zoom Meeting
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introduction to computer programming using the Java programming language. It does not claim to completely cover either the Java language or its standard libraries. The topics to be covered in the course include: primitive data types, Strings, arrays, basic I/O, decision structures (ifs and loops), writing and using methods, writing and using classes. This course is prerequisite for the course COMP305 Advance Programming I.

Course Objectives:

This course cover basic concepts and techniques for programming including

1. Numeric variables, declaration and initialization of variables, operations with variables

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Types String, char and Boolean
3. If-else and switch statements
4. Loops (for, while, do-while)
5. Methods (using and writing)
6. One- and two-dimensional arrays
7. Simple class design, and constructors in Java

Student Learning Outcomes:

Upon completion of this course, the student should:

1. Understand the basic concepts and principles of object oriented programming;
2. Be able to design, write, debug, and execute simple Java programs using an object-oriented approach to implement a working solution to a given problem specification;
3. Be able to acquire an understanding of computer architecture and data representations (variables, representation of numbers and character strings);
4. Learn basic algorithmic problem-solving techniques (decision structures, loops, methods)

Program Outcomes Met By This Course:

CTPO1 - Analyse a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Java How to Program by Paul Deitel, Harvey Deitel, 9th Edition, Prentice Hall (2012)

Supplementary Readings/Resources: 9th edition available online: <http://www.gobokee.net/deitel-java-how-to-program-9th-edition/> or <http://www.ebooks-share.net/java-how-to-program-early-objects-9th-edition-deitel/>. IDE: NetBeans (Recommended)

Course Grading Requirement:

Midterm exam	20%
Final exam/quiz/project	20%
Assignments	30%
Weekly work packages	10%
Attendance	10%
Quizzes	10%

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Week	Topics	Assignments
1	Introduction to the course. Introduction to Java. Work in NetBeans.	
2-3	Primitive types of variables. Class String. Class Scanner. Input from keyboard	Assignment 1
4	Boolean variables. Conditions. If-else statement	
5	Methods	Assignment 2
6-7	Loops. Operators break and continue. Review	
8	Midterm exam	
9	Midterm exam results review. Infinite loops. Operator switch	Assignment 3
10 - 13	One- and two- dimensional arrays. Class String, variables of the type char	Assignment 4
14-15	Constructors in Java. Review	Assignment 5
16	Final exam/quiz	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP205 Introduction to Programming
Number of Credits: 3
Days and Times: Mon, Wed 4 PM – 5:15 PM
Semester and Year: Spring 2020
Classroom Location: B1C
Pre-requisite(s): N/A

Course Lecturer Name(s): Dr. Tatiana Myllari
Course Director Name: N/A

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3736 tmyllari@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Wed 10:30am-11:30am, 1pm-2:30pm, Thu 1pm-5pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Building D, (Leeward Hall) 1st. Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introduction to computer programming using the Java programming language. It does not claim to completely cover either the Java language or its standard libraries. The topics to be covered in the course include: primitive data types, Strings, arrays, basic I/O, decision structures (ifs and loops), writing and using methods, writing and using classes. This course is prerequisite for the course COMP305 Advance Programming I.

Course Objectives:

This course cover basic concepts and techniques for programming including

1. Numeric variables, declaration and initialization of variables, operations with variables

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Types String, char and Boolean
3. If-else and switch statements
4. Loops (for, while, do-while)
5. Methods (using and writing)
6. One- and two-dimensional arrays
7. Simple class design, and constructors in Java

Student Learning Outcomes:

Upon completion of this course, the student should:

1. Understand the basic concepts and principles of object oriented programming;
2. Be able to design, write, debug, and execute simple Java programs using an object-oriented approach to implement a working solution to a given problem specification;
3. Be able to acquire an understanding of computer architecture and data representations (variables, representation of numbers and character strings);
4. Learn basic algorithmic problem-solving techniques (decision structures, loops, methods)

Program Outcomes Met By This Course:

CTPO1 - Analyse a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Java How to Program by Paul Deitel, Harvey Deitel, 9th Edition, Prentice Hall (2012)

Supplementary Readings/Resources: 9th edition available online: <http://www.gobookee.net/deitel-java-how-to-program-9th-edition/> or <http://www.ebooks-share.net/java-how-to-program-early-objects-9th-edition-deitel/>. IDE: NetBeans (Recommended)

Course Grading Requirement:

Midterm exam	20%
Final exam	20%
Assignments	30%
Weekly work packages	10%
Attendance	10%
Quizzes	10%

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Week	Topics	Assignments
1	Introduction to the course. Introduction to Java. Work in NetBeans.	
2-3	Primitive types of variables. Class String. Class Scanner. Input from keyboard	Assignment 1
4	Boolean variables. Conditions. If-else statement	
5	Methods	Assignment 2
6-7	Loops. Operators break and continue. Review	Assignment 3
8	Midterm exam	
9	Midterm exam results review. Infinite loops. Operator switch	Assignment 4
10 - 13	One- and two- dimensional arrays. Class String, variables of the type char	Assignment 5
14-15	Constructors in Java. Review	Assignment 6
16	Final exam	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Introduction to Android Development

Syllabus and Introduction



Class Objectives

- Syllabus Discussion
- Questions
- TurningPoint
- Introduction to Java
- Google Code Labs
- Activity
 - Install required software

Standardized Syllabus

- Standardized Syllabus Template Being rolled out across SAS. See example in Sakai.
 - Standardized look
 - Limit bloatware
- Additional policies included in 'Syllabus Addendum' for your information

General Course Information

- Course Code – What level?
 - COMP 225
 - Elective
- Credits – what is a credit?
 - 3 credits
- Prerequisites
 - None*
 - Java? XML?
 - Logical thinking
- Course Support
 - Ms. Carina Francois | cfrancois@sgu.edu, Ext. 3726

Information Technology Course Schedule

- Tuesday | 5:30 – 8:00
 - Once a week
 - Missing a session means missing an entire week!
- Theory and Practice

Information Technology Course Schedule

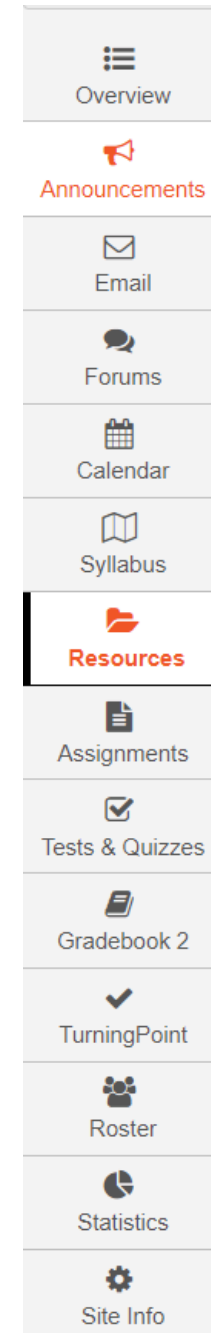
- Pilot/Modification to IT course schedule
 - Monday, Wednesday
 - Tuesday, Thursday
 - Friday is a study day
- Meaningful class time
 - Brevity of 1-hour sessions impede ability to cover material
- Subject to reversion

Course Management

- Sakai updated to 19
 - Updated interface
 - Gradebook
 - Other new tools

Important Sakai Tools

- Sakai used for Course Management
 - Role: Instructor vs. IT/Registrar
- Resources | PowerPoint for delivery of lectures
 - Minimal use of physical “black/whiteboard”
 - Utilizing technology to deliver content
 - Note taking essential
- Assignments tool
- Gradebook
- Announcements
 - Used a lot (automatically send to email)
- Email
 - Some of you do not check your email!!!!!!



Office Hours

- [**OPEN**] hours for SAS faculty | Subject to modification
 - Tuesday | 10:30 – 3:30
 - Thursday | 10:30 – 3:30
- By appointment [**RECOMMENDED**]
- What do they mean?
 - Feel free to visit if you have questions or concerns
 - Office hours not meant for meaningless visits
 - If extensive assistance is needed, imperative that you send an email for an appointment

Install TurningPoint

- See PDF file
 - “Instructions for new students_SAS.pdf”

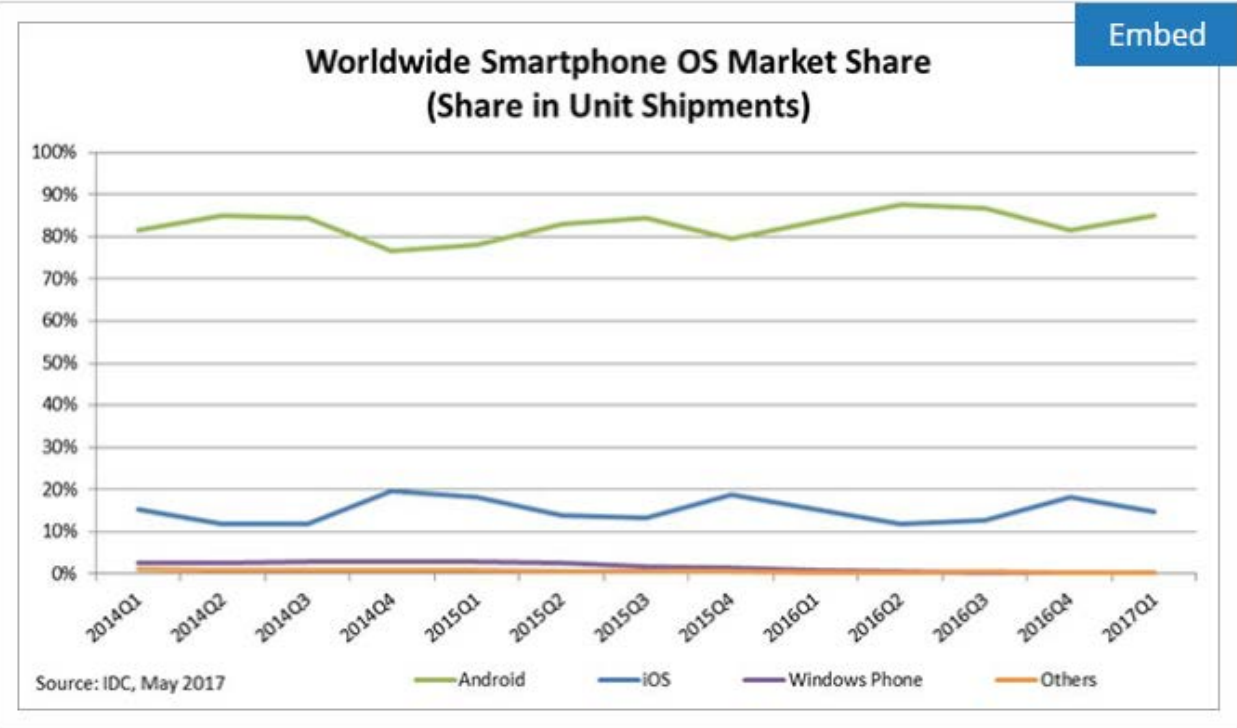
Android Introduction

- Open Source Mobile Operating System
 - Owned by Google
 - Variant of the Linux kernel
 - Resource restricted devices
- ASOP | Android Open Source Project
 - Open Handset Alliance (OHA)
 - Consortium of technology companies
 - Apache License
 - Non-copyleft¹ | Make proprietary enhancements for distribution

Android SDK

- Google has made available a software development kit (SDK) that encourage and allow developers to create applications for the Android platform.
 - <http://developer.android.com/sdk/index.html>
- Android is the most popular mobile operating system platform to date with over hundreds of millions of mobile devices in more than 190 countries around the world
 - <http://developer.android.com/about/android.html>
- Potential for Financial Gain
 - Popular
 - Wide install base
 - Apps reach a wide audience

Embed



Period	Android	iOS	Windows Phone	Others
2016Q1	83.4%	15.4%	0.8%	0.4%
2016Q2	87.6%	11.7%	0.4%	0.3%
2016Q3	86.8%	12.5%	0.3%	0.4%
2016Q4	81.4%	18.2%	0.2%	0.2%
2017Q1	85.0%	14.7%	0.1%	0.1%

Source: IDC, May 2017

Student Learning Outcomes

- Student Learning Outcomes
 - Apply object-oriented concepts to create functional Java objects and use them to develop android applications
 - Use Android Studio as a development environment to design and implement an android project
 - Assess application needs to be able to use the best API version.
 - Sketch practical and friendly user interfaces using Android layouts and other UI components
 - Construct a fully functional and simple android application utilizing principles learnt in class that solve some user-defined problem
- First in a series of 3 course
 - COMP225
 - COMP226
 - COMP227

Three Courses

- COMP225 | Introduction to Android Development
 - succinct and concise introduction to the android platform targeted at students who have **limited or no experience** with Android.
 - Basic user front end skills
- COMP226 | Advanced Android Development
 - More advanced backend topics
- COMP227 | Mobile Application Monetization
 - Publish and market your application

Course Material

- Android Developer Fundamentals

- <https://developer.android.com/courses/fundamentals-training/overview-v2>

The course materials include:

- Codelabs with suggested homework assignments: [Codelabs for Android Developer Fundamentals](#)
 - Concept reference chapters: [Android Developer Fundamentals – Concepts](#)
 - [Slide decks](#)
 - Source code in GitHub for [starter apps](#) and [solution code](#) for apps that you create in the codelabs
- Language: Java, Kotlin, XML

Course Material

- Android Developer Fundamentals

What does the course cover?

The course includes four teaching units, each of which includes several lessons:

- [Unit 1: Get started](#)
- Unit 2: User experience
- Unit 3: Working in the background
- Unit 4: Saving user data

Other Course Material

- The following reference is the official documentation for Android app developers
 - <https://developer.android.com/docs/>
- This guide provides short tutorials on how to use the using APIs in the Android framework and other libraries to build your apps.
 - <https://developer.android.com/guide>
- General developer guide
 - <https://developers.google.com/training/android/>
- Numerous online resources! [Be cautious against outdated/erroneous content]
 - Youtube
 - MOOC

Documentation for app developers

Whether you're building for Android handsets, Wear OS by Google, Android TV, Android Auto, or Android Things, this section provides the guides and API reference you need.

Get started

- Build your first app 1
- Sample code
- API reference 2
- Design guidelines 3
- Codelab tutorials
- Training courses 4

Android devices

- Wear OS
- Android TV
- Android Auto
- Android Things
- Chrome OS Devices

Best practices

- Testing
- Performance
- Accessibility
- Security
- Enterprise
- Emerging markets

Overview

Android Platform

Android Support Library

AndroidX

Architecture Components

Databinding Library

Constraint Layout Library

Material Components

Test Support Library

Wearable Library

Play Billing Library

Play Core Library

Play Install Referrer Library

API reference



You can build your Android app with the [Android Platform APIs](#) and the following libraries.



Developing with Kotlin?

Check out the Kotlin reference for the [Android Platform](#) and [AndroidX library](#).

Android Support Library

Provides a variety of Android feature and utility APIs that are compatible with a wide range of platform versions.

Android Automotive Library

Provides APIs for building Android Automotive apps.

AndroidX

Refactored versions of the Android APIs that are not bundled with the operating system.

Databinding Library

Includes APIs to help you write declarative layouts and minimize the glue code necessary to bind your application logic and layouts.

Architecture Components

Includes APIs for a variety of core app components, such as APIs that manage your UI component lifecycle, data persistence, view model, and more.

Material Components

Material Components for Android (*MDC-Android*) help developers execute Material Design to build beautiful and functional Android apps.

Design for Android

Android users expect your app to look and behave in a way that's consistent with the platform. Not only should you follow material design guidelines for visual and navigation patterns, but you should also follow quality guidelines for compatibility, performance, security, and more.

The following links provide everything you need to design a high quality Android app.

[MATERIAL DESIGN GUIDELINES](#)

[APP QUALITY GUIDELINES](#)



Material design basics



Raise your Android coding skills to the next level, whether you're a beginner or a seasoned developer.

[HOME](#)[ANDROID](#)[WEB](#)[FIREBASE](#)[ENTREPRENEUR](#)[CERTIFICATION](#)[PROGRAMS](#)[COURSES](#)

Now available...



Kotlin Bootcamp for Programmers

Learn the essentials of the Kotlin programming language from Kotlin experts at Google. This is a free, online course for intermediate-level developers.

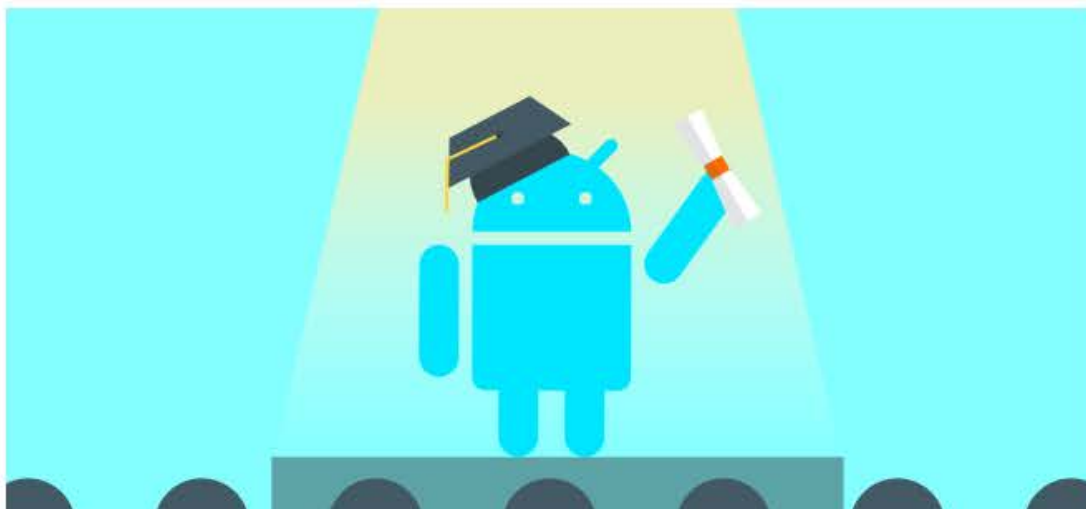
[COURSE OVERVIEW](#)

Build Native Mobile Apps with Flutter

Learn how to use Flutter to quickly develop high-quality, interactive mobile apps for Android and iOS devices. This is a free, online course.

[COURSE OVERVIEW](#)

Build your Android development skills



Whether you're new to programming or an experienced developer, we have a range of courses to teach you Android app development, from your first app to advanced topics such as localization, media, advanced graphics, and performance.

- > [For new programmers](#)
- > [For experienced developers](#)
- > [Learn design skills](#)
- > [Dive into deeper topics](#)

Software Resources

- Android Studio
 - Installation instructions
 - <https://developer.android.com/studio/install>
- Java SE 8
- USB Drivers for phone
- For general Java Development
 - Lightweight IDE [Can use whatever IDE you have]
- Lightweight text editor
 - Notepad++ or similar

androidstudio

Android Studio provides the fastest tools for building apps on every type of Android device.

<https://developer.android.com/studio/>

OpenJDK

Set the JDK version

A copy of the latest OpenJDK comes bundled with Android Studio 2.2 and higher, and this is the JDK version we recommend you use for your Android projects. To use the bundled JDK, proceed as follows:

1. Open your project in Android Studio and select **File > Project Structure** in the menu bar.
 2. In the **SDK Location** page and under **JDK location**, check the **Use embedded JDK** checkbox.
 3. Click **OK**.
- See the following link for a deeper understanding of the issue
 - <https://www.christopherprice.net/which-jdk-do-i-use-with-android-studio-3686.html>

Oracle JDK

- Various versions of the Oracle JDK
 - Use JavaSE 8 | <https://www.oracle.com/technetwork/java/javase/overview/index.html>
- See notes for a discussion on which version should be used²

What's New

Java Platform, Standard Edition 13

Java SE 13.0.2 is the latest release of Java SE Platform. Oracle strongly recommends that all Java SE users upgrade to this release.

 [Download](#)

[Release Notes](#) [Press Release](#)

Java Platform, Standard Edition 11

Java SE 11.0.6 is the latest release of Java SE 11 Platform. Oracle strongly recommends that all Java SE 11 users upgrade to this release.

 [Download](#) [Release Notes](#)

Java Platform, Standard Edition 8

Java SE 8u241 is the latest release of Java SE 8 Platform. Oracle strongly recommends that all Java SE 8 users upgrade to this release.

JDK for ARM releases are available on the same page as the downloads for other platforms

 [Download](#) [Release Notes](#)

IDEs for Java

- You can utilize any popular IDE for general Java development
 - Utilizing lightweight one is great as we will not be using the advanced features of most IDEs
- Examples
 - NetBeans
 - DrJava
 - Visual Studio Code
 - [Use text editor and compile using shell]

USB Drivers

- Use Android phones for testing and adb debugging on Windows
 - USB driver required
- Shouldn't be required for Mac and Linux devices
- Provides links to various OEMs where you can source the drivers
 - <https://developer.android.com/studio/run/oem-usb>
- Google Nexus devices should use the Google USB driver
 - <https://developer.android.com/studio/run/win-usb>
 - (Need to install Android Studio first)

Teaching Methodology

- Practical Course
 - Classroom based using PowerPoint
 - Numerous practical exercises/labs
- Interactive Discussions Required
 - Allows instructor to gauge your understanding of material
- Assessments/quizzes based on practical labs
- It is ultimately your responsibility to learn.

Assessments

- Categories
 - Labs
 - Quizzes
 - Project
 - Exam
- Quantity
 - Numerous in class labs, at least one per class
 - Java based
 - Android Based
 - Quizzes to verify your proficiency after completing the labs
 - 1 Major exam
 - 1 Project

Assessments

Assignment	Percentage
Labs and Class Exercises	70%
Project	15%
Quizzes	15%
Participation ¹²	-
	100 %

SAS Grading Scale		
Average	Grade	Quality Points
$\geq 89.5\% - 100\%$	A	4.00
$\geq 84.5\% - 89.49\%$	B+	3.33
$\geq 79.5\% - < 84.49\%$	B	3.00
$\geq 74.5\% - < 79.49\%$	C+	2.33
$\geq 69.5\% - < 74.49\%$	C	2.00
$\geq 65\% - < 69.49\%$	D	1.00
$< 60\%$	F	0.00

Course Schedule and Topics Overview

What does the course cover?

The course includes four teaching units, each of which includes several lessons:

- Unit 1: Get started
 - Unit 2: User experience
 - Unit 3: Working in the background
 - Unit 4: Saving user data
-
- See the following for more details:
<https://developer.android.com/courses/fundamentals-training/overview-v2>

Academic Dishonesty

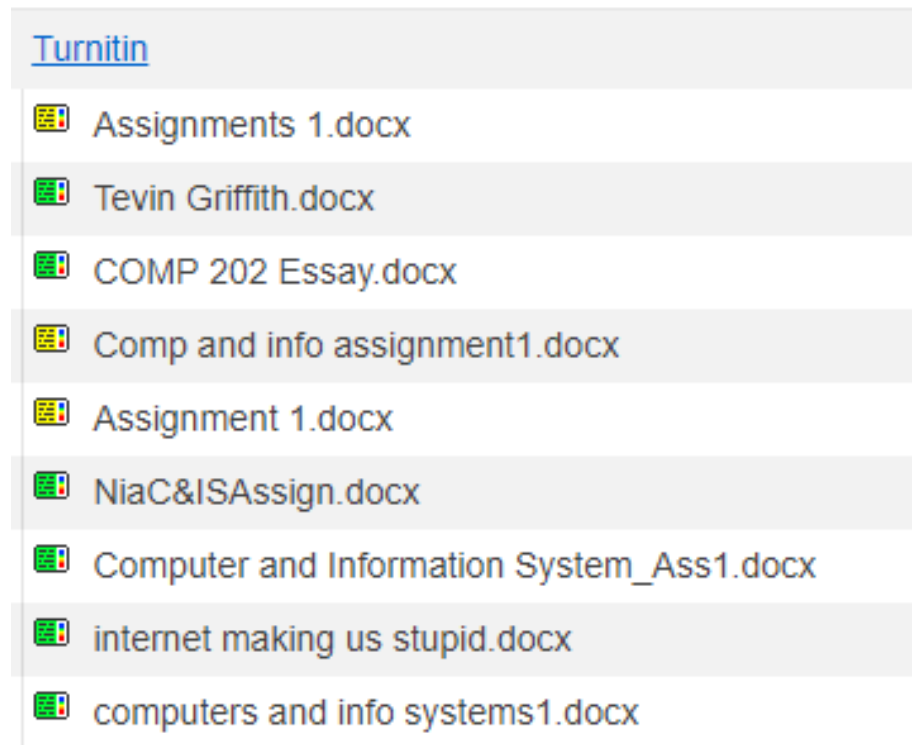
- Plagiarism
 - Understanding TurnItIn metrics
- Cheating on assignment or exam

- Serious offence
 - May result penalties up to dismissal

- ExamSoft

Academic Integrity

- Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.
- Plagiarism detection software
 - Turn-it-in
 - Similarity index



The Goliath of the Sea

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size.

¹ At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

The blue whale's common name derives from bluish-hue that covers the upper side of its body, while its Latin designation is *Balaenoptera musculus*. The blue whale belongs to the Mysticeti suborder of cetaceans, also known as baleen whales, which means they have fringed plates of fingernail-like material, called

Match Overview

43%

3 matches

1	en.wikipedia.org Internet Source	17%
2	animals.nationalgeogr... Internet Source	14%
3	www.squidoo.com Internet Source	12%

Attendance Policy

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance Policy

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

Reasons for Absence

- Valid Reasons for Absence
 - Medical excuse
 - Catastrophic event or emergency
 - Religious observance
 - Extenuating circumstances¹
- Instructor reserves the right define additional policies regarding attendance
- See [Student Manual](#) for regulation governing attendance

Participation

- Student participation in discussions and practical work will significantly aid understanding and retention.
- *Participation does not [only] involve regular attendance, as popular perception suggests, as a mere presence does not add to class quality.*
 - *Grade???*

Disruptive Behavior

- Examples of disruptive behavior
 - result from overzealous classroom participation, lack of social skills, or inappropriately expressed anger at the course content, late arrival, abusive and threatening language
- If your demeanor is having a noticeably negative effect on the class [including engaging in other work not pertaining to the current class], you may be asked to cease or leave

Submissions

- Sakai dropbox only
 - Microsoft Word (or compatible format)
- NO EMAILS!
 - As proof of late submission?
- Naming convention

FirstnameLastnameCourseCodeSemesterYear-AssignmentNumber.fileextension

KestonBholaCOMP226Spring2020-Assignment1.docx

Submissions

- 11:55 PM of required date
- Late submissions???
- **Marks will be deducted for late submissions per syllabus requirements**
 - It is the instructor's discretion to accept work after being a week overdue.
- Respect the sacrifices of your peers

Written Reports

- Proper grammar, spelling, punctuation, and ***revisions for flow***. Complete, concise and clear thoughts are expected in full sentences.
- All submitted materials require ***professional presentation***. Marks will be deducted for unprofessional presentation.
- Speech???
- Utilizing DES and CAE

Communication

- Check regularly!
 - Announcement tool
 - Email

Netiquette

- Students are to use appropriate and professional etiquette
- Guide
 - Appropriate salutation or greeting by name (e.g. Hello, Dr. Smith; Hi Jane)
 - Full sentences with appropriate grammar. Do not use text message shortcuts, shorthand notation or acronyms (such as "TTYL", "LOL", or "IMO")
 - Closure statement (e.g., Thanks, Mary; Regards, Tom)
- May ignore communication that is not in this format

Grievance and Complaints Procedure

- University policy dictates a chain of command, roughly being:
 - instructor, advisor, chair, dean.

Academic Calendar

Registration Check-in Begins — ALL STUDENTS	January 10
Mandatory Academic Orientation (Freshman only)	January 15 - 19
Convocation	January 20
Classes Begin	January 20
Late Registration Period Begins	January 27
Late Registration Period Ends - 5:00 P.M.-NO REGISTRATION AFTER THIS DAY	January 27
Family Weekend	January 31 - February 2
Holiday - Independence Day	February 7
Midterm week	March 9-13
Last Day to Withdraw from a Course - 5.00 PM	April 3
Course Selection for Pre-Registration for August 2020	April 6 - 9 & 14
Holiday - Good Friday	April 10
Holiday - Holy Monday	April 13
Holiday - Labor Day	May 1
Last day of course examinations (All Programs)	May 8
Graduation Ceremony & Diploma Date	May 16
Committee for Satisfactory Academic Progress & Professional Standards (CAPPS)	May 18
Holiday - Whit Monday	June 1
Holiday - Corpus Christi	June 11

Course Evaluations

- At the end of every semester, each SAS course instructor is evaluated. Look out for an email indicating when and how to complete the evaluations.
- Your honest feedback means a lot. We value constructive and professional feedback of students. Please take the time to respond to assist in ensuring a high quality of instruction pervades the institution.

Policy and Procedure

- University's Honor Code/Code of Conduct
 - Plagiarism is only *one* of the many items within code of conduct
 - See pgs. 17-29
 - It is the responsibility of all students to know the University Code of Conduct
 - <https://www.sgu.edu/wp-content/uploads/2019/07/SGU-Honor-Code.pdf>
- Student Manual (2018-2019)
 - [Click here](#)
 - IMPORTANT
 - Read IT
 - Know IT
 - Abide by IT

General Tips

- Student motivation
 - Why study?
 - Why IT?
- Full time students vs. part time students.
- The benefits will only be realized by the ones who puts in the work.
 - Measured not in terms of time but discipline!
 - Work smart not hard!

General Tips

- General class behavior
- Student motivation, study behavior, excellence
- Notetaking an important part of learning

General Student Info.

- MISIT
- B1C use
- Recommendation letters

To Do

- Install the Following
 - Android Studio
 - JDK
 - Drivers for phone
 - Notepad++ or compatible
- Readings for next class
 - <https://docs.oracle.com/javase/tutorial/java/TOC.html>
 - Section titled: “Object Oriented Programming Concepts”
- Create and Account for TurningPoint

Questions?



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP301, PC Hardware & Operating Systems
Number of Credits: 3
Days and Times: Mon & Wed 5.30 – 6.45 pm
Semester and Year: Spring 2020
Classroom Location: online via Zoom
Pre-requisite(s): COMP202

Course Lecturer Name(s): Dr. K. S. Senthilkumar
Course Director Name: Dr. K. S. Senthilkumar

Course Lecturer(s) Contact Information: ssomasun@sgu.edu
Course Director Contact Information: ssomasun@sgu.edu

Course Lecturer(s) Office Hours: Mondays, Wednesday and Friday 9.00am – 12.00 am
Course Director Office Hours: Mondays, Wednesday and Friday 9.00am – 12.00 am

Course Lecturer(s) Office Location: Leeward Hall
Course Director Office Location: Leeward Hall

Course Support: Carina Francois

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to provide the theoretical and practical foundation to install, maintain, repair computer systems and connect over a network independently. The course covers computer hardware and software installation, configuration, and upgrading, diagnosing and troubleshooting, safety and preventative maintenance of computers. Also introduce Operating system functions, structure of the different operating systems, processor management, file management and memory management.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Define the components of various types of Computer systems and the different types of Operating systems.
2. Describe the basic issues in install, configure and upgrade hardware and software in a computer system.
3. Define the hardware and software components of a networked system.
4. Demonstrate how operating systems managing resources such as processors, memory and I/O devices.

Student Learning Outcomes:

1. Identify major components and sub-systems of a microcomputer and classify different types of operating system and their functions
2. Explain what takes place with the computer's hardware when the computer operates.
3. Assemble and disassemble a personal computer, upgrade PCs by motherboard replacement, and other major hardware components.
4. Perform a typical system configuration/installation of an operating system and other software.
5. Solve most typical kinds of hardware and software problems in a computer.

Program Outcomes Met By This Course:

CTPO1. Analyse a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

CTPO2. Design, implement, and evaluate a computer based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text:

1. PC Hardware: A Beginner's Guide, RON GILSTER, Osborne, McGraw-Hill
2. Upgrading and Repairing PCs, Scott Mueller, 20th Edition, 2012, Pearson Education, Inc.
3. Operating Systems concepts, sixth edition, by Abraham Silberschatz, Peter Baer Galvin, Greg Gagne.
4. A course in PC hardware, software, maintenance and repair, A+ CERTIFICATION: 2019, WILLIAM A. LLOYD

Supplementary Readings/Resources: Lecturer supply presentation slides and notes.

Course Grading Requirement:

Class Participation	5%
Quizzes	40%
Assignments	35%
Mid-term Exam	20%
Total	100%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

N/A

Course Schedule:

Week	Topic
1	Characteristics of a Computer, Types of Computers, Introduction to Personal Computer Components, computer system, problem troubleshooting.
2	The Micro Processor, The Evolution of PC Microprocessor, popular CPU chips in terms of their basic characteristics. 32 and 64 bit processors. CPU technologies. Quiz 1 (5%)
3	Categories of RAM, ROM, and physical characteristics. Assignment 1 (10%)
4	Memory management techniques. Quiz 2 (5%)
5	Identify the most popular type of motherboards, their components, and their architecture
6	CPU scheduling techniques. Assignment 2 (10%)
7	Install, configure and upgrade personal computer hardware components including peripheral devices.
8	Midterm Exam (20%)
9	Identify the purpose of various types of preventative maintenance products and procedures and when to use them. Software installation.
10	Quiz 3 (10%), Identify and apply basic diagnostic procedures and troubleshooting techniques for hardware components.
11	Secondary storage management, formatting, partitions the Hard Disk.
12	Assignment 3 (15%), introduction to different operating systems, software issues.
13	Operating system functions, process management, memory management and storage management
14	introduction to Raspberry Pi, Quiz 4 (10%)
15	Introduction to Networking, networking devices
16	Quiz 5 (10%) class participation (5)

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are required to submit their assignments on or before the due date and time. A penalty is applied to each late assignment. The penalty is as follows: within 1 day – 1 mark; greater than 1 day but less than or equal to 2 days – 2 marks; later than 2 days 5 marks.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Every student is entitled to full participation in class without interruption. Disruption of class by

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Eating and drinking are not allowed during the class hours.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP301, PC Hardware & Operating Systems
Number of Credits: 3
Days and Times: Mon & Wed 5.30 – 6.45 pm
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): COMP202

Course Lecturer Name(s): Dr. K. S. Senthilkumar
Course Director Name: Dr. K. S. Senthilkumar

Course Lecturer(s) Contact Information: ssomasun@sgu.edu
Course Director Contact Information: ssomasun@sgu.edu

Course Lecturer(s) Office Hours: Mondays, Wednesday and Friday 9.00am – 12.00 am
Course Director Office Hours: Mondays, Wednesday and Friday 9.00am – 12.00 am

Course Lecturer(s) Office Location: Leeward Hall
Course Director Office Location: Leeward Hall

Course Support: Carina Francois

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to provide the theoretical and practical foundation to install, maintain, repair computer systems and connect over a network independently. The course covers computer hardware and software installation, configuration, and upgrading, diagnosing and troubleshooting, safety and preventative maintenance of computers. Also introduce Operating system functions, structure of the different operating systems, processor management, file management and memory management.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Define the components of various types of Computer systems and the different types of Operating systems.
2. Describe the basic issues in install, configure and upgrade hardware and software in a computer system.
3. Define the hardware and software components of a networked system.
4. Demonstrate how operating systems managing resources such as processors, memory and I/O devices.

Student Learning Outcomes:

1. Identify major components and sub-systems of a microcomputer and classify different types of operating system and their functions
2. Explain what takes place with the computer's hardware when the computer operates.
3. Assemble and disassemble a personal computer, upgrade PCs by motherboard replacement, and other major hardware components.
4. Perform a typical system configuration/installation of an operating system and other software.
5. Solve most typical kinds of hardware and software problems in a computer.

Program Outcomes Met By This Course:

CTPO1. Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

CTPO2. Design, implement, and evaluate a computer based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text:

1. PC Hardware: A Beginner's Guide, RON GILSTER, Osborne, McGraw-Hill
2. Upgrading and Repairing PCs, Scott Mueller, 20th Edition, 2012, Pearson Education, Inc.
3. Operating Systems concepts, sixth edition, by Abraham Silberschatz, Peter Baer Galvin, Greg Gagne.
4. A course in PC hardware, software, maintenance and repair, A+ CERTIFICATION: 2019, WILLIAM A. LLOYD

Supplementary Readings/Resources: Lecturer supply presentation slides and notes.

Course Grading Requirement:

Class Participation	5%
Quizzes	15%
Assignments	30%
Mid-term Exam	20%
Final Exam	30%
Total	100%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

N/A

Course Schedule:

Week	Topic
1	Introduction to Personal Computer Components , Ports in a Computer system, components of Microprocessor and mother board.
2	The Evolution of PC Microprocessor, popular CPU chips in terms of their basic characteristics. 32 and 64 bit processors. CPU technologies. Quiz 1
3	Categories of RAM, ROM, and physical characteristics. Assignment 1
4	Memory management techniques. Quiz 2
5	Identify the most popular type of motherboards, their components, and their architecture
6	CPU scheduling techniques. Assignment 2
7	Install, configure and upgrade personal computer hardware components including peripheral devices.
8	Midterm Exam
9	Identify the purpose of various types of preventative maintenance products and procedures and when to use them. Software installation.
10	Quiz 3, Identify and apply basic diagnostic procedures and troubleshooting techniques for hardware components.
11	Secondary storage management, formatting, partitions the Hard Disk.
12	Assignment 3, introduction to different operating systems, software issues.
13	Operating system functions, process management, memory management and storage management
14	introduction to Raspberry Pi
15	Introduction to Networking, networking devices
16	Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are required to submit their assignments on or before the due date and time. A penalty is applied to each late assignment. The penalty is as follows: within 1 day – 1 mark; greater than 1 day but less than or equal to 2 days – 2 marks; later than 2 days 5 marks.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Every student is entitled to full participation in class without interruption. Disruption of class by

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Eating and drinking are not allowed during the class hours.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP305 Advance Programming I
Number of Credits: 3
Days and Times: Mon, Wed 11 AM – 12:45 PM
Semester and Year: Spring 2020
Classroom Location: Zoom Meeting
Pre-requisite(s): COMP205

Course Lecturer Name(s): Dr. Tatiana Myllari
Course Director Name: N/A

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3736 tmyllari@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Tue 1pm-4 pm and by appointment
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Online – Zoom Meeting
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is a continuation Introduction to Programming in Java (COMP205). Topics include: advanced topics in object-oriented programming, Graphical User Interfaces (GUIs), multithreaded programs, database connectivity, structured data types and reusable integral components.

Course Objectives:

The topics to be covered in the course include:

1. GUI Programming: designing Graphical User Interfaces in Java; components and containers;

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. AWT and Swing components; Java utilities;
3. Layout managers;
4. Event handling: event-driven programming in Java; event- handling process; event listeners;
5. Exception handling: types of exception; use of try, catch, finally, throw, throws in exception handling; checked and un-checked exceptions;
6. Collection of Useful Classes: using Scanner; streams and other I/O capabilities; working with File object; Class Collections;
7. Java Database Connectivity: creating and executing SQL statement, working with database MySQL

Student Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Develop software based on the software development lifecycle using teams;
2. Design, write, debug, and execute Java programs using an object-oriented approach;
3. Use the existing standard Java class libraries and their Application Programming Interfaces (APIs) to develop Java programs;
4. Design, write, and debug Java programs that include the use of the capabilities of the Java Collections class;
5. Design, write, and debug Java programs that incorporate connectivity and manipulation of a relational database

Program Outcomes Met By This Course:

CTPO1 - Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: How to Program in Java by Deitel & Deitel

Supplementary Readings/Resources: 9th edition available online: <http://www.gobookee.net/deitel-java-how-to-program-9th-edition/> or <http://www.ebooks-share.net/java-how-to-program-early-objects-9th-edition-deitel/>. IDE: NetBeans. MySQL.

Course Grading Requirement:

Midterm exam	15%
Final quiz/project	10%
Assignments	40%
Weekly work packages	20%
Attendance	5%
Quizzes	10%

Course Requirements:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Week	Topics	Assignments
1-2	Introduction to Java. Introduction to NetBeans. Dialog boxes.	Assignment 1
3	Constructors in Java. Class Collections.	
4-5	JLabel, JButton. Action listeners. Layouts	Assignment 2
6-7	JRadioButton, JCheckBox. Class AbstractButton Review	
8	Midterm Exam	
9	Midterm Exam results review. Exceptions.	
10-11	Coordinate system in Java. Graphical application in Java. Shapes, colors (predefined and non-predefined), filled shapes. Fonts, HTML-formatting.	Assignment 3
11-12	JTextField, JPasswordField, JTextArea. JMenu. JTabbedPane.	Assignment 4
13	Introduction to MySQL. Java and MySQL.	Assignment 5
14-15	File Processing. Treads in Java. Final quiz/final project (presentation)	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP305 Advance Programming I
Number of Credits: 3
Days and Times: Mon, Wed 11 AM – 12:45 PM
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): COMP205

Course Lecturer Name(s): Dr. Tatiana Myllari
Course Director Name: N/A

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3736 tmyllari@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Wed 10:30am-11:30am, 1pm-2:30pm, Thu 1pm-5pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Building D, (Leeward Hall) 1st. Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is a continuation Introduction to Programming in Java (COMP205). Topics include: advanced topics in object-oriented programming, Graphical User Interfaces (GUIs), multithreaded programs, database connectivity, structured data types and reusable integral components.

Course Objectives:

The topics to be covered in the course include:

1. GUI Programming: designing Graphical User Interfaces in Java; components and containers;
2. AWT and Swing components; Java utilities;
3. Layout managers;

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

4. Event handling: event-driven programming in Java; event- handling process; event listeners;
5. Exception handling: types of exception; use of try, catch, finally, throw, throws in exception handling; checked and un-checked exceptions;
6. Collection of Useful Classes: using Scanner; streams and other I/O capabilities; working with File object; Class Collections;
7. Java Database Connectivity: creating and executing SQL statement, working with database MySQL

Student Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Develop software based on the software development lifecycle using teams;
2. Design, write, debug, and execute Java programs using an object-oriented approach;
3. Use the existing standard Java class libraries and their Application Programming Interfaces (APIs) to develop Java programs;
4. Design, write, and debug Java programs that include the use of the capabilities of the Java Collections class;
5. Design, write, and debug Java programs that incorporate connectivity and manipulation of a relational database

Program Outcomes Met By This Course:

CTPO1 - Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: How to Program in Java by Deitel & Deitel

Supplementary Readings/Resources: 9th edition available online: <http://www.gobookee.net/deitel-java-how-to-program-9th-edition/> or <http://www.ebooks-share.net/java-how-to-program-early-objects-9th-edition-deitel/>. IDE: NetBeans. MySQL.

Course Grading Requirement:

Midterm exam	15%
Final quiz/project	10%
Assignments	40%
Weekly work packages	20%
Attendance	10%
Quizzes	5%

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Week	Topics	Assignments
1-2	Introduction to Java. Introduction to NetBeans. Dialog boxes.	Assignment 1
3	Constructors in Java. Class Collections.	
4-5	JLabel, JButton. Action listeners. Layouts	Assignment 2
6-7	JRadioButton, JCheckBox. Class AbstractButton Review	Assignment 3
8	Midterm Exam	
9	Midterm Exam results review. Exceptions.	Assignment 4
10-11	Coordinate system in Java. Graphical application in Java. Shapes, colors (predefined and non-predefined), filled shapes. Fonts, HTML-formatting.	Assignment 5
11-12	JTextField, JPasswordField, JTextArea. JMenu. JTabbedPane.	Assignment 6
13	Introduction to MySQL. Java and MySQL.	Assignment 7
14-15	File Processing. Treads in Java. Final quiz/final project (presentation)	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP 311 Managing Technology and Innovation
Number of Credits: 3
Days and Times: Mon-Wed 8:30 -9:45AM
Semester and Year: Spring 2020
Classroom Location: B1C
Pre-requisite(s): None

Course Lecturer Name(s): Michael D Roberts
Course Director Name: NA
Course Lecturer(s) Contact Information: mrobrerts@sgu.edu 444-4175 Ext 2737
Course Director Contact Information: NA.

Course Lecturer(s) Office Hours: Mon:10:00AM-2:00PM TUE:10:00AM-1:00PM
WED: 10:00AM-1:00PM
Course Director Office Hours: NA

Course Lecturer(s) Office Location: Leeward Hall Second Floor
Course Director Office Location: NA.

Course Support: Carina Francois, cfrancois@sgu.edu, Ext:3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course focuses on the management of technology and innovation to formulate technology, develop technological capabilities and use them to achieve strategic objectives. Attention is paid to the planning adoption, evaluation and control of new technologies in the organization. Furthermore Building Capabilities for MTI Success, Organizational Learning and Knowledge Management will also be focused on.

Course Objectives:

- (1) To provide the student with the relevant knowledge to effectively manage technology and innovation in small and large business settings.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Student Learning Outcomes:

- (1) Identify the critical elements of a firm’s technology strategy from its products and services.
- (2) Make an effective contribution at a strategic or Management level in the field of the information systems/technology management, internally or externally as a consultant.
- (3) Develop a plan for the effective Adoption and implementation of technology in the organization.

Program Outcomes Met By This Course:

CTP01: Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Strategic Management of Technological Innovation (SIE), 3rd . Melissa A. Schilling, New York University. .

Supplementary Readings/Resources: These will be provided as necessary.

Course Grading Requirement:

Journal	15%
Exams	35%
Project	25%
Participation	5%
Assignments	20%
Total	100%

Course Requirements:

- (a) Attend all classes
- (b) Be punctual
- (C) Read chapter before attending class
- (d) Complete all Assignments

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

INTRODUCTION

INDUSTRY DYNAMICS OF TECHNOLOGICAL INNOVATION

- Sources of Innovation
- Types and Patterns of Innovation
- Standards Battles and Design Dominance
- Timing of Entry

FORMULATING TECHNOLOGICAL INNOVATION STRATEGY

- Defining the Organization's Strategic Direction
- Choosing Innovation Projects
- Collaboration Strategies
- Protecting Innovation

IMPLEMENTING TECHNOLOGICAL INNOVATION STRATEGY

- Organizing for Innovation
- Managing the New Product Development Process
 - Managing New Product Development Teams
- Crafting a Deployment Strategy

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are required to submit their assignments on or before the due date and time. A penalty is applied to each late assignment. The penalty is as follows: within 1 day – 1 mark; greater than 1 day but less than or equal to 2 days – 2 marks; later than 2 days 5 marks.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

e.g. Disruptive Behavior

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Policy/Procedure Related to the Department:

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for course, have not been specifically outlined in the course syllabus. These are contained in the St. George's University Student Manual.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP312 IT Entrepreneurship
Number of Credits: Three (3)
Days and Times: Thursday 5:30 PM to 8:00 PM
Semester and Year: Spring 2020
Classroom Location: FL - W200
Pre-requisite(s): N/A

Course Lecturer Name(s): Glendon Langaigne
Course Director Name: N/A

Course Lecturer(s) Contact Information: glangaig@sgu.edu, 473-405-0149
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Thursday 4:30 PM to 5:30 PM
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: E217/218
Course Director Office Location: N/A

Course Support: Carina Francois, Cfrancois@sgu.edu, Ext: 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introduction to IT entrepreneurship with an emphasis on the small business development process which includes the inception of the business concept, developing a feasibility study, and developing a business plan for an actual business. This will be supported by using SGU faculty, guest speakers and possible off-campus visits

Course Objectives:

It is the goal of this course to provide students with a sound understanding of starting and managing the early stages of their own IT-based enterprise. The students will learn the ideation process, how to take an idea to market by prepare a business plan that can be used to guide the enterprise and be

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

submitted to financial institutes for funding the enterprise as required.

At the end of this course the student will be able to:

1. Identify and discuss the evolution and definitions of entrepreneurship, marketing research, strategic planning, legal structures, growth management and global opportunities for the new venture.
2. Demonstrate an appreciation for the elements of developing and managing a small business and how they impact the composition of a business model using a “business model canvas”.
3. Demonstrate an appreciation for the elements of developing and managing a small business and how they impact the composition of a business plan.
4. Identify and discuss different elements of the business model/business plan and their relationships to venture initiation.
5. Students will learn to apply an entrepreneurial approach business model/business plan preparation and presentations.
6. Demonstrate a mature level of written and oral communication skills, especially the ability to present and defend positions in the face of criticism and skepticism.
7. Demonstrate sound decision-making and analytical skills, including the ability to define and solve problems and cope with complex environments in completing all course assignments.

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Uncover niches in local and international markets that lend themselves to small IT business development.
2. Be able to develop a business model for the purposes of developing and managing a successful IT-based enterprise.
3. Be able to develop a business model for the purposes of requesting funding from a financial institution.
4. Be able to develop a business plan for the purposes of developing and managing a successful IT-based enterprise.
5. Be able to develop a business plan for the purposes of requesting funding from a financial institution.

Program Outcomes Met By This Course:

CTP04: Recognize the need for and engage in continuous professional development

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: This course does not require a textbook. However, the following books will be used for references during coursework.

Neck, Heidi M. Neck, Christopher P. Murray, Emma L.	Entrepreneurship, the practice and mindset	ISBN-13: 978-1544354668
Duening, Thomas N. Hisrich, Robert D. Lechter, Michael A.	Entrepreneurship, taking innovation to market	ISBN-978-0-12-420175-0
Rossmann, John	Think Like Amazon	ISBN-13: 978-1260455496
<u>Alexander Osterwalder, Yves Pigneur</u>	<u>Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers</u>	ISBN-978-0470-87561-1

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Course Assessment: Grading Scheme Entrepreneurship COMP 312 – Spring 2019

Small enterprise analysis (Individual)	15%
Forum Postings (Individual)	5%
Pitch Deck Complete (Team)	20%
Business Plan Presentation (Team)	25 %
Business Plan Written (Team)	30%
Class Participation (Individual)	5%

Total 100%

Course Requirements:

1. This is a seminar course. Lectures will be limited to that required to identify and explain concepts and technology. Students must keep up with reading as distributed and be prepared to discuss the material in class. Please read critically in light of your own knowledge and experience. This is a mutual learning experience for all participants. Attendance is mandatory. Unjustified absences will affect your grade. We will also have guest lecturers

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

including individuals from micro-financing institutes and the Grenada Industrial Development Corporation if available.

2. Individual Project: Each student will select an enterprise that is owned by an individual or is family-operated which they will visit in order to gain an understanding of nature of starting and managing small-scale entrepreneurial enterprise. A report will be due at the end of week 4 and the report should be, at a minimum, 4 pages. The findings will be discussed in class.

3. Forums: SAKAI Forum feature will be used to discuss specific topics emanating from class discussions. In such instances, each student will post a response with 150 - 200 words on the topic. Each student may also comment on another student's response in a separate posting although this is optional. The comments should be constructive.

4. Business Pitch Submission and Interviews (Teams of 3 or 4 students): Each team will submit their business pitch idea to Sakai. The submission will be in the form of a pitch deck in presentable format. Each student within each group will be interviewed on the pitch deck. Working as a team, each individual team member should represent and explain the details of the business idea using the information within the pitch deck submitted. Grades will be based on both the team pitch deck submission (one presentation for the team) and the ability to explain the pitch deck in the interview with the lecturer. The pitch interview will be no longer than 5 minutes in which time the individual team member should convince the lecturer of their knowledge on the pitch deck and its ability to be a successful business

5. TERM PROJECT (Teams of 4 - 6 students): The main project for the semester will be developing a business plan for a viable IT-based business in small-scale entrepreneurial enterprise in groups of three to four students. The professors will provide assistance to each group in developing its own conceptual framework for a viable business or a group may elect to develop their own conceptual framework independently. The project will follow the guidelines from a planning tool to be provided by the professor. In that these are viable businesses, it is expected that there will be some field work involved as well as some written correspondence and, possibly, some telecommunications. Any offshore telecommunications will be facilitated by the professors. The outcome will be 15 - 20-page business report and each group will present their findings to the class, using PowerPoint to support their presentation. The presentations will run from 30 - 45 minutes including a discussion at the end of the presentation and will take place in the week Monday evening, April 27th, in the Caribbean House. The written report should be submitted no later than 5 PM, Thursday May 7th.

Course Schedule:

Course Outline: Schedule of Lessons and Assignments

Date	Week	Description	What's Happening
23-Jan	Week 1	Intro	<ul style="list-style-type: none"> • Introduction to syllabus and start of classroom discussion • Group work discussed
30-Jan	Week 2	<ul style="list-style-type: none"> • Ideation Process • Concept Development 	<ul style="list-style-type: none"> • Lecture / discussion – concept/strategies • Assignment to class - Interview a local business owner (questionnaire provided)
6-Feb	Week 3	<ul style="list-style-type: none"> • Progress on Business Owner Interviews • Discuss business ideas for class projects 	<ul style="list-style-type: none"> • Questions on assignment • Assignment - Business Model Canvas • Groups Formed, • Discussions commence on business ideas
13-Feb	Week 4	<ul style="list-style-type: none"> • Business Owner Shares their experiences. 	<ul style="list-style-type: none"> • Visit from Business Owner • Confirm business ideas • Assign team member roles • Submit assignment - Business Owner Interview
20-Feb	Week 5	<ul style="list-style-type: none"> • Group Business idea announced in class • Class gives feedback to each other's ideas 	<ul style="list-style-type: none"> • Team roles confirmed • Access granted to Live Plan • Live Plan (Demo) • Lecture- Research, Data, Analysis • Lecture - Social Entrepreneurship
27-Feb	Week 6	Research feedback, group discussions on Pitch deck preparations	<ul style="list-style-type: none"> • Lecture - Pitch Deck • Lecture - Revenue Models
5-Mar	Week 7	<ul style="list-style-type: none"> • Topic : - Financing / Financing Options / Assistance from Government 	<ul style="list-style-type: none"> • GIDC Guest Speaker / Loans Officer
12-Mar	Week 8	Mid Term Deliverable	Pitch Deck Submitted
19-Mar	Week 9	<ul style="list-style-type: none"> • Product and services of business • Target Market • Pricing Models • Exit Plans 	<ul style="list-style-type: none"> • In Class Discussion • Entrepreneurial mindset

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

26-Mar	Week 10	Continued from week 9	<ul style="list-style-type: none"> Groups working on business plan
2-Apr	Week 11	Go to market planning and Implementation	<ul style="list-style-type: none"> Groups working on business plan
9-Apr	Week 12	Financials (Balance Sheet, P&L, etc)	<ul style="list-style-type: none"> Groups working on business plan
16 - Apr	Week 13	Final Pitch Deck ready for presentation	<ul style="list-style-type: none"> Each group presents to class
23 - Apr	Week 14	Final stages of business plan within live plan	<ul style="list-style-type: none"> Business Plan Reviewed
30 - Apr	Week 15	Presentation to class of final pitch deck	<ul style="list-style-type: none"> Final presentation to class and outsider invited guests
7 - May	Week 16	Final project submitted by midnight	Sakai submission

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Please note the due dates on all submissions. Every day that an assignment is late will result in 5 points being deducted per late day from the assignment score.

Classroom/Online Etiquette Procedure:

Cell phone and pagers policy: Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Disruptive Behavior

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Policy/Procedure Related to the Department:

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of Computers and Technology

GENERAL COURSE INFORMATION

Course Code and Title: COMP402 Systems Design and Implementation
Number of Credits: Three (3)
Days and Times: Tuesday & Thursday 10:00 to 11:15 AM
Semester and Year: Spring/Fall
Classroom Location: B1C
Pre-requisite(s): COMP407 Information Systems Analysis

Course Lecturer Name(s): Dr. Thompson Cummings
Course Director Name: **Dr. Thompson Cummings**

Course Lecturer(s) Contact Information: Tel#: 473-444-4175 Ext. 3178; Email: tcummings@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mondays: 9.30 – 11.30 AM; 1.00 – 4.00 PM. Tuesdays and Thursdays: 1.00 – 3.30 PM

Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Building D (Leeward Hall) Top Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu Ext. 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to provide students with appropriate tools and techniques for information design and implementation. It covers topics such as: Information design methods and techniques; Input and output design; File and database design; User interface design; Data-entry procedures design; Quality Assurance; System implementation; and Object-oriented design.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. This course is designed to provide students with the tools and techniques for designing and implementing information systems.

Student Learning Outcomes:

Upon successful mastering of the material in this course, students will be able to:

1. Understand the process of information systems development
2. Use appropriate techniques and methods for systems design
3. Identify the tasks involved in the implementation of systems
4. Conduct information systems review
5. Use appropriate methods to ensure quality systems

Program Outcomes Met By This Course:

CTPO2 Design, implement, and evaluate a computer based system, process, component, or program to meet desired need, applying current techniques, concepts, skills, tools and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Prescribed Text(s): Systems Analysis and Design. 9th edition, Kendall and Kendall, Prentice Hall

Supplementary Readings/Resources: The Internet

Course Grading Requirement:**Course Assessment**

- Course Work: 20%
- Mid-term: 20%
- Project: 20%
- Final Exam: 30%
- Participation: 10%

Course Requirements:

Attendance Policy

You are required to be present for at least 90% of classes or if arranged otherwise.

Plagiarism Policy

e.g. ACADEMIC INTEGRITY

Papers and presentations are expected to be your original work, with appropriate credit given to the sources used as references.

Sources should be documented using the APA Style Manual.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Plagiarism and other instances of academic dishonesty will result in failing the course along with possible disciplinary action by the Dean of Students' Office.

Online behavior

When using Sakai you are expected to communicate and behave in an ethical manner. Ethical behavior includes but not limited to:

- You must not be involved in the practice of insulting, disrespecting or attacking another student. When expressing your disagreement on a subject matter please do so politely.
- You must not shout – avoid using all capitals in words because all-caps are considered ‘shouting’ when communicating online.
- You must avoid using offensive language and making racist or sexist comments.
- You must not commit illegal acts online.
- You must respect fellow students and others intellectual property.

Please read “Ten Commandments of Computer Ethics” at <http://courses.cs.vt.edu/~cs3604/lib/WorldCodes/10.Commandments.html>

Course Schedule:

Tentative Course Schedule

Week	Read Chapter(s)	Topic	Assignment/ Quiz/Project	Assignment/ Project due date
1		<ul style="list-style-type: none"> ■ Welcome and Introduction of Participants ■ Syllabus ■ Systems design methods & techniques 		
2	11	<ul style="list-style-type: none"> ■ Output design <ul style="list-style-type: none"> ■ Output design objectives ■ Designing printed output 	■ Assignment 1 Given	
3	11	<ul style="list-style-type: none"> ■ Output design (cont.) <ul style="list-style-type: none"> ■ Designing screen output ■ General guidelines for designing Web sites 		Assignment 1 due at the end of week 3
4	12	<ul style="list-style-type: none"> ■ Input design <ul style="list-style-type: none"> ■ Input design objectives ■ Quiz 1 		
5	12	<ul style="list-style-type: none"> ■ Input design (cont.) <ul style="list-style-type: none"> ■ Good form design ■ Good screen and Web forms design 	■ Assignment 2 Given	
6&7	13	<ul style="list-style-type: none"> ■ Files & Databases <ul style="list-style-type: none"> ■ Design objectives ■ Conventional files & databases ■ Databases 	■ Project Given at end of week 7	Assignment 2 due at the end of week 6

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

		<ul style="list-style-type: none"> ■ Data concept ■ Normalization ■ Guidelines for file/database relation ■ Steps in retrieving and presenting data 		
8		■ Midterm/Quiz 2	■ Midterm/Quiz 2	■ Midterm/Quiz 2
9&10	14	<ul style="list-style-type: none"> ■ User interface <ul style="list-style-type: none"> ■ User interface objectives ■ Usability ■ Types of interface ■ Dialog design ■ Feedback for users ■ Design considerations for ecommerce ■ Query design 	■ Assignment #3 Given at the end of Week 10	
11	15	<ul style="list-style-type: none"> ■ Designing data entry procedures <ul style="list-style-type: none"> ■ Data-entry design objectives ■ Effective coding ■ Effective and efficient data capture 		Assignment 3 due at the end of week 11
12	15&16	<ul style="list-style-type: none"> ■ Designing data entry procedures <ul style="list-style-type: none"> ■ Ensuring quality through input validation ■ Quality assurance <ul style="list-style-type: none"> ■ Total quality management approach – six sigma, structured walkthrough, etc 	■ Assignment 4 Given	
13	16	<ul style="list-style-type: none"> ■ Quality assurance <ul style="list-style-type: none"> ■ Documentation approach ■ Testing, maintaining, and auditing ■ Implementation <ul style="list-style-type: none"> ■ Implementation approach 		Assignment 4 due at the end of week 13
14	16	<ul style="list-style-type: none"> ■ Implementation (cont.) <ul style="list-style-type: none"> ■ Training of users ■ Methods of changeover ■ Evaluation ■ Object-oriented design 		Project due at the end of week 14
15		■ Review	■ Review	Review

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are required to submit their assignments on or before the due date and time. A penalty is applied to each late assignment. The penalty is as follows: within 1 day – 1 mark; greater than 1 day but less than or equal to 2 days – 2 marks; later than 2 days 5 marks.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

e.g. Disruptive Behavior

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Policy/Procedure Related to the Department:

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for course, have not been specifically outlined in the course syllabus. These are contained in the St. George's University Student Manual.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP 405 Information Technology Project
Number of Credits: 6
Days and Times: Tue -Thu 11:30-12:45
Semester and Year: SPRING 2020
Classroom Location: Online
Pre-requisite(s): Senior Standing /Comp 407

Course Lecturer Name(s): Michael D Roberts

Course Director Name: NA

Course Lecturer(s) Contact Information: mrobrerts@sgu.edu 444-4175 Ext 2737

Course Director Contact Information: NA.

Course Lecturer(s) Office Hours: Mon:10:00AM-2:00PM TUE:10:00AM-1:00PM
WED: 10:00AM-1:00PM

Course Director Office Hours: NA

Course Lecturer(s) Office Location: Leeward Hall Second Floor

Course Director Office Location: NA.

Course Support: Carina Francois Email :cfrancios@sgu.edu Ext 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course requires students are to solve a real world information system problem using project management and information systems methodologies and techniques acquired throughout the Information Technology degree program. On completion of the first semesters the students are to provide the following deliverables (a) Project proposal (b) Systems requirements specifications (c) System design specifications At the end of the second semester the students are required to produce the following: (a) a fully functional information System (b) present the entire project write up(c) Present project .

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

On completion of the first semesters the students are to provide the following deliverables (a) Project proposal (b) Systems requirements specifications (c) System design specifications
At the end of the second semester the students are required to produce the following: (a) a fully functional information System (b) present the entire project write up(c) Present project .

Student Learning Outcomes:

At the end of this Course the student should be able to:

- Create a project proposal, systems requirements specifications. and system design specifications
- To allow the student to put to practice the systems analysis, design and development skills they would have acquired throughout their Information technology program.

Program Outcomes Met By This Course:

CTP01: Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

CTP02 Design, implement, and evaluate a computer based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.

CTP04: Recognize the need for and engage in continuous professional development.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: These will be provided as necessary.

Supplementary Readings/Resources: These will be provided as necessary.

Course Grading Requirement:

FIRST SEMESTER COURSE ASSESSMENT

Proposal and timely deliverables:	20%
Systems requirements Specifications	55%
Presentation:	25%
Total	100%

SECOND SEMESTER COURSE ASSESSMENT

Visits and timely deliverables:	20%
System design Specifications:	20%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Information System & Report	50%
Presentation:	10%
Total	100%

Course Requirements:

- (a) Attend all classes
- (b) Be punctual
- (c) Complete all Assignments
- (d) Must attend all scheduled or announced class meetings and presentations

Course Schedule:

First Term

Topic submittal	6th September 2020
Topic Presentation	25th September 2020
Project proposal	20 th October 2020
Systems Requirements Specifications.	10 th April 2020
Presentation of work	10 th /12 th November 2020

SECOND TERM

DELIVERABLES DEADLINE

Regular Submission and visits at least 6 for Semester	Visit sheet will be provided
System Design Specifications	20 th October 2020
Information System	10 th November 2020
Presentation and Full Project Write up	10 th /12 th November 2020

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

To be determined by course lecturer

Classroom/Online Etiquette Procedure:

To be determined by course lecturer

Policy/Procedure Related to the Department:

To be determined by course lecturer

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP 405 Information Technology Project
Number of Credits: 6
Days and Times: Tue -Thu 11:30-12:45
Semester and Year: Spring 2020
Classroom Location: B1C
Pre-requisite(s): Senior Standing /Comp 407

Course Lecturer Name(s): Michael D Roberts

Course Director Name: NA

Course Lecturer(s) Contact Information: mrobrerts@sgu.edu 444-4175 Ext 2737

Course Director Contact Information: NA.

Course Lecturer(s) Office Hours: Mon:10:00AM-2:00PM TUE:10:00AM-1:00PM
WED: 10:00AM-1:00PM

Course Director Office Hours: NA

Course Lecturer(s) Office Location: Leeward Hall Second Floor

Course Director Office Location: NA.

Course Support: Carina Francois, cfrancois@sgu.edu, Ext:3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course requires students are to solve a real world information system problem using project management and information systems methodologies and techniques acquired throughout the Information Technology degree program. On completion of the first semesters the students are to provide the following deliverables (a) Project proposal (b) Systems requirements specifications (c) System design specifications At the end of the second semester the students are required to produce the following: (a) a fully functional information System (b) present the entire project write up(c) Present project .

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

1. On completion of the first semesters the students are to provide the following deliverables (a) Project proposal (b) Systems requirements specifications (c) System design specifications
2. At the end of the second semester the students are required to produce the following: (a) a fully functional information System (b) present the entire project write up(c) Present project .

Student Learning Outcomes:

At the end of this Course the student should be able to:

1. Create a project proposal, systems requirements specifications. and system design specifications
2. To allow the student to put to practice the systems analysis, design and development skills they would have acquired throughout their Information technology program.

Program Outcomes Met By This Course:

CTP01: Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

CTP02 Design, implement, and evaluate a computer based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.

CTP04: Recognize the need for and engage in continuous professional development.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: These will be provided as necessary.

Supplementary Readings/Resources: These will be provided as necessary.

Course Grading Requirement:

FIRST SEMESTER COURSE ASSESSMENT

Proposal and timely deliverables:	20%
Systems requirements Specifications	55%
Presentation:	25%
Total	100%

SECOND SEMESTER COURSE ASSESSMENT

Visits and timely deliverables:	20%
System design Specifications:	20%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Information System & Report	50%
Presentation:	10%
Total	100%

Course Requirements:

- (a) Attend all classes
- (b) Be punctual
- (d) Complete all Assignments

Course Schedule:

Topic submittal	30th January 2020
Topic Presentation	17th February 2020
Project proposal	17 th March 2020
Systems Requirements Specifications.	14 th April 2020
Presentation of work	21 st /23 rd April 2020

SECOND TERM

DELIVERABLES DEAD LINE

Regular Submission and visits at least 6 for Semester	Visit sheet will be provided
System Design Specifications	13th March 2020
Information System	14 th April 2020
Presentation and Full Project Write up	21 st / 23 rd April 2020

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are required to submit their assignments on or before the due date and time. A penalty is applied to each late assignment. The penalty is as follows: within 1 day – 1 mark; greater than 1 day but less than or equal to 2 days – 2 marks; later than 2 days 5 marks.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

e.g. Disruptive Behavior

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual

Policy/Procedure Related to the Department:

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for course, have not been specifically outlined in the course syllabus. These are contained in the St. George's University Student Manual

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP 406 – Information Systems Security
Number of Credits: 3
Days and Times: Monday, Wednesday | 1:00 – 2:15
Semester and Year: Spring 2020
Classroom Location: B1C
Pre-requisite(s): Senior Standing

Course Lecturer Name(s): Keston Bhola
Course Director Name: N/A

Course Lecturer(s) Contact Information: kbhola001@sgu.edu, ext. 3750
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: 10:30 – 3:30 | Tue, Thur
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Leeward Hall, 2nd Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Our world is increasingly becoming more dependent on data and the systems that accept, process, provide and store such. In addition, network technologies have facilitated interconnection among these various systems allowing access from virtually anywhere. As John Gage put it, the network is the computer (Graham-Cumming, 2019).¹ Highly sensitive economic, financial, military, ad personal information is stored and processed in a global network that spans countries, governments, businesses, organizations and individuals. Regardless of the countless uses and advantages, this

¹Graham-Cumming, J. (2019, July 19). The Network is the Computer. Retrieved from The Cloudflare Blog: <https://blog.cloudflare.com/the-network-is-the-computer/>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

affordance comes with numerous risks. Securing cyberspace is now synonymous with securing the normal functioning of our daily lives (Jacobs, 2011)².

US Federal government committee “Committee on National Security Systems” defines Information Systems Security as: “Protection of information systems against unauthorized access to or modification of information, whether in storage, processing or transit, and against the denial of service to authorized users, including those measures necessary to detect, document, and counter such threats.” (Committee on National Security Systems, 2010)³

This course discusses the main principles guiding the information security posture needed for personal or organizational data and technology assets, namely Confidentiality, Availability and Integrity, often referred to as the CIA triangle.

Course Objectives:

1. Explain cryptography algorithms and their basic characteristics.
2. Analyze indicators of compromise and determine the type of malware.
3. Perform basic penetration testing and vulnerability scanning
4. Identify various network components, both hardware- and software-based, to support organizational security
5. Discuss cloud and virtualization concepts
6. Draft general IT policies

Student Learning Outcomes:

1. Compare and contrast types of attacks.
2. Use appropriate software tools to assess the security posture of an organization.
3. Explain use cases and purpose for regulatory frameworks, best practices and secure configuration guides.
4. Explain the importance of physical security controls
5. Compare and contrast identity and access management concepts
6. Explain the importance of policies, plans and procedures related to organizational security
7. Discuss incident response procedures.
8. Compare and contrast basic concepts of cryptography.

Program Outcomes Met By This Course:

CTPO1 - Analyse a problem, identify and define the computing requirements appropriate to its solution

CTPO2 - Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs

CTPO4 - Recognize the need for and engage in continuous professional development.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

² Jacobs, S. (2011). *Engineering Information Security: The Application of Systems Engineering Concepts to Achieve Information Assurance*. Singapore: Wiley-IEEE Press.

³ Committee on National Security Systems. (2010, April 26). *National Information Assurance (IA) Glossary*. Retrieved from Office of the Director of National Intelligence: https://www.dni.gov/files/NCSC/documents/nittf/CNSSI-4009_National_Information_Assurance.pdf

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%
F = 65% or less

Course Materials:

Text:

CompTIA Security+ SY0-501 Cert Guide (Certification Guide), 4th Edition, David L. Prowse, Pearson IT Certification (December 2017)

Supplementary Readings/Resources:

Computer Security Fundamentals [Pearson IT Cybersecurity Curriculum (ITCC)], 3rd Edition, William Chuck Easttom, Pearson IT Certification (June 2016)

Network Defense and Countermeasures: Principles and Practices [Pearson IT Cybersecurity Curriculum (ITCC)], 3rd Edition, William (Chuck) Easttom II, Pearson IT Certification (April 2018)

Additional material from Professional Journals, Library Resources, Web Sites, Annual Reports, Case Studies, Newsgroups, Magazines, and Personal Interviews, ACM Transactions on Database systems

Course Grading Requirement:

Course assessments are broken into these three broad categories

- Assignments: assessments involving theory, research and analysis.
- Labs: practical assessments. Some may be recorded as mini-labs, which are labs which may not be graded. If graded, the weight is significantly less than the full 'Labs'.
- Exams: assessments under strict controlled conditions. May involve brief TurningPoint quizzes that assess your understanding at the end of critical concepts.

Grade weight distribution is as follows:

- Assignments: 40%
- Labs: 40%
- Exams: 20%

Course Requirements:

- Software required: Oracle VirtualBox, various other software will be provided as needed

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Week	Topics	Readings	Assessment and Activities
Week 1	Syllabus Discussion	- Syllabus [In Sakai] - Syllabus Addendum - CompTIA Security+ Exam Domains	Forum discussion
	Introduction to Information Systems Security -Definitions, related fields -Importance, relevance -Security principles and goals (CIA triangle) -Common body of Knowledge (CBK)	PowerPoint presentation Chapter 1: pp. 3-8	Install TurningPoint on your device Forum Discussion Assignment 1
	Threats -actor types and attributes	Chapter 1, pp. 9-11	
Week 2	Types of Attacks -Social engineering -DDoS -Mac and IP Spoofing -Man-in-the-middle -Buffer overflow (CH. 5, 153)	Chapter 5, pp. 144-158 Chapter 7, pp. 226-250 Chapter 9 pp. 285-293 Chapter 17, pp.583-590	Lab 1: DDoS, Social Engineering Phishing
Week 3	Malware -Viruses, ransomware, worms, trojans, spyware/adware, rootkits	Chapter 2	Assignment 2 Mini-Labs
Week 3	Physical and Facilities Security Controls	Chapter 17, pp. 593-602 Chapter 10, pp.321-326	
Week 4	Infrastructure Security: Computer -OS security (applications and system), vendor recommendations -Virtualization concepts -Security applications -Securing hardware and peripherals	Chapter 3, pp.53-66 Chapter 4	Lab 2
Week 5	Infrastructure Security: Network -design elements -how a network works: IP address, ports, URLs, the Internet -cloud and server defense -securing wired networks and devices	Chapter 6 Chapter 7, pp.217-225 Chapter 9, pp. 285-294	Lab 3
Week 6	Network security technology, tools and approaches -Firewalls, VPNs, Routers, Gateways, Access Points -Honeypots and honeynets - Network Intrusion Protection Systems (NIPS) and Network Intrusion Detection Systems (NIDS) -Other command line tools	Chapter 8	Lab 4
Week 7	Infrastructure Security: Wireless and Mobile Devices -connection methods -management concepts -deployment models (BYOD, VDI, Co-operate owned)	Chapter 3, pp. 66-78 Chapter 9, pp. 295-311	Assignment 3 Lab
Week 8	Midterm Exam Week		Midterm Exam
Week 9	Vulnerabilities and Risk assessment -basic concepts	Chapter 5, 12	Lab Forum

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	-application vulnerabilities -penetration testing vs. vulnerability scanning -vulnerability management		End of chapter quiz
Week 10	Monitoring and audit: use appropriate tools to assess the security posture of an organization -monitoring and auditing -network scanners, protocol analyzers, vulnerability scanners, exploitation frameworks	Chapter 13	Lab Forum End of chapter quiz
Week 11	Identity and Access Management - authentication, authorization and accounting (AAA) - biometrics, physical access controls, two factor authentication - account types and policies -VPNs	Chapter 10, 11	Lab Forum discussion End of chapter quiz
Week 12	Cryptography and PKI -Uses cases including authentication and non-repudiation -Symmetric and asymmetric algorithms -Steganography and obfuscation	Chapter 14	Lab Forum discussion End of chapter quiz
Week 13	Cryptography and PKI -digital signatures and certificates -random number generation -PKI discussion -wireless security settings -Cryptographic Attacks	Chapter 15	Lab Forum discussion End of chapter quiz
Week 14	Redundancy and Disaster Recovery -Redundancy and backup -Incident response -Continuity and recovery	Chapter 16 Guest Lecture	Lab Forum discussion End of chapter quiz
Week 15	Policy, Legal Regulations & Compliance -Operating procedures -Personnel management: Separation of duties, principles of least privilege, hiring, background checks, exit checks -Security policies: SGU Computing guidelines and policies examples	Guest Lecture	Assignment Forum End of chapter quiz
Week 15	Policy, Legal Regulations & Compliance - Legislative Regulation of Electronic Conduct in Grenada - Other regulatory frameworks (Caribbean, international and other jurisdictions) Organizations Policies -data sanitization	Chapter 18	Forum Discussion
Week 16	Final Exam Week		Final Exam

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

- All submissions are required to be in the Sakai drop-box to be graded. Submission should be Word documents (or compatible format) unless required otherwise. Emails are not valid submissions. All work due by the deadline. Late submissions require an excuse as indicated in the student manual.

- Submissions should follow this naming convention:

FirstnameLastnameCourseCodeSemesterYear-AssignmentNumber.fileextension.

KestonBholaCOMP226Spring2020-Assignment1.docx

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of Computers and Technology

GENERAL COURSE INFORMATION

Course Code and Title: COMP 406 – Information Systems Security
Number of Credits: 3
Days and Times: Monday, Wednesday | 1:00 – 2:15
Semester and Year: Spring 2020
Classroom Location: B1C
Pre-requisite(s): Senior Standing

Course Lecturer Name(s): Keston Bhola
Course Director Name: N/A

Course Lecturer(s) Contact Information: kbhola001@sgu.edu, ext. 3750
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: 10:30 – 3:30 | Tue, Thur
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Leeward Hall, 2nd Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Our world is increasingly becoming more dependent on data and the systems that accept, process, provide and store such. In addition, network technologies have facilitated interconnection among these various systems allowing access from virtually anywhere. As John Gage put it, the network is the computer (Graham-Cumming, 2019).¹ Highly sensitive economic, financial, military, ad personal information is stored and processed in a global network that spans countries, governments, businesses, organizations and individuals. Regardless of the countless uses and advantages, this

¹Graham-Cumming, J. (2019, July 19). The Network is the Computer. Retrieved from The Cloudflare Blog: <https://blog.cloudflare.com/the-network-is-the-computer/>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

affordance comes with numerous risks. Securing cyberspace is now synonymous with securing the normal functioning of our daily lives (Jacobs, 2011)².

US Federal government committee “Committee on National Security Systems” defines Information Systems Security as: “Protection of information systems against unauthorized access to or modification of information, whether in storage, processing or transit, and against the denial of service to authorized users, including those measures necessary to detect, document, and counter such threats.” (Committee on National Security Systems, 2010)³

This course discusses the main principles guiding the information security posture needed for personal or organizational data and technology assets, namely Confidentiality, Availability and Integrity, often referred to as the CIA triangle.

Course Objectives:

1. Explain cryptography algorithms and their basic characteristics.
2. Analyze indicators of compromise and determine the type of malware.
3. Perform basic penetration testing and vulnerability scanning
4. Identify various network components, both hardware- and software-based, to support organizational security
5. Discuss cloud and virtualization concepts
6. Draft general IT policies

Student Learning Outcomes:

1. Compare and contrast types of attacks.
2. Use appropriate software tools to assess the security posture of an organization.
3. Explain use cases and purpose for regulatory frameworks, best practices and secure configuration guides.
4. Explain the importance of physical security controls
5. Compare and contrast identity and access management concepts
6. Explain the importance of policies, plans and procedures related to organizational security
7. Discuss incident response procedures.
8. Compare and contrast basic concepts of cryptography.

Program Outcomes Met By This Course:

CTPO1 - Analyse a problem, identify and define the computing requirements appropriate to its solution

CTPO2 - Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs

CTPO4 - Recognize the need for and engage in continuous professional development.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

² Jacobs, S. (2011). *Engineering Information Security: The Application of Systems Engineering Concepts to Achieve Information Assurance*. Singapore: Wiley-IEEE Press.

³ Committee on National Security Systems. (2010, April 26). *National Information Assurance (IA) Glossary*. Retrieved from Office of the Director of National Intelligence: https://www.dni.gov/files/NCSC/documents/nittf/CNSSI-4009_National_Information_Assurance.pdf

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%
F = 65% or less

Course Materials:

Text:

CompTIA Security+ SY0-501 Cert Guide (Certification Guide), 4th Edition, David L. Prowse, Pearson IT Certification (December 2017)

Supplementary Readings/Resources:

Computer Security Fundamentals [Pearson IT Cybersecurity Curriculum (ITCC)], 3rd Edition, William Chuck Easttom, Pearson IT Certification (June 2016)

Network Defense and Countermeasures: Principles and Practices [Pearson IT Cybersecurity Curriculum (ITCC)], 3rd Edition, William (Chuck) Easttom II, Pearson IT Certification (April 2018)

Additional material from Professional Journals, Library Resources, Web Sites, Annual Reports, Case Studies, Newsgroups, Magazines, and Personal Interviews, ACM Transactions on Database systems

Course Grading Requirement:

Course assessments are broken into these three broad categories

- Assignments: assessments involving theory, research and analysis.
- Labs: practical assessments. Some may be recorded as mini-labs, which are labs which may not be graded. If graded, the weight is significantly less than the full 'Labs'.
- Exams: assessments under strict controlled conditions. May involve brief TurningPoint quizzes that assess your understanding at the end of critical concepts.

Grade weight distribution is as follows:

- Assignments: 40%
- Labs: 40%
- Exams: 20%

Course Requirements:

- Software required: Oracle VirtualBox, various other software will be provided as needed

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Week	Topics	Readings	Assessment and Activities
Week 1	Syllabus Discussion	- Syllabus [In Sakai] - Syllabus Addendum - CompTIA Security+ Exam Domains	Forum discussion
	Introduction to Information Systems Security -Definitions, related fields -Importance, relevance -Security principles and goals (CIA triangle) -Common body of Knowledge (CBK)	PowerPoint presentation Chapter 1: pp. 3-8	Install TurningPoint on your device Forum Discussion Assignment 1
	Threats -actor types and attributes	Chapter 1, pp. 9-11	
Week 2	Types of Attacks -Social engineering -DDoS -Mac and IP Spoofing -Man-in-the-middle -Buffer overflow (CH. 5, 153)	Chapter 5, pp. 144-158 Chapter 7, pp. 226-250 Chapter 9 pp. 285-293 Chapter 17, pp.583-590	Lab 1: DDoS, Social Engineering Phishing
Week 3	Malware -Viruses, ransomware, worms, trojans, spyware/adware, rootkits	Chapter 2	Assignment 2 Mini-Labs
Week 3	Physical and Facilities Security Controls	Chapter 17, pp. 593-602 Chapter 10, pp.321-326	
Week 4	Infrastructure Security: Computer -OS security (applications and system), vendor recommendations -Virtualization concepts -Security applications -Securing hardware and peripherals	Chapter 3, pp.53-66 Chapter 4	Lab 2
Week 5	Infrastructure Security: Network -design elements -how a network works: IP address, ports, URLs, the Internet -cloud and server defense -securing wired networks and devices	Chapter 6 Chapter 7, pp.217-225 Chapter 9, pp. 285-294	Lab 3
Week 6	Network security technology, tools and approaches -Firewalls, VPNs, Routers, Gateways, Access Points -Honeypots and honeynets - Network Intrusion Protection Systems (NIPS) and Network Intrusion Detection Systems (NIDS) -Other command line tools	Chapter 8	Lab 4
Week 7	Infrastructure Security: Wireless and Mobile Devices -connection methods -management concepts -deployment models (BYOD, VDI, Co-operate owned)	Chapter 3, pp. 66-78 Chapter 9, pp. 295-311	Assignment 3 Lab
Week 8	Midterm Exam Week		Midterm Exam
Week 9	Vulnerabilities and Risk assessment -basic concepts	Chapter 5, 12	Lab Forum

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	-application vulnerabilities -penetration testing vs. vulnerability scanning -vulnerability management		End of chapter quiz
Week 10	Monitoring and audit: use appropriate tools to assess the security posture of an organization -monitoring and auditing -network scanners, protocol analyzers, vulnerability scanners, exploitation frameworks	Chapter 13	Lab Forum End of chapter quiz
Week 11	Identity and Access Management - authentication, authorization and accounting (AAA) - biometrics, physical access controls, two factor authentication - account types and policies -VPNs	Chapter 10, 11	Lab Forum discussion End of chapter quiz
Week 12	Cryptography and PKI -Uses cases including authentication and non-repudiation -Symmetric and asymmetric algorithms -Steganography and obfuscation	Chapter 14	Lab Forum discussion End of chapter quiz
Week 13	Cryptography and PKI -digital signatures and certificates -random number generation -PKI discussion -wireless security settings -Cryptographic Attacks	Chapter 15	Lab Forum discussion End of chapter quiz
Week 14	Redundancy and Disaster Recovery -Redundancy and backup -Incident response -Continuity and recovery	Chapter 16 Guest Lecture	Lab Forum discussion End of chapter quiz
Week 15	Policy, Legal Regulations & Compliance -Operating procedures -Personnel management: Separation of duties, principles of least privilege, hiring, background checks, exit checks -Security policies: SGU Computing guidelines and policies examples	Guest Lecture	Assignment Forum End of chapter quiz
Week 15	Policy, Legal Regulations & Compliance - Legislative Regulation of Electronic Conduct in Grenada - Other regulatory frameworks (Caribbean, international and other jurisdictions) Organizations Policies -data sanitization	Chapter 18	Forum Discussion
Week 16	Final Exam Week		Final Exam

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

- All submissions are required to be in the Sakai drop-box to be graded. Submission should be Word documents (or compatible format) unless required otherwise. Emails are not valid submissions. All work due by the deadline. Late submissions require an excuse as indicated in the student manual.

- Submissions should follow this naming convention:

FirstnameLastnameCourseCodeSemesterYear-AssignmentNumber.fileextension.

KestonBholaCOMP226Spring2020-Assignment1.docx

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP407 Information Systems Analysis
Number of Credits: Three (3)
Days and Times: Tuesday & Thursday 4:00 to 5:15 PM
Semester and Year: Spring/ Fall
Classroom Location: B1C
Pre-requisite(s): COMP202 Computer and Information Systems or permission of Chair

Course Lecturer Name(s): Dr. Thompson Cummings
Course Director Name: **Dr. Thompson Cummings**

Course Lecturer(s) Contact Information: 473-444-4175Ext.3178; tcummings@sgu.edu
Course Director Contact Information: Click or tap here to enter text.

Course Lecturer(s) Office Hours: Mondays: 9.30–11.45 AM; 1.00 – 4.00 PM. Tuesdays and Thursdays: 1.00 – 3.30 PM
Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Location: Building D (Leeward Hall) 1st. Floor
Course Director Office Location: Click or tap here to enter text.

Course Support: Carina Francois, cfrancois@sgu.edu Ext. 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course provides students with the tools and techniques for analyzing information systems requirements. The course covers three units – systems analysis fundamentals, information requirements analysis, and the analysis process. The systems analysis fundamentals unit stresses the basics that students need to know about what an analyst does; how information systems fit into organizations; how to determine whether a systems project is worthy of commitment; and how to manage a systems project. The information requirements analysis unit emphasizes the use of systematic and structured methodologies for conducting such requirements analysis. The analysis process builds on the other previous two units and move students into analysis of data flow as well

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

as structured and semi-structured decisions. It includes details on how to use structured techniques to draw data flow diagrams.

Course Objectives:

1. The course is designed to provide students with the tools and techniques for analyzing information systems requirements and writing systems proposal.

Student Learning Outcomes:

Once students have mastered the course material, they will be able to:

1. Describe and discuss the different types of information systems and at what level within an organization they are appropriately implemented.
2. Realize what are the many roles of a systems analyst are.
3. Know and understand the various development methodologies and how they help the systems analyst.
4. Describe and discuss the main features to be examined in determining whether a system project is worthy of commitment.
5. Describe how to manage a system project using Gantt Charts and PERT Diagrams.
6. Describe and discuss the various analysis techniques that can be employed to determine user's needs.
7. Use structured techniques to construct data flow diagrams.
8. Diagram structured decisions using Structured English, Decision tables, and Decision trees.
9. Prepare and write a systems proposal.

Program Outcomes Met By This Course:

CTPO1 Analyse a problem, identify and define the computing requirements appropriate to its solution

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: • Prescribed Text(s): Systems Analysis and Design. 9th. Edition. Kendall and Kendall. Prentice Hall

Supplementary Readings/Resources: The Internet

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

Course Work	20%
Mid-term	25%
Project	20%
Final	35%

Course Requirements:**Course Schedule:**

This course covers the following topics:

Unit I Systems Analysis Fundamentals

- Information systems – Types of information systems
- The Systems Analyst - Systems analysis and design concepts, Role of the Systems Analyst
- Organizational style and its impact on information systems – Organizational fundamentals, Levels of management, etc.

- Development methodologies - Systems development life cycle, Case tools
- Entity-Relationship modeling
- Project Management
- o System selection – Problem identification and selection
- o The Feasibility study – Types of feasibility
- o Activity Planning and Control – Gantt Charts and PERT diagrams
- o The Systems Proposal - Preparing, Writing, and Presenting the proposal

Unit II Information Requirements Analysis

- Analysis Techniques – Interviews, Questionnaire, Observations, etc.
- Prototyping – Approaches to prototyping, Developing a prototype, Users role in prototyping
- Rapid Application Development
- Agile modeling – principles and practices, development process and tools
- DevOps

Unit III The Analysis Process & System proposal

- 3.1 Data Flow Diagram – Developing data flow diagrams, logical and physical Data Flow Diagrams, Partitioning Data Flow Diagrams, Creating a physical Data Flow Diagram, Using Data Flow Diagrams, Modeling Hierarchy
- 3.2 Data Dictionary – The Data dictionary, the Data repository, Creating the Data dictionary, using the data dictionary.
- 3.3 Process Specifications – Decision tables, Decision trees, Structured English
- 3.4 Object-oriented analysis – Concepts, Unified Modeling Language (UML) concepts and diagrams

Tentative Course Schedule

Week	Unit	Assignment/ Project	Assignment/ Project due date
1	<ul style="list-style-type: none"> ■ Syllabus ■ Information systems 		
2	<ul style="list-style-type: none"> ■ Organization and Information systems ■ The Systems Analyst 	#1 Given	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

3	<ul style="list-style-type: none"> ■ Development methodologies <ul style="list-style-type: none"> ■ SDLC ■ CASE Tools 		#1 due: end of week 3
4	<ul style="list-style-type: none"> ■ Entity Relationship Diagram 		
5	<ul style="list-style-type: none"> ■ Project Management <ul style="list-style-type: none"> ■ System selection ■ Feasibility study ■ Activity planning and control 	#2 Given	
6	<ul style="list-style-type: none"> ■ Activity planning and control (cont) ■ Analysis Techniques <ul style="list-style-type: none"> ■ Interviews ■ Questionnaire 		#2 due: end of week 6
7	<ul style="list-style-type: none"> ■ Analysis Techniques (cont) <ul style="list-style-type: none"> ■ Observation ■ Document Review ■ Analysis Methods <ul style="list-style-type: none"> ■ Prototyping 		
8	Midterm	Midterm & Project Given	Midterm
9	<ul style="list-style-type: none"> ■ System proposal ■ Analysis Methods (cont.) <ul style="list-style-type: none"> ■ RAD ■ Agile modeling ■ DevOps 		
10	<ul style="list-style-type: none"> ■ Dataflow diagrams 	#3 Given	
11	<ul style="list-style-type: none"> ■ Dataflow diagrams (cont) ■ Data dictionary 		#3 due: end of week 11
12	<ul style="list-style-type: none"> ■ Process specifications <ul style="list-style-type: none"> ■ Structured English ■ Decision tables 	#4 Given	
13	<ul style="list-style-type: none"> ■ Process Specifications <ul style="list-style-type: none"> ■ Decision tables (cont.) ■ Decision trees 		#4 due: end of week 13
14	<ul style="list-style-type: none"> ■ Object-oriented systems analysis 		Project end of Week 14
15	Course Wrap-up	Course Wrap-up	Course Wrap-up
16	Finals	Finals	Finals

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the St. George's University Student Manual.

Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP410 IT Service Learning
Number of Credits: Three (3)
Days and Times: Tuesday 11:30 AM – 12:45 PM
Semester and Year: Spring/ Fall
Classroom Location: Field work
Pre-requisite(s): Senior Standing or permission of Chair

Course Lecturer Name(s): Dr. Thompson Cummings
Course Director Name: **Dr. Thompson Cummings**

Course Lecturer(s) Contact Information: Tel#: 473-444-4175 Ext. 3178; Email: tcummings@sgu.edu

Course Director Contact Information: Tel#: 473-444-4175 Ext. 3178; Email: tcummings@sgu.edu

Course Lecturer(s) Office Hours: Wednesdays 11:30 – 12:45 PM
Course Director Office Hours: Wednesdays 11:30 – 12:45 PM

Course Lecturer(s) Office Location: Building D (Leeward Hall) 1st. Floor
Course Director Office Location: Building D (Leeward Hall) 1st. Floor

Course Support: Carina Francois, cfrancois@sgu.edu Ext. 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to provide Information Technology students the opportunity to apply the knowledge and skills they would have acquired in the classroom to the community's needs. The Service learning is approximately 160 hours of workplace employment or research work that will benefit the community. Students will perform on-the-job assignments given by their workplace supervisor. Students are expected to keep a log of activities performed.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

- 1.To provide an excellent opportunity for students to put concepts, knowledge and skills learned in the classroom and lab while serving with a community partner.
- 2.To provide a stepping stone to (i) full-time employment in the Information Technology (IT) industry or (ii) research at the graduate level.

Student Learning Outcomes:

Upon successful mastering of the material in this course, students will be able to:

- 1.apply the IT knowledge and skills acquired in the classroom to the organization in which the service learning program is carried out.
- 2.to gain relevant workplace experience and exposure to IT in organizations and/or in the community.
- 3.Acquire the skill set necessary to enable them to undertake successful IT projects.
- 4.Carry out research and report on it. This applies to students undertaking research.

Program Outcomes Met By This Course:

Click or tap here to enter text.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: • Prescribed Text(s): No prescribed text however the book Systems Analysis and Design. 8th. Edition. Kendall and Kendall. Prentice Hall can be helpful.

Supplementary Readings/Resources: Other Readings/Resources: The Internet

Course Grading Requirement:

Grades will be assigned as follows:

- S: $\geq 69.5\%$
- U: $< 69.5\%$

Course Requirements:

Course Requirements and Percent of Grade:

Workplace supervisor evaluation: 70%

Academic supervisor evaluation - Presentation and Reports: 30%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

N/A

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

Workplace – guided by workplace policy.

Classroom - Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

e.g. Disruptive Behavior

Where appropriate: Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

Online behaviour

When using Sakai you are expected to communicate and behave in an ethical manner. Ethical behavior includes but not limited to:

- You must not be involved in the practice of insulting, disrespecting or attacking another student. When expressing your disagreement on a subject matter please do so politely.
- You must not shout – avoid using all capitals in words because all-caps are considered ‘shouting’ when communicating online.
- You must avoid using offensive language and making racist or sexist comments.
- You must not commit illegal acts online.
- You must respect fellow students and others intellectual property.

Please read “Ten Commandments of Computer Ethics” at <http://courses.cs.vt.edu/~cs3604/lib/WorldCodes/10.Commandments.html>

Policy/Procedure Related to the Department:

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for course, have not been specifically outlined in the course syllabus. These are contained in the St. George’s University Student Manual.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP 412 E-Commerce
Number of Credits: 3
Days and Times: Tue:-Thu 8:30 -9:45AM
Semester and Year: Spring 2020
Classroom Location: B1C
Pre-requisite(s): None

Course Lecturer Name(s): Michael D Roberts
Course Director Name: NA
Course Lecturer(s) Contact Information: mrobrerts@sgu.edu 444-4175 Ext 2737
Course Director Contact Information: NA.

Course Lecturer(s) Office Hours: Mon:10:00AM-2:00PM TUE:10:00AM-1:00PM
WED: 10:00AM-1:00PM
Course Director Office Hours: NA

Course Lecturer(s) Office Location: Leeward Hall Second Floor
Course Director Office Location: NA.

Course Support: Carina Francois, cfrancois@sgu.edu, Ext:3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course covers the design, implementation and testing of web-based applications and social software, and the incorporation of a variety of digital media into these applications. Students are exposed to a range of web technologies, both client-side and server-side. In addition, some of the major issues associated with e-Commerce will be explored.

Course Objectives:

1. To provide the student with the relevant knowledge to create an Electronic Commerce business

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Student Learning Outcomes:

On completion of this course, students will be able to:

1. Design an E-commerce business model
2. Describe and discuss the Content and frame work of E commerce
3. Describe the benefits of e Commerce to Organizations
4. Describe the major Elecrtonic Commerce activities and processes and the mechanism that support them
5. Create a fully functioning Electronic Commerce Website.

Program Outcomes Met By This Course:

CTP02: Design, implement, and evaluate a computer based system, process, component, or program to meet desired needs, applying current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: E-Commerce Essentials Kenneth C. Laudon, *New York University* Carol Traver ISBN-10: 0133544982 • ISBN-13: 9780133544985 ©2014 • Prentice Hall • Paper, 504 pp

Supplementary Readings/Resources: Addition reading materials and resources will be made available by the Lecturer

Course Grading Requirement:

Project	35%
Assignments	25%
EXAMS	35%
Participation	5%
	100

Course Requirements:

- (a) Attend all classes
- (b) Be punctual
- (C) Complete all Assignments and submit on time

Course Schedule:

- 1: The Revolution Continues
- 2: E-commerce Business Models and Concepts
- 3: E-commerce Infrastructure: The Internet, Web, and Mobile Platform
- 4: Building an E-commerce Presence: Web Sites, Mobile Sites, and Apps

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- 5: E-commerce Security and Payment Systems
- 6: E-commerce Marketing and Advertising Concepts.
- 7.E-commerce web design.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are required to submit their assignments on or before the due date and time. A penalty is applied to each late assignment. The penalty is as follows: within 1 day – 1 mark; greater than 1 day but less than or equal to 2 days – 2 marks; later than 2 days 5 marks

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

e.g. Disruptive Behavior

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual

Policy/Procedure Related to the Department:

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for course, have not been specifically outlined in the course syllabus. These are contained in the St. George's University Student Manual.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: COMP 420 – Database Systems
Number of Credits: 3
Days and Times: Monday, Wednesday | 11:30 – 12:45 am
Semester and Year: Spring 2020
Classroom Location: Online Delivery
Pre-requisite(s): COMP402- Systems Design and Implementation

Course Lecturer Name(s): Keston Bhola
Course Director Name: N/A

Course Lecturer(s) Contact Information: kbhola001@sgu.edu, Ext. 3750
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: 10:30am – 3:30pm | Tue, Thur
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Leeward Hall, 2nd Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3726

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The course covers the design, implementation and management of Database Systems. While SQL based systems have been the standard of databases in recent years, there is recently an exodus towards a classification of systems referred to as NoSQL systems. SQL performs well in structured contexts. As the world is now defined in unstructured contexts, with a plethora of data being generated every day, such NoSQL systems offer scalability and performance improvements over the standard SQL systems. Nevertheless, SQL based systems still form the bedrock of numerous modern systems and its importance and proven stability is important to the functioning of mission critical systems globally. Both systems will be covered with a focus on real world examples. This course builds on Entity Relationship modeling concepts taught in the prerequisite, Introduction to

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Relational Databases, and introduces NoSQL concepts using the popular MongoDB suite of applications.

Course Objectives:

1. Students will appreciate the importance of data as a tool to enable proper decision making.
2. Students will be able to understand and relate to structured and unstructured data and the applications of both.
3. Students will gain an understanding of the practical aspects of database design and be able to use data modeling tools. They will develop real and useful design skills.
4. Students will be introduced to unstructured data languages such as JSON and XML
5. Students will be taught how to implement basic unstructured databases using MongoDB.
6. Students will learn Structured Query Language (SQL) and use it to implement and manage databases.
7. Students will understand how databases are affected by real-world transactions. They will understand the characteristics of database transactions and how they affect database integrity and consistency. They will examine solutions to the potential problems that concurrent transactions may introduce.
8. Students will be introduced to basic database performance tuning parameters for SQL based systems. They will build an understanding of the file structures that constitute a database, specifically indexes and be able to implement measures to improve database performance in enterprise databases.
9. Students will be introduced to the managerial and technical roles of a Database Administrator.

Student Learning Outcomes:

1. Differentiate between structured data models based on their level of abstraction.
2. Create and defend a given entity relational diagram against a set of business requirements.
3. Compose SQL statements for the purpose of creating, accessing and modifying relational databases.
4. Discuss issues affecting performance of relational databases.
5. Argue and defend the need for alternative data management practices to manage the ever-growing sources and repositories of data.
6. Design a NOSQL schema using MongoDB software suite of tools
7. Compose basic CRUD statements using the MongoDB query language
8. Propose data management solutions for small for medium sized businesses.

Program Outcomes Met By This Course:

- CTPO-1 - Analyse a problem, identify and define the computing requirements appropriate to its solution
- CTPO-2 - Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Database Systems: Design, Implementation, & Management, 13th Edition, Cengage Learning

Supplementary Readings/Resources: Additional material from Professional Journals, Library Resources, Web Sites, Annual Reports, Case Studies, Newsgroups, Magazines, and Personal Interviews, ACM Transactions on Database systems

Course Grading Requirement:

Assignments: 40%

Practical Labs and In Class Exercises: 30%

Exams/Quizzes: 30%

Course Requirements:

Software required: XAMPP, Draw.io, Notepad++, MongoDB Compass, MongoDB Enterprise Server, mongo shell

Course Schedule:

Week	Topics	
Week 1	Syllabus Discussion	Plagiarism Exercise
	Introduction to Database Systems	
Week 2	The Relational Model: Recap	In class exercise
Week 3	Advanced Entity Relationship Modelling (ERM)	In class exercises
	Normalization	Assignment 1 given
Week 4	Relational Algebra	SQL Lab 1 & 2 Given
	Structured Query Language (SQL)	SQL Lab 2
		Assignment 1 due
Week 5	Relational Algebra	Assignment 2 given
	Structured Query Language (SQL)	
Week 6	Transaction Management and Database Performance Tuning	Assignment 2 due
		Assignment 3 given
Week 7	Midterm Review	Assignment 3 due
Week 8	MIDTERM WEEK	Midterm Exam
Week 9	XML and JSON Introduction	Assignment 3 given
Week 10	XML and JSON continued...	
Week 11	Databases and the Internet: JavaScript Basics	Assignment 3 due
		Assignment 4 given
Week 12	Unstructured Data and NoSQL	Assignment 4 Due
Week 13	MongoDB -databases, collections and documents -using compass to connect to MongoDB	
Week 14	MongoDB Software: Compass, Atlas, Enterprise Server	MongoDB Lab 3

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 15	MongoDB Query Language: A deeper look	MongoDB Lab 4
Week 16	FINAL EXAM WEEK	MongoDB Online Quiz

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

- All submissions are required to be in the Sakai dropbox to be graded. Emails are not valid submissions. All work due by the deadline. Late submissions require an excuse as indicated in the student manual.

- Submissions should follow this naming convention:

FirstnameLastnameCourseCodeSemesterYear-AssignmentNumber.fileextension.

KestonBholaCOMP420Fall2020-Assignment1.docx

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of Computers and Technology

GENERAL COURSE INFORMATION

Course Code and Title: COMP 420 – Database Systems
Number of Credits: 3
Days and Times: Monday, Wednesday | 10:30 – 11:45 am
Semester and Year: Spring 2020
Classroom Location: B1C
Pre-requisite(s): COMP402- Systems Design and Implementation

Course Lecturer Name(s): Keston Bhola
Course Director Name: N/A

Course Lecturer(s) Contact Information: kbhola001@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: 10:30am – 3:30pm | Tue, Thur
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Leeward Hall, 2nd Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3750

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The course covers the design, implementation and management of Database Systems. While SQL based systems have been the standard of databases in recent years, there is recently an exodus towards a classification of systems referred to as NoSQL systems. SQL performs well in structured contexts. As the world is now defined in unstructured contexts, with a plethora of data being generated every day, such NoSQL systems offer scalability and performance improvements over the standard SQL systems. Nevertheless, SQL based systems still form the bedrock of numerous modern systems and its importance and proven stability is important to the functioning of mission critical systems globally. Both systems will be covered with a focus on real world examples. This course builds on Entity Relationship modeling concepts taught in the prerequisite, Introduction to

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Relational Databases, and introduces NoSQL concepts using the popular MongoDB suite of applications.

Course Objectives:

1. Students will appreciate the importance of data as a tool to enable proper decision making.
2. Students will be able to understand and relate to structured and unstructured data and the applications of both.
3. Students will gain an understanding of the practical aspects of database design and be able to use data modeling tools. They will develop real and useful design skills.
4. Students will be introduced to unstructured data languages such as JSON and XML
5. Students will be taught how to implement basic unstructured databases using MongoDB.
6. Students will learn Structured Query Language (SQL) and use it to implement and manage databases.
7. Students will understand how databases are affected by real-world transactions. They will understand the characteristics of database transactions and how they affect database integrity and consistency. They will examine solutions to the potential problems that concurrent transactions may introduce.
8. Students will be introduced to basic database performance tuning parameters for SQL based systems. They will build an understanding of the file structures that constitute a database, specifically indexes and be able to implement measures to improve database performance in enterprise databases.
9. Students will be introduced to the managerial and technical roles of a Database Administrator.

Student Learning Outcomes:

1. Differentiate between structured data models based on their level of abstraction.
2. Create and defend a given entity relational diagram against a set of business requirements.
3. Compose SQL statements for the purpose of creating, accessing and modifying relational databases.
4. Discuss issues affecting performance of relational databases.
5. Argue and defend the need for alternative data management practices to manage the ever-growing sources and repositories of data.
6. Design a NOSQL schema using MongoDB software suite of tools
7. Compose basic CRUD statements using the MongoDB query language
8. Propose data management solutions for small for medium sized businesses.

Program Outcomes Met By This Course:

- CTPO-1 - Analyse a problem, identify and define the computing requirements appropriate to its solution
- CTPO-2 - Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Database Systems: Design, Implementation, & Management, 13th Edition, Cengage Learning

Supplementary Readings/Resources: Additional material from Professional Journals, Library Resources, Web Sites, Annual Reports, Case Studies, Newsgroups, Magazines, and Personal Interviews, ACM Transactions on Database systems

Course Grading Requirement:

Assignments: 40%

Practical Labs and In Class Exercises: 30%

Exams/Quizzes: 30%

Course Requirements:

Software required: XAMPP, Draw.io, Notepad++, MongoDB Compass, MongoDB Enterprise Server, mongo shell

Course Schedule:

Week	Topics	
Week 1	Syllabus Discussion	Plagiarism Exercise
	Introduction to Database Systems	
Week 2	The Relational Model: Recap	In class exercise
Week 3	Advanced Entity Relationship Modelling (ERM)	In class exercises
	Normalization	Assignment 1 given
Week 4	Relational Algebra	SQL Lab 1 & 2 Given
	Structured Query Language (SQL)	SQL Lab 2
		Assignment 1 due
Week 5	Relational Algebra	Assignment 2 given
	Structured Language	
Week 6	Transaction Management and Database Performance Tuning	Assignment 2 due
		Assignment 3 given
Week 7	Midterm Review	Assignment 3 due
Week 8	MIDTERM WEEK	Midterm Exam
Week 9	XML and JSON Introduction	Assignment 3 given
Week 10	XML and JSON continued...	
Week 11	Databases and the Internet: JavaScript Basics	Assignment 3 due
		Assignment 4 given
Week 12	Unstructured Data and NoSQL	Assignment 4 Due
Week 13	MongoDB -databases, collections and documents -using compass to connect to MongoDB	
Week 14	MongoDB Software: Compass, Atlas, Enterprise Server	MongoDB Lab 3

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 15	MongoDB Query Language: A deeper look	MongoDB Lab 4
Week 16	FINAL EXAM WEEK	MongoDB Online Quiz

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

- All submissions are required to be in the Sakai dropbox to be graded. Emails are not valid submissions. All work due by the deadline. Late submissions require an excuse as indicated in the student manual.

- Submissions should follow this naming convention:

FirstnameLastnameCourseCodeSemesterYear-AssignmentNumber.fileextension.

KestonBholaCOMP420Spring2020-Assignment1.docx

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ECON100- Principles of Economics
Number of Credits: 3
Days and Times: Monday, Wednesday, Friday 4.30-5.20
Semester and Year: Spring 2020
Classroom Location: Not yet available
Pre-requisite(s): None

Course Lecturer Name(s): Gregory Renwick
Course Director Name: N/A

Course Lecturer(s) Contact Information: **Balisier Building ext 3361**
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: **Mon, Wed, Fri 2.30-4.30; Tues, Thurs 4.00-6.30**
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: **Balisier Building**
Course Director Office Location: N/A

Course Support: Ms. Phillips

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This is an introductory course of economic theory to introduce the student to the disciplines of economics and to provide a basic understanding of how it functions in today's society. The course can be divided into two broad segments: microeconomics and macroeconomics. Microeconomics analyzes the interactions of individual consumers (households) and producers (firms) in specific markets (e.g., the market for shoes or automobiles). Macroeconomics, on the other hand, focuses at the national level, examining the determination of important national variables, such as the level and rate of growth of output (gross domestic product), as well government's broad management policies and their effects on society. **No previous knowledge of economics is required.**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

The primary aim is to familiarize students with the basics of conventional economic theory and to lay the foundation for further study in economics. At the end of the course students should be able to:

1. Articulate the role and importance of economics as a social science.
2. Recall the basic terminology of economics.
3. Analyze and apply basic economic concepts to real world economic situations.
4. Interpret and illustrate economic information presented verbally, graphically and numerically.
5. Begin the process of recognizing the merits and limitations of the economic way of reasoning.

Student Learning Outcomes:

On successful completion of this course, students will be able to:

1. Describe and explain how microeconomic models can be used to consider fundamental economic choices of households and firms.
2. Describe and explain how macroeconomic models can be used to analyse the economy as a whole.
3. Explain how government policy influences microeconomic choices and macroeconomic outcomes.
4. Interpret and use economic models, diagrams and tables and use them to analyse economic situations.

Program Outcomes Met By This Course:

PO 3. Develop quantitative literacy skills and confidence using numerical data.

PO 4. Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials: Course Materials:

Text: **Economics Today** by Roger LeRoy Miller.

Supplementary Readings/Resources:

www.investopedia.com

www.khanacademy.org

Supplementary Readings/Resources: Relevant handouts

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

Assignments	30%
Mid Semester Assignment	30%
Final Special Assignment	30%
Class participation	10%

Course Requirements:

1. Students will be required to read material on the relevant topics before class.
2. Submit assignments in a timely manner.
3. Participate in classroom discussion.
4. Be courteous and respectful of other participants' contribution.
5. Attend and be punctual in attendance for class.

Course Schedule:

WEEKS	MAIN TOPIC HEADINGS	TOPICAL READINGS
Weeks 1-2	The Nature of Economics	1. What is economics? 2. The difference between micro and macroeconomics. 3. The Economic approach to decision making 4. Basic questions in Economics 5. Positive and Normative approaches to Economic analyses. 6. The use of graphs and equations in Economic analyses. <i>Reading: Miller, Chap 1.</i>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 3	Scarcity and Trade-Offs	1.Scarcity and shortage. 2.Choices as trade-offs. 3.Production Possibility Curve. <i>Reading: Miller, Chap 2</i>
Week 4-5	Demand and Supply	1.What is Demand Theory? 2.Types of demand 3.Changes and shifts in demand. 4.What is Supply. 5.The Supply schedule and Curve 6.Markets and the Price mechanism <i>Miller, Chaps 3&4</i>
Week 6	Elasticities of Demand and Supply	1.Price elasticity and its range. 2.Revenue considerations and elasticity. 3.Income elasticity 4.Normal and inferior goods. <i>Miller, Chap 19</i>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 7	Consumer Choice	<ol style="list-style-type: none"> 1.Utility Theory. 2.Diminishing Marginal Utility. 3.Consumer choice optimization. 4.Price change and consumer choice. 5.Behavioral economics and choice issues. <i>Miller, Chap 20</i>
Week 8	<i>MIDTERM ASSIGNMENT</i>	
Week 9	The Macro Economy	<ol style="list-style-type: none"> 1.Measuring the Macro economy. 2.The Circular Flow of Income and Expenditure. 3.GDP and GNP measurements. 4.Nominal and Real values. <i>Miller, Chap 8</i>
Week 10 -11	Economic growth and Development.	<ol style="list-style-type: none"> 1.Differences between development and growth. 2. Productivity and Growth. Saving and Growth. 3. Immigration and Growth. 4 .New Growth Theories Country comparisons. <i>Miller, Chap 9</i>
Weeks 12 -13	Fiscal Policy	<ol style="list-style-type: none"> 1.Government's obligations 2.Discretionary and Non-discretionary Fiscal Policy. 3.Policy time lags. <i>Miller, Chap14</i>
Week 14 -15	Money and Monetary Policy	<ol style="list-style-type: none"> 1.Defining money. 2.Properties and functions of money. 3.The role of Central Banks in monetary policy. <i>Miller, Chap 15</i>
Week 16	<i>Final assignment</i>	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late submission of assignments will result in an automatic mark reduction unless there was prior notification and approval.

Classroom/Online Etiquette Procedure:

Smoking is not permitted in any University building. Eating or drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library. Mobile devices should be off or muted.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting our statement.

Policy/Procedure Related to the Department:
N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ECON 201 - Microeconomics
Number of Credits: 3
Days and Times: Tuesdays & Thursdays; 5:30pm - 6:45pm
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): ECON 100 – Principles of Economics

Course Lecturer Name(s): Mr. Lennox Andrews
Course Director Name: **Mr. Gregory Renwick**

Course Lecturer(s) Contact Information: leandrews@sgu.edu; ext. 3692
Course Director Contact Information: grenwick@sgu.edu; ext. 3361

Course Lecturer(s) Office Hours: By appointments only
Course Director Office Hours: Tuesdays & Thursdays - 4:00pm – 6:30pm

Course Lecturer(s) Office Location: N/A
Course Director Office Location: Ballsier Building - Upstairs

Course Support: Nikisha Thomas, nstomas@sgu.edu & ext. 3692

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Economics is the study of how people and societies allocate resources among competing demands. This course offers an introductory treatment of the microeconomics theory which focuses on decision making at the level of the individual and the firm. The course will begin with the theory of the consumer, which explains the production decisions of firms to maximize profit and remain competitive in the market. The reason for market failure will also be examined. The government's intervention to correct market failure will be assessed with particular attention to its effectiveness and relevance.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

1. The primary aim is to familiarize students with the basics of conventional economic theory and to lay the foundation for further study in economics.
2. To provide students with the basic tools that will allow them to better appreciate economic decision making and economic policy in the real world.
3. Introduce students to the economic way of thinking that will lead to and understanding of the role and importance of economics as a social science.

Student Learning Outcomes:

At the end of the course students should be able to:

1. Understand the role and importance of microeconomics.
2. Recall the basic terminology utilized in micro economics.
3. Apply basic economic concepts to real world economic situations.
4. Appreciate the various methods used by economists to analyze economic problems.
5. Begin the process of recognizing the merits and limitations of the economic way of reasoning.
6. Use a learned set of analytical and problem solving skills.

Program Outcomes Met By This Course:

GE PO 1. Critically analyze global and regional issues.

GE PO 3. Develop quantitative literacy skills and confidence using numerical data.

GE PO 4. Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Campbell, R. McConnell & Stanley L. Brue “Microeconomics: Principles, Problems & Policies” McGraw Hill, Inc.

Supplementary Readings/Resources: “The Economist”

“Eastern Caribbean Central Bank economic & financial review.

“CANA Business: The financial magazine of the Caribbean community”

Course Grading Requirement:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance & Participation	10%
Assignments & Quizzes	30%
Midterm Exam	30%
Final Exam	30%

Course Requirements:

Mandatory attendance and class participation.
Completion of all quizzes, assignments & exams.

Course Schedule:

Weeks 1 and 2: The Nature of Economics

1. **Introduction to Economics.**
2. **The fundamental problem in Economics.**
3. **Scarcity.**
4. **Economic resources.**
5. **Opportunity costs.**

Week 3, 4 and 5: The Theory of the Consumer

1. **Demand issues.**
2. **Supply issues.**
3. **Market equilibrium.**
4. **Elasticity.**
5. **Consumer Choice**

Week 6: The Theory of the Firm-Production and cost in the short-run

1. **Profit and costs.**
2. **Choices available to the firm.**
3. **Production function in the short-run.**
4. **Cost variation in the short-run.**

Week 7: Production and cost in the long-run

1. **Profit maximization and cost minimization**
2. **The principal of substitution.**
3. **Long-run cost curves.**
4. **Technological change.**

Week 8: Mid-Term Exam

Week 9: Perfect Competition

1. **Competitive market structure and firm's behaviour**
2. **The theory of perfect competition**
3. **Short-run decisions under perfect competition**
4. **Long-run decisions under perfect competition**

Week 10: Imperfectly Competitive Markets

1. **Short-run monopoly cost and revenue.**
2. **Short-run monopoly profit maximisation**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

3. Long-run monopolistic equilibrium.
4. Cartels as monopolies
5. Price discrimination in monopoly

Week 11: Imperfectly Competitive Markets continued

1. Monopolistic competition
2. Oligopoly

Week 12: Economic Efficiency and public policy

1. Economic efficiency
2. Public policies to enhance efficiency.
3. Antitrust policy.

Week 13: Factor pricing and factor mobility

1. Income distribution.
2. Factor demand.
3. Factor supply.
4. Factor market operation.

Week 14: The Labour market

1. Wage differentials.
2. The influence of labour unions.
3. Labour market discrimination.

Week 15: Market Failure and Government's intervention

1. Causes and symptoms of market failure
2. Rationale for government intervention.
3. Government intervention.

Week 16: Course Review and Presentations

Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments must be clearly written or typed.
Must be submitted by the due date and on time.

Classroom/Online Etiquette Procedure:

The use of cell phones is prohibited during lectures.

Policy/Procedure Related to the Department:

Students must be dressed appropriately when delivering presentations.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ECON202- Macroeconomics
Number of Credits: 3
Days and Times: Monday and Wednesday 5.30 -6.45 pm
Semester and Year: Spring 2020
Classroom Location: Not yet available
Pre-requisite(s): None

Course Lecturer Name(s): Gregory Renwick
Course Director Name: N/A

Course Lecturer(s) Contact Information: Balisier Building ext 3361
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Wed, Fri 2.30-4.30; Tues, Thurs 4.00-6.30
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Balisier Building
Course Director Office Location: N/A

Course Support: Ms. Phillip

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Macroeconomics is the branch of economics that examines the economic behavior of the entire economy. It deals with national income, national output and employment, wealth and money creation and the external sector. It is concerned with the study of real life economic issues and problems. This is an introductory course in Macroeconomics which attempts to provide a common-sense approach to economics, covering basic economic laws and how they apply to our world and everyday life.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives: By the end of the course students must be familiar with key macroeconomic variables and the skills to

1. Define economic growth in terms of changes in the production possibilities curve and in real gross domestic product.
2. Define nominal gross domestic product and real gross domestic product
3. Compare and contrast as well as discuss various measures of output and income;
4. Identify the components of the expenditure and the income approaches to the measurement of GDP.
5. Analyze the effects taxation during a macroeconomic recession and expansion.

Student Learning Outcomes:

At the end of the course students should be able to:

1. Explain the role and importance of the study of macroeconomics.
2. Recall the basic terminology utilized in macroeconomics.
3. Evaluate basic economic concepts that are applied to real world economic situations.
4. Demonstrate the various methods used by economists to analyze economic problems.
5. Demonstrate the ability to analyze and respond to arguments about the merits and limitations of the economic way of reasoning.

Program Outcomes Met By This Course:

PO 3. Develop quantitative literacy skills and confidence using numerical data.

PO 4. Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials: Course Materials:

1. An Introduction to Modern Economics by Hardwick, Langmead & Khan.
2. Introductory Economics – Barry Harrison, Charles Smith and Brinley Davies
3. Supplementary Readings/Resources: Economics Today by Roger LeRoy Miller.

www.investopedia.com

www.khanacademy.org

Any Macroeconomics text would be adequate.

As there is no specifically assigned course text, assigned readings would be by subject matter.

Supplementary Readings/Resources: Relevant handouts

Course Grading Requirement:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Assignments	30%
Mid Semester exam	30%
Final exam (Group paper)	30%
Class participation	10%

Course Requirements:

1. Students will be required to read material on the relevant topics before class.
2. Submit assignments in a timely manner.
3. Participate in classroom discussion.
4. Be courteous and respectful of other participants' contribution.
5. Attend and be punctual in attendance for class.

Course Schedule:

WEEKS	TOPIC	TOPICAL READINGS
Weeks 1-2:	<i>Introduction to Macroeconomics</i>	1. What is Macroeconomics? 2. Microeconomic foundations of Macroeconomics 3. Scarcity, choice and PPF
Weeks 3-5	<i>Measuring output and economic growth</i>	1. The Circular flow of factors of production, goods and services. 2. National Income Accounting. Price level. 3. Nominal and Real GDP 4. Aggregate demand and supply. 5. Aggregate expenditure and National Income. Macroeconomic 6. Equilibrium. <i>Recommended reading: Roger Miller 'Economics Today', Chap 8</i>
Week 6	<i>Theories of Economic Management</i>	1. The Classical Theory. 2. Limitations of the Classical Theory. <i>Miller, Chaps. 10-12</i>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 7	<i>Theories of Economic Management -continued</i>	<ol style="list-style-type: none"> 1.The Keynesian and Monetarist Theories. 2.Limitations of both. 3.Effectiveness of Classical, Keynesian theories.
Week 8	Midterm Exam	
Weeks 9 -10	<i>What is money?</i>	<ol style="list-style-type: none"> 1.Definition of money 2.Types of money 3.Functions of money 4.Money creation and the Central Bank 5.Monetary Policy 6.The Quantity Theory of Money <i>Miller Chap15</i>
Weeks 11-12	<i>Fiscal Policy, the Budget and National Debt</i>	<ol style="list-style-type: none"> 1.Discretionary and non-discretionary fiscal policy. 2.Taxation-types and effectiveness. 3.The Laffer Curve. Government's Budget and the Public Debt. <i>Miller Chap14</i>
Week 13	<i>Inflation and Unemployment</i>	<ol style="list-style-type: none"> 1.Types and causes of Inflation 2.Types and causes of Unemployment 3.Impact of inflation and unemployment 4.The Phillip's Curve

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

		5.The Beveridge Curve
Weeks 14 -15	<i>Trade Theories, Balance of Payments and Forex</i>	1.Trade and Economic Growth 2. Absolute and Comparative Advantage. 3.The Balance of Payments and Exchange rates 4. Balance of Payments equilibrium and disequilibrium
Week 16	FINAL EXAM	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late submission of assignments will result in an automatic mark reduction unless there was prior notification and approval.

Classroom/Online Etiquette Procedure:

Smoking is not permitted in any University building. Eating or drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library. Mobile devices should be off or muted.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting our statement.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ENGL002-0 English Foundation
Number of Credits: 3
Days and Times: MWF 9.30-10.20
Semester and Year: Spring 2020
Classroom Location: D1B
Pre-requisite(s): Placement Exam

Course Lecturer Name(s): Ms. Waldron
Course Director Name: Ms. Gill

Course Lecturer(s) Contact Information: pwaldron@sgu.edu +1 473 444 4175 x 3826
Course Director Contact Information: agill@sgu.edu +1 473 444 4175 x 3534

Course Lecturer(s) Office Hours: M 12-3; W 12-3; F 11-3
Course Director Office Hours: Mon & Wed 9-12; Tue & Thu 12-2

Course Lecturer(s) Office Location: Balsier Building, G Block
Course Director Office Location: Balsier Building, G Block

Course Support: Nichole Phillips nphillip2@sgu.edu +1 473 444 4175 x3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The ability to read and write clearly and correctly is a skill that will help you in your career and personal life. This course is designed to enable students to: write clearly and effectively in Standard English; work with the writing process using prewriting, writing and revising techniques; become proficient in the application and practice of proper grammar, punctuation and writing structure; develop the ability to understand printed material and to qualify them for more advanced English courses.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. write clearly and effectively in Standard English
2. work with the writing process and using prewriting, writing and revising techniques
3. develop proficiency in the application and practice of proper grammar, punctuation and writing structure
4. develop the ability to understand printed material qualify you for more advanced English courses.

Student Learning Outcomes:

1. To consistently apply proper grammar, punctuation and other mechanics to one's writing, and to develop confidence in such application
2. To develop excellent proofreading skills
3. To plan and produce various types of writings (narrative, descriptive, expository and/persuasive)
4. To have the necessary foundational skills required by higher levels of writing

Program Outcomes Met By This Course:

GE PO.4- Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
B+ = 84.5 - 89.4%
B = 79.5 - 84.4%
C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%
F = 65% or less

Course Materials:**Course Grading Requirement:**

Written Assignments	10%
Practice Exercises	10%
Tests & Quizzes	15%
Midterm Exam	20%
Final Exam	30%
Class Project	10%
Attendance	5%

Course Requirements:

[Click or tap here to enter text.](#)

Course Schedule:**Week 1**

Course introduction (outline, grading policy, homework, textbook , office hours, Writing Centre

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

etc.)

Administrative Reminders: Registration, Add/Drop, Sick Leave, LOA, plagiarism, late assignments.

A Look at Language: Standard English vs. Dialect (+ Discussion)

Benefits of Language Flexibility (CSME, self-marketability, etc.)

Preliminary Quiz ; Avoidance of Plagiarism & APA Style

Week 2

Types of Sentences and End Punctuation (Give study sheets: Root Words, Prefixes, Suffixes: Commonly Misspelled Words)Review

Basic Sentence analysis; Complete and Incomplete Sentences

Subjects and Predicates

Simple Subjects and Simple Predicates

Correcting fragments, run-ons and comma splices

Vocabulary Context clues; Syllabication

Week 3

Basic Parts of Speech ; Types of Nouns

Types of Verbs (action, linking, verb phrase; Transitive and Intransitive Verbs

Prepositions and Prepositional Phrases & relationship to subject

Week 4 TEST #1 (in-class)

READING Main Idea; Patterns of Development

Paragraph Structure/Topic sentence; Major and Minor Details

Week 5

Capitalization Rules/ Paragraph Writing Types of writing; Writing paragraphs; paragraph structure (topic sentence, main idea, major/minor details, transitions)

Narrative Writing – Essay

Parts of the Essay

Quotation Marks and Writing Dialogue/Conversation

Week 6 TEST #2 (online))

More Vocabulary and Reading Exercise

Written Assignment #1)Narrative Essay/Conversation

Week 7

Catch up and Review of APA

(Figures of Speech (Simile, metaphor, personification, onomatopoeia)

Review for Midterm Exam

Week 8 midterm exam

Week 9

Introduction to Class Project

Midterm Exam Post-Mortem

Descriptive Writing Subject/verb agreement) (Written Assignment 2 Descriptive paragraph

Punctuation: part 1 Semicolons, Colon, Dash, Hyphen, Ellipsis

Comma Usage

Week 10

Comprehension: Literal/Inferential

Plurals and Possessives: Using the Apostrophe

Vocabulary

Week #11 (Online Comprehension)

Examining an essay: Expository writing

Planning an essay (Essay planning sheet) Reading and Comprehension

Week #12

Online TEST #3 Grammar/Reading

Analysis of sample expository essay using skeleton outline Essay writing continued

Writing an introduction and a conclusion for expository essay

Reading, Comprehension and Vocabulary review and practice

Week #13

(Written Assignment #4: Writing a 5-paragraph

Faulty Parallelism

Dangling Modifiers

Final Project due

Week #14

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Presentations
Week #15
Review for final exam
Week16 Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ENGL107 – College English I
Number of Credits: 3
Days and Times: 0- T,Th 4-5.15; 1-MWF 8.30-9.20; 2-T,Th 2.30-3.45; 3-MWF 10.30-11.20
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): ENGL002 or Placement Exam

Course Lecturer Name(s): Dr. June Douglas, Ms. Leonie St. Juste, Ms. Pauline Waldron
Course Director Name: Ms. Queen Annie Gill

Course Lecturer(s) Contact Information: jdouglas@sgu.edu, ljuste@sgu.edu,
pwaldron@sgu.edu

Course Director Contact Information: agill@sgu.edu

Course Lecturer(s) Office Hours: TBA
Course Director Office Hours: TBA

Course Lecturer(s) Office Location: Balsier Building, G Block
Course Director Office Location: Balsier Building, G Block

Course Support: Nichole Phillip

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

At the end of this course, students will be familiar with the skills of academic reading, writing and critical thinking that will prepare them for more advanced college work. This course aims to train students to write clearly and intelligently, and think critically within their various program disciplines, with an overall goal of improving students' academic, professional and personal writing.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

1. Gain skills of academic reading, writing and critical thinking
2. To write clearly and intelligently in various program disciplines
3. Improve academic, professional and personal writing

Student Learning Outcomes:

1. Develop the necessary skills required for college level writing
2. Use relevant information from various conventional and electronic sources
3. Improve the reading effectiveness of students academically, professionally and personally
4. Sharpen ability to think clearly, logically, critically and effectively through reading.

Program Outcomes Met By This Course:

PO.4- Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: The Curious Writer, a Concise 5th Edition – by Bruce Ballenger

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Assignments (4 total)	20%
Midterm Exam	20%
Short Talk	15%
Final Exam	20%
Writing Portfolio	20%
Attendance and Participation	5%

Course Requirements:

Click or tap here to enter text.

Course Schedule:

Week 1

Introductions/Course Overview;

Learning Styles;

Efficiency & Flexibility Diagnostic paragraph

Week 2

Focus, Attention & Concentration;

Learning & Retention Strategies;

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Techniques for Learning Textbook Material, Note-taking;
 Using English Effectively: Sentences
 Week 3
 Avoiding Plagiarism – Quoting, Paraphrasing, Summarizing;
 Dealing with Internet Information;
 Alternative Means of Reading – Skimming & Scanning;
 Using English Effectively: Subject/Verb Agreement
 Week 4
 The Paragraph:
 Main ideas & paragraph structure
 Patterns – relationships between ideas;
 Metacognition & Comprehension pointers
 Using English Effectively: Punctuation
 Week 5
 Essay Writing:
 Writing Process
 Structure of an Essay
 Developing thesis statements;
 Reading Essays & Articles
 Week 6
 Continuation of Week 5
 Week 7
 Using English Effectively: Faulty parallelism/Dangling modifiers;
 Week 8
 Midterm Exam Week
 Week 9
 Midterm debrief;
 Vocabulary Development;
 Commonly confused words, word choice Guidelines for Short Talk & Writing Portfolio
 Week 10
 Types of Essays: Expository;
 Cause & Effect; Compare & Contrast; Figurative Language;
 Tone
 Week 11
 Continuation of Week 10
 Essay feedback
 Week 12
 Types of Essays: Narrative & Descriptive
 Continuation of Week 11
 Essay feedback
 Week 14
 Short Talks
 Week 15
 Short Talks
 Final Review
 Week 16
 Final Exam Week

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

- Assignment details will be provided in-class or posted on Sakai.
- APA format must be used for all written assignments.
- All electronic copies are to be submitted to the appropriate online Turnitin drop box. It is your responsibility to ensure that you are able to view the drop box on Sakai at least 24 hours before the submission time. If you cannot view it, you need to notify me at least 24 hours ahead of due time.
- If you should have technical difficulties, please proceed as follows to minimize the delay (and therefore the penalty). As soon after you recognize that you have an issue:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

- o send your assignment by email attachment
- o in the subject line, identify the assignment that is attached (i.e., “Week 3 Assignment”)

Classroom/Online Etiquette Procedure:

Active class participation is expected. This active participation will assist in your ability to learn and apply the information presented. Students are expected to turn off all cell phones, tablets, laptops, or any other device that may disrupt the class. Please do not sleep, do work for other classes, or carry on conversations with friends, as this is disrespectful to your instructor and your classmates. If you need to leave in the middle of the class, please offer the courtesy of notifying us before the class begins. Behaviour in violation of the student Code of Conduct (see Student Manual) will be reported to the Dean of Students Office.

Smoking is not permitted in any University building. Eating or drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ENGL 205 – Business Communication
Number of Credits: 3
Days and Times: Mon & Wed; 5:30pm – 6:45pm
Semester and Year: Spring 2020
Classroom Location: FA 4
Pre-requisite(s): N/A

Course Lecturer Name(s): Mr. Ronald Charles
Course Director Name: Mr. Ronald Charles

Course Lecturer(s) Contact Information: rocharles@sgu.edu; ext. 3650
Course Director Contact Information: Same as above

Course Lecturer(s) Office Hours: Mon & Wed: 1:30 – 4:30pm & Tue & Thurs: 2:30 – 4:30pm
Course Director Office Hours: Same as above

Course Lecturer(s) Office Location: Ballsier Building (Building G – Ground Floor)
Course Director Office Location: Same as above

Course Support: Nichole Phillip; nphilli2@sgu.edu & 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The Business Communication course is designed to enable students to become effective communicators in the business world. The course deals with written forms of business communication, for example business letters such as an e-mail, fax, memorandum, formal report, employment application letter and CV as well as business letters written in a routine, negative, positive and persuasive context. Furthermore, it emphasizes those good communication practices (oral included) which will equip students to approach the job market with confidence and once there, to communicate appropriately.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Course Objectives:

1. To prepare the students to make the transition from school to the work place.
2. To equip the students with the necessary communication skills, (e.g. written & oral).

Student Learning Outcomes:

1. Develop planning, writing and completion of business messages.
2. Write a variety of business formats including employment applications.
3. Demonstrate an understanding of the major types and typical sequence of job interviews as well as the attributes employers look for during an interview.
4. Create a formal report/proposal and give an oral presentation of an executive summary.
5. Demonstrate an understanding of Customer Service, professionalism and conflict resolution.
6. Demonstrate an understanding of the rules of engagement in Business Communication.

Program Outcomes Met By This Course:

- PO.1- Utilize psychology knowledge in the understanding of self, and how one relates to others.
 PO.2- Practice and analyze decision making and positions on ethical issues.
 PO.4- Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Excellence in Business Communication (Eleventh Edition)
John V. Thill & Courtland L. Bovee.

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Attendance/Participation.....	10%
Assignments.....	10%
Mid-term (Cover letter + CV/Resume).....	20%
Quizzes (5% per).....	25%
Employment Interview.....	5%
Oral Presentation.....	5%
Final Exam (Formal Report).....	25%
Subtotal.....	100%

Course Requirements:

Comply with the rules of engagement as described in class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Course Schedule:

Week 1: Introduction

- Overview of course content & assessment / venues and times / participation grade dependent on attendance
- Writing principles (exercises)
- Assignment
- Read Chapter 1 (Achieving Success through Effective Business Communication)

Week 2: Achieving Success through Effective Business Communication

- Theory of communication – communication model (sender, receiver, medium, channel, feedback, etc. etc.)
- Read Chapter 2-3 (Mastering Team Skills and Interpersonal Communication / Communicating in a World of Diversity)

Week 3: Verbal / Non-verbal Communication / Barriers to Communication and Intercultural Communication / Customer Service

- Team-based Learning
- Customer Service (supplemental reading)- hand out
- Read Chapters 4-5 (Planning Business Messages / Writing Business Messages)

Week 4: Applying the Three-Step Writing Process / Customer Service / Conflict Resolution

- Read Chapter 6 (Completing Business Messages)
- Presentation
- Customer Service Exercise
- Conflict Resolution (supplemental reading) – hand out
- Quiz 1, chapters 1-6

Week 5: Writing Business Letters, Memos, Faxes & Emails/ Preparing Planning and Writing Business Messages

- Practice Exercises
- Quiz 2, Customer Service & Conflict Resolution
- Read Chapter 7 (Crafting Messages for Electronic Media)

Week 6: Writing Cover Letters and Resumes / Interviewing

- Presentation
- Practice Exercises
- Lecture on supplemental reading – hand out
- Read Chapters 15-16 (Building Careers and Writing Resumes / Applying and Interviewing for Employment)

Week 7: Writing Cover Letters and Resumes/ Interviewing

- Presentation
- Writing Employment Messages and Interviewing for Jobs
- Quiz 3, chapters 15-16

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Week 8: Midterms

- Cover Letter/Resume Assignment due
- Read Chapters 8-9 (Writing Routine and Positive Messages / Writing Negative Messages)

Week 9: Writing Routine, Positive, Negative and Persuasive Messages

- Presentation
- Read Chapter 10 (Writing Persuasive Messages)

Week 10: Planning and Writing Business Reports and Proposals

- Presentation (supplemental reading) – hand out
- Quiz 4, chapters 6-10
- Read chapters 11-12 (Planning Reports and Proposals / Writing Reports and Proposals)

Week 11: Completing Business Reports and Proposals

- Presentation
- Distribution of Letter of Authorization – Re: Assignment
- Read Chapter 13 (Completing Reports and Proposals)

Week 12: Designing and Delivering Oral and Online Presentations

- Guest Lecturer for Business Report Assignment
- Read Chapters 14 (Designing and Delivering Oral and Online Presentations)

Week 13: Employment Interviews

- Re-read Chapter 16 (hand outs provided)
- Tips / strategies for effective interviews (do's and don'ts)
- Quiz 5, Chapters 11-14

Week 14: Oral Presentation

- Oral presentation (Executive Summary) of Formal Report Assignment

Week 15: Employment Interviews

- Actual – One and One interview sessions with students
- Formal Report is due at the end of this week

Week 16: Exam period

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

In-class submissions

Classroom/Online Etiquette Procedure:

As guided by St. George's University's rules of engagement.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ENGL213-3 English 2
Number of Credits: 3
Days and Times: MWF 8.30-9.20
Semester and Year: Spring 2020
Classroom Location: FA3
Pre-requisite(s): ENGL107

Course Lecturer Name(s): Dr. Douglas
Course Director Name: Ms. Gill

Course Lecturer(s) Contact Information: jdouglas@sgu.edu
Course Director Contact Information: agill@sgu.edu

Course Lecturer(s) Office Hours: M 9.30-10.30; T 12.30-4; W 9.30-10.30; Th 12.30-4; F 9.30-10.30

Course Director Office Hours: TBA

Course Lecturer(s) Office Location: Balsier Building, G Block
Course Director Office Location: Balsier Building, G Block

Course Support: Nichole Phillips nphillip2@sgu.edu; x 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course aims to train students to think critically and write clearly and intelligently in their various program disciplines. At the end of the course, students should be able to express themselves effectively in a variety of writing forms for academic, professional and personal purposes.

Course Objectives:

1. To develop critical thinking
2. To write clearly and intelligently in various program disciplines
3. Use expression effectively in a variety of writing forms for academic, professional and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

personal purposes

Student Learning Outcomes:

1. Develop proficiency in the higher levels of reading and thinking – analysis, inference and evaluation
2. Empower students to critically read and analyse challenging texts
3. Develop logical arguments in writing
4. Develop research writing skills specific to students’ major academic disciplines

Program Outcomes Met By This Course:

GE PO.4- Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: The Curious Writer, a Concise 5th Edition – by Bruce Ballenger

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Assignments (5 total) 25%

- 1. Personal Reading Response
- 2. Personal Response
- 3. Proposal
- 4. Analytical Essay
- 5. Personal Response
- Midterm Exam 15%
- Class Presentation 10%
- Final Exam 25%
- Research Project 20%
- Attendance and Participation 5%

Course Requirements:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Course Schedule:

Week	Topic	Assignment
1	Introductions/Course Overview; Essay Writing Review; Comprehension pointers	Assignment details
2	Avoiding plagiarism; Summarizing & Paraphrasing Using English Effectively: Common writing errors	
	Assignment 1: Reading Response Due Week 4	
3	Evaluating & Analysing Arguments/Reasoning; Types of reasoning; Errors in logical reasoning	
4	Evaluating the quality and completeness of evidence; Identifying & evaluating inferences and assumptions	Assignment 1 Due
	Assignment 2: Proposal - Due Week 7	
5	Recognizing bias	Research Project Topics Due
6	Persuasive writing: elements of persuasion Class Presentation group & topic selection	
7	Continuation of Week 6 Midterm review	Assignment 2 Due
8	Midterm Exam Week	
9	Midterm debrief; Vocabulary Development; Commonly confused words, word choice	
10	Group Presentations	
11	Group Presentations	Assignment 3: Analytical Essay
12	Research Writing: Journal articles and research projects; Finding & Evaluating Sources; Using Sources effectively	
13	Research Writing: Literature Reviews Annotated Bibliography Due	
14	Continuation of Week 13	
15	Final Review	Research Project Submission
16	Final Exam Week	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: ENGL 323: Organizational Communication
Number of Credits: 3
Days and Times: Tuesdays and Thursdays, 11:30 am – 12:45pm
Semester and Year: Spring 2020
Classroom Location: Superdorm 1
Pre-requisite(s): ENGL 213

Course Lecturer Name(s): Dr. Antonia MacDonald Mrs. Leonie St. Juste, Miss. Queen Annie Gill, Dr. Reccia Charles, Dr. Anthony Andall

Course Director Name: Dr. Antonia MacDonald

Course Lecturer(s) Contact Information: amacdona@sgu.edu

Course Director Contact Information: amacdona@sgu.edu

Course Lecturer(s) Office Hours: By appointment

Course Director Office Hours: Wednesdays, 9:00 a.m.– 3:00 p.m.

Course Lecturer(s) Office Location: Ground Floor, Ballsier Building

Course Director Office Location: Ground Floor, Ballsier Building

Course Support: Nichole Phillip, nphillip2@sgu.edu, ext. 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introduction to communication in organizations. It exposes students to relevant communication theories, and to issues of ethics, leadership, teamwork, diversity, global organizations, and technologies. It focuses on how effectively human communication generates success within organizations, and across various contexts, cultures, channels and media.

Course Objectives:

This course:

1. Focuses on communication as a process and skill that can help individuals and their organizations gain competitive advantage.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Introduces students to contemporary philosophies, methods and designs for studying the communication systems within organizations of varying sizes.
3. Exposes students to organizational needs assessment and to a variety of the methods available for improving communication in organizations.
4. Addresses the more sensitive and challenging issues facing managers and employees in their efforts to communicate with each other.
5. Teaches students the techniques and specifications of group communication and relationships between the leader and members.
6. develop in students the values and ethics, professional attitudes and personal skills needed for their preparation as good communicators in the organization.

Student Learning Outcomes:

Upon successful completion of the course, students will be able to:

1. Compare and contrast major theories of organizational communication.
2. Describe the major functions of communication in organizations
3. Discuss the impact of technology on organizational change and employee empowerment.
4. Define corporate culture, leadership, teamwork, diversity, and ethics, and discuss how they impact organizational communication.
5. Describe the various forms of communicative relationships within organizational networks and the functions that they serve
6. Understand the relation between communication practices and culture and how this can affect the organizational communication
7. Discuss and practice decision-making and conflict-management processes utilized in organizations
8. Identify effective means of transparency and disclosure in organizations.
9. Identify effective means of crisis communication in organizations

Program Outcomes Met By This Course:

GEPO – 1: Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

GEPO -2 : Ability to demonstrate knowledge and skills related to global issues in a social, cultural, political and environmental context.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: To be provided by course instructors

Supplementary Readings/Resources:

- Miller, Katherine. Organizational Communication
- Adler et al. Communicating at Work
- Daniels et Al. Perspectives on Organizational Communication

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

Continuous assessment (4 Milestones) – 40 marks

Midterm exam – 30 marks

Final exams – 30 marks

Course Requirements:

Students will be required to:

- (i) be prepared for class by doing the necessary readings;
- (ii) contribute thoughtful ideas to class discussions and engage in constructive debate;
- (iii) conduct themselves in ways that are appropriate to a respectful academic environment
- (iv) be respectful of the opinions of other
- (v) be responsible team-members

Course Schedule:

This is a draft schedule and may be subject to change

Week	Topic	Lecturer	Assignment
Week 1 Jan 21, 23	Course Overview Communication Theory	Dr. MacDonald	
Week 2 Jan. 28, 30	Management Theory and its Impact on the Flow of Communication	Dr. Andall	Opening Date for Milestone #1
Week 3 Feb 4,6	Writing Principles for Effective Communication	Miss Gill	
Week 4 Feb. 11, 13	Current technological trends affecting Organizational Communication	Guest lecturer: Dr. Avril Best	Due date for Milestone #1
Week 5 Feb, 18, 20	Non-Verbal Communication	Dr. MacDonald	
Week 6 Feb. 25, 27	Communication Networks: Structures and Group Dynamics Leadership, team management and communication	Dr. MacDonald	Milestone # 2 – In-class Activity
Week 7 March 3, 5	Interpersonal Communication: The impact of Race, Class and Gender	Dr. MacDonald	Opening Date for Milestone # 3
Week 8 March 9 -13	MID TERM WEEK		Midterm exam Using Examsoft
Week 9 March 17, 19	Intercultural Communication	Mrs. St. Juste Dr. Charles	
Week 10 March 24, 26	Appreciating Cultural Diversity	Mrs. St. Juste Dr. Charles	Due date for Milestone #3
Week 11 March 31, April 2	Decision making and Problem-solving	Dr. MacDonald	Opening Date for Milestone # 4
Week 12 April 7, 9	Transparency	Dr. Charles	
Week 13 April 14, 16	Disclosure Public Communication	Dr. Charles Miss Gill	
Week 14 April 21, 23	Crisis Communication	Miss Gill	
Week 15 April 28, 30	Crisis Communication	Miss Gill Dr. MacDonald	Due date for Milestone #4 - Group Presentations

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

		Dr. Andall Mrs. St. Juste Dr. Charles	
Week 16 May	WEEK OF FINAL EXAMS –		Final exam Using Exam soft

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

Department of Education Services
Specialized English Language Program
English for Medicine Pathway

Foundations for Communication
Course Code: ENGL 335
Classroom: Andrew J. Belford Centre IL308
10 credits

Course Syllabus

Course Description

“Foundations for Communication” is a skills-based course, intended to provide multilingual students with the foundations for communication necessary for success in their academic pursuits at SGU. In this course, students will develop and practice the foundational skills necessary for communication in academic and scientific contexts. These skills include the development of the macro-language skills (reading, writing, listening, and speaking) as well as micro-communication skills, critical thinking, and cultural awareness. Students will engage with these skills by investigating and exploring different topics within a scientific and medical framework. Overall, students will gain confidence in their ability to communicate effectively through the language and culture of medicine.

This course is divided into four, themed modules, allowing students to develop and apply language, skills, and strategies within a meaningful context. Each module culminates in a final project where students will demonstrate their mastery of the language, skills, and strategies from that module and previous modules.

The course carries 10 credits and meets for a total of 500 minutes per week over the 16-week term, following the calendar of St. George’s University School of Arts and Sciences. The course is composed of interactive, face-to-face classes.

Student learning outcomes (EMP course goals can be found in program syllabus)

- Demonstrate professionalism in academic and medical contexts
- Reflect on cultural differences
- Outline effective strategies for your academic and professional success
- Describe the university services at SGU that improve your student experience
- Demonstrate the ability to use technology in a manner that supports your ability to meet course requirements
- Adhere to campus and course policies
- Evaluate active participation within the greater SGU community
- Appraise the credibility of sources
- Apply paraphrasing and summarizing skills orally and in writing
- Examine rhetorical patterns in written and spoken forms
- Use rhetorical patterns orally and in writing using info synthesized from various sources
- Apply appropriate linguistic registers in different communicative situations
- Engage confidently in formal and informal conversations, presentations, and discussions in different communicative situations
- Identify challenges in oral and written communication in academic contexts and apply strategies to improve communication skills
- Evaluate your own and others’ formal and informal oral and written communication

Interactive classes

This class meets for five, 100-minute classes per week in Belford Centre classroom IL308. This schedule is available in Sakai.

20–30% Teacher-led instruction

70–80% In-class individual, pair, and group assignments and tasks

Course Instructors

Name	Title	Email	Phone
Cassie Leoni	Course director	cleoni@sgu.edu	444-4175 (ext. 3885)
Emily Harms	Instructor	eharms@sgu.edu	444-4175 (ext. 3263)
Todd McKay	Instructor	tmckay@sgu.edu	444-4175 (ext. 3886)

Contacting instructors

All faculty appointments need to be made using YouCanBookMe. Use the links below to set up individual appointments with the faculty.

Cassie Leoni: cleoni.youcanbook.me
Emily Harms: eharms.youcanbook.me
Todd McKay: tmckay.youcanbook.me

The department of education services is open from 08:00–17:00 during week days and is closed over the weekend and public holidays.

Emails must be professionally formatted, use professional language, and include an informative subject line. Emails without an informative subject line will be regarded as spam and will not be opened for security reasons.

SGU email is the official email communication tool for this course and the university. All correspondence received from outside email addresses will be ignored. In the event of a university-wide system crash, an assignment may be accepted from an outside email address to avoid being counted as a late submission; however, instructors will not respond to external emails.

Classroom Policies

Cellphones. The use of cell phones or other technology for non-class related purposes is not allowed.

Attendance. Attendance is mandatory and will be recorded daily. For this course, you are allowed 3 freebie absences. For each additional unexcused absence you will lose 2% of your overall course grade. This does not include medically excused absences (<https://apps.sgu.edu/clinical/medexcuse.nsf/medexcuse.xsp>).

***If you do not have a laptop with you in class, you are considered absent for the day.**

Tardiness. You must be sitting in your seat when class begins. Tardiness is unprofessional, and it is distracting to your instructors and peers; as a result, frequent tardiness can significantly impact your attendance. Two (2) late arrivals to class will equal one (1) absence. If you miss more than 10 minutes of a class, you will be marked absent.

Missing class. If you miss class, it is your responsibility to find out what you missed and get the materials that you need from your colleagues or Sakai.

Please see the EMP Program Syllabus for policies on academic integrity.

Course Components

Assignment guidelines. A specific set of guidelines is issued for each assignment. Review those carefully along with the rubric for each assignment. Guidelines are posted in the Assignment and Course Guidelines folder in Sakai Resources.

Submitting assignments. You must submit an electronic copy of each assignment to Sakai unless otherwise stated. It is your responsibility to ensure that your assignments are properly submitted to Sakai. We highly recommend logging back on to Sakai five–ten minutes after you submit to confirm that your assignment is there.

Deadlines. Part of learning to behave professionally is learning to follow deadlines. All tasks and assignments to be submitted for marking will have specific deadlines. All work must be submitted on or before the stated deadline.

Late assignments. Late assignments will NOT be accepted unless previous arrangements are made on a case-by-case basis with the instructors.

Table 1. Course assessments and percentage of grade

Assessment	%
Module assignments	20
Module-1 project	10
Module 1 assessment	5
Reflective writing assignment	5
Module-2 midterm project	20
Presentation	10
Compare–contrast paper	10
Module-3 project	20
Presentation	10
Cause–effect paper	10
Module-4 final project (group)	20
Debate	10
Group persuasive paper	10
End-of-module discussions	10

Note. Students must meet the minimum academic standards for the Preclinical program and maintain the minimum WMPG. Also, students must earn a minimum of 70% in each EMP English course.

Module assignments (20%). Students will complete various short, in-class and homework assignments for each module. These assignments are designed for students to practice the relevant skills developed throughout the course and build up to the culminating project for each module. They include readings, short written assignments (e.g., summaries, paragraphs, reflections, etc.), vocabulary development, role plays, videos, discussions, proposal pitches, and quizzes. They will be evaluated based on the extent to which students demonstrate the learning outcome(s) for the assignment.

Module projects (70%). For the following module projects, students will demonstrate their ability to meet the course learning outcomes and engage further with the module's topic through the completion of these projects. These projects will be evaluated using guidelines and rubrics found in Sakai.

- Module-1 project: Reflective writing assignment and module 1 assessment (10%)
- Module-2 midterm project: Compare-and-contrast paper and presentation (20%)
- Module-3 project: Cause-and-effect paper and presentation (20%)
- Module-4 final project: Group persuasive paper and debate (20%)

End-of-module discussions (10%). At the end of each module, students will engage in a discussion about that module's topic. They will demonstrate their abilities to meet course outcomes through their active participation in the discussions. Discussion participation will be evaluated according to the guidelines and using rubrics found in Sakai.

Foundations for Communication Schedule

Spring 2020

Date	Topic	Tasks	Lesson Plan & Materials
Module 1			
Week 1			
01/20	Intro: Icebreaker Activity Syllabus Review		Poll (guest lectures)
01/21	PROF: E-mails	Instructor email	
01/22	PROF: How to ask Qs		
01/23	PROF: Roleplays		
01/24	PROF: Plagiarism Intro to reflective writing & presentations Intro to APA style		Poll (due dates)
Week 2			
01/27	GL (TBD)	Reflection/ lecture Qs	
01/28	GL (TBD)	Reflection/ lecture Qs	
01/29	GL (TBD)	Reflection/ lecture Qs	
01/30	Group writing strategies SharePoint		
01/31	WS: Essay writing	Submit first draft	Sample paper
Week 3			
02/03	Presentation skills		Sample presentation
02/04	WS: Presentations		
02/05	Conferences	Submit presentation outline	
02/06	Presentations	Submit presentation reflection	
02/07	No class (Independence Day)		
Week 4			
02/10	Module 1 A & D: Presentations	Submit final draft	
02/11	Module 1 A & D: Writing		
02/12	No class		
02/13	No class		
02/14	No class		
Module 2			
Week 5			
02/17	Intro to C/C essay & presentation Library database nav.	Choose 2-3 topics	Poll (due dates)
02/18	Sample articles	Find 5 articles	
02/19	Article analysis (CRAAP)	Finish analysis	

02/20	Presentation skills		Sample presentation
02/21	WS: APA Summarizing/Paraphrasing	Prepare pitch	Sample paper
Week 6			
02/24	Proposal pitch/art disc		Poll (commentary prefs)
02/25	General essay structure		
02/26	C/C essay structure & outline (intr/concl)	Submit essay outline	Sample paper
02/27	Thesis statements WS: Outlining		
02/28	WS: Rough drafts	Submit C/C first draft	
Week 7			
03/02	WS: Presentations		
03/03	Conferences	Submit presentation outline	
03/04	Presentations	Submit presentation reflection	
03/05	Module 2 A & D: Presentations	Submit C/C final draft	
03/06	Module 2 A & D: Writing		
Week 8 03/09 - 03/13	Midterm Week (No classes)		
Module 3			
Week 9			
03/16	Intro to C/E essay & presentation	Choose 2-3 topics	Poll (due dates)
03/17	Sample articles	Find 6 articles	
03/18	Presentation skills/ watch & note	Prepare pitch	Sample presentation
03/19	Proposal Pitch & Discussion	CRAAP for 2 articles	
03/20	C/E Essay Structure		
Week 10			
03/23	Thesis & Outline	Submit outline	
03/24	Article Synthesis	Finish graphic organizer	
03/25	MEAL Plan	Finish graphic organizer	
03/26	(Reading Skills): PS, grants, articles		
03/27	WS: Rough Drafts	Submit C/E first draft	
Week 11			
03/30	Peer Review		
03/31	APA Day		
04/01	WS: Presentations		
04/02	Conferences	Submit presentation outline	

04/03	Presentations	Submit presentation reflection	
Week 12			
04/06	Module 3 A & D: Presentations		
04/07	Module 3 A & D: Writing		
04/08	No class		
04/09	No class		
04/10	No class (Good Friday)		
Module 4			
Week 13			
04/13	No class (Easter Monday)		
04/14	Intro to debate & group paper Choosing topics & divide into groups	Choose 2-3 topics	Poll (due dates)
04/15	Group writing strategies Dev. arguments: The art of persuasion	Find 6 articles	
04/16	Dev. arguments: Bias and tone	CRAAP for 2 articles	
04/17	WS: Essay structure		Sample paper
Week 14			
04/20	Intro to counterarguments		
04/21	Counterarguments: Rebuttals		
04/22	WS: Debate+paper	Submit first draft	Sample debate
04/23	WS: Forming arguments		
04/24	WS: Politely disagreeing	Submit debate outline	
Week 15			
04/27	Debate		
04/28	WS: Responding to essay feedback	Submit final draft	
04/29	Module 4 A & D: Presentations		
04/30	Module 4 A & D: Writing		
05/01	No class (Labor Day)		
Week 16 05/04 - 05/08	Finals Week (No classes)		

Note. This schedule may change. Students will be notified of all changes through Sakai.



St. George's University

Department of Educational Services
Specialized English Language Program
English for Medicine Pathway

Foundations for Medical Communication
Course Code: ENGL 336
Classroom: Andrew J. Belford Centre IL308
4 credits

Tuesday 4:00-5:15 PM

Wednesday 12:00 – 1:15 PM

Friday 10:30-11:20 AM

Course Syllabus

1. Course Description

The Foundations for Medical Communication course builds on the skills developed in the Foundations for Communication course and is intended to provide students with the foundations for the medical communication necessary for success in their academic pursuits at SGU and beyond. In this course, students will continue to practice the foundational skills necessary for medical communication. These skills include the development of the macro language skills (reading, writing, listening, and speaking) as well as micro communication skills, critical thinking, and cultural awareness. Students will engage with these skills by investigating and exploring different topics within a medical framework and move beyond the foundations to explore how culture, bias, race, gender identity, socioeconomic status, and other factors impact patient care in the North American health care system. Overall, students will gain confidence in their ability to communicate effectively through the language and culture of medicine.

This course is divided into three themed modules, allowing students to develop and apply language, skills, and strategies within a meaningful context. Each module culminates in a final project where students will demonstrate their mastery of the language, skills, and strategies from that module and previous modules.

The course carries 4 credits, and meets for two 75-minute sessions and one 50-minute session per week over the 16 week term, following the calendar of St. George's University School of Arts and Sciences. The course is composed of interactive face-to-face classes.

2. Faculty and Staff

Course Director: Kasey Larson

Instructors: Dorcina Noel & Zoë Hagley

3. Faculty Appointments

All faculty appointments need to be made using **YouCanBookMe**. Use the links below to set up individual appointments with the faculty.

Kasey Larson: kasey-larson.youcanbook.me

Zoë Hagley: <https://zoehagley.youcanbook.me>

Dorcina Noel: <https://dorcinoel.youcanbook.me/>

The department is open from 08:00 – 17:00 during week days and is closed over the weekend and public holidays.

4. Course Materials

Textbook:

Chabner, D.E. (2018). *Medical terminology: A short course (8th ed.)*. Maryland Heights, MO: Elsevier.

Course Materials on MyCourses:

All course materials, including lecture slides, handouts, additional readings, etc. will be posted in MyCourses

5. Components of the Course

I. Interactive classes

The class meets on the following days:

Tuesdays from 4:00-5:15 pm (75 minutes)
Wednesdays from 12:00 – 1:15 pm (75 minutes)
Fridays from 10:30 – 11:20 am (50 minutes)

Interactive Class Format

- 20-30% Teacher-led instruction
- 70-80% In-class individual, pair, and group tasks

Classroom Etiquette:

The use of cell phones or other technology for non-class related purposes is not allowed.

II. Attendance (5%)

III. Participation/Professionalism (5%)

IV. Module Assignments (15%)

Students will complete various short in class and homework assignments for each module. These assignments are designed for students to practice the relevant skills developed throughout the course and build up to the culminating project for each module. They include readings, short written assignments (e.g. summaries, paraphrases, paragraphs, reflections), vocabulary development, role plays, videos, discussions, and debates. These assignments will be worth 2 points each and add up to 10% of the entire grade. They will be evaluated holistically on whether or not students have demonstrated the learning outcome(s) for the task.

V. Module Projects (x3 @ 15% each) 45%

Students will complete a culminating project at the end of each of the three modules. The projects will vary. See separate guidelines for each project, posted in MyCourses.

Students will demonstrate their ability to meet the course learning outcomes and engage further with the module's topic through the completion of these projects. These projects will be evaluated using guidelines and rubrics found in MyCourses.

VI. End of Course Thinking Hats Discussions 10%

At the end of the course students will actively engage in a discussion centered around the topics introduced in the course. For these discussions, students will each be assigned a different role. Each role considers the topic from a different perspective: factual, optimistic, judgmental, intuitive, or creative. Students must align their contributions to the discussion with their given roles. Students will demonstrate their abilities to meet the course outcomes through their active participation in the discussions. These discussions will be evaluated using guidelines and rubrics found in MyCourses.

VII. Medical Terminology Project and Written Rationale 10%

Throughout the course, there will be an ongoing thread of medical terminology, both formal and informal. The medical terminology project will allow students to demonstrate their mastery of using word parts to dissect and build formal medical terminology and also appropriately switch between formal medical terminology and the informal language used by patients and the public to describe medical conditions. This project will be evaluated using guidelines and rubrics found in MyCourses.

VIII. Medical Terminology Test One 5%

Students will take a test on medical terminology. Questions will include multiple choice, fill in the blank, and short response. Students will demonstrate their mastery of the medical terminology from the first half of the course.

IX. Medical Terminology Test Two 5%

Students will take a test on medical terminology. Questions will include multiple choice, fill in the blank, and short response. Students will demonstrate their mastery of the content from the second half of the course.

6. Student Learning Outcomes:

1. Apply academic literacy skills to complete course tasks and assignments
2. Critique medical research
3. Analyze and critically apply information to complete course tasks and assignments
4. Create sound arguments orally, visually, and/or in writing using information compiled and synthesized from multiple sources
5. Arrange and synthesize information from multiple sources in a logical and organized manner
6. Use and evaluate strategies for moderating and participating in formal and informal discussions and roleplays

7. Demonstrate improved fluency and confidence in participating in formal and informal conversations and roleplays
8. Apply the fundamentals of word parts for the appropriate interpretation and use of medical terminology
9. Use informal medical vocabulary appropriately
10. Give and apply feedback on courses tasks and assignments
11. Practice self-reflection skills

Course Goals

1. Gain a better understanding of the socio-economic and cultural issues surrounding medicine (for critical analysis)
2. Develop and support various arguments regarding medicine
3. Develop oral and written language and communication skills
4. Develop informal and formal medical terminology

7. Medical English Pathway Program Goals

1. To prepare students for the medical and academic language and skills necessary to be successful at SGU and in clinical settings
2. To extend understanding and skills for sociocultural communications in academic and medical contexts
3. To engage in the application of critical thinking and analysis
4. To develop and integrate skills for reading, writing, speaking and listening in an academic and medical context.

8. Course Assessments and Percentage of Grade

<u>Assessment</u>	<u>%</u>
Attendance	5
Professionalism & Participation	5
Module Assignments	15
Project 1: Poster Presentation	15
Project 2: Multimedia Project and Written Rationale	15
Project 3: Narrative Medicine Project	15
Medical Terminology Project and Written Rationale	10
Thinking Hats Discussion	10
Medical Terminology Test 1	5
Medical Terminology Test 2	5
Total	100

Students must meet the minimum academic standards for the Preclinical program and maintain the minimum WMPG. Additionally, students must earn a minimum of 80% in each EMP English course.

9. Course Schedule

Week	Module
1	Intro to the Course Module 1: Medical Research
2	Module 1: Medical Research
3	Module 1: Medical Research
4	Module 1: Medical Research
5	Module 1: Medical Research
6	Project 1: Poster Presentation Module 2: Medicine and the Media
7	Module 2: Medicine and the Media
8 Midterms week	Midterm
9	Module 2: Medicine and the Media
10	Module 2: Medicine and the Media
11	Module 2: Medicine and the Media Multimedia Project
12	Module 3: Narrative Medicine
13	Module 3: Narrative Medicine
14	Terminology Project Module 3: Narrative Medicine
15	Module 3: Narrative Medicine
16 Finals week	Thinking Hats Discussion Narrative Medicine Project Final Exam

**Note: this schedule is subject to change. Students will be notified of all changes through MyCourses.*



St. George's University

Department of Educational Services
Specialized English Language Program
English for Medicine Pathway

Integrated Medical Communication
Course Code: ENGL 337
Classroom: Andrew J. Belford Centre IL308
3 credits

Monday 12:00-1:15 PM

Thursday 11:30-12:45 PM

Course Syllabus

Course Description

Integrated Medical Communication is a project-based course that builds on the skills developed in the Foundations for Communication and Foundations for Medical Communication courses. In this course, students will apply the foundational skills necessary for medical communication and move beyond the foundations to explore clinical conditions and their social, cultural, and economic implications. Students will improve skills in critical thinking, developing an argument, scholarly reading and writing, academic research and database searches, synthesis, and formal presentations through project development. Overall, students will gain confidence in effectively communicating with the language and culture of medicine.

This course is comprised of 4 major projects, allowing students to develop and apply language skills and strategies within a meaningful context. Students will individually choose a medical condition and use that condition as the theme for the coursework. Each project builds on previous projects to apply learned skills and develop new strategies.

The course carries 3 credits, and meets for three 75 minute sessions per week over the 16 week term, following the calendar of St. George's University School of Arts and Sciences. The course is composed of interactive face-to-face classes.

Course Materials

There is no required textbook for this course. All course materials, including lecture slides, handouts, additional readings, etc. will be posted in MyCourses

Integrate Medical Communication Course Outcomes:

1. Apply academic literacy skills to complete course tasks and assignments
2. Analyze and evaluate medical research, peer writing, and personal writing
3. Analyze and critically apply information in charts and figures
4. Create sound arguments orally and in writing using information compiled and synthesized from various sources
5. Apply appropriate linguistic registers in different communicative situations both orally and in writing
6. Formulate constructive feedback in response to discussions and assignments
7. Demonstrate reading strategies that improve comprehension
8. Use formal and informal medical terminology appropriately
9. Develop writing through feedback application
10. Understand and apply the writing process

English for Medicine Pathway Program Goals

1. To prepare students for the medical and academic language and skills necessary to be successful at SGU and in clinical settings
2. To extend understanding and skills for sociocultural communications in academic and medical contexts
3. To engage in the application of critical thinking and analysis
4. To develop and integrate skills for reading, writing, speaking and listening in an academic and medical context.

Course Components

Interactive Classes: This class meets for two 75 minute classes per week. This schedule is available in MyCourses. Each class is intended to be approximately 30% teacher-led instruction and 70% in-class individual, pair, and group tasks

Classroom Technology: Students are required to bring their laptop to each class. Laptops are expected to be charged and ready to use. *The use of cell phones or other technology for non-class-related purposes is not allowed.*

Late Assignments: No late submissions will be accepted for homework assignments. See program syllabus for details.

Academic Dishonesty: Academic dishonesty is a serious offense and actions such as falsification, misrepresentation of another's work as one's own, plagiarism from the work of others, or the presentation of substantially similar work for different courses violates the academic policies of the university. Plagiarism detection software (Turnitin) will check assignments against published articles and other student work.

Attendance and Professionalism (5%)

Attendance and professionalism are essential in IMC and will be worth 5% of the overall course grade. Four points will be allotted for every class a student attends. Points will be deducted for being late, no participation, passive participation, and/or distracting and unprofessional behavior. Student will be marked absent when arriving 10+ minutes late.

In-class & Homework Assignments (15%)

Students will complete various short in class and homework assignments. These assignments are designed for students to practice the relevant skills developed throughout the course and build upon the culminating projects. They include readings, short written assignments (e.g. summaries, paraphrases, paragraphs, reflections), rhetoric development, videos, discussions, worksheets, and quizzes. Points will vary based on assignment rubrics and add up to 15% of the entire grade.

Peer Reviews 5%

Students will participate in various peer review activities including round table discussions, one-on-one, group, and panel reviews to demonstrate their abilities to provide feedback, engage with a chosen topic and meet course learning outcomes. Each student will have the opportunity to provide and receive feedback on written and oral assignments. The guidelines for each peer review activity and their rubrics will be found in MyCourses.

Projects (x4) 75%

Project 1: Graphic Organizer & Annotated Bibliography 20%

Project 2: Outline 15%

Project 3: Literature Review 30%

Project 4: Social, Culture, & Economic Implications Presentation 10%

See separate guidelines for each project, posted in MyCourses. Students will demonstrate their ability to meet the course learning outcomes and engage further with each project through applying feedback and building on previous projects. These projects will be evaluated using guidelines and rubrics found in MyCourses.

Grade Distribution

<u>Graded Components</u>	<u>Percentage of Total Grade</u>
In-class & HW Assignments	15%
Projects (1-4)	75%
Peer Reviews	5%
Attendance and Professionalism	5%
Total	100%

Students must meet the minimum academic standards for the preclinical program and maintain the minimum WMPG. Additionally, students must earn a minimum of 69.5% in each EMP English course. The grade scale adheres to the following:

A+ 100%; A > 89.5%; B+ > 84.5; B > 79.5%; C+ > 74.5%; C > 69.5%; D > 64.5%; F > 1%

Faculty Appointments

All faculty appointments must be made using **YouCanBookMe**. Use the links below to set up individual appointments with the faculty.

Course Director / Instructor – Deborah Weinheimer: <https://dweinheimer.youcanbook.me>

Instructor – Marie Benjamin: <https://mariebenjamin.youcanbook.me>

The department is open from 08:00 – 17:00 during week days and is closed over the weekend and public holidays.

Course Schedule*

Wk	Dates	Class Topic	Homework Assigned	HW Due**
1	Jan 20	Course Intro, Syllabus, Academic Integrity	Plagiarism quiz & expectation reflection	
	Jan 23	Research: topics, brainstorming, mind-maps	Create mind-map & topic ideas for next class	Quiz & reflection due
2	Jan 27	Research topic and research question	Final topic, RQ & background worksheet (WS).	Bring mind-map and topic to class
	Jan 30	Research: article types, organization, techniques	Find 5 scholarly articles and fill out link, type, & credibility on G.O WS.	Topic RQ & background WS due
3	Feb 3	Reading strategies (annotations, supporting details, skimming, and scanning)	Annotate articles and add bullets of main points to G.O WS.	G.O WS D1 due
	Feb 6	Research Themes	Add themes to G.O WS.	Annotated articles due
4	Feb 10	Summarizing/APA/Intro to AB	Begin working on AB	G.O WS Final due
	Feb 13	<i>Wed-Friday: SOM/SVM Exams (NO CLASS)</i>	Work on AB	
5	Feb 17	APA Reference & In-text	Add reference page to AB	AB D1 Due
	Feb 20	Intro to lit review (structure/type/format)	Edit AB according to feedback	
6	Feb 24	Thesis	Finalize thesis	AB Final due
	Feb 27	Outlines & M	Begin outline (background, main points, thesis, sources)	Final thesis due
7	Mar 2	Paraphrasing, quoting, and E	Add paraphrases and quotes	
	Mar 5	Analysis (A)	Add analysis	Outline D1 due
8	Mar 9-13	<i>Midterms Week – NO CLASS</i>	<i>Final outline due</i>	

9	Mar 16	Round Table Pitch & Lit Review Assignment Intro	Work on Literature Review (LR) D1	Proposal pitch
	Mar 19	Intro/Conclusion & L	Incorporate intro/conclusion/L into LR D1	
10	Mar 23	Workshop: proofreading/peer	Continue working on LR D1	LR D1 Due by midnight
	Mar 26	Conciseness	Edit LR D2 for conciseness	
11	Mar 30	Workshop: APA	Edit LR D2 for APA & feedback	
	Apr 2	Bias/tone/formality	Edit LR final draft for bias/tone/formality	LR D2 due by midnight
12	Apr 6	Social, economic, and cultural implications of diseases	Edit LR final draft according to feedback	
	Apr 9	<i>Tuesday-Thursday: SOM/SVM Exams (NO CLASS)</i>	Social, economic, and cultural (S.E.C) WS	
13	Apr 13	<i>Apr 13: Holy Monday (NO CLASSES)</i>	Research social, economic, and cultural implications	LR Final Due
	Apr 16	Intro to presentation	Continue researching implications	S.E.C WS due
14	Apr 20	Workshop: Social, cultural, and economic research	Summarize research	
	Apr 23	Workshop: Presentation	Create presentation	Research summary due
15	Apr 27	Presentation	Presentation self-assessment, reflection, and summary	Final presentation
	Apr 30	Debrief & Course Evaluation	Course Reflection	Presentation self-assessment due
16	May 4-8	<i>Finals Week – NO CLASS</i>	<i>Course reflection & Presentation self-assessment, reflection, and summary due.</i>	

**Schedule is subject to change. All changes will be announced in class and posted on Sakai.*

***Unless otherwise stated, homework is submitted on Sakai and is due by class time on the due date.*

Other holidays - Feb 7: Independence Day; April 10: Good Friday; May 1: Labor day



St. George's University

Department of Education Services

Specialized English Language Program

English for Medicine Pathway

Applied Medical Communication

Course Code: ENGL 338

Classroom: Andrew J. Belford Centre IL 308

1 credit

Course Syllabus

Course Description

“Applied Medical Communication” is designed to help students develop communication skills for the medical interview. Students will discuss the impact of culture on medical professionalism and how that relates to doctor-patient interaction. Students will identify culturally appropriate modes of communicating with patients. Students will have the opportunity to practice these skills and techniques through interviewing peers and simulated patients. Students will discuss and evaluate performances of themselves, their peers, and professionals.

This course is divided into five, themed modules, allowing students to develop and apply language, skills, and strategies within a meaningful context. Major modules culminate in a final role play or standardized patient interview where students will demonstrate their mastery of the language, skills, and strategies from that module and previous modules.

The course carries 1 credit, and meets for one 50-minute session per week over the 16-week term, following the calendar of St. George’s University School of Arts and Sciences. The course is composed of interactive, face-to-face classes.

Student Learning Outcomes

1. Explain the role of culture in medicine and medical professionalism
2. Discuss the cultural norms for medical professionalism in a North American context
3. Demonstrate culturally appropriate communication in the medical interview
4. Demonstrate history taking
5. Describe effective interviewing techniques
6. Develop the grammar and pragmatic skills required for effective interviewing
7. Practice interviewing skills and gain confidence in conducting medical interviews

**EMP course goals can be found in the Program Syllabus*

Course Instructors

Name	Title	Email	Phone
Cassie Leoni	Course Director	cleoni@sgu.edu	444-4175 (ext. 3885)
Heather Brathwaite	Instructor	hbrathwaite@sgu.edu	444-4175 (ext. 3551)

Contacting Instructors

All faculty appointments need to be made using YouCanBookMe. Use the links below to set up individual appointments with the faculty.

Cassie Leoni: <https://cleoni.youcanbook.me>

Heather Brathwaite: <https://heatherbrathwaite.youcanbook.me>

The department of education services is open from 08:00–17:00 during week days and is closed over the weekend and public holidays.

Emails must be professionally formatted, use professional language, and include an informative subject line. Emails without an informative subject line will be regarded as spam and will not be opened for security reasons.

SGU email is the official email communication tool for this course and the university. All correspondence received from outside email addresses will be ignored. In the event of a university-wide system crash, an assignment may be accepted from an outside email address to avoid being counted as a late submission; however, instructors will not respond to external emails.

Classroom Policies

Cellphones

The use of cell phones or other technology for non-class related purposes is not allowed.

Attendance

Attendance is mandatory and will be recorded daily.

Tardiness

You must be sitting in your seat when class begins. Tardiness is unprofessional, and it is distracting to your instructors and peers. If you miss more than 10 minutes of a class, you will be marked absent.

Missing Class

If you miss class, following actions will be taken that are to be determined for the occurrence.

**Please see the EMP Program Syllabus for policies on academic integrity.*

Components of the Course

I. Interactive classes

This class meets for one 50-minute class per week. This schedule is available on Sakai.

Interactive Class Format

- 20-30% Teacher-led instruction
- 70-80% In-class individual, pair, and group tasks

Textbook

There is no required textbook for this course.

Course Materials

All course materials, including lecture slides, handouts, additional readings, etc. will be posted on Sakai.

Course Assignments

Table 1. Course assessments and percentage of grade

Assessment	%
Role Plays & Reflections	45
Module 2	10
Module 3	10
Module 4	10
Module 5	10
Reflections	5
Standardized Patient Interviews & Reflections	30
Module 4	15
Module 5	15
Weekly Assignments	20
Attendance	5

Note. Students must meet the minimum academic standards for the Preclinical program and maintain the minimum WMPG. Also, students must earn a minimum of 70% in each EMP English course.

II. Role Plays and Reflections

Students will participate in role plays with their peers based on given scenarios within the context of the medical interview. The role plays allow students to practice skills and concepts covered in class. Students will reflect on their performance and their peer's performance in these role plays and submit written reflections. These assignments will be worth a set number of points each and will be evaluated using guidelines and rubrics found on Sakai. Students will be assessed based on their mastery of skills and concepts covered in class as well as their self-awareness in the written reflection.

III. Standardized Patient Interviews and Reflections

Students will conduct two medical interviews with a standardized patient to demonstrate mastery of skills and concepts covered in class through effective doctor-patient

communication. Students will reflect on their performance and submit written reflections. These assignments will be worth a set number of points each and will be evaluated using guidelines and rubrics found on Sakai.

IV. Weekly Assignments

Students will complete various in-class and homework assignments. These assignments are designed for students to practice the relevant skills developed throughout the course and prepare students for role plays and standardized patient interviews. They include readings, short written assignments (e.g. summaries, paraphrases, paragraphs, reflections, and responses), vocabulary development, videos, and discussions. These assignments will be worth a set number of points each and add up to 20% of the entire grade. They will be evaluated holistically on whether or not students have demonstrated the learning outcome(s) for the task.

Course Evaluation

Table 2. School of Arts and Sciences Grading Scale

Letter Grade	Grade Point	Percent
A+	4.0	100
A	4.0	90-99
B+	3.5	85-89
B	3.0	80-84
C+	2.5	75-79
C	2.0	70-74
D	1.0	65-69
F	0	0-64

Course Schedule

Table 3. Course Timeline

Week	Module	Module topic
1	Mod 1	Introduction to Interviewing
2	Mod 1	Introduction to Interviewing
3	Mod 1	Introduction to Interviewing
4	Mod 2	Angina
5	Mod 2	Angina
6	Mod 3	UTI
7	Mod 3	UTI
8	Midterms	
9	Mod 4	Depression
10	Mod 4	Depression
11	Mod 4	Depression
12	Mod 5	HIV
13	Mod 5	HIV
14	Mod 5	HIV
15	-----	Course Reflection & Discussion
16	Finals	

Note. This schedule may change. Students will be notified of all changes through Sakai.



St. George's University *School of Arts and Sciences*

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: FREN101
Number of Credits: 3
Days and Times: Tues 2.30-4.30
Semester and Year: Spring 2020
Classroom Location: Path Lab North
Pre-requisite(s): None

Course Lecturer Name(s): Ms. Mae Patterson
Course Director Name: NA

Course Lecturer(s) Contact Information: maeallison1@yahoo.com
Course Director Contact Information: NA

Course Lecturer(s) Office Hours: by appointment
Course Director Office Hours: NA

Course Lecturer(s) Office Location: NA
Course Director Office Location: NA

Course Support: Ms. Phillip nphillip2@sgu.edu +1 4444175 ext 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is intended for students with very little or no prior knowledge of French. It is designed to provide students with basic oral and written skills to function in real-life situations where the target language is spoken. It also aims at developing an appreciation of the Culture of the Foreign Language Community.

Course Objectives:

1. Listen and understand simple, spoken language in a variety of context.
2. Read simple continuous texts in French
3. Respond clearly and appropriately in French, both orally and in writing, to stimuli

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

in French

4. Demonstrate knowledge of socio-cultural norms in Francophone countries

Student Learning Outcomes:

1. Identify areas in which the French language has influenced the linguistic landscape in Grenada and other islands in the Caribbean
2. Greet, formally and informally in L2, a Francophone speaker
3. Make very simple oral statements in L2 describing themselves and others
4. Use appropriately, short, learned expressions; ex: Bonne Fête nationale, bon rétablissement, Joyeuses Pâques, etc...
5. Ask and respond to simple questions in L2 based on the following themes: La famille, Chez soi, Les passetemps, les Activités journalières ;
6. Report in L2, information gleaned from signs, maps, simple biographies, instructions
7. Write simple letters/emails in L2
8. Listen to and extract specific information from oral stimuli such as: announcements, short dialogues, advertisements, all in L2
9. Select information from simple telephone messages in L2
10. Complete simple forms and questionnaires

Program Outcomes Met By This Course:

PO 1. Critically analyze global and regional issues.

PO 4. Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Text: Café Crème Book 1, KANEMAN-POUGATH et al, Hachette: Paris

Supplementary Readings/Resources:

Websites : RFI.fr ; Tv5.fr;

YouTube videos

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Course work	30%
Mid-Term Examination	30%
Final Examination	30%
Attendance	5%
Participation	5%

Course Requirements:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Click or tap here to enter text.

Course Schedule:

Week

Topic

Activities/Assignments

1

Leçon zero: Period of sensitization using information that's already familiar to students; brief introduction to French influence in their own experiences;

Students listen to and look at (visual and audio) documents expressed in various languages and attempt to identify as many as possible, justifying their answers

Students do some research on:

the French reality in the Caribbean, North America, Europe, Africa, Asia.

some popular French icons and symbols

2

The French Alphabet

:

Students are introduced to the French Alphabet and are asked to spell their first name, in French. They are introduced to the expressions:

Quel est ton prénom?/Comment ça s'écrit ?

Games using the Alphabet

3

Accents and symbols in French

Exercices de discrimination

(Activities that engage the learner to differentiate the various sounds produced by the various accents)

4

Greetings and Farewells (Formal and Informal)

Students match pictures with expressions of Greetings and Farewell

Students role play using new expressions

5

Nationalities and Professions

« Salutations à la française »

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Students look at recording of TV 5 Presenter Meeting and Greeting various Guests on his programme

Activities: Students identify the various ways the Presenter greets his guests and surmise on the differences

Lecturer introduces the notion of “tu” / “vous” and reviews the video with students

Role play: Students role play a TV Programme and its presenter introducing various guests on the Programm

6

Présentations en français: se présenter et parler de son métier

Students look at recording of TV 5 Presenter Meeting and Greeting various Guests on his programme

Activities: Students identify the various ways the Presenter greets his guests and surmise on the differences

Talking about one's plans for the future:

En ce moment je suis ... mais dans le futur je voudrais être...

7

Review of work done so far!

Game using the same letter of the alphabet to say who one is, what is one's nationality and one's profession;

Role play Greeting someone formally or informally, introducing oneself and talking about one's plans for the future

8

Mid-Term

9

Home and Family: L'arbre généalogique

Numbers 1 -100

Students are introduced to the vocabulary that describes the various family relationships

The Modern French Family structure

Stating one's age

Asking for and giving a telephone number à la française

Telephone zones in France

10

Days of the week and months of the year

State one's date of birth.

Ask someone his date of birth.

Important dates in France

A French Calendar

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

11

Stating the Time

Asking and giving the time using the 24-hour clock

Interpreting information on Monitors in a Train station/an airport in France

12

The Weather

The Weather: comparing weather patterns in France and in the Caribbean

Asking about and describing the weather

Cultural Content: How the weather affects daily life: clothing, sporting activities, eating habits

13

Making an appointment

Role- play Calling an office to make an appointment: using vocabulary/expressions previously learnt to successfully do this.

14

Asking and giving

Directions on a street in France

Role-play: Greeting someone and asking him how to locate a specific street building/office

15

Final Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St George's University
School of Arts and Sciences
Department of Humanities and Social Sciences

Course Code and Title: FREN 201 Intermediate French
Number of Credits: 3
Days and Times: Tues/Thur 1:00 – 2:15
Semester and Year: Spring 2020
Classroom: B2 A
Pre-requisite(s): FREN 102 or its equivalent

Course Director Name:
Course Lecturer Name: Ms. Mae Patterson

Course Director Contact Information:
Course Lecturer(s) Contact Information: maeallison1@yahoo.com,
456-4208 (Cell phone/Whatsapp)

Course Director Office Hours:
Course Lecturer(s) Office Hours: by appointment

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description :

FREN 201 reviews key elements of Introductory French I and II. The course also provides a solid grammatical base and a rich and varied vocabulary within the francophone context. It seeks to help the students acquire the necessary skills to enable them to express themselves effectively in French, both orally and in writing, and to communicate satisfactorily with native speakers.

The prescribed textbook is a requirement and will be supplemented by audio and visual aids.

Emphasis will be placed on the following language skills: *listening, speaking, reading and writing*.

Course Objectives:

This course is intended to equip the students with the following:

1. Develop positive attitudes to foreign language learning, to native speakers and their cultures
2. Use essential language skills for effective communication in French, in their areas of interest/studies
3. Develop a sound base for further study and use of the language in practical, everyday situations relating to work and leisure.

Student Learning Outcomes:

On successful completion of this course, students should be able to:

1. Use the Subjunctive appropriately to design a Greeting Card, and in L2, to send to persons celebrating various seasons in their lives.
2. Communicate orally and in writing to communicate (at B1 Level) with a native speaker, to make bookings for a vacation, to negotiate vehicle rentals and to respond to an advertisement for a job.
3. Write formal letters in L2 to present their candidacy for various advertised positions.
4. Orally present findings of and comment on procedures to be followed if one wishes to vacation in a francophone country, negotiate rentals while there, apply for a job in a specified country
5. Demonstrate knowledge and appreciation of certain aspects of Francophone culture through video presentations and discussions.

Program Outcomes met by this course:

PO 1 Critically analyze global and regional issues

PO 2 Effectively communicate information by extracting and constructing meanings through analysis and critical analysis

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5- 89.4%

B = 79.5 – 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course materials:

Required text

Café Crème 1 KANEMAN-POUGATH et al, Hachette: Paris

Supplementary materials

Websites : RFI.fr ; Tv5.fr; femmeactuelle.fr ; masculin.com ; leparisien.fr ; lemonde.fr ; automobile-magazine.fr ; Géo.fr ; lequipe.fr

Television : TV5 monde

YouTube videos where appropriate

Native speaker(s) when possible

Course Grading Requirement:

Course Work (4 Quizzes)	20%
Project* (in lieu of a mid-term exam)	30%
Final Examination	30%
Attendance	10%
Participation	10%

*Rationale and Rubric for the Class Project will be distributed at the beginning of the Semester

Course Requirements:

- Students are expected to attend all classes unless there is a valid excuse for absence.
- Since this is a language course participation in activities, exercises and discussions is expected.
- Students are expected to be prepared for class by completing homework and assigned readings

Course Schedule

Week	Topic(s)	Activities/Assignments
1	Use of the Subjunctive in English and French Formation of the Present Subjunctive in French (regular –er verbs)	Identify and categorize the wishes in the handout: 52 vœux pour l'année Specially prepared handouts
2	Use of the Subjunctive in everyday life (Le subjonctif dans la vie quotidienne) Formation of the Present Subjunctive In French (regular –ir, -re, other verbs)	Complete <i>des textes lacunaires</i> (cloze texts) Students listen to songs/dialogues in which the subjunctive is used and they fill in the blank spaces with the form of the subjunctive used [Specially prepared handouts]
3	Le subjonctif dans la vie pratique	Using the Subjunctive to greet persons who are experiencing various stages of life Quiz 1 (Create a Greeting Card using the Subjunctive) [Specially prepared handouts]
4	Taking a vacation: Vacation spots in francophone countries; modes of transportation used to get to selected spots	Students will select spots in francophone countries that they are desirous of visiting and give reasons for their choice [Unit 8]
5	Taking a vacation: Making bookings (for trains/planes/hotels)	Look at/listen to various YouTube videos/short clips [Unit 8]
6	Taking a vacation: Making bookings	Group work: Simulation exercises/role-playing [Unit 8]
7	Taking a vacation: Making bookings	Quiz 2 Listening Activity/role playing [Specially prepared Handouts]
8	Mid-Term:	In lieu of an exam, students will present a Project in Week 14

9	Moving around a French town: various modes of transportation used in some towns in France	Students identify various modes of transportation used in specific towns (popular and “obscure”) [Unit 8]
10	Moving around a French town: transportation for various occasions	Students identify the various types of transportation used for work/pleasure; public/private; they read an article which discusses the attitudes of the persons using the various modes of transportation in the towns; they compare with their experiences in their own countries. Making arrangements to rent a vehicle/motorbike/cycle; asking and responding to questions specific to renting any mode of transportation [Units 8 and 12; specially prepared Handouts]
11	Moving around a French town:	Reading and responding to traffic signs in a French town Quiz 3: Reading Comprehension [Unit 12 and specially prepared Handouts]
12	The world of work: Asking for and giving information in response to an advertisement for a job	Interpreting and responding to <i>une annonce d’emploi</i> in a French on-line newspaper <i>Grammar: la cause et la conséquence</i>
13	The world of work : Talking about one’s professional competence Requesting information on working conditions	Guidelines to write <i>une lettre de motivation</i> and a CV [Unit 9 and specially prepared handouts]
14	Presentations	Quiz 4 : responding to a specific advertisement with an accompanying <i>lettre de motivation</i> and CV
15	Final Term Examination	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.” (p. 48)

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy: Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation.” (p. 9)

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course for which they are currently registered. Medical excuses will be based on self-

reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University of Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p. 46)

For additional specific examination policies and procedures, refer to the St. George’s University Student Manual (2019/2020) pages 31 through 37

Student Accessibility and Accommodation Services Policy:

The St. George’s University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p 8)

Assignment Submission Procedure

Late homework assignments will be worth nothing if the answers were discussed in class. Projects submitted late will lose 5 marks for each day that they are late, unless previous permission has been given.

Classroom/Online Etiquette Procedure

Students are expected to apprise themselves of the Course outline and to keep up with the readings and listening activities prescribed by the Instructor. Group work is to be equitably distributed and completed. While allowances will be made for the fact that we do not live in a francophone country, students must accept that this is a Foreign Language Course that they have signed up for and they are, therefore, expected to participate, as much as possible in the language. Students are expected to treat the Instructor and other students with dignity and respect, especially in cases where differences of opinion arise.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that, while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the St. George’s University Student Manual.



St. George's University

School of Arts and Sciences

Department of Humanities and Social Sciences

GENERAL COURSE INFORMATION

Course Code and Title: GENL 105 - Introduction to University Life
Number of Credits: 1
Days and Times: Mondays : 8:30 a.m– 10:20 a.m.
Wednesdays 5:30 p.m – 7:20 p.m
Semester and Year: Spring 2020
Classroom Location: B2A, KBTH
Pre-requisite(s): None

Course Lecturer Name(s): Lornadale L Charles
Course Director Name: Lornadale L. Charles

Course Lecturer(s) Contact Information: lcharles2@sgu.edu
Course Director Contact Information: lcharles2@sgu.edu

Course Lecturer(s) Office Hours: By Appointments Only
Course Director Office Hours: By Appointments Only

Course Lecturer(s) Office Location: Ballsier Building, Top Floor
Course Director Office Location: Ballsier Building, Top Floor
Course Support: Click or tap here to enter text.

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The information provided in this course is vital to the freshman student's success at St. George's University. Some modules in this eight (8) week course will be facilitated by various departments of the University.

Course Objectives:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Student Learning Outcomes:

On completion of this course, students should be able to:

1. Initiate responsible and self-directed learning as academic citizens.
2. Utilize the university services that enhance students' academic experiences.
3. Explain the importance of health and wellness to the overall success of the university experience.
4. Identify and apply key aspects of professional behaviour that are applicable in the university setting.
5. Seek opportunities to actively participate in the life of the University and surrounding communities, and appreciate its value to all round student development.

Program Outcomes Met By This Course:

1. Effective communication of information by extracting and constructing meanings through analysis and critical thinking.
2. Effective application of perspectives to an ethical question, and demonstrated ability to consider full implications of the application in the decision making process.
3. Effective application and integration of appropriate qualitative and quantitative techniques as supportive pillars of analysis and argumentation.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Grading Requirement:**Grading Scale:**

This is a pass /fail course. Grades will be assigned as follows:

Pass/ Satisfactory = 69.5 % or better

Fail/ Unsatisfactory = less than 69.5%

Course Materials:

Text: N/A

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Click or tap here to enter text.

Course Requirements:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

You will be assigned THREE activities /quizzes where you apply information learnt in various sessions (60 marks).

You will be required to attend FOUR mandatory DES& CAE workshops (40 marks).

Please note that the DES & CAE workshop schedule has be posted in MyCourses.

Attendance is mandatory at the following workshops/ extracurricular events:

1. SAS USGA day
2. SAS Mid-term Study skills Fair

The other workshops are optional but highly recommended. You will be awarded additional points for attending the optional workshops.

Note Well:

At these events you will be required to sign an attendance register. Failure to do so will result in you not being awarded attendance points.

Course Schedule:

[Click or tap here to enter text.](#)

Date	Session	Topic
January 20 & 23	Welcome to University Life	<ul style="list-style-type: none"> • Overview of student manual; expectations
		<ul style="list-style-type: none"> • The Centre for Academic Excellence: What is it? Its importance to your academic success.
January 27 & 29	Academic Preparation 101	<ul style="list-style-type: none"> • Time management; learning styles; note taking, etc.
		<ul style="list-style-type: none"> • West Indian Language vs. Academic English
February 3 & 5	Becoming a responsible academic citizen	<ul style="list-style-type: none"> • Improving Critical -thinking skills • Developing Help-Seeking Skills
February 10 & 12	Guidelines to Writing a research paper	<ul style="list-style-type: none"> • Using the Library Databases
		<ul style="list-style-type: none"> • APA & Avoiding Plagiarism
February 17 & 19	Professionalism in the academic environment	<ul style="list-style-type: none"> • Professional behavior <ul style="list-style-type: none"> ○ Responding to email ○ Teamwork/ group learning ○ Punctuality ○ Cell phones for Mobile learning ○ Writing to Professors (respecting boundaries)
		<ul style="list-style-type: none"> • Operating responsibly in an academic online environment.
February 24 & 26	Adjusting to University Life	<ul style="list-style-type: none"> • Strategies for coping with Test taking anxieties
		<ul style="list-style-type: none"> • The importance of exercise

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

March 2 & 4	Preparing for exams	<ul style="list-style-type: none"> • Examination policies • How to fill out Scantron forms • Using Examssoft • The importance of completing Course evaluation
		<ul style="list-style-type: none"> • Test-taking strategies • MCQs

Please Note that the DES CAE workshop schedule has been posted in MyCourses.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All assignments must be submitted on Sakai via the drop box provided

Classroom/Online Etiquette Procedure:

Classroom Etiquette:

Active class participation is expected. This active participation will assist in your ability to learn and apply the information presented. Students are expected to turn off all cell phones, tablets, laptops, or any other device that may disrupt the class. Please do not sleep, do work for other classes, or carry on conversations with friends, as this is disrespectful to your instructor and your

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

classmates. If you need to leave in the middle of the class, please offer the courtesy of notifying us before the class begins. Behaviour in violation of the student Code of Conduct (see Student Manual) will be reported to the Dean of Students Office.

Smoking is not permitted in any University building. Eating or drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library.

Online Etiquette:

A key distinguishing feature of online behaviour is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of face-to-face conversation are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

Tone Down Your Language

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting our statement.

In general, avoid humour and sarcasm. These frequently depend either on facial or tone of voice cues absent in text communication or on familiarity with the reader.

If someone states something you find offensive, mention it directly to the instructor. Remember the person may be new to online learning. What you find offensive may be an unintended and can be corrected by the instructor.

Ownership of Lectures:

Lectures given in this course may not be quoted, recorded, copied in whole or in part without the instructor's permission. Students registered for this course are permitted to take notes, share them with other course participants, and reproduce them for the purpose of completing course assignments and taking exams. Reproduction of course notes for any other reason is prohibited. Do not sell the course notes.

Policy/Procedure Related to the Department:

[Click or tap here to enter text.](#)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Humanities and Social Sciences

GENERAL COURSE INFORMATION

Course Code and Title: GENL 400: Professional Development
Number of Credits: 1
Days and Times: Wednesdays, 2:30 p.m. – 3:20 p.m.
Semester and Year: Spring, 2020
Classroom Location: FA4
Pre-requisite(s): Senior Standing

Course Lecturer Name(s): Ms. Lornadale L. Charles, MA
Course Director Name: Antonia MacDonald, PhD

Course Lecturer(s) Contact Information: lcharles2@sgu.edu
Course Director Contact Information: amacдона@sgu.edu

Course Lecturer(s) Office Hours: By Appointments Only
Course Director Office Hours: By Appointments Only

Course Lecturer(s) Office Location: Ballsier Building, Top Floor
Course Director Office Location: Ballsier Building, Bottom Floor

Course Support: Click or tap here to enter text.

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The Professional Development and Business Protocol course will meet the needs of senior students preparing to enter the workforce. It will prepare them to function in their future jobs with the utmost professional excellence and will enable them to conduct themselves with practiced confidence when it comes to etiquette and protocol. This course seeks to polish the student as he/she leaves the world of academia. It will also provide that final perfecting of public speaking skills, especially in terms of speaking fluently, coherently and with confidence when a written test is substituted with an oral defense.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

Upon completion of the course, students will be able to:

- function professionally in a business environment, prior to leaving the University
- present themselves in formal situations with confidence and according to proper protocol
- Well practiced in the art of dining etiquette in general
- Understand and appreciate the far-reaching and national impact of professionalism in all areas of their lives
- Deploy good verbal and non-verbal communication skills

Student Learning Outcomes:

This course seeks to:

- To provide the student with meaningful practice in the execution of business and professional protocol and etiquette
- To provide the student with meaningful practice in spontaneous public speaking

Program Outcomes Met By This Course:

GE PO 1. Critically analyze global and regional issues.

GE PO 3. Develop quantitative literacy skills and confidence using numerical data.

GE PO 4. Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: N/A

Supplementary Readings/Resources: N/A

Course Grading Requirement:

ASSESSMENT PROCEDURE

Attendance	30
Group Activities	40
Class participation	30

Course Requirements:

Attendance

- Attendance is mandatory, and students are expected to be on time for all classes. Students who are late for class will lose 0.5 point (from the attendance mark) for each late day.
- As part of class participation, students are required to dress in a professional attire for all but two classes Mid-term & Final. On these two occasions, students will be allowed to dress down

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

as part of “Casual Fridays”.

- All assignments must be completed in order to get a passing grade in the course.

Teamwork

Given that teamwork is an important feature of the business world, a significant part of this course is based on teamwork and team assignments. You’ll be assigned to teams at the start of the course. Details of the team activities will be explained in class.

Course Schedule:

January 20, 2020	Introduction to Course: Operational framework
January 27, 2020	“It’s Not all about me. . .But sometimes it is” Preparing yourself for the World of Work and Responsibility: The Importance of Respect.
February 3, 2020	Marketing yourself for success - Section 1: The Resume
February 10, 2020	Marketing yourself for success - Section 2: The cover letter [Guest Speaker: Mr. B. Antoine]
February 17, 2020	Marketing yourself for Success - Section 3: Preparing for the Interview
February 24, 2020	Marketing yourself for Success – Section 4: The Mock interview! Practical session
March 2, 2020	Feedback on the Mock interview! [Guest speakers] Part 11: How to be an outstanding employee: How to be a team player.
MARCH 09,	MID TERM WEEK – NO CLASS / NO EXAM
March 16, 2020	Managing Conflict: Strategies for Handling and Surviving Sexual Harassment. (Guest Speaker: TBA)
March 23, 2020	Managing Relationships: Dealing with Bosses, Co- Workers and subordinates.
March 30, 2020	“Render unto Caesar. . .”: Developing a good Work Ethos.
April 06, 2020	Managing Relationships: Dealing with customers/the public.
April 20, 2020	The Social Aspect of Work: The work self in a social setting.
April 27, 2020	Course wrap up and evaluation

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George’s University Student Manual (2019/2020) states as follows:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Unless otherwise indicated, submit your written assignments electronically (i.e., in the designated assignment drop box on SAKAI), as a WORD attachment. If there is no designated drop box on SAKAI, send it to my SGU email.

Classroom/Online Etiquette Procedure:

Classroom Etiquette

Smoking is not permitted in any University building. Eating or drinking is strictly prohibited in any campus lecture hall, classroom, laboratory, or library. Water is the **Disclaimer:** It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

only beverage that will be allowed in class. Water bottles should be clear containers.

Cell phones and pagers

Before entering the class, students are required to turn off all cell phone, beepers and any other form of technologies that could disrupt class.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of Computers and Technology

GENERAL COURSE INFORMATION

Course Code and Title: Foundation Math 001
Number of Credits: 0
Days and Times: Tuesdays and Thursdays 8:30a – 9:45am
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): None

Course Lecturer Name(s): Stefan Hypolite
Course Director Name: Dr. Aleksandr Myllari

Course Lecturer(s) Contact Information: shypoli1@sgu.edu
Course Director Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu

Course Lecturer(s) Office Hours: TBA
Course Director Office Hours: Tue, Thu 2:30 – 5 pm

Course Lecturer(s) Office Location: Caribbean House (CAE)
Course Director Office Location: Building D, (Leeward Hall) 1st. Floor

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The main focus of this course is to solidify the student's foundation in mathematics with a view of making them successful at higher level courses of the University. It is hoped that having attained a pass mark in the course, students would be able to display their improved competence in mathematics in these higher-level courses and definitely in their future lives. As far as possible, the course would be interactive and a part of the course mark would be allocated for this interaction. To facilitate the allocation of marks awarded to students for class participation, each student would be required to post at least one home-work problem on the board and present it to the class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Volunteering to present in-class assignments to the rest of the class would also contribute to the class participation marks. Attendance and punctuality would also play a role in this mark. The remainder of the marks would come from six ‘pop’ quizzes or problem sets, (2 take home quizzes and 2 in-class quizzes), the mid-term examination and the final examination. Topics examined in the mid-term examination would not be examined in the final examination. The allocation of marks for each component is presented in the assessment section below.

Course Objectives:

This course seeks to accomplish the following goals:

1. To overcome the “Math Phobia”
2. To develop problem solving techniques
3. To reinforce basic mathematical principles and concepts
4. To build self-confidence and mathematical competence

Student Learning Outcomes:

On completion of this course, students will be able to:

1. Identify and evaluate whole numbers and fractions, including that of prime factorizations of numbers
2. Identify and compute percentages of math problems. Compute: significant figure, standard notation and round- off techniques of numbers
3. Identify and calculate cost price, selling price, profit, loss, and commission of math problems.
4. Identify and calculate direct and indirection proportions.
5. Identify and calculate: simple interest, rate, time and principal of worded problems
6. Identify: universal set null set, intersection, union, subset of, compliment of two sets.
7. Calculate set problems of two sets.
8. Identify and calculate algebraic equations of a single variable.
9. Solve inequalities of one variable.
10. Identify and factorize algebraic terms; (two and four terms ONLY).
11. Solve two linear equations simultaneously.
12. Calculate angles located between two parallel lines.
13. Calculate math problems using Pythagoras’ Theorem.

Program Outcomes Met By This Course:

N/A

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: A Complete Course with CXC Questions Volume 1 Raymond Toolsie, Caribbean Education Publishers.

Supplementary Readings/Resources: Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Course Grading Requirement:

Course Work	Allocated Mark
Class Participation/Attendance	10%
Pop Quizzes (6)	10%
In-Class Quizzes (2)	20%
Take home Quizzes(average of 2)	10%
Mid-Term Exam	25%
Final Exam	25%
Total	100%

Course Requirements:

Students will be required to:

- (i) be prepared for class by doing the necessary readings
- (ii) contribute thoughtful ideas to class discussions and engage in constructive debate
- (iii) conduct themselves in an appropriate manner, including being respectful of the opinions of others
- (iv) listen carefully to instructions given, if you do not understand, ask the instructor
- (v) students should bring the text to class at all times, unless instructed otherwise-or all other materials, as directed.

Course Schedule:

Week 1

- Course introduction, use of the calculator, number theory

Week 2

- Computation: Whole numbers, fractions, prime factorizations and word problems.

Week 3

- Computation: Decimals, percents, word problems, significant figures, standard notation, and round-off techniques of numbers.

Week 4

- Consumer Arithmetic: Identify and compute cost price, selling price, profit, loss and commission.

Take Home Assessment I – out Tuesday

Week 5

- Consumer Arithmetic: Calculations of ratios, simple interest problems.

Take Home Assessment I – in Tuesday

Week 6

- Set theory: Identification of set notations and computation of set theory problems.

Take Home Assessment I – returned Tuesday

Week 7

- Quiz I – in class Tuesday

Return Quiz I – Thursday and reviewed

Week 8

- Mid-term Exam week

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 9

- Algebra introduction: Using symbols to represent numbers

Week 10

- Substituting numeral for symbols in algebraic expressions

Week 11

- Addition, subtraction, multiplication and division of algebraic terms
Factorization (HCF, Grouping)

Week 12

- Addition, subtraction of algebraic fractions
Take Home Exam 2 – Given out (Tuesday)
- Multiplication, division of algebraic fractions
- Simplifying algebraic expressions

Week 13

- Solving linear equations and inequalities for one unknown.
Take Home Exam 2 – Handed in for correction
Take Home Exam 2 – Returned and reviewed

Week 14 –

- In Class Exam 2 (Tuesday)
- Solving two linear equations simultaneously

Week 15 –

- In Class Exam 2 – Returned and reviewed (Thursday)
- Geometry: Calculation of angles. The use of Pythagoras' Theorem to calculate the unknown side of a right-angled triangle.
- Review for final exams

Week 16 –

- Final Exam week

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: MATH120 College Mathematics
Number of Credits: 3
Days and Times: Tues, Thurs 10 – 11:15 am
Semester and Year: Fall 2020
Classroom Location: Online
Pre-requisite(s): Placement test or MATH001

Course Lecturer Name(s): Jurell Benjamin
Course Director Name: Aleksandr Myllari

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3172 jbenjam2@sgu.edu
Course Director Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu

Course Lecturer(s) Office Hours: Tue, Thurs 1:30 - 4 pm
Course Director Office Hours: Tue, Thu 2:30 – 5 pm
Course Lecturer(s) Office Location: Online – Requested via Zoom meeting
Course Director Office Location: Building D, (Leeward Hall) 2d. Floor

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed for Arts and Sciences majors and it provides a working knowledge of college-level mathematics and its applications. The following topics will be covered in this course: Computation, Measurement, Algebra, Relations, Functions and Graphs, Geometry and Trigonometry, Matrices and Vectors.

Course Objectives:

This course aims to help students develop and demonstrate problem solving strategies using mathematical concepts and to communicate mathematical ideas orally and in writing.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Student Learning Outcomes:

Upon completion of this course, students will be able to:

1. Perform operations on real numbers and polynomials.
2. Simplify algebraic, rational, and radical expressions.
3. Solve both linear and quadratic equations and inequalities.
4. Graph linear, quadratic etc. functions.
5. Solve and graph exponential and logarithmic equations.
6. Make basic operations with matrices and vectors; apply matrices to solve systems of linear equations

Program Outcomes Met By This Course:

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
B+ = 84.5 - 89.4%
B = 79.5 - 84.4%
C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%
F = 65% or less

Course Materials:

Text: Thinking Mathematically, 5th Edition, Robert Blitzer, Miami-Dade College, Pearson Prentice Hall.

Supplementary Readings/Resources:

Course Grading Requirement:

Midterm exam	25%
Final exam	25%
Assignments	10%
Pop-up Quizzes	15%
Quizzes 1,2	20%
Class Participation and Attendance	5%

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Week 1

Course syllabus and Review

Review:

Factors, Multiple, Prime Numbers, Prime Factorization, Rational and Irrational numbers, Integers

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 2 Computation

Week 3

Arithmetic Progression, Geometric Progression

Week 4

Linear Equations,

Applications of Linear Equations, Ratio, Proportion & Variation

Week 5

Relations, Functions and Graphs

Solve Inequalities (One Variable)

Week 6

Factorize Quadratic Trinomials,

Solve Quadratic Equations (Use of Quadratic Formula)

Simplify functions, Find the inverse of a function.

Week 7 –

- **Midterm Review**

Week 8 –

- **Midterm Examination**

Week 9 – 11 (Matrices)

Week 9

Matrix Algebra

Add, Subtract and Multiply Matrices

Week 10

Inverse of a 2x2 matrix,

Solve Linear Systems of second order (Matrix Method)

Calculate the Determinant of a 3x3 Matrix

Solve Linear Systems of third order (Cramer's Rule)

Week 11

Solve Linear Systems of third order: Reduce Row Echelon Method

Determine the inverse of a 3x3 Matrix

Solve Linear Systems of third order by Matrix Method

Week 12

Geometry

Calculate the Perimeter/Area of: Rectangle, Square, Circle, Cuboid, Cylinder, Trapezium

Calculate the Volume of: Cuboid, Cylinder, Cone,

Use of Trig Ratios (Sine, Tan, Cos), Pythagoras' Theorem.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 13

Exponential and logarithmic functions and equation

Simplify Logarithmic expressions (Without the use of a calculator)

Solve simple Logarithmic equations

Week 14

Vectors

Calculate the Length of a Vector

Identify Orthogonal Vectors

Calculate the Dot (Scalar) Product of two Vectors.

Week 15

Introduction to Statistics;

Mean, Mode and Median of ungrouped data; Basics of Normal Distribution

Review

Week 16

Final Examination

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is nottolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: MATH120 College Mathematics
Number of Credits: 3
Days and Times: Mon, Wed, Fri 4:30 – 5:20 pm
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): Placement test or MATH001

Course Lecturer Name(s): Stefan Hypolite
Course Director Name: Dr. Aleksandr Myllari

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu
Course Director Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu

Course Lecturer(s) Office Hours: Tue & Thu 5:30 – 6:45 pm
Course Director Office Hours: Tue, Thu 2:30 – 5 pm
Course Lecturer(s) Office Location: Building D, (Leeward Hall) 2d. Floor
Course Director Office Location: Building D, (Leeward Hall) 2d. Floor

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed for Arts and Sciences majors and it provides a working knowledge of college-level mathematics and its applications. The following topics will be covered in this course: Computation, Measurement, Algebra, Relations, Functions and Graphs, Geometry and Trigonometry, Matrices and Vectors.

Course Objectives:

This course aims to help students develop and demonstrate problem solving strategies using mathematical concepts and to communicate mathematical ideas orally and in writing.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Student Learning Outcomes:

Upon completion of this course, students will be able to:

1. Perform operations on real numbers and polynomials.
2. Simplify algebraic, rational, and radical expressions.
3. Solve both linear and quadratic equations and inequalities.
4. Graph linear, quadratic etc. functions.
5. Solve and graph exponential and logarithmic equations.
6. Make basic operations with matrices and vectors; apply matrices to solve systems of linear equations

Program Outcomes Met By This Course:

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
B+ = 84.5 - 89.4%
B = 79.5 - 84.4%
C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%
F = 65% or less

Course Materials:

Text: Thinking Mathematically, 5th Edition, Robert Blitzer, Miami-Dade College, Pearson Prentice Hall.

Supplementary Readings/Resources:

Course Grading Requirement:

Midterm exam	25%
Final exam	25%
Assignments	10%
Pop-up Quizzes	15%
In Class Quizzes	20%
Class participation and attendance	5%

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Week 1 –

- **Course syllabus and Review**

Review:

Factors, Multiple, Prime Numbers, Prime Factorization, Rational and Irrational numbers, Integers

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 2

- **Computation**

Week 3

Arithmetic Progression, Geometric Progression

Week 4

Linear Equations,

Applications of Linear Equations, Ratio, Proportion & Variation

Week 5

Relations, Functions and Graphs

Solve Inequalities (One Variable)

Week 6

-

Factorize Quadratic Trinomials,

Solve Quadratic Equations (Use of Quadratic Formula)

Simplify functions, Find the inverse of a function.

Week 7 –

- **Midterm Review**

Week 8 –

- **- Midterm Examination**

Week 9 – 11 (Matrices)

Week 9

Matrix Algebra

Add, Subtract and Multiply Matrices

Week 10

Inverse of a 2x2 matrix,

Solve Linear Systems of second order (Matrix Method)

Calculate the Determinant of a 3x3 Matrix

Solve Linear Systems of third order (Cramer's Rule)

Week 11

Solve Linear Systems of third order:Reduce Row Echelon Method

Determine the inverse of a 3x3 Matrix

Solve Linear Systems of third order by Matrix Method

Week 12

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- **Geometry**

Calculate the Perimeter/Area of: Rectangle, Square, Circle, Cuboid, Cylinder, Trapezium

Calculate the Volume of: Cuboid, Cylinder, Cone,

Use of Trig Ratios (Sine, Tan, Cos), Pythagoras' Theorem.

Week 13

- **Exponential and logarithmic functions and equations**

Simplify Logarithmic expressions (Without the use of a calculator)

Solve simple Logarithmic equations

Week 14 –

- **Vectors**

Calculate the Length of a vector

Identify Orthogonal Vectors

Calculate the Dot (Scalar) Product of two Vectors.

Week 15 –

- **Introduction to Statistics;**

Mean, Mode and Median of ungrouped data; Basics of Normal Distribution

Review

Week 16 –

- **Final Examination**

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is nottolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Choose an item.

GENERAL COURSE INFORMATION

Course Code and Title: MATH 131
Number of Credits: 3
Days and Times: Tuesday and Thursday 8.30 am to 9.45am
Semester and Year: Click or tap here to enter text.
Classroom Location: KBT East
Pre-requisite(s): N/A

Course Lecturer Name(s): Dr Winthrop Wiltshire
Course Director Name: Dr Winthrop Wiltshire

Course Lecturer(s) Contact Information: wwiltshi@sgu.edu
Course Director Contact Information: wwiltshi@sgu.edu

Course Lecturer(s) Office Hours: Monday 9am to 12 pm, Tuesday 10 am to 12 pm, and 2 pm to 4 pm; Wednesday 2 pm to 3 pm, Thursday 10 am to 12 pm
Course Director Office Hours: Same as above

Course Lecturer(s) Office Location: Caribbean House Upstairs
Course Director Office Location: Same as above

Course Support: Akima Ventour, Email: aventou2@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course explores topics such as: Exponents, Logarithms and Scientific Notation; Measurement, Significant Figures, Ratios and Proportions; Simplifying Algebraic Expressions and Solving Linear Equations; The Equation of a straight line, its slope and intercept on the Y axis; Solving a Formula for one variable and Changing the Subject of the Formula; Solving Linear Equations with two variables and Quadratic Equations; Area of a triangle and Properties of Right Angle Triangles; Area and Circumference of a Circle; Characteristics of other geometric figures: Tangent, Sine and Cosine and their interrelationships; Vectors and Introduction to Statistics.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Students having adequate mathematical tools to cope with the mathematical applications encountered in their chemistry and physics courses.

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

- 1.0 Convert exponential form to logarithmic form and convert large and small numbers to scientific notation
- 2.0 Convert one SI unit to another using dimensional analysis, and demonstrate knowledge of proper use of significant figures
- 3.0 Use knowledge of ratios to make quantitative deductions from balanced chemical equations
- 4.0 Simplify algebraic expressions and solve linear equations with two variables
- 5.0 Factorize quadratic expressions and solve quadratic equations
- 6.0 Change the subject of any given formula
- 7.0 Determine area and circumference of a circle given its radius or diameter
- 8.0 Solve trigonometric problems
- 9.0 Determine horizontal and vertical component of vectors, and recognize difference between vectors and scalars
- 10.0 Determine mean, median, mode and standard deviation given various data sets.

Program Outcomes Met By This Course:

BIOL 6: Demonstrate problem solving and critical thinking skills

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Thinking Mathematically by Blitzer

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Evaluation will consist of 5 quizzes worth 25% of the overall course grade, a midterm exam worth 35% and a final exam contributing 40% to the overall course grade

Course Requirements:

N/A

Course Schedule:

Jan 21		Introduction and Overview
Jan 23		Exponents and Logarithms

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Jan 28		Scientific Notation
Jan 30		SI Units and Measurement
Feb 4		Significant Figures, Ratios and Proportions
Feb 6		Quiz1
Feb 11		Algebraic Expressions
Feb 13		Equation of a Straight Line
Feb 18		Solving equations with one and two variables
Feb 20		Changing the Subject of a Formula
Feb 25		Factorization
Feb 27		Solving Quadratic Equations
March 3		Quiz 2
March 5		Review for Mid Term exam
March 10		MIDTERM EXAM WEEK
March 17		Angles and Triangles
March 19		Properties of Right Angle Triangles, Pythagoras Theorem
March 24		Area and Circumference of a Circle
March 26		Quiz 3
March 31		Trigonometry
April 2		Solving Trigonometric Problems
April 7		Angles of Elevation and Depression
April 9		Quiz 4
April 14		Vectors and Scalars
April 16		Introduction to Statistics
April 21		Solving problems re Mean, Median, Mode and Standard Deviation
April 23		Quiz 5
April 28		Revision for Final
April 30		Review for Final
May 4		FINAL EXAM WEEK

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

This course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of Computers and Technology

GENERAL COURSE INFORMATION

Course Code and Title: MATH203 Mathematics for IT
Number of Credits: 3
Days and Times: Mom, Wed 2:30 PM – 3:45 PM
Semester and Year: Spring 2020
Classroom Location: Zoom Meeting
Pre-requisite(s): Placement test / Foundation Math or permission

Course Lecturer Name(s): Dr. Tatiana Myllari
Course Director Name: N/A

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3736 tmyllari@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Fri 1pm-4 pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Online – Zoom Meeting
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course of the Computers and Technology Department aims to teach students to get a mathematical background in order to understand, to model and to solve many problems in IT which are related to programming and to data structures but do not have the character of numeric calculations. This course is prerequisite for course COMP206 Algorithms & Data Structure.

Course Objectives:

The contents of the course:

1. Numerical systems, the representation of numbers in different systems
2. Logical operators, logical functions, logical gates

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

3. Mathematical data types (set, sequence, relation) and their properties
4. Graphs and their representaton
5. Trees,

Student Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Use different numbering systems (decimal, binary, octal, and hexadecimal)
2. Transfer numbers from one system to another
3. Use the logical operations and, or, not, exclusive-or
4. Build logical functions using these operations; represent these functions using Karnaugh-maps
5. Define relations and discuss their properties
6. Apply special equivalence and order relations
7. Define and apply graphs and explore their properties
8. Apply trees as a data structure and relations to be used in a database.

Program Outcomes Met By This Course:

CTPO1 - Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: **Lecture notes**

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Middle Term Exam	25 %
Final Exam	25 %
Attendance /work in class	5 %
Quizzes	15 %
Assignments	30 %

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week	Topics	Assignments
1 - 3	Introduction to the course. Numerical systems. Binary, octal, and hexadecimal system. Number transformation	Assignment 1
4 - 5	Propositional formulas. Simple and compound statements. Negation, conjunction, disjunction, conditional and biconditional operators. Satisfied, valid formulas. Logical gates. Predicate.	Assignment 2
6 - 7	Mathematical data types: Set, product of sets, sequence. Review	
8	Midterm Exam	
9 - 10	Midterm exam results review. Mathematical data types: Relations, functions. Vertical line test. Ordering relations. Relational data bases.	
11 - 13	Introduction to graph theory. Directed and undirected graphs. Adjacency matrix. Adjacency list	Assignment 3
13-15	Introduction to trees. Binary trees. Traversals. Trees in IT. Spanning tree. Kruskal's algorithm.	Assignment 4
16	Final Exam	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: MATH203 Mathematics for IT
Number of Credits: 3
Days and Times: Mom, Wed 2:30 PM – 3:45 PM
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): Placement test / Foundation Math or permission

Course Lecturer Name(s): Dr. Tatiana Myllari
Course Director Name: N/A

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3736 tmyllari@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Wed 10:30am-11:30am, 1pm-2:30pm, Thu 1pm-5pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Building D, (Leeward Hall) 1st. Floor
Course Director Office Location: N/A

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course of the Computers and Technology Department aims to teach students to get a mathematical background in order to understand, to model and to solve many problems in IT which are related to programming and to data structures but do not have the character of numeric calculations. This course is prerequisite for course COMP206 Algorithms & Data Structure.

Course Objectives:

The contents of the course:

1. Numerical systems, the representation of numbers in different systems
2. Logical operators, logical functions, logical gates

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

3. Mathematical data types (set, sequence, relation) and their properties
4. Graphs and their representaton
5. Trees,

Student Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Use different numbering systems (decimal, binary, octal, and hexadecimal)
2. Transfer numbers from one system to another
3. Use the logical operations and, or, not, exclusive-or
4. Build logical functions using these operations; represent these functions using Karnaugh-maps
5. Define relations and discuss their properties
6. Apply special equivalence and order relations
7. Define and apply graphs and explore their properties
8. Apply trees as a data structure and relations to be used in a database.

Program Outcomes Met By This Course:

CTPO1 - Analyze a problem, identify and define the computing requirements appropriate to its solution, taking into consideration current techniques, concepts, skills, tools, and best practices used in the core information technologies.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: **Lecture notes**

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Middle Term Exam	25 %
Final Exam	25 %
Attendance /work in class	10 %
Quizzes	10 %
Assignments	30 %

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week	Topics	Assignments
1 - 3	Introduction to the course. Numerical systems. Binary, octal, and hexadecimal system. Number transformation	Assignment 1
4 - 5	Propositional formulas. Simple and compound statements. Negation, conjunction, disjunction, conditional and biconditional operators. Satisfied, valid formulas. Logical gates. Predicate.	Assignment 2
6 - 7	Mathematical data types: Set, product of sets, sequence. Review	
8	Midterm Exam	
9 - 10	Midterm exam results review. Mathematical data types: Relations, functions. Vertical line test. Ordering relations. Relational data bases.	
11 - 13	Introduction to graph theory. Directed and undirected graphs. Adjacency matrix. Adjacency list	Assignment 3
13-15	Introduction to trees. Binary trees. Traversals. Trees in IT. Spanning tree. Kruskal's algorithm.	Assignment 4
16	Final Exam	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Computers and Technology

GENERAL COURSE INFORMATION

Course Code and Title: MATH220 Statistics
Number of Credits: 3
Days and Times: Tue & Thurs 1pm - 2:15pm
Semester and Year: Fall 2020
Classroom Location: Zoom meeting
Pre-requisite(s): MATH120

Course Lecturer Name(s): Dr. Aleksandr Myllari
Course Director Name: Dr. Aleksandr Myllari

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu
Course Director Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu

Course Lecturer(s) Office Hours: Tue, Thu 3:30 – 5 pm
Course Director Office Hours: Tue, Thu 3:30 – 5 pm

Course Lecturer(s) Office Location: Zoom meeting
Course Director Office Location: Zoom meeting

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The course is designed to assist the student in acquiring a good intuitive grasp of statistics, specifically in terms of what it is, how and when to apply various statistical methods, how to interpret the results and draw meaningful conclusions from the data. The course gives introduction to concepts in probability, basic statistical inference procedures of estimation, confidence intervals and hypothesis testing.

Course Objectives:

1. Summarize data graphically by displaying data using methods from descriptive statistics;

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Interpreting data in tables graphically by using histograms, frequency distributions, box-and whisker (five-number summary);
3. Find measures of central tendency for data sets: mean, median, and mode; find measures of variation for data sets: standard deviation, variance, and range; relative positions of data and distinguish among scales of measurements and their implications; distinguish between populations and samples; and identify the standard method of obtaining data and the advantages and disadvantages of each.
4. Standardize a normally distributed random variable, use normal distribution tables to find probabilities for normally distributed random variables and the t-distribution, and use the Central Limit Theorem to find probabilities for sampling distributions.
5. Construct and interpret confidence intervals for proportions and means.
6. Identify the basics of hypothesis testing and perform hypothesis testing for means, proportions and standard deviations from one population, and difference of means and proportions from two populations, including finding and interpreting p-value and examining Type I and Type II error.
7. Find linear least-squares regression equations for appropriate data sets, graph least-square regression equations on the scatter plot for the data sets, and find and apply the coefficient of correlation.
8. Use the chi-square distribution to test independence and to test goodness of fit.

Student Learning Outcomes:

Upon completion of this course, students will be able to:

1. Identify the similarities and differences between the various measures of central tendency
2. Use the frequency distribution to compute the various measures of central tendency
3. Compute the various measures of variations and explain their usefulness
4. Construct and interpret stem-and-leaf plot
5. Construct and interpret a dot plot
6. Define key concepts (probability, event, sample space, experiment)
7. Explain the classical and relative frequency approaches to probability
8. Explain the addition rules and the concept of mutual exclusive
9. Explain the multiplication rule and the concept of independence
10. Explain marginal and conditional probability
11. Define random variables
12. Compute the expected value, variance, and standard deviation of random variables
13. Calculate probabilities using the binomial and Poisson formulae
14. Explain the features of the normal distribution; find probabilities using the normal distribution table
15. Explain the features of the t-distribution; find probabilities using the t-table
16. Explain the main elements of the central limit theorem
17. Determine point estimates for population mean, standard deviation and proportion
18. Determine interval estimates for population mean and proportion where the population standard deviation is either known or unknown
19. Determine the critical values associated with 90% ,95%, and 99% degree of confidence
20. Define a hypothesis test; explain the type of errors, the type of test
21. Define the significant level of the test, the power of the test
22. Explain the steps in carrying out a test using the traditional method
23. Explain the steps in carrying out a test using the p-value
24. Construct a one tail or two tail test about a population mean, population proportion
25. Compute and interpret the correlation coefficient, r
26. Compute the constant and slope coefficient of the regression equation
27. Explain the features of a contingency table

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

28. Explain the features of the chi square distribution
29. Use the chi square statistic to carry out a test of independence

Program Outcomes Met By This Course:

N/A

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Mario F. Triola, “Elementary Statistics”

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Midterm exam	25%
Final exam	35%
Assignments	10%
Quizzes	15%
Labs	10%
Class participation and attendance	5%

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Week 1 –

- **Introduction to Course**
- **Measures of central tendency (mean, mode, median, trimmed mean, weighted mean, harmonic mean, geometric mean)**
- **Frequency distribution (grouped or ungrouped data)**

Week 2 –

- **Measures of variation (range, standard deviation, empirical rule, coefficient of variation,**
- **Measures of relative standing (z score, quartiles, percentiles)**

Week 2&3 –

- **Charts, Graphs (histogram, bar chart, pie chart, dot plot, stem-and-leaf-plot, scatter plot, time-series graph,**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 3 &4 –

- **Probability and Probability Distribution**
- **Fundamentals**
- **Addition rule (mutually exclusive)**
- **Multiplication rule (independence, conditional)**

Week 5 –

- **Probability and Probability Distribution**
- **Random variables**
- **Permutation and Combination**
- **Binomial distribution**
- **Poisson distribution**

Week 6 –

- **Probability and Probability Distribution**
- **Normal Probability Distributions**
- **T-distribution**
- **Estimates and Sample Sizes**
- **Sampling and Sampling distribution**
- **Central limit theorem**

Week 7 –

- **Midterm Review**

Week 8 –

- **- Midterm Examination**

Week 9 –

- **Estimates from samples**
- **Estimating population mean**
- **Estimating population proportion**

Week 10 –

- **Hypothesis Testing**
- **Testing a claim about a mean**

Week 11 –

- **Hypothesis Testing**
- **Testing a claim about a population mean**
- **Testing a claim about a population proportion**

Week 12 –

- **Correlation and Regression**

Week 13 –

- **Regression**
- **Contingency Tables**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- **Test of independence**

Week 14 –

- **Contingency Tables**
- **Test of independence**

Week 15 –

- **Review**

Week 16 –

- **Final Examination**

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of **Computers and Technology**

GENERAL COURSE INFORMATION

Course Code and Title: MATH220 Statistics
Number of Credits: 3
Days and Times: Tue & Thurs 5:30pm - 6:45pm
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): MATH120

Course Lecturer Name(s): Dr. Aleksandr Myllari
Course Director Name: Dr. Aleksandr Myllari

Course Lecturer(s) Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu
Course Director Contact Information: (473) 444-4175 ext. 3728 amyllari@sgu.edu

Course Lecturer(s) Office Hours: Tue, Thu 2:30 – 5 pm
Course Director Office Hours: Tue, Thu 2:30 – 5 pm

Course Lecturer(s) Office Location: Building D, (Leeward Hall) 1st. Floor
Course Director Office Location: Building D, (Leeward Hall) 1st. Floor

Course Support: Carina Francois, cfrancois@sgu.edu, Ext. 3601

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

The course is designed to assist the student in acquiring a good intuitive grasp of statistics, specifically in terms of what it is, how and when to apply various statistical methods, how to interpret the results and draw meaningful conclusions from the data. The course gives introduction to concepts in probability, basic statistical inference procedures of estimation, confidence intervals and hypothesis testing.

Course Objectives:

1. Summarize data graphically by displaying data using methods from descriptive statistics;

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Interpreting data in tables graphically by using histograms, frequency distributions, box-and whisker (five-number summary);
3. Find measures of central tendency for data sets: mean, median, and mode; find measures of variation for data sets: standard deviation, variance, and range; relative positions of data and distinguish among scales of measurements and their implications; distinguish between populations and samples; and identify the standard method of obtaining data and the advantages and disadvantages of each.
4. Standardize a normally distributed random variable, use normal distribution tables to find probabilities for normally distributed random variables and the t-distribution, and use the Central Limit Theorem to find probabilities for sampling distributions.
5. Construct and interpret confidence intervals for proportions and means.
6. Identify the basics of hypothesis testing and perform hypothesis testing for means, proportions and standard deviations from one population, and difference of means and proportions from two populations, including finding and interpreting p-value and examining Type I and Type II error.
7. Find linear least-squares regression equations for appropriate data sets, graph least-square regression equations on the scatter plot for the data sets, and find and apply the coefficient of correlation.
8. Use the chi-square distribution to test independence and to test goodness of fit.

Student Learning Outcomes:

Upon completion of this course, students will be able to:

1. Identify the similarities and differences between the various measures of central tendency
2. Use the frequency distribution to compute the various measures of central tendency
3. Compute the various measures of variations and explain their usefulness
4. Construct and interpret stem-and-leaf plot
5. Construct and interpret a dot plot
6. Define key concepts (probability, event, sample space, experiment)
7. Explain the classical and relative frequency approaches to probability
8. Explain the addition rules and the concept of mutual exclusive
9. Explain the multiplication rule and the concept of independence
10. Explain marginal and conditional probability
11. Define random variables
12. Compute the expected value, variance, and standard deviation of random variables
13. Calculate probabilities using the binomial and Poisson formulae
14. Explain the features of the normal distribution; find probabilities using the normal distribution table
15. Explain the features of the t-distribution; find probabilities using the t-table
16. Explain the main elements of the central limit theorem
17. Determine point estimates for population mean, standard deviation and proportion
18. Determine interval estimates for population mean and proportion where the population standard deviation is either known or unknown
19. Determine the critical values associated with 90% ,95%, and 99% degree of confidence
20. Define a hypothesis test; explain the type of errors, the type of test
21. Define the significant level of the test, the power of the test
22. Explain the steps in carrying out a test using the traditional method
23. Explain the steps in carrying out a test using the p-value
24. Construct a one tail or two tail test about a population mean, population proportion
25. Compute and interpret the correlation coefficient, r
26. Compute the constant and slope coefficient of the regression equation
27. Explain the features of a contingency table

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

28. Explain the features of the chi square distribution
29. Use the chi square statistic to carry out a test of independence

Program Outcomes Met By This Course:

N/A

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Mario F. Triola, “Elementary Statistics”

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Midterm exam	25%
Final exam	40%
Assignments	10%
Quizzes	10%
Labs	10%
Class participation and attendance	5%

Course Requirements:

Students will be required to:

- be prepared for class;
- contribute thoughtful ideas to class discussions;
- conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- listen carefully to instructions given by lecturer; if you do not understand, ask the lecturer.

Course Schedule:

Week 1 –

- **Introduction to Course**
- **Measures of central tendency (mean, mode, median, trimmed mean, weighted mean, harmonic mean, geometric mean)**
- **Frequency distribution (grouped or ungrouped data)**

Week 2 –

- **Measures of variation (range, standard deviation, empirical rule, coefficient of variation,**
- **Measures of relative standing (z score, quartiles, percentiles)**

Week 2&3 –

- **Charts, Graphs (histogram, bar chart, pie chart, dot plot, stem-and-leaf-plot, scatter plot, time-series graph,**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 3 &4 –

- **Probability and Probability Distribution**
- **Fundamentals**
- **Addition rule (mutually exclusive)**
- **Multiplication rule (independence, conditional)**

Week 5 –

- **Probability and Probability Distribution**
- **Random variables**
- **Permutation and Combination**
- **Binomial distribution**
- **Poisson distribution**

Week 6 –

- **Probability and Probability Distribution**
- **Normal Probability Distributions**
- **T-distribution**
- **Estimates and Sample Sizes**
- **Sampling and Sampling distribution**
- **Central limit theorem**

Week 7 –

- **Midterm Review**

Week 8 –

- **- Midterm Examination**

Week 9 –

- **Estimates from samples**
- **Estimating population mean**
- **Estimating population proportion**

Week 10 –

- **Hypothesis Testing**
- **Testing a claim about a mean**

Week 11 –

- **Hypothesis Testing**
- **Testing a claim about a population mean**
- **Testing a claim about a population proportion**

Week 12 –

- **Correlation and Regression**

Week 13 –

- **Regression**
- **Contingency Tables**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- **Test of independence**

Week 14 –

- **Contingency Tables**
- **Test of independence**

Week 15 –

- **Review**

Week 16 –

- **Final Examination**

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments and exercises must be submitted on or before the due date and time. Any assignments turned in after this time will be considered late and will receive an immediate 5% deduction with additional 5% deductions occurring each full day (24 hours) the assignment is not received.

Classroom/Online Etiquette Procedure:

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that are not required for the class and could disrupt class. When using Sakai you are expected to communicate and behave in an ethical manner.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University
School of Arts and Sciences

Department of Biology, Ecology and Conservation

GENERAL COURSE INFORMATION

Course Code and Title: MBIO 205 Principles of Ocean Science
Number of Credits: 3
Days and Times: Tuesday and Thursday, 08:30 am to 09:45 pm
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): MBIO 205 Principles of Ocean Science

Course Lecturer Name(s): Clare Morrall
Course Director Name: Clare Morrall

Course Lecturer(s) Contact Information: cmorrall@sgu.edu
Course Director Contact Information: cmorrall@sgu.edu

Course Lecturer(s) Office Hours: Mon. 1-4 Tue. 2-4, Wed. 1-4 Thur. 2-4
Course Director Office Hours: Mon. 1-4 Tue. 2-4, Wed. 1-4 Thur. 2-4

Course Lecturer(s) Office Location: Caribbean House, 2nd floor
Course Director Office Location: Caribbean House, 2nd floor

Course Support: Anna Neckles-Thomas, Email: anecklesthomas@sgu.edu, Phone: Ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course provides an introductory overview of the marine environment focusing on the physical characteristics of the oceans. Through lectures, presentations, discussions and group work, the components of our planet's largest ecosystem will be explored.

Course Objectives:

The objectives of this course will be to provide the student with an understanding of understanding of the physical and chemical properties of water and seawater, the dynamics of the global oceans in terms of currents, tides and waves and to introduce students to the physical and biological characteristics of pelagic and benthic habitats.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Technical Skills Outcomes:

N/A

Student Learning Outcomes:

Please see Course and Session Learning Outcomes document in the Resources folder.

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO4. COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:**Readings/Resources:**

A range of texts support this course rather than a single textbook. Readings will be assigned in class or via SAKAI. It will be assumed that students have read assigned materials prior to a specified class. Student participation in the classroom and evidence of some knowledge of the material being discussed will be considered when determining the final grade. I recommend that you do your own 'reading around' the subjects we cover in class to enrich your own learning.

Nybakken. Marine Biology. 1996. 'Marine Biology- an ecological approach'. (QH N9 1996 C2).

Levinton. Marine Biology. 1995. (QH91 L427 1995)

Castro and Huber. Marine Biology. 2008. (QH 91 C37 2008).

Copies of each of these texts are held on the bookshelves as well as in the Reserve section of the Library (please request these from the librarians on the check-out desk).

Supplementary Readings/Resources: Additional reading material will be provided throughout the course.

Course Grading Requirement:

Evaluation will consist of: a group oral presentation and report (10%), two quizzes (each 5%), a written assignment (20%) a Mid Term Exam (30%) and a Final Exam (30%).

Course Requirements:

- In order to be fair to all students in this course, attendance at all class sessions is expected, and students are to be on time for class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- Makeup quizzes and examinations will only be allowed with PRIOR approval from the professor. Students unable to sit quizzes or exams on the scheduled day must complete an online Medical Excuse form. Please also contact the Course Director as soon as possible. Please note that the course director reserves the right to revise all makeup quizzes and examinations to ensure fairness.

Course Schedule:

Tentative Course Schedule:

MBIO 205: 2020 Spring Lecture Schedule			
<i>Note: Schedule is subject to change</i>			
Week		T: Lecture 1	Th: Lecture 2
20-Jan	01	Welcome, Intros, Course Orientation	Water & Ocean Basics- Part I-Properties of Water
27-Jan	02	Water & Ocean Basics-Part II- Properties of Water Cont'd	Water & Ocean Basics-Part III- Gases in SW, pressure, depth and light in the oceans
3-Feb	03	Planet Basics-Rotation, angle, season, equinox, ITCZ, lat & long, compass	Water & Ocean Basics-Part IV Seawater Composition and Salinity Variations
10-Feb	04	QUIZ 1	Ocean Dynamics Part I: Atmospheric Circulation and Ocean Circulation Intro
17-Feb	05	Ocean Dynamics Part II: Currents and Sub-tropical Gyres	Ocean Dynamics Part III: Thermohaline circulation, Upwelling and downwelling- Ekman spiral and transport.
24-Feb	06	Student Groups Presentation	Student Groups Presentation
2-Mar	07	Make-up Session	Feedback on Presentation & Review for Exam
9-Mar	08	Midterm	Midterm
16-Mar	09	Citation Ppt by DaBreo ; Waves Part I: Intro-Causes, Deep vs Shallow Waves	Waves Part II: Waves on the Shore, Breakers
23-Mar	10	Waves Part III: Interferences, Refraction	Waves Part IV: Erosion, Accretion, Tsunamis, Rip Currents & Hard Stabilizations
30-Mar	11	Campus Field Trip	Tides Part I: Isaac Newton's gravitational laws
6-Apr	12	Tides Part II: Dynamic Theory of Tides & Complicating Forces	Make-up session Note: Report assignment Due!
13-Apr	13	QUIZ 2	Tides Part III: Class Activity: MSL, Tidal Ranges, Determining Occurrence of Neap vs Spring Tides
20-Apr	14	The Marine Habitat I: Divisions of the Marine Environment Introduction to the Pelagic Realm.	The Marine Habitat II: Introduction to the Benthic Realm.
27-Apr	15	The Marine Habitat III: Hydrothermal Vent physical processes and biological communities	Final Review Session
3-Dec	16	Finals	Finals

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

- Papers should be submitted prior to the deadline. Penalties apply to work submitted late and these penalties start immediately after the deadline has passed. 10% will be deducted from work submitted each 24-hour period past the deadline. **Note that the first 24hr period begins as soon as the set deadline expires (e.g. handing a piece of work at 16²⁰ when the deadline is 16⁰⁰ results in a deduction from your marks).** Work submitted more than three days (72 hours) past the deadline may not be graded.
- All assignments must be completed to get a passing grade in the course.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Manual.

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Manual.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: MBIO 207 Caribbean Living Oceans
Number of Credits: 3
Days and Times: Monday & Wednesday 10:00 am to 11:15 am
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): None

Course Lecturer Name(s): Stephen Nimrod
Course Director Name: **Stephen Nimrod**

Course Lecturer(s) Contact Information: snimrod@sgu.edu
Course Director Contact Information: **Snimrod@sgu.edu**

Course Lecturer(s) Office Hours: Mon & Wed 3:00pm - 5:00pm, Tue & Thu 11:00am - 12:00pm
Course Director Office Hours: Mon & Wed 3:00pm - 5:00pm, Tue & Thu 11:00am - 12:00pm

Course Lecturer(s) Office Location: Caribbean House, Top Floor
Course Director Office Location: Caribbean House, Top Floor

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to marine living systems with a focus on local diversity and presence. The course provides students with an appreciation for marine systems by introducing topical issues in marine science. Students will take part in classes that are hands-on and interactive using live organisms in aquaria as well as preserved specimens. Class discussions will allow students to actively relate to and learn about topical marine science issues (e.g. latest research findings or news publications). This course may include short field trips, during class time, to nearby shores to engage students actively. The formal concepts introduced in this class will be presented by your lecturer and will be supplemented by group lab/class activities, and field work.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Increase students understanding of the diverse array of marine organisms and their associated habitats found throughout the Caribbean
2. Increase students understanding of the biology and ecological functions of various marine organisms found in the Caribbean.
3. Increase students understanding of basic concepts associated with marine organisms and ecosystems including: benthic, pelagic, planktonic, sessile and sedentary.
4. Increase students understanding of different modes of reproduction exhibited by various marine animals found in the Caribbean

Technical Skills Outcomes:

NA

Student Learning Outcomes:

1. Identify and describe various tropical marine organisms found in the Caribbean, as well as, their associated habitats.
2. Describe the basic biology and ecological functions of various marine organisms found around Grenada and the Caribbean.
3. Explain basic concepts and terms associated with the marine environment and marine organisms including: benthic, pelagic, planktonic, sessile and sedentary.
4. Describe different modes of reproduction exhibited by various marine animals found in the Caribbean.

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO2. APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.

BIOL – PLO2: Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.

BIOL – PLO6: Demonstrate problem solving and critical thinking skills.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: NA

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Supplementary Readings/Resources:

Castro, P. & Huber, M. E. 2000. Marine Biology, 3rd edition, Mc Graw Hill, USA.
Cousteau, F. 2006. Ocean: The world's last wilderness revealed, DK Publishing, New York
Kaplan, E. H. 2006. Sensuous seas: tales of a marine biologist, Princeton University press, New Jersey
Levinton, J. S. 1995. Marine Biology: Function, Biodiversity and Ecology, Oxford University Press, New York.
Nybakken, J. W. 1997. Marine Biology – an ecological approach, 4th edition, Addison-Wesley: New York.
Trujillo, A. P. & Thruman, H. V. 2008. Essentials of Oceanography, 9th edition, Pearson Prentice Hall, New Jersey.

Course Grading Requirement:

Exams (100% of grade): This course consists of **Five** exams. Exam questions will come from the assigned reading material, class lectures and discussions, and class labs/activities. *Note: Exams may consist of multiple choice, true or false, short answer, matching, and fill-in-the-blank questions.*

Assignment/Exam	Percentage of Total Grade
Exams 1	20%
Exam 2	20%
Exam 3	20%
Exam 4	20%
Exam 5	20%
	100%

Course Requirements:

NA

Course Schedule:

[Click or tap here to enter text.](#)

MBIO 207 Caribbean Living Oceans Spring 2020 Lecture Schedule					
Week	Lect	Day	Date	Lecture Topic	Labs/Demo
Week 1	1	Mon	20-Jan	Class Introduction	
	2	Wed	22-Jan	Oceans & seas	
Week 2	3	Mon	27-Jan	Sand formation	Lab Demo
	4	Wed	29-Jan	Queen conch	
Week 3	5	Mon	03-Feb	Conch Practical	Lab session
	6	Wed	05-Feb	Spiny Lobster	
Week 4	7	Mon	10-Feb	Octopus	
	8	Wed	12-Feb	Quiz (1)	
Week 5	9	Mon	17-Feb	Corals (Hard & soft)	
	10	Wed	19-Feb	Marine Sponges	
Week 6	11	Mon	24-Feb	Fish Lecture	
	12	Wed	26-Feb	Fish Practical	Lab session

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 7	13	Mon	02-Mar	Trumpetfish	
	14	Wed	04-Mar	Quiz (2)	
Week 8				Mid Term Week	
				Mid Term Week	
Week 9	15	Mon	16-Mar	Seahorse	
	16	Wed	18-Mar	Parrotfish & other reef fishes	
Week 10	17	Mon	23-Mar	Rays	
	18	Wed	25-Mar	Eels	
Week 11	19	Mon	30-Mar	Quiz (3)	
	20	Wed	01-Apr	Sessile organisms (Barnacles)	
Week 12	21	Mon	06-Apr	Sedentary organisms (sea cucumber)	
	22	Wed	08-Apr	Sea Urchin	
Week 13	23	Mon	13-Apr	Holiday	
	24	Wed	15-Apr	Quiz (4)	
Week 14	25	Mon	20-Apr	Plankton, Algal blooms & Red Tides	
	26	Wed	22-Apr	Bioluminescence	
Week 15	27	Mon	27-Apr	Hydrothermal vents	
	28	Wed	29-Apr	Hydrothermal vents	
Week 16				Final Examination Week	
				Final Examination Week	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

NA

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University
School of Arts and Sciences

Department of Biology, Ecology and Conservation

GENERAL COURSE INFORMATION

Course Code and Title: MBIO 308 Tropical Marine Ecology
Number of Credits: 3
Days and Times: Tuesday and Thursday, 11:30 am to 12:45 pm
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): MBIO 205 Principles of Ocean Science

Course Lecturer Name(s): Clare Morrall
Course Director Name: Clare Morrall

Course Lecturer(s) Contact Information: cmorrall@sgu.edu
Course Director Contact Information: cmorrall@sgu.edu

Course Lecturer(s) Office Hours: Mon. 1-4 Tue.2-4, Wed. 1-4 Thur. 2-4
Course Director Office Hours: Mon. 1-4 Tue.2-4, Wed. 1-4 Thur. 2-4

Course Lecturer(s) Office Location: Caribbean House, 2nd floor
Course Director Office Location: Caribbean House, 2nd floor

Course Support: Anna Neckles-Thomas, Email: anecklesthomas@sgu.edu, Phone: Ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

A course using a systems based approach to examining shallow tropical marine ecosystems (mangroves, seagrass meadows and coral reefs). This course will provide in-depth coverage of the biology, ecology, distribution and status of these systems. Additionally, we will explore the goods and services they provide and their value as well as the impacts and threats posed to these systems. Policy and management challenges will also be examined. Practical, field-based exposure to these systems will build on the theoretical components of the course.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

1. To give a thorough coverage of key tropical marine ecosystems, providing in-depth knowledge of the biology, distribution, ecology, composition and status of mangroves, seagrass meadows and coral reefs;
2. To provide a system-based approach to understanding these ecosystems;
3. To develop an understanding for ecosystem goods, services and valuation;
4. To explore past, current and future management challenges;
5. To examine threats and impacts to these ecosystems;
6. To explore research methods and contemporary research findings;
7. To introduce the nature and composition of the habitats.

Technical Skills Outcomes:

Click or tap here to enter text.

By completion of field trips to mangrove, seagrass and reef habitats and writing up field reports, students will be competent to:

1. Complete a visual assessment of an ecosystem to write a detailed site description and draw habitat maps.
2. Use measuring tape to measure biological and physical parameters.
3. Use GIS for habitat mapping and to create maps of study sites
4. Use a compass to establish a sampling plot.
5. Use Random Number Tables to determine sub-plot locations.
6. Use pH meter, refractometer and thermometer to determine pH, salinity and water temperature.
7. Use a core sampling device to collect and examine soil samples.
8. Use transect lines to assess community composition (on land and in water).
9. Use quadrats to assess community composition..
10. Collect organic material for wet/ dry weight biomass determination.
11. Assess land based threats to the marine environment.
12. Use a Secchi Disc to determine turbidity.
13. Use field guides to identify species.
14. Interpret and present data.

Student Learning Outcomes:

Please see Course and Session Learning Outcomes document in the Resources folder

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO2. APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.

MWC-PLO3. RESEARCH: Apply scientific method, ecological and quantitative concepts, and technical skills to design and conduct novel field and laboratory experiments, while considering ethical and regulatory implications.

MWC-PLO4. COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Supplementary Readings/Resources: N/A

Course Grading Requirement:

Evaluation will consist of three field trip reports (each 10%), three quizzes (each 5%), a reading assignment (5%) a Mid Term Exam (25%) and a Final (25%).

Course Requirements:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

MBIO 308: 2020 Spring Lecture Schedule			
<i>Note: Schedule is subject to change</i>			
Week		T: Lecture 1	Th: Lecture 2
20-Jan	01	Welcome, Intros, Course Orientation	Mangrove introduction and overview
27-Jan	02	Mangroves Biogeography. Physical and chemical characteristics of mangrove habitats and mangrove nutrients	Mangrove scoping field trip
3-Feb	03	Mangroves water and salt balance	Mangrove zonation and species associated with mangrove habitats
10-Feb	04	Mangrove root systems- gas exchange and mangrove reproduction. Material review	mangrove quiz
17-Feb	05	Mangrove field trip	Mangrove field trip lab work, debrief Mangrove importance, value and threats
24-Feb	06	Introduction to seagrasses	Seagrass biogeography and habitat requirements
2-Mar	07	Seagrass sediments and nutrients	Review for Exam
9-Mar	08	Midterm	Midterm
16-Mar	09	Seagrass structure and field trip planning	Seagrass field trip
23-Mar	10	Seagrass field trip lab work, debrief, data share and review session	seagrass quiz
30-Mar	11	Coral reefs introduction and overview	Coral reefs types and growth forms Coral reef field trip preparation and species identification
6-Apr	12	Coral reef biogeography and factors influencing distribution	Make up session
13-Apr	13	Coral reef quiz	Coral reef field trip debrief and lab follow up. Coral reef review
20-Apr	14	Coral reef field trip	Coral reefs threats and importance
27-Apr	15	Coral reefs- the way forward	Final Review Session
3-Dec	16	Finals	Finals

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

- Papers should be submitted prior to the deadline. Penalties apply to work submitted late and these penalties start immediately after the deadline has passed. 10% will be deducted from work submitted each 24-hour period past the deadline. **Note that the first 24hr period begins as soon as the set deadline expires (e.g. handing a piece of work at 16²⁰ when the deadline is 16⁰⁰ results in a deduction from your marks).** Work submitted more than three days (72 hours) past the deadline may not be graded.
- All assignments must be completed to get a passing grade in the course.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Manual.

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all rules and procedures outlined in the SGU SAS Student Manual.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: MBIO 415 Ichthyology and Fisheries Science
Number of Credits: 4
Days and Times: Tuesday & Thursday 2:30 pm to 3:45 pm, Fridays 2:30 pm to 3:30 pm
Semester and Year: Spring 2020
Classroom Location: Marine Station
Pre-requisite(s): BIOL 220, MBIO 310

Course Lecturer Name(s): Stephen Nimrod
Course Director Name: **Stephen Nimrod**

Course Lecturer(s) Contact Information: snimrod@sgu.edu
Course Director Contact Information: **Snimrod@sgu.edu**

Course Lecturer(s) Office Hours: Mon & Wed 3:00pm - 5:00pm, Tue & Thu 11:00am - 12:00pm
Course Director Office Hours: Mon & Wed 3:00pm - 5:00pm, Tue & Thu 11:00am - 12:00pm

Course Lecturer(s) Office Location: Caribbean House, Top Floor
Course Director Office Location: Caribbean House, Top Floor

Course Support: Akima Ventour, Email: aventou2@sgu.edu, Phone: ext 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to use students existing knowledge on fish biology, ecosystem functions and interactions to further their understanding of fish biology and the dynamics of fisheries science and management. The course will focus on fish anatomy, morphology, physiology ecology and behaviour. The course provides both a theoretical and practical understanding of fish identification, ecology and sampling. Students will also gain an appreciation for fisheries science in tropical waters with an emphasis on the biology of managed and exploited species. The core elements of the course will include methods used in assessing fish populations, examples of methods of fisheries science and their applications in tropical environments. Key concepts that will be covered will include tropical fish, age-based stock assessment, coral reef fisheries, use of

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

marine protected areas as fisheries management tools. Examples of the major commercial fisheries managed in the Caribbean will be discussed, as well as their biology, taxonomic groups, and how these organisms interact with themselves and their environment. This course introduces students to the steps required for choosing appropriate management tools by working with actual fisheries data sets and visiting local fishery managers. The formal concepts introduced in this class will be presented by your lecturer and will be supplemented by group lab/class activities, and field work

Course Objectives:

1. Increase students understanding of fish anatomy and how anatomy relates to function in fishes
2. Increase students understanding of general aspects of fish biology including feeding, digestion, excretion, respiration and reproduction, and explain how there are used to carry out their life cycle.
3. Provide students with a detailed understanding of the function of physiological systems such as respiratory, blood circulatory, osmoregulatory and sensory systems in fishes
4. Increase students knowledge of fish identification of Caribbean fish species particularly tropical reef fish

Technical Skills Outcomes:

1. Use of surgical instruments and necropsy to observe cellular, tissue, organs and other anatomical features of specimen and to prepare illustrative diagrams
2. Using measuring instruments to characterize morphometric features
3. Use of dichotomous key and other keys to identify species of organisms
4. Use of microscope to observe cells, anatomical features and microbial organisms
5. Use of hypodermic needles to extract blood from fish
6. Use of belt transects to estimate fish population density
7. Use of field guides to identify reef fish species

Student Learning Outcomes:

1. Identify basic anatomy of fishes and explain the reason for different structures and explain how anatomy relates to function in fishes
2. Describe general aspects of fish biology including feeding, digestion, excretion, respiration and reproduction, and explain how there are used to carry out their life cycle.
3. Explain the function of physiological systems such as respiratory, blood circulatory, osmoregulatory and sensory systems in fishes
4. Identify Caribbean fish species particularly tropical reef fish

Program Outcomes Met By This Course:

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO2. APPLICABILITY: Analyze key global ecological and conservation issues to promote long-term species viability and health of marine and terrestrial environments, with an emphasis on the Caribbean.

MWC-PLO3. RESEARCH: Apply scientific method, ecological and quantitative concepts, and technical skills to design and conduct novel field and laboratory experiments, while considering ethical and regulatory implications.

MWC-PLO4. COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text:

Fishes: An Introduction to Ichthyology, 5th edition. Peter B. Moyle, Joseph J. Chec Jr.
 The Diversity of Fishes, 2009. Helfman et al; 2nd edition

Supplementary Readings/Resources:

Ichthyology: A Laboratory Manual, 2013. Alan. R. Holyoak
 Reef Fish Identification; Florida Caribbean Bahamas. Paul Humann and Ned DeLoach

Course Grading Requirement:

Exams (75% of grade) course work (25% of grade): This course consists of **Five** exams. Exam questions will come from the assigned reading material, class lectures and discussions, and class labs/activities. *Note: Exams may consist of multiple choice, true or false, short answer, matching, and fill-in-the-blank questions.*

Assignment/Exam	Percentage of Total Grade
Exam 1	15%
Exam 2	15%
Exam 3	15%
Exam 4	15%
Exam 5	15%
Field Report	15%
Laboratory participation	10%
	100%

Course Requirements:

NA

Course Schedule:

Tentative Schedule Spring 2020 Semester

Week	Lecture	Day	Date	Topic
1	1	Tue	21-Jan	Course induction
	2	Thu	23-Jan	Introduction to Ichthyology
	Labs	Fri	24-Jan	Laboratory Orientation

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2	3	Tue	28-Jan	External anatomy
	4	Thu	30-Jan	Skeletal system
	Labs	Fri	31-Jan	Meristic traits/Skeletal structure
3	5	Tue	04-Feb	Muscular system
	6	Thu	06-Feb	Locomotion
	Labs	Fri	07-Feb	Skeletal structure
4	7	Tue	11-Feb	Sum up and Review
	8	Thu	13-Feb	Quiz 1
	Labs	Fri	14-Feb	Muscle comparisons
5	9	Tue	25-Feb	Buoyancy
	10	Thu	27-Feb	Osmoregulation
	Labs	Fri	28-Feb	Blood extraction & gill scrapes
6	11	Tue	03-Mar	Blood and its circulation & Respiration
	12	Thu	05-Mar	Feeding digestion & excretion
	Labs	Fri	06-Mar	Internal Anatomy
7	13	Tue	10-Mar	Fish ID
	14	Thu	12-Mar	Quiz 2
	Labs	Fri	13-Mar	Field work: Fish ID
8	Midterm			
	Midterm			
9	15	Tue	24-Mar	Fish ID
	16	Thu	26-Mar	Fish ID
	Labs	Fri	27-Mar	Field work: Fish ID & survey method training
10	17	Tue	31-Mar	Fish ID
	18	Thu	02-Apr	Quiz 3 (Fish ID)
	Labs	Fri	03-Apr	Field work: Size (biomass) estimation
11	19	Tue	07-Apr	Types of reef fish
	20	Thu	09-Apr	Reef fish ecology & Reproduction
	Labs	Fri	10-Apr	Field work: data collection
12	21	Tue	14-Apr	Sensory perception
	22	Thu	16-Apr	Fish behaviour & communication
	Labs	Fri	17-Apr	Field work: data collection
13	23	Tue	21-Apr	Quiz 4
	24	Thu	23-Apr	Fisheries Science
	Labs	Fri	24-Apr	Field work: fish behaviour & ecology
14	25	Tue	28-Apr	Fisheries Science
	26	Thu	30-Apr	Fisheries Science
	Labs	Fri	01-May	Field work: Fisheries
15	27	Tue	05-May	Fisheries Science
	28	Thu	07-May	Quiz 5
	Labs	Fri	08-May	
16	Finals			
	Finals			

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

NA

Classroom/Online Etiquette Procedure:

The course follows all the rules and procedures outlined in the SGU SAS Student Handbook

Policy/Procedure Related to the Department:

The Department of Biology, Ecology and Conservation follows all the rules and procedures outlined in the SGU SAS Student Handbook

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St George's University

School of Arts and Sciences

Department of Humanities and Social Sciences

Course Code, Title and Number of Credits: MUSI 102, Music Appreciation - 3 credits

Days and Times: Mon, Wed & Fri 11:30 -12:20

Semester and Year: Spring 2020

Pre-requisite(s): None

Classroom Location: Click or tap here to enter text.

Course Director Name: Click or tap here to enter text.

Course Lecturer Name(s): Rose-Ellen Duncan

Course Director Contact Information: Click or tap here to enter text.

Course Lecturer(s) Contact Information: RDuncan@sgu.edu

Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Hours: Mon, Wed & Fri 10:30-11:30

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

Course Description:

An overview of musical elements, styles, cultures and composers throughout history with the study of: basic musical terminology and notation, standard forms or designs used within western musical repertoire, stylistic elements that characterize historical periods, relationships between music and society, effective listening techniques, prominent composers and selected musical masterpieces.

Course Objectives:

This course will deepen your appreciation for music by improving your understanding of music as a language, a science, and an art. As a language, we will explore how various musical elements can be used to communicate ideas and emotions. As a science, we will study the physical and emotional effects of music on the brain and body, discussing parameters such as frequency, amplitude, sound envelope etc. As an art, we will explore how music of various geographical regions reflects people's unique beliefs and culture. We will also study changes in

music through the centuries in relation to socio-economic conditions, inventions, status of musicians etc.

Student Learning Outcomes:

A deepened awareness and understanding of the way human experience is reflected in the musical arts.

Ability to appreciate, recognize and describe music of various time periods and cultures.

Program Outcomes Met By This Course:

Click or tap here to enter text.

SAS Grading Scale Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

Course Materials:

Folder/Binder for organizing hand-outs, paper, pencils, eraser

Virtual Piano App on smart phone or tablet

Access to a computer with internet connection for supplementary readings/resources

Text: (Online): <https://nemcc.instructure.com/courses/236990/files/20168740/download?wrap=1>

Supplementary Readings/Resources: Refer to Resources on Sakai

Course Requirements and Percent of Grade:

10% - Attendance & Participation

10% - Discussion Questions

30% - Group Project, Reports, Assignments

50% - ~~4 Exams~~: Exam 1, Midterm, ~~Exam 3~~, Final (12.5% each)

The optional assignment, 'The Orchestra', posted under Assignments on Sakai, is no longer optional, but required. This written assignment will be graded in place of Exam 3. Please ensure that you examine the attached resources and answer all questions.

Attendance & Participation (10%): Three unexcused absences are permitted during the semester. Each additional unexcused absence will result in a 2% reduction of the final grade. An additional 4% will be added to the final grade of any student with perfect attendance. Excused absences are those reported to the instructor with appropriate documentation and include

personal illness, family emergency, and conflicting departmental activities. The student is responsible for obtaining hand-outs from missed class periods (available in Resources on Sakai).

Discussion Questions (10%): Answers to discussion questions should be thoughtful and well-constructed, in the student's own words. Students will connect musical content to their own experience, better understand the context of music periods and develop critical thinking and communication skills. Please submit within one week (do not wait till the last minute).

Group Project, Reports, Assignments (30%): Students must choose from classical music performances and follow the Report Guidelines for form, content, and required information. The report should be approximately 2 typed, double-spaced pages in length (500 word minimum, 800 word maximum).

After a basic understanding of musical elements and effective listening techniques has been acquired, the student is required to use their knowledge to think critically and independently about musical expression. The student is required to attend a virtual concert, and convey their experience through a short essay, describing the concert setting, comparing musical elements and context in detail, and expressing their personal thoughts about the performance.

Students will choose music from a specific world culture/region for their group project and follow the Group Project Guidelines. **Groups must make a formal presentation to the class and submit their projects in appropriate file format. Groups will present in the Zoom online classroom.**

Extra Credit Reports (maximum of Two reports) Beyond the required report and assignment, students may observe extra performances or do research on a musical topic, submitting a written report for extra credit. Extra credit reports are due by the last day of classes. Extra Credit papers will be graded and awarded extra percentage points as follows: A = 4 bonus points, B = 3 points, C = 2 points, D = 1 point.

Exams (50%): Questions will be based on the textbook and class discussion and each will include listening examples. The student will identify historical and musical characteristics associated with important composers and stylistic periods.

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2018/2019, page 28) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the

university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy: At discretion of Course Director.

Assignment Submission Policy: At discretion of Course Director.

Classroom Etiquette: At discretion of Course Director.

Online Etiquette: At discretion of Course Director.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Tentative Course Schedule:

Week 1-3 UNIT I

The Elements of Music
Discussion questions
Weekly Chapter Quizzes and Listening Activities
Exam 1

Week 4-6 UNIT II

Medieval, Renaissance and Baroque Music
Discussion questions
Weekly Chapter Quizzes and Listening Activities
Concert Report 1
Mid-term Exam

Week 7-10 UNIT III

Classicism to Romanticism
Discussion questions
Weekly Chapter Quizzes and Listening Activities
Exam 3
Orchestra Assignment

Week 11-14 UNIT IV

Impressionism, the Twentieth Century and Beyond, World Music

Discussion questions
Weekly Chapter Quizzes and Listening Activities
Group Presentations
Final Exam



St. George's University

School of Arts and Sciences

Department of **Nursing and Allied Health Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: NURS 106: Introduction To Professional Nursing
Number of Credits: 3
Days and Times: Mondays and Wednesdays 1:00 – 2:15
Semester and Year: Spring 2020
Classroom Location: B2A
Pre-requisite(s): NA

Course Lecturer Name(s): Jennifer Solomon
Course Director Name: Jennifer Solomon

Course Lecturer(s) Contact Information: JSolomon@sgu.edu/ ext 3758
Course Director Contact Information: JSolomon@sgu.edu/ ext 3758

Course Lecturer(s) Office Hours: Mondays and Wednesdays 1pm – 4pm Tuesdays and Thursdays 12 – 2pm
Course Director Office Hours: NA

Course Lecturer(s) Office Location: Leeward Hall (downstairs)
Course Director Office Location: Leeward Hall (downstairs)

Course Support: Rocksann Burris (rburris01@sgu.edu, ext. 3755) & Kandis Roberts (krobert3@sgu.edu, ext. 3769)

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to the field, responsibilities and role of the professional nurse. It will prepare the student and transition from the basic educational environment to an academic and professional role. This course offers an interactive approach to understanding the role of the

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

professional nurse in today's society. The student will begin to appreciate their responsibilities as a student nurse.

Course Objectives:

1. Define the responsibilities of the professional nurse.
2. Analyze the role of the professional nurse.
3. Describe and explain the field of nursing

Student Learning Outcomes:

Upon successful completion of the course students should expect to:

1. Discuss the historical foundations of nursing practice and education.
2. Identify current trends and issues related to the profession of nursing.
3. Summarize the nursing code of ethics and standards of care of professional nursing.
4. Identify and understand the role of Regional and International professional nursing bodies.
5. Compare the Grenadian and Caribbean health care and nursing educational system with those from other industrialized nations

Program Outcomes Met By This Course:

NPO – 1: Integrates nursing and health care knowledge, skills and attitudes to provide safe, ethical and effective patient centered nursing care, representing the patients' preferences, values, and needs within the context of their families, communities and the health care delivery system. (Nursing practice)

NPO – 2: Demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviours of the discipline of nursing. (Professional conduct)

NPO – 6: Utilizes appropriate communication and interpersonal skills to engage in, develop and disengage from therapeutic relationships with individuals and groups. (Communication)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Fundamental of Nursing: Ninth Edition- Patricia A. Potter, RN, MSN, PhD, FAAN, Anne Griffin Perry, RN, MSN, EdD, FAAN, Patricia A. Stockert, RN, BSN, MS, PhD

Sherpath: COURSE ID 157057_jsolomon94_1005

Supplementary Readings/Resources:

Additional resources will be placed on Sakai

Course Grading Requirement:

- | | |
|-------------------------|-----|
| Quizzes (5) | 20% |
| Group Presentation (1) | 5% |
| Online assignments (10) | 20% |

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Midterm (1)	20%
End of term (1)	35%

Course Requirements:

Students will be required to:

Be prepared, on time, for class and able to engage with the material.

Contribute to class activities, group work and discussions.

Students should bring their laptops, clickers and books to all lessons.

Course Schedule:

Week	Title	Content	Learning activities	Assignments and reading
1				
20 th January 2020	Course orientation	Identify the elements within the course.		Reading assignment
22 nd January 2020	Learning strategies	List assignments and quizzes.		
2				
27 th January 2020	Art and Science of Nursing – Mrs. Ann Hopkin			
29 th January 2020	Professional Nursing definition and Primary roles.	Discuss the scope of practice of a nurse.	Quiz	Reading assignment
3				
3 rd February 2020	History of Nursing	Identify the various Icons of Nursing.	Quiz	Reading assignment
5 th February 2020	Trends in Nursing	List societal influences in the development of Nursing practice.		
4				
10 th February 2020	Professional Nursing organisations and Criteria for a profession.	Role and responsibilities		Reading assignment
12 th February 2020				

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	Image of Nursing and the profession.	Analyse how self-image affects the image of Nursing.		
5				
17 th February 2020	Time management strategies – Ms. Lauren Orlando	Identify factors that assist in time management		
19 th February 2020	Scholarly writing in Nursing – Ms. Crystal Dabreo	List the steps for writing an essay. Identify correct APA formatting.		
6				
24 th February 2020	Values beliefs and caring	Tenets of philosophy Common Nursing philosophical statements.	Quiz	Reading assignment
26 th February 2020	Nursing theories	Explain the influence of Nursing theory on a nurse's approach to practice. Describe types of Nursing theories. Describe the relationship among Nursing theory the Nursing process and patient needs. Review selected Nursing theories.		Reading assignment
7				
2 nd March 2020	Test taking strategies – Ms. Lauren Orlando			
4 th March 2020	Caribbean Nursing competencies	Identify the competencies		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

8 9 th – 13 th March 2020	MID TERM			
9 16 th March 2020 18 th March 2020	Ethical and legal considerations ICN code of conduct	Discuss the role of ethics in professional Nursing. Discuss the role of values in the study of ethics.		
10 23 rd March 2020 25 th March 2020	Critical thinking and decisions making Introduction to the Nursing process	Describe the components of a critical thinking model for clinical decision making. Discuss critical thinking skills used in Nursing practice.	Quiz	Reading assignment
11 30 th March 2020 1 st April 2020	Evidenced based practice Clinical decision making	Discuss the benefits of evidence-based practice. Describe the steps of evidence-based practice. Discuss a nurse's responsibility in making clinical decisions.		
12 6 th April 2020 8 th April 2020	Collaboration and communication Teaching and presenting	Introduction to the interdisciplinary team Importance and outcomes of interdisciplinary collaboration Understand the role of the nurse as an educator. List best practice for presenting information.	Quiz	Reading assignment Reading assignment
13				

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

13 th April 2020	Differing healthcare delivery systems	Explain the structure of various health care systems. List examples of health care services.		
15 th April 2020	Nurses as Global actors	Identify the effects of globalization on health care.		
14 20 th April 2020	Stress management and Selfcare strategies	Identify factors that cause stress. Describe the consequences of stress.		Reading assignment
22 nd April 2020	Mindfulness – Dr. Barbara Landon	List mindful exercises		
15 27 th April 2020	Student Presentations			
16 4 th – 8 th May 2020	End of term			

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late assignments without extenuating circumstances will not be graded. Late assignments may receive a penalty of up to 10% of final mark. All assignments must be submitted in the correct formatting as per instructions.

Classroom/Online Etiquette Procedure:

Students must attend class on time and cause minimal disruption for comfort breaks. If through lateness in class clicker or quizzes are missed these will not be able to be repeated. It is expected

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

that you come to class prepared and willing to engage in the material or discussions. Cell phones are to be switched off.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St George's University
School of Arts and Sciences

Department of Nursing and Allied Health Sciences

ADDITIONAL COURSE INFORMATION

Course Code and Title: NURS 201: Microbiology for Nursing

No. of Credits: Four credits (4)

Semester and Year: Spring 2020

Pre-requisite(s): BIOL 221: Human Biology & CHEM 122: General Chemistry I

Course Director: Aví Bahadoor-Yetman, MSc / MPH (candidate)

Lecture Contact information:

Office: Science Building, level 1 Microbiology Department

Campus Phone. Ext. 3083

E-mail: abahadoor@sgu.edu

Office hours: 1:30-3:30 pm daily

Other Lecturers Contact information:

Ms. Grace Dolphin-Bond – Email: GDolphin@sgu.edu

Dr. Leon Budrie – Email: LBudrie1@sgu.edu

Dr. Jane Harrington – Email: jharring@sgu.edu

Dr. Tanya Edwards – Email: tedward2@sgu.edu

Mr. Grant Lambert – Email: GLambert@sgu.edu

Dr. Malcolm Antoine, Jr. – Email: mantoin3@sgu.edu

Course Description:

In addition to previous content outlined under the Course Curriculum category of the syllabus, this course is designed to provide a solid foundation in microbiology specifically relevant to the Health Sciences.

Course Objectives:

In addition to previous content outlined under the Course Curriculum category of the syllabus, additional aims for this course are to provide instruction in basic microbiology with an emphasis on microbial cell biology, pathogenesis of microorganisms, human immune responses, chemotherapy, epidemiology, sterilization and disinfection and the responsibilities of health care professionals in preventing infection. Emphasis will be placed on the relationship between microorganisms and humans and current efforts to track and control infectious diseases.

Teaching Methodology:

Lectures
In-class assessment quizzes
Self-Assessment exercises (quizzes) outside of class
Laboratory work

Course Assessment

Two major exams; Midterm and Final
5 Quizzes

Assessment	Points
Quizzes	12 pt each 60
Midterm Exam	60
Final Exam	60
Written Assignment (ID of bacterial unknown)	20
Class and Lab knowledge 1	20
Class and Lab knowledge 2	20
Total:	240

Points earned from all of the above will be averaged together to determine a final letter grade as allocated below

The schedule for each exam and laboratory quiz/practical is provided in the class schedule below

The self-assessment exercises are check for completion and accuracy but not graded, however, a few questions concerning such assignments will be included in the final exam. The assigned problems will consist of patient scenarios

Letter Grades Assigned as Follows:

A = 89.5% or better
B+ = 84.5- 89.4%
B = 79.5 – 84.4%
C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%

Course Materials:

Textbook is absolutely required

Burton’s Microbiology for the Health Sciences 8ed.
Paul G. Engelkirk & Gwendolyn R.W. Burton
Lippincott, Williams & Wilkins

The Textbook is available at the University Bookstore

Microbiology Laboratory Manual for NURS-201
Compiled by: Dr. Gary L. Brown

The laboratory manual is free and available in the Nursing Departmental Office

Classroom etiquette:

Students MUST arrive prior to the start of class.

Cell phones and other electronic communication devices are to be turned off.

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the *Student Manual*.

No Food and Drink allowed in class or Laboratory.

Laboratory requirements:

You will be required to attend all of the wet lab sessions. Please ensure you have either a lab coat or a FULL set of scrubs (top and bottom). Bring your protective clothing with you in a plastic bag. Put it on once you are in the lab and take it off before you leave.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Please read the SGU Honor code in your student Manual and make sure you understand your responsibilities.

It is MANDATORY that you attend ALL lab sessions and arrive ON-TIME. If you are late for or absent (non-excused) for more than one lab session 5 points will be deducted from your cumulative grade for each lab you missed or were late for.

Attendance Policies and Procedures:

As stated in the Student Manual: "Students are expected to attend all classes for which they have registered. A particular course may define additional policies regarding specific attendance or participation."

Rules of Clicker Usage:

It is the responsibility of each student to bring their own (and only their own) individually assigned clicker to every class session and respond to questions presented during that session. Students are responsible for ensuring that their clicker is registered before the start of classes and fully functional; they should request assistance in testing clicker functionality in case there is any doubt.

Factors that are essential for full clicker functionality include a fully charged battery and setting the correct channel for transmission of the signal. A student is responsible to check full functionality of their individual clicker regularly by monitoring the green LED response after successful response transmission.

Students actively or passively (either for their own, or for someone else's benefit) involved in fraudulent attempts to manipulate examination or participation / submission records may be dismissed for violation of the honor code.

A student caught in possession of multiple clickers inside a class venue may be dismissed for violation of the honor code.

Medical Excuses:

A student who is medically unfit to take an examination is advised to follow the procedures outlined in the student manual to obtain a validated medical excuse.

General guidelines for electronic examinations:

All Nursing examinations will be offered in computer-based format only. There will be no paper alternatives. Students must bring a computer with the appropriate specifications to these examinations.

Examinations are governed by the Examination Policies and Procedures of St George's University and the Electronic Examination Policies and Procedures (Student Manual and below). All students are responsible for knowing and complying with the University's Code of Conduct.

According to the Student Manual, "students must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this Code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted."

In case of a suspicion indicating that the integrity of an examination might have been compromised, the Course Director, in consultation with the faculty and the administration, may nullify the examination and announce a new date for a replacement examination within a period of seven working days after the original.

An examination announcement will be posted on the course website prior to each examination. It will outline the specific policies and procedures governing this examination and will indicate, when the last student will be allowed into the examination venue. After this time, no late-comers will be admitted.

Students who fail to appear in time for an examination without a validated and approved reason (medical, catastrophic event or emergency), as stipulated by the Student Manual, will receive a grade of zero ("0") for the examination.

All electronic examinations are sequestered and are not available subsequently for individual review.

To get feedback on their strengths and weaknesses in the electronic examinations, students will receive an Examination Report, available through their ExamSoft account.

Electronic examination policy and procedures:

The following examination policies and procedures have been submitted for implementation in the Student Manual and are the examination policies for the BPM 1 course. Once published, the syllabus may simply refer to the Student Manual:

Policies and Procedures for Computer Based Examinations:

The following policies and procedures supplement the general guidelines outlined in the University Examination Policies and Procedures in the SGU Student Manual. Each examinee is responsible for reviewing and adhering to these policies.

Prior to Examination Day:

1. Each student is required to have a laptop for the purpose of taking computer-based examinations at SGU. Examinees must ensure that their laptops meet the current system requirements, as published by Examination Services at the Office of Institutional Advancement (OIA).

Caveat: Some of the latest operating system updates may jeopardize the compatibility with electronic examinations. Examinees are encouraged to seek guidance from Examination Services at OIA, prior to installing updates.

2. Examinees have to ensure that they meet the requirements to access the university network at any time, and should confirm access prior to examinations.
3. Examinees must set the clock on their laptops to the correct local time and time zone (Grenada: Atlantic Standard Time AST = UTC-4;
4. For examinations using ExamSoft, examinees are responsible for downloading and registering the required version of SofTest on their laptop prior to examination day.
5. Examinees are notified via the electronic course management system of all examination related information, including venue assignments, time sequence of examinations (including the download window, time when students enter the assigned venue, and when the doors are closed), and examination specifications (e.g. number of questions, duration etc.).
6. For examinations using ExamSoft, examinees are required to download the examination during the allocated time window (see time sequence in the examination notification above).
7. Examinees who are not eligible to take an examination (e.g. students who have withdrawn from course work, or students on an approved leave of absence) are not permitted to download the examination.
8. Examinees experiencing technical difficulties are encouraged to visit Examination Services at OIA for assistance prior to the examination day. An examinee who needs a loaner laptop must adhere to the loaner laptop policy provided by OIA.

On Examination Day:

1. Examinees are expected to assemble outside their assigned venue and ready to enter by the time stated in the examination announcement (see notification prior to examination day above).
2. Examinees must adhere to the instructions given by the Chief Proctor, or the proctors acting under his/her supervision.

3. Examinees are required to enter their assigned venue only (see notification prior to examination day above) and must take their assigned seat.
4. All examinees scheduled to sit a computer-based examination are required to bring their laptops and all necessary accessories (mouse, Ethernet cable and power cord/battery charger), for use on examination day.
5. All examinees who present themselves to sit a University examination are required to display a current SGU student identification card in order to access the examination venue. The SGU ID is the only acceptable form of ID. Any examinee who fails to present this ID will be required to complete a Missing/Lost Identification Form and to present a government-issued photo ID in order to access the examination venue.
6. Once seated, examinees have to place their ID clearly visible on the left side of the desk they are seated at.
7. Permitted items - only the following items are allowed in the examination venue:
 - Laptop and accessories
 - SGU ID
 - Completely clear (see-through) bottle of plain water, **which has to be placed outside the examination venue for all examinations**
 - Items explicitly permitted for a specific examination (see announcement), or approved by the Dean of Students (DOS) office
8. Items that are explicitly NOT permitted inside the examination venues include:
 - Cell phones
 - iPods/ iPads
 - Wrist watches
 - Calculators
 - Paging devices
 - Recording/filming devices
 - Reference materials (book, notes, papers)
 - Backpacks, briefcases, or luggage
 - Beverages or food of any type
 - Coats, outer jackets, headwear

Please note: When choosing layers for warmth, students should avoid jackets with pockets or hooded items, as they may be considered outer jackets.

9. Examinees need to be prepared to turn their pockets inside out for inspection.
10. Any prohibited items found inside the examination venue will be confiscated.

11. Examinees are assigned a seat (either by posting of individual seat assignments outside the venue, on the website, or by the Chief Proctor or an authorized representative at the venue).
12. Examination conditions are in effect at all times inside the examination venue, from the time the first examinee has entered, until the last examinee has left the examination venue. During examination conditions, no communication of any kind is permitted between examinees. Access to any files or programs other than those explicitly specified by the Chief Proctor is not permitted.
13. No examinee is permitted to enter the examination venue after the doors have been closed (in preparation of the password announcement; see notification prior to examination day above).
14. White boards, dry erase markers and erasers are provided. Examinees are not allowed to write on the white boards prior to starting the examination.
15. Examinees' eyes must be visible at all times. Hair long enough to cover the eyes and ears must be pulled back.
16. An examinee who is experiencing problems should seek immediate attention from a proctor.
17. Some problems may be solved immediately and on site, but more severe problems may require relocation of an examinee or even termination of the examination.
18. A bathroom break is the only allowed break during an examination. Examinees may not eat, smoke or communicate with anyone other than an assigned proctor during a bathroom break. Examinees must get the attention of a proctor, get permission, sign out and back in and be accompanied by a proctor.
19. No bathroom breaks are permitted for 30 minutes after the assessment password has been provided and no examinee may leave the examination during this time period.
20. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she is considered to have concluded the examination. He/she will not be allowed back into the examination venue to resume the examination.
21. To start the examination, the Chief Proctor will provide examinees with the assessment password and give the start signal "START NOW" (or "BEGIN NOW").
22. Once the start signal has been announced, examinees are required to proceed with their exam without delay.

23. Examinees are allowed to exit the examination venue when they have completed their examination and displayed the upload confirmation screen (in case of ExamSoft examinations), or whatever procedure has been specified by the Chief Proctor. During the last 10 minutes of an examination, examinees may be instructed to remain seated until dismissed.
24. It is the responsibility of every examinee who downloaded an ExamSoft examination, but is unable to take the examination on examination day, to contact Examination Services at the OIA immediately, to facilitate the process of removal of the examination from their personal computer.
25. All examination activity is logged and any log file demonstrating irregular activity, such as attempting to disable or tamper with security features, is subject to academic disciplinary action.

After the Examination:

1. A student may not attempt to reproduce a test or a test item by any means, including but not limited to reconstruction through memorization and/or dissemination of examination materials by any means.
2. Communications about specific test items, cases, and/or answers with another examinee, potential examinee, or any other person at any time before, during, or after an examination, are strictly prohibited.
3. Every examinee is required to fully cooperate in investigations regarding any examination irregularities, whether committed or observed by themselves or others.

Violation of any policy or procedure outlined in this document is reported as an examination irregularity to the Dean of Students and to the Course Director. In the case of NBME examinations, irregularity reports are also sent to the National Board of Medical Examiners, with potential consequences outlined on their website. The Dean of Students decides on subsequent disciplinary action and the Course Director determines the implications for examination scores and course grades.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

***Thank you for your attention to these policies and adhering to the proposed guidelines!
Best wishes for an exciting and enriching semester ahead, of learning and growing
together. – ABY***



St. George's University

School of Arts and Sciences

Department of **Nursing and Allied Health Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: NURS 201: Microbiology For Nursing
Number of Credits: Four credits (4)
Days and Times: Mondays: 9:30 – 10:45am Fridays: 9:30 – 10:45am (Lab: Fridays: 1:00 – 3:30 pm)
Semester and Year: Spring 2020
Classroom Location: WH B1B
Pre-requisite(s): BIOL 221: Human Biology & CHEM 122: General Chemistry I

Course Lecturer Name(s): Aví Bahadoor-Yetman, MSc / MPH (candidate); Dr. Leon Budrie; Dr. Jane Harrington; Dr. Tanya Edwards; Ms. Grace Dolphin-Bond; Mr. Grant Lambert

Course Director Name: Aví Bahadoor-Yetman, MSc / MPH (candidate)

Course Lecturer(s) Contact Information: Please check Sakai for varying faculty contacts

Course Director Contact Information: Campus Phone: (473) 444-4175 Ext. 3083; E-mail: abahadoor@sgu.edu

Course Lecturer(s) Office Hours: Please refer to Sakai site for Faculty contact and hours

Course Director Office Hours: 1:30 – 3:30 pm daily

Course Lecturer(s) Office Location: Please refer to Sakai site for Faculty contact and hours

Course Director Office Location: Office: Science Building, level 1 Microbiology Department

Course Support: Ms. Rocksann Burris, rburris01@sgu.edu; Ext. 3755

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course provides nursing students with an understanding of the role of microorganisms in human disease. Specific topics include: Introduction to Microbiology, microbial diversity, control of microbial growth, environmental microbiology, introduction to epidemiology, principles of nosocomial infection and control, diagnosis of infectious disease, pathology of microbial disease, principles of nosocomial infection and control, diagnosis of infectious disease, pathology of

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

microbial infection disease, principles of human immunology, organ-based infectious disease, principles of human immunology, organ-based infectious disease. This course is designed to provide a solid foundation in microbiology specially relevant to the Nursing profession. The fundamental principles of microbiology, host parasites integrations, organ based diagnostic microbiology, environment microbiology and control of infectious disease will be taught. The course will provide the nursing students with an understanding of the importance of microbiology in their profession.

Course Objectives:

Upon completion of this course will be able to:

1. Apply basic microbiology as it relates to microbial cell biology
2. Describe the pathogenesis of micro-organisms
3. Discuss sterilization and disinfection procedures
4. Describe human immune responses
5. Track and control infectious diseases
6. Discuss chemotherapy and epidemiology
7. Implement the responsibilities of health care professionals to prevent infection

Student Learning Outcomes:

This course aims to provide instruction in basic microbiology so that you:

1. can explain the role of microorganisms in human disease,
2. characterize the spread of infectious disease,
3. explain the control of infectious disease,
4. are prepared for your qualifying examination(s)
5. can become a competent and knowledgeable practitioner

Program Outcomes Met By This Course:

NPO-4 Utilizes evidence-based practices to guide planning, implementation, monitoring and evaluation of health education and health promotion activities. (Caring interventions)

NPO-7 Utilizes critical thinking skills and professional judgement to inform decision-making in the delivery of health-care. (Clinical decision making and intervention)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Textbook is absolutely required

Paul G. Engelkirk & Gwendolyn R.W. Burton - Burton's Microbiology for the Health Sciences Twelfth (12th) ed. Lippincott, Williams & Wilkins

The Textbook is available at the University Bookstore

Microbiology Laboratory Manual for NURS-201

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The laboratory manual is free and available in the Nursing Departmental Office

Supplementary Readings/Resources: Where appropriate, additional reference materials will be placed in the library – or provided during lectures or tutorials. Students will be advised accordingly.

Course Grading Requirement:

Two major exams; Midterm and Final

5 Quizzes

Assessment	Points
Quizzes	12 pt each 60
Midterm Exam	60
Final Exam	60
Written Assignment (ID of bacterial unknown)	20
Class and Lab knowledge 1	20
Class and Lab knowledge 2	20
Total:	240

Points earned from all of the above will be averaged together to determine a final letter grade as allocated below

The schedule for each exam and laboratory quiz/practical is provided in the class schedule below

The self-assessment exercises are check for completion and accuracy but not graded, however, a few questions concerning such assignments will be included in the final exam. The assigned problems will consist of patient scenarios

Course Requirements:

Students are expected to attend all classes and laboratories and arrive prior to the start of lectures or lab. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may affect their academic status.

Papers and presentations are expected to be your original work, with appropriate credit given to the sources used as references. Plagiarism and other instances of academic dishonesty will result in failing the course along with possible disciplinary action by the Dean of Students' Office. All assignments must be handed in on time. Points will be deducted for late assignments.

Course Schedule:

BIOL201 MICROBIOLOGY for Nursing Spring 2020

LECTURE SCHEDULE

Monday Time: 9:30 – 10:45am

Friday Time: 9:30 – 10:45am

Module One

Week 1 – Introduction to Microbiology 20 & 24 Jan.; Ms. Aví Bahadoor-Yetman

Week 2 – Cell structure & function 27 & 31 Jan; Ms. Aví Bahadoor-Yetman

Week 3 – Viruses

Clicker Quiz 1 (weeks 1 & 2); 3 & 10 Feb; Ms. Aví Bahadoor-Yetman / Dr. Achut Malur / Dr. Leon Budrie

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 4 – Genetics & Genomics / Biochemistry / Physiology 10 & 14 Feb; Dr. Marj Maj

Module Two

Week 5 – Microbial Nutrition & Metabolism

Clicker Quiz 2 (weeks 3 & 4); 17 & 21 Feb; Dr. Jane Harrington

Week 6 – Microbial Growth/ – Microbial Growth Control; 24 & 28 Feb; Dr. Jane Harrington

Week 7 – Food & Industrial Microbiology; 2 & 6 Mar; Visiting Professor

Week 8 – EXAM Week (Monday 9-13 March)

Module Three

Week 9 — Epidemiology; 16 & 20 Mar; Ms. Aví Bahadoor-Yetman

Week 10 – Fundamentals of Immunology of Infectious; 23 & 27 Mar; Dr. Jane Harrington

Week 11 – Nosocomial Infections

Clicker Quiz 3 (Weeks 9 & 10); 30 Mar & 3 Apr; Ms. Grace Dolphin-Bond

Week 12 - Diagnosis of Infectious Disease; 6 & 17 Apr; Mr. Grant Lambert

Clicker Quiz 4 (Weeks 11 & 12)

Module Four

Week 13 – Infectious Disease (Bacterial); 20 Apr; Dr. Malcolm Antoine

Week 13 – Infectious Disease (Viral)

Week 14 – Guest Lecture 24 Apr; Dr. Malcolm Antoine

Week 15 – Guest Lecture

Clicker Quiz 5 (weeks 11 & 12); 27 Apr & 4 May; VP

Week 16 – EXAM week (May 4-8)

LAB SCHEDULE – Spring 2018

Tentative time: Friday 1:00-3:00pm

Location: Science Lab, Science Building

Fri 24 Jan First week of classes – no lab

31 Jan - Lab 1 Laboratory safety
Aseptic techniques in transferring bacteria
Colony description
Care and use of the microscope
Microscopic observation of bacteria

14 Feb - Lab 2 Preparation of streak-plates
Diagram of isolation-streak
Isolation of bacteria from Air and Fomites

21 Feb - Lab 3 Preparing a bacterial smear
Gram stain

Epidemiology: (outbreak lab)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- 28 Feb - Lab 4 Lab Knowledge Quiz
- 6 Mar - Lab 5 Effectiveness of selected antiseptics and disinfectants
Inoculation of a lawn
Effectiveness of selected antibiotics against selected bacteria
- 13 Mar - Lab 6 Specimen collection and processing; skin, throat, nasopharyngeal and anterior nares
Medically important Gram-positive cocci; Staphylococci and Streptococci
- 20 Mar - Lab 7 Characteristics of selected Gram-negative bacilli and their use in identification.
- 27 Mar - Lab 8 Gram-negative Bacteria Cont. Demonstration of API
- 3 Apr - Lab 9 Lab Knowledge Quiz 2
- 17 Apr - Lab 10 Lab practical #2: Identification of Gram negative and Gram positive bacilli

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All assignments must be handed in on time. Unless prior authorization and approval is granted by the Course Director, points will be deducted for any late assignments submitted. If you are late for or absent (non-excused) for more than one lab session 5 points will be deducted from your cumulative grade for each lab you missed or were late for.

Classroom/Online Etiquette Procedure:

Students MUST arrive prior to the start of class

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Cell phones and other electronic communication devices are to be turned off.

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the Student Manual.

No Food and Drink allowed in class or Laboratory.

Rules of Clicker Usage

Please refer to the policies and procedures posted on the Sakai site under my Resources. Each examinee is responsible for reviewing and adhering to these policies.

General guidelines for electronic examinations

Please refer to the policies and procedures posted on the Sakai site under my Resources. Each examinee is responsible for reviewing and adhering to these policies.

Electronic examination policy and procedures

Please refer to the policies and procedures posted on the Sakai site under my Resources. Each examinee is responsible for reviewing and adhering to these policies.

Policies and Procedures for Computer Based Examinations

Please refer to the policies and procedures posted on the Sakai site under my Resources. Each examinee is responsible for reviewing and adhering to these policies.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Nursing and Allied Health Sciences

GENERAL COURSE INFORMATION

Course Code and Title: NURS 214: Practicum II
Number of Credits: 4
Days and Times: Wednesdays, 12:00 pm -7:00 pm
Semester and Year: Spring 2020
Classroom Location: General Hospital – Male and Female Surgical & Medical wards
Pre-requisite(s): Co requisite: NURS 300 Adult Health Nursing I: 20-64 years with lab

Course Lecturer Name(s): Salisha Phillip, RN, BSN
Course Director Name: Kathleen Collier, RN, AS, BSN, MPH, SART

Course Lecturer(s) Contact Information: SPhill10@sgu.edu
Course Director Contact Information: kcollier@sgu.edu

Course Lecturer(s) Office Hours: Mon. 10:00am-2:00pm, Tues. 10:00am-12pm
Course Director Office Hours: Mon. 10:00am-2:00pm, Tues. 10:00am-12pm

Course Lecturer(s) Office Location: Leeward Hall (downstairs)
Course Director Office Location: Leeward Hall (downstairs)

Course Support: Rocksann Burris (rburris01@sgu.edu, ext. 3755) Kandis Roberts
(krobert3@sgu.edu, ext. 3769)

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course ensures the student will acquire the knowledge and skills to care for the adult along the health illness continuum in the practice setting. Students will under supervision care of a variety of medical and surgical patients in the hospital. The theory learnt will be put into practice as students continue to understand the art and science of nursing. Students will build on nursing theories and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

models of care which will guide them in gaining the knowledge and skills in using the nursing process as a problem solving tool and formulating care for the patient.

Course Objectives:

1. To demonstrate the elements of critical thinking to deliver safe and appropriate patient centered nursing care.
2. To demonstrate the use of the nursing process in caring for patients with selected medical and surgical conditions.
3. Select the correct nursing diagnosis of prevalent medical-surgical conditions affecting the adult.
4. Demonstrate the discharge and teaching needs for patients with selected health problems.
5. Evaluate the patient/family responses to the medical/surgical interventions used in their care.

Student Learning Outcomes:

On completion of this course, students will be able to:

1. Describe the basic concepts of nursing including healthcare delivery, critical thinking, ethical decision making, nursing process, health education, health promotion, and health assessment.
2. Use appropriate assessment tools and techniques as the basis for delivering nursing care.
3. Describe characteristics of chronic conditions and implications for people with chronic conditions and for their families
4. Compare and contrast alternative approaches and priorities of care dependent on the patient's needs.

Program Outcomes Met By This Course:

NPO-1. Integrates nursing and health care knowledge, skills and attitudes to provide safe, ethical and effective patient centered nursing care, representing the patients' preferences, values, and needs within the context of their families, communities and the health care delivery system. (Nursing practice)

NPO-2. Demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviors of the discipline of nursing. (Professional conduct)

NPO-3. Engages the patient to understand the link between health promotion strategies and health outcomes across the life cycle. (Health promotion and maintenance of wellness)

NPO-5. Apply leadership concepts, skills, and decision making in the provision of high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings. (Nursing leadership and Management)

NPO-6. Utilizes appropriate communication and interpersonal skills to engage in, develop and disengage from therapeutic relationships with individuals and groups. (Communication)

NPO-7. Utilizes critical thinking skills and professional judgment to inform decision-making in the delivery of health care. (Clinical decision making and intervention)

NPO-8. Identifies one's own professional development needs by engaging in reflective practice in the context of lifelong learning and to participate in processes to shape the health care delivery systems and advance the profession. (Professional reflection and visioning)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Potter, P. A., Perry, A. G., Stockert, P., & Hall, A. (2013). Fundamentals of nursing. Elsevier Health Sciences.

Supplementary Readings/Resources: Lewis, Sharon L., Dirksen, Shannon R., Heitkemper, Margaret M., Bucher, Linda. (2014). Medical-Surgical Nursing: Assessment & Management of Clinical Problems. Elsevier Mosby.

Course Grading Requirement:

Assignment	Points	Total
Clinical Learning Rubric		10
Reflective Evaluation Criteria Rubric		10
Nursing Care Plan		10
Punctuality/Professionalism		5
Quizzes		20
Midterm OSCE		15
End of Term OSCE		30

100	
Assessment Every 4 weeks	Reflection Diary: Follow Gibbs outline complete a placement diary to be uploaded. Assessment also included in clinical learning rubric.
Every week	Students will be assessed via quiz and participation related to the weekly clinical objectives during post conference debrief.
Skills Check list TBA	Students are to discuss readiness for check off with preceptors and arrange a suitable time.
Clinical learning rubric Midterm & finals	Students will be assessed every four weeks to receive feedback and discussion for development (Minimum 35 marks each)
Clinical learning outcomes Midterm & finals	Students will meet a minimum of twice (midterm and end of term) to discuss their clinical performance. (Needs improvement, developing, novice)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Course Requirements:

Students will be required to:

- (i) be prepared for class by pre-reading
- (ii) conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- (iii) listen carefully to instructions given. If you do not understand, ask the preceptor/instructor.
- (iv) students should be prepared for clinical rotation in proper attire, with stethoscope, penlight and second hand watch.

Course Schedule:

Week one	Medication Admin IM, IV
Week two	Medication Admin IM, IV, med math
Week three	Pre and Post op care, Dressings Intro
Week four	Dressings Irrigation, wet/dry, suture removal
Week five	Cardiovascular Assessment, Fluid Balance, Med math
Week six	Respiratory Assessment (O2 Admin Nasal/mask, nebulizer)
Week seven	GI Assessment, NG tube/colostomy
Week eight	M I D T E R M (Oral, IM, IV, IV drip)
Week nine	Endocrine Assessment/Diabetic Sim SP
Week ten	Lymphatic/Immune Assessment/Barrier Nursing
Week eleven	MS Assessment/Care of pt. traction walker and crutches
Week twelve	Neurological Assessment/mini mental status SP
Week thirteen	Renal/Urinary Assessment/Catheterization
Week fourteen	Hematologic Assessment/Blood Transfusion
Week fifteen	Integumentary HEET systems and Assessment/Skin Disorders
Week sixteen	E N D of T E R M

A specific day will be spent in the clinical area putting theoretical learning into practice. Each group will be assigned a clinical area in which to observe and practice. For details of the clinical policies please see the Handbook in resources in Sakai. Assessment of the objectives will be carried out at the end of the day and it is expected that each student participate through pre reading and exposure on the ward. If the weekly reflective writing objectives are not attained it must be discussed.

Ongoing assessment throughout the term will be carried out by the preceptors and must be passed in order to fulfill the requirements of Practicum II.

Each group will have an assigned preceptor to work alongside ensuring the clinical objectives are met.

Details of the clinical objectives are as follows:

Week 1 (January 22)

Medication Administration

1. Describe essential components of a medication order
2. Discuss pharmacokinetic principles of drug action
3. List the seven rights of proper medication administration

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

4. Calculate proper drug dosage using different system of drug measurement
5. Discuss important assessment data to obtain from the client during the initial interview and before medication administration
6. Develop an individualized teaching plan to improve client knowledge of medications.
7. Describe recommended guidelines and procedures for medication administration by each route.

Week 2 (January 29)

Pre and Post Op Care

8. Describe the three phases of perioperative client management
9. Discuss the impact of surgery on health and function
10. Identify lifespan considerations for the client undergoing a surgical procedure
11. Describe appropriate perioperative client teaching.
12. Discuss emotional support, safety and asepsis during the intraoperative phase.
13. Identify appropriate nursing assessments in the recovery facility and during the postoperative period.
14. List common postoperative complications and appropriate nursing care to promote normal function
15. Develop an appropriate discharge plan for the surgical patient.

Week 3 (Feb. 5)

Medication

16. Describe essential components of a medication order
17. Discuss pharmacokinetic principles of drug action
18. List the seven rights of proper medication administration
19. Calculate proper drug dosage using different system of drug measurement
20. Discuss important assessment data to obtain from the client during the initial interview and before medication administration
21. Develop an individualized teaching plan to improve client knowledge of medications.
22. Describe recommended guidelines and procedures for medication administration by each route.

Week 4 (Feb 12)

Wound Care

23. Discuss factors that affect integumentary function
24. Identify manifestations of impaired integumentary function.
25. Describe normal wound healing and factors that affect it.
26. Discuss nursing assessment of skin integrity and wound healing
27. List categories of support surfaces used to prevent pressure ulcers
28. Discuss nursing interventions to promote skin integrity
29. Explain scientific principles in the application of heat and cold to injured areas.

Week 5 (Feb. 19)

Cardiovascular

1. Describe the mechanisms involved in the regulation of blood pressure.
2. Select essential assessment data related to the cardiovascular system that should be obtained from a patient and/or caregiver.
3. Select appropriate techniques to use in the physical assessment of the cardiovascular system.
4. Differentiate normal from abnormal findings of a physical assessment of the cardiovascular system.
5. Link the age-related changes of the cardiovascular system to the differences in assessment findings.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

6. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the cardiovascular system.

Week 6 (Feb. 26)

Respiratory

7. Differentiate among the structures and functions of the upper respiratory tract, the lower respiratory tract, and the chest wall.
8. Describe the process that initiates and controls inspiration and expiration.
9. Describe the process of gas diffusion within the lungs.
10. Identify the respiratory defense mechanisms.
11. Describe the significance of arterial blood gas values in relation to respiratory function.
12. Relate the signs and symptoms of inadequate oxygenation to implications of these findings.
13. Link the age-related changes of the respiratory system to the differences in assessment findings.
14. Select the significant subjective and objective data related to the respiratory system that should be obtained from a patient.
15. Select appropriate techniques to use in the physical assessment of the respiratory system.
16. Differentiate normal from common abnormal findings in a physical assessment of the respiratory system.
17. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the respiratory system.

Week 7 (Mar. 4)

Gastrointestinal

18. Describe the structures and functions of the organs of the gastrointestinal tract.
19. Describe the structures and functions of the liver, gallbladder, biliary tract, and pancreas.
20. Differentiate the processes of ingestion, digestion, absorption, and elimination.
21. Explain the processes of biliary metabolism, bile production, and bile excretion.
22. Link the age-related changes of the gastrointestinal system to the differences in assessment findings.
23. Select significant subjective and objective assessment data related to the gastrointestinal system that should be obtained from a patient.
24. Identify the appropriate techniques used in the physical assessment and Nursing intervention of gastrointestinal conditions.
25. Differentiate normal from abnormal findings of a physical assessment of the gastrointestinal system.
26. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the gastrointestinal system.

Week 8 (Week of Mar. 9-Mar. 13)

Midterm

Week 9 (Mar. 18)

Endocrine

27. Describe the common characteristics and functions of hormones.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

28. Identify the locations of the endocrine glands.
29. Describe the functions of hormones secreted by the pituitary, thyroid, parathyroid, and adrenal glands and the pancreas.
30. Describe the locations and roles of hormone receptors.
31. Select the significant subjective and objective assessment data related to the endocrine system that should be obtained from a patient.
32. Link age-related changes in the endocrine system to differences in assessment findings.
33. Differentiate normal from common abnormal findings of a physical assessment of the endocrine system.
34. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the endocrine system.

Week 10 (Mar. 25)

Lymphatic/Immune

35. Describe the functions and components of the immune system.
36. Compare and contrast humoral and cell-mediated immunity, including lymphocytes involved, types of reactions, and effects on antigens.
37. Characterize the five types of immunoglobulins.
38. Differentiate among the four types of hypersensitivity reactions in terms of immunologic mechanisms and resulting alterations.
39. Identify the clinical manifestations and emergency management of a systemic anaphylactic reaction.
40. Describe the assessment and collaborative care of a patient with chronic allergies.
41. Explain the relationship between the human leukocyte antigen system and certain diseases.
42. Describe the etiologic factors, clinical manifestations, and treatment modalities of autoimmune diseases.
43. Describe the etiologic factors and categories of immunodeficiency disorders.
44. Differentiate among the types of rejections following transplantation.
45. Identify the types and side effects of immunosuppressive therapy.

Week 11 (April 1)

Muscular Skeletal

46. Describe the gross anatomic and microscopic composition of bone.
47. Explain the classification system for joints and movements at synovial joints.
48. Compare and contrast the types and structure of muscle tissue.
49. Describe the functions of cartilage, muscles, ligaments, tendons, fascia, and bursae.
50. Link age-related changes in the musculoskeletal system to the differences in assessment findings.
51. Select significant subjective and objective data related to the musculoskeletal system that should be obtained from a patient.
52. Select appropriate techniques to use in the physical assessment of the musculoskeletal system.
53. Differentiate normal from abnormal findings of a physical assessment of the musculoskeletal system.
54. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the musculoskeletal system.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Week 12 (Apr. 8)

Neurological

55. Differentiate between the functions of neurons and glial cells.
56. Explain the anatomic location and functions of the cerebrum, brainstem, cerebellum, spinal cord, peripheral nerves, and cerebrospinal fluid.
57. Identify the major arteries supplying the brain.
58. Describe the functions of the 12 cranial nerves.
59. Compare the functions of the two divisions of the autonomic nervous system.
60. Link the age-related changes in the neurologic system to the differences in assessment findings.
61. Select significant subjective and objective data related to the nervous system that should be obtained from a patient.
62. Select appropriate techniques to use in the physical assessment of the nervous system.
63. Differentiate normal from abnormal findings of a physical assessment of the nervous system.
64. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the nervous system.

Week 13 (Apr. 15)

Renal/Urinary

65. Differentiate among the anatomic location and functions of the kidneys, ureters, bladder, and urethra.
66. Explain the physiologic events involved in the formation and passage of urine from glomerular filtration to voiding.
67. Select significant subjective and objective data related to the urinary system that should be obtained from a patient.
68. Link the age-related changes of the urinary system to the differences in assessment findings.
69. Select appropriate techniques to use in the physical assessment of the urinary system.
70. Differentiate normal from abnormal findings of a physical assessment of the urinary system.
71. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the urinary system.
72. Differentiate the normal from the abnormal findings of a urinalysis.

Week 14 (Apr. 22)

Hematologic

73. Describe the structures and functions of the hematologic system.
74. Differentiate among the different types of blood cells and their functions.
75. Explain the process of hemostasis.
76. Link the age-related changes in the hematologic system to differences in findings of hematologic studies.
77. Select the significant subjective and objective assessment data related to the hematologic system that should be obtained from a patient.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

78. Describe the components of a physical assessment of the hematologic system and perform blood transfusion as indicated by hematologic conditions.
79. Differentiate normal from common abnormal findings of a physical assessment of the hematologic system.
80. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the hematologic system.

Week 15 (Apr. 29)

Integument HEET

81. Describe the structures and functions of the integumentary system.
 82. Link the age-related changes in the integumentary system to differences in assessment findings.
 83. Select the significant subjective and objective data related to the integumentary system that should be obtained from a patient.
 84. Describe specific assessments to be made during the physical examination of the skin and the appendages.
 85. Compare and contrast the critical components for describing primary and secondary lesions.
 86. Select appropriate techniques to use in the physical assessment of the integumentary system.
 87. Specify the structural and assessment differences in light- and dark-skinned individuals.
 88. Differentiate normal from common abnormal findings of a physical assessment of the integumentary system.
 89. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the integumentary system.
-
90. Describe the structures and functions of the visual and auditory systems.
 91. Explain the physiologic processes involved in normal vision and hearing.
 92. Evaluate the significant subjective and objective assessment data related to the visual and auditory systems that should be obtained from a patient.
 93. Select the appropriate techniques to use in the physical assessment of the visual and auditory systems.
 94. Differentiate normal from common abnormal findings of a physical assessment of the visual and auditory systems.
 95. Link the age-related changes in the visual and auditory systems to differences in assessment findings.
 96. Describe the purpose, significance of results, and nursing responsibilities related to diagnostic studies of the visual and auditory systems.

Week 16 (May 4 - 8)

END of TERM

POLICY INFORMATION

Plagiarism policy: Academic Integrity

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

The grade for late nursing care plans will be lowered 5 points unless previous permission has been given. Submit journals via the drop box on time. Drop boxes will not reopen unless permission given.

Classroom/Online Etiquette Procedure:

Students are expected to exhibit professional conduct at all times in the clinical and classroom setting. Courteous and respectful behaviour is an expectation of every student. Cell phones are to be turned off during clinical practice.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Nursing and Allied Health Sciences

GENERAL COURSE INFORMATION

Course Code and Title: NURS 300: Adult Health Nursing I 20-64 years with Lab
Number of Credits: 4 credits
Days and Times: Tuesday & Thursday; 2:30pm-3:45pm
Semester and Year: Spring 2020
Classroom Location: St. Andrew Hall – Middle room
Pre-requisite(s): NURS 100: Fundamentals of Nursing & NURS 214: Practicum II

Course Lecturer Name(s): Kathleen Collier
Course Director Name: Jule Lindsay

Course Lecturer(s) Contact Information: KCollier@sgu.edu Ext 3735
Course Director Contact Information: jlindsay@sgu.edu Ext 3118

Course Lecturer(s) Office Hours: Mon. 10:00am-2:00pm, Tues. 10:00am-12pm

Course Director Office Hours: Mon, Tues, Wed 0900am-12noon Friday 0900am-1000am

Course Lecturer(s) Office Location: Leeward Hall (downstairs)
Course Director Office Location: Leeward Hall (downstairs)

Course Support: Rocksann Burris (rburris01@sgu.edu ext. 3755) & Kandis Roberts
krobert3@sgu.edu ext. 3769)

Course Management tool: To learn to use Sakai, the Course management tool, access the link
<https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course requires the student to use theoretical principles, physical assessment skills, the nursing process, and clinical decision making in the care of adults who present with common deviations from health and self-care need deficit that require nursing intervention. Students use previously learned

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

knowledge and skills to effectively apply the nursing process to individuals that present with problems that relate to cardiac and respiratory disease, neurological, musculoskeletal, gastrointestinal, renal immune and endocrine disorders. Students will complement their learning in the simulation lab.

Course Objectives:

1. Discuss healthcare aspects of patients with chronic illness with related rehabilitation needs.
2. Describe the basic role of the nurse in various practice preoperative settings: preoperative, intraoperative, and postoperative.
3. Describe the nurse's role in assessment and implementation of patients with infectious diseases.
4. Demonstrate: accountability for care provided, appropriate use of time, preparation for clinical practice, and dependability and reliability for clinical practice

Student Learning Outcomes:

1. Utilize the nursing process and critical thinking in assessing, diagnosing, planning, implementing, and evaluating evidence-based therapeutic nursing interventions.
2. Implement safe, effective nursing care for individuals with respiratory, cardiovascular, hematologic, digestive, gastrointestinal, metabolic, endocrine, urinary tract, reproductive, immunologic, integumentary, sensorineural, neurologic and musculoskeletal dysfunction

Program Outcomes Met By This Course:

NPO1- Integrate nursing and health care knowledge, skills and attitudes to provide safe ethical and effective nursing care, representing the patients' preferences, values and needs within the context of their families, communities and the health care delivery system. (Nursing practice)

NPO2-Demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviours of the discipline of nursing. (professional conduct)

NPO3-Engages the patient to understand the link between health promotion strategies and health outcomes across the life cycle (Health promotion and maintenance of wellness)

NPO 5- Apply leadership concepts, skills and decision making in the provision of high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings. (Nursing leadership and Management)

NPO6- Utilizes appropriate communication and interpersonal skills to engage in, develop and disengage from therapeutic relationships with individuals and groups (Communication)

NPO7-Utilizes critical thinking skills and professional judgement to inform decision-making in the delivery of health care (Clinical decision making and intervention)

NP08- Identifies one's own professional development needs by engaging in reflective practice in the context of lifelong learning and to participate in processes to shape the health care delivery systems and advance the profession. (Professional reflection and visioning)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Lewis, S. L., Dirksen, S. R., Heitkemper, M. M., & Bucher, L. (2014). *Medical-surgical nursing: assessment and management of clinical problems, single volume*. Elsevier Health Sciences.

Course ID: 157463_jlindsay104_1006

Supplementary Readings/Resources:
See resources on Sakai

Course Grading Requirement:

Assignment	Total
Essay 1	5%
Quizzes	8%
Mid- term written	20%
Essay 2	5%
Essay 3	5%
Presentations	12%
Essay 4	5%
End of term written	35%
Cumulative participation & professionalism	5%
Total	100%

Course Requirements:
















1. Students must be prepared for all lectures by reading the suggested chapter and topics prior to attending class.
2. Students must engage in all classroom discussions
3. All students must engage in active listening during class time.

Course Schedule:

Week	Lecture	In Class work	Sim lab
1	Introduction to adult health nursing	Read Chapter 6 Sherpath -Admission and Discharge -Stress and Stress management See Resources on Sakai	Medication admin IV IM

























Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

2	Foundations of Med Surgical nursing	Peri and post- operative care (chapter 11, 17, 18, 19) -Pain/ inflammation and wound healing	Dressing intro Pre and post op video
3	Foundations of Med Surgical nursing	Review cancer Assessment Cancer (Chapter 16)	Medication admin Med maths
4	Reproductive System	-Review the reproductive System and Assessment ch 50 -Parasitic /Protozoan infection -Trichomoniasis (Trich) -Genital herpes <ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Medication  Diagnostic tests  Health teaching  Community Resources 	Dressing irrigation wet and dry Suture removal
5	Cardiovascular System	Cardiovascular system and Assessment chapter 31/32 -Hypertension Ch 32 -Heart failure Ch 43 -Stroke <ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Nursing Interventions  Medication  Diagnostic tests 	Assessment Fluid Balance And IV Med maths
6	Respiratory case studies Asthma COPD	-Respiratory system and Assessment Chapters 25/26/27/28	Assessment o2 administration Nasal/mask Medication via a nebulizer























Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	<p>Pneumonia (bacterial and viral) Breath sounds examples</p> <p>Obstructive Pulmonary Disease</p>	<p>-Asthma pg 539 -COPD pg 557 -Pneumonia pg 500</p> <ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Nursing Interventions  Medication  Diagnostic tests  Health teaching  Community Resources 	
7	Gastrointestinal Nutrition	<p>-Gastrointestinal system and Assessment (chapter 42)</p> <p>-Cystic Fibrosis -Gastroesophageal Reflux disease (GERD) -Crohn's disease pg 944 Sherpath</p> <ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Nursing Interventions  Nutritional requirements  Medication  Diagnostic tests  Health teaching  Community Resources 	Assessment NG tube
8	Midterm		Sim Patient Oral Im and Iv admin + Iv drip calculation
9	Endocrine	<p>Review diabetic Assessment Diabetes Mellitus Ch 47, 48</p> <ul style="list-style-type: none">  Define terminology  Etiology  Assessment  Nursing considerations  Nursing Interventions 	Assessment/ Diabetic sim




























Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

		<ul style="list-style-type: none">  Nutritional requirements  Medications  Diagnostic tests  Health teaching  Community Resources 	
10	Lymphatic/Immune	<p>-lymphatic and Immune systems and Assessment (ch 14)</p> <p>-HIV/AIDS</p> <ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Nursing Interventions  Medication  Diagnostic tests  Health teaching  Community Resources 	<p>Assessment</p> <p>Barrier nursing</p>
11	Musculoskeletal	<p>-Musculoskeletal system and Assessment ch 61/62/64</p> <p>-Fracture</p> <p>-Osteomyelitis</p> <p>-Osteoporosis</p> <p>-osteoarthritis</p> <ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Nursing Interventions  Medication  Diagnostic tests  Health teaching  Community Resources 	<p>Assessment</p> <p>Care of pt traction walker and crutches</p>
12	Neurological	<p>-Review neurological system and Assessment (ch 55)</p> <p>-Epilepsy</p> <p>-Seizure</p> <p>-Stroke</p>	<p>Assessment</p> <p>SP mini mental status</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

		<ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Nursing Interventions  Medication  Diagnostic tests  Health teaching  Community Resources 	
13	Renal/Urinary -Urinary Tract Infection -Acute Pyelonephritis	<p>-Review renal and urinary system and Assessment ch 44 & 45</p> <ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Nursing Interventions  Medication  Diagnostic tests  Health teaching  Community Resources 	Assessment Catheterization Female / Male
14	Hematologic -Leukemia -Lymphoma	<p>-Review hematological system and Assessment chapters 29/30</p> <ul style="list-style-type: none">  Define terminologies  Etiology  Assessment  Nursing considerations  Nursing Interventions  Medication  Diagnostic tests  Health teaching  Community Resources 	Assessment Blood trans

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

15	Integumentary System Burns	Review Integumentary systems ch 23/24 <ul style="list-style-type: none"> ✚ Define terminologies ✚ Etiology ✚ Assessment ✚ Nursing considerations ✚ Nursing Interventions ✚ Medication ✚ Diagnostic tests ✚ Health teaching ✚ Community Resources 	Skin HEET Assessment
16	End of term		4 physical assessments

Week one	Written Assignment - Identify guidelines for admission, transfer, and discharge of a patient related to hospital policy 800- 1200 words
Week two	
Week three	Online - Evaluate on line illustrations of wounds. Identify the tissue types injured; state whether healing will occur by primary, secondary, or tertiary intention; and classify the wound as red, yellow, or black. Quiz
Week four	Class presentation Place students into four groups. Present a patient scenario in which a patient has one of the following: <ul style="list-style-type: none"> - hyponatremia Group 1 - hyperkalemia Group 2 - hypocalcemia Group 3 - hypercalcemia Group 4 Each group is to modify a nursing plan of care for its patient with: <ul style="list-style-type: none"> - a nursing diagnosis - an expected outcome - three nursing interventions - methods by which to evaluate the expected outcome
Week five	Class presentation -BP cardiac output and vascular resistance presentation. Each group will take Cardiac/Renal/Sympathetic/Local and Neurohormonal and present the diagram as it relates to BP control.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	<p>The diagram illustrates the regulation of blood pressure. At the center, the equation Blood pressure = Cardiac output × Systemic vascular resistance is shown. Cardiac output is influenced by the Cardiac system (Heart rate, Contractility, Conductivity) and Renal fluid volume control (Renin-angiotensin-aldosterone system, Natriuretic peptides). Systemic vascular resistance is influenced by the Sympathetic nervous system (α₁- and α₂-Adrenergic receptors for vasoconstriction; β₂-Adrenergic receptors for vasodilation) and Neurohormonal factors (Vasoconstrictors: Angiotensin, Norepinephrine). Local regulation also affects systemic vascular resistance, involving Vasodilators (Prostaglandins, Nitric oxide) and Vasoconstrictors (Endothelin).</p> <p><small>Copyright © 2014, 2011, 2007, 2004, 2000, 1996, 1992, 1987, 1983 by Mosby, an imprint of Elsevier Inc.</small></p>
Week six	Quiz
Week seven	<p>Presentation – Divide into four groups each group to present for 15 mins on the following</p> <ol style="list-style-type: none"> 1 – Functions of the liver/gallbladder/biliary tract and Pancreas 2 – Common symptoms that are cues to liver/ gallbladder/biliary tract and Pancreas issues 3 - Common investigations that are carried out including nurses responsibility and side effects 4 – Common lab values and their significance
Week eight	Mid- term written and practical
Week nine	Quiz
Week ten	<p>Presentation -Divide students into four groups, and ask each group to present one of the four types of hypersensitivity reactions.</p> <p>Written Assignment -Have students outline assessment findings that would assist the nurse in determining if an anaphylactic reaction was occurring.</p>
Week eleven	Quiz
Week twelve	<p>Written Assignment</p> <p>Complete a matrix with the incidence, pathophysiology, and common causes of ischemic and hemorrhagic strokes. Illustrate the differences and similarities in the types of strokes.</p>
Week thirteen	<p>Presentation – Divide into four groups each group to present for 15 mins on the following:</p> <ol style="list-style-type: none"> 1 – Functions of the Kidneys/Ureter/Bladder 2 – Common symptoms that are cues to Renal issues 3 - Common investigations that are carried out including nurses responsibility and side effects 4 – Common lab values and their significance
Week fourteen	<p>Written Assignment -Identify the cause, relevant assessment data, the pathophysiologic process responsible, Lab results, nursing diagnoses, and appropriate interventions on the following hematologic disease conditions.</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	<ol style="list-style-type: none"> 1. Iron deficiency anemia and Vitamin deficiency anemia. 2. Anemia of chronic disease and Aplastic anemia. 3. Hemolytic anemias. 4. Sickle cell anemia.
Week fifteen	Review and wrap up
Week sixteen	End of term written End of term practical Taking one notable incident during your placement write a reflective essay 800 – 1200 words.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George’s University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George’s University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are accountable for all assignments as outlined in the course Syllabi. Any individual who is not able to meet the assigned deadline may meet with the instructor for consideration on an individual basis prior to the due date of the assignment.

Classroom/Online Etiquette Procedure:

At discretion of Course Director. Students are expected to exhibit professional conduct at all times in the classroom and in the clinical setting. Students are not allowed to use cell phones during class time and during clinical hours. All students are expected to be courteous and respectful to each other during class time.

Policy/Procedure Related to the Department:

NA

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Nursing and Allied Health Sciences

GENERAL COURSE INFORMATION

Course Code and Title: NURS 315: Specialized Nursing and Informatics
Number of Credits: 3
Days and Times: Tuesday and Thursday 2.30 – 3.45pm
Semester and Year: Spring 2020
Classroom Location: St. Andrew Hall – End Room
Pre-requisite(s): NURS 300: Adult Health Nursing I: 20 – 64 years with lab (Co-requisite:
NURS 324: Practicum IV

Course Lecturer Name(s): Jennifer Solomon
Course Director Name: Jennifer Solomon

Course Lecturer(s) Contact Information: jsolomon@sgu.edu/ ext. 3758
Course Director Contact Information: JSolomon@sgu.edu/ Ext 3758

Course Lecturer(s) Office Hours: Mondays and Wednesdays 1pm – 4pm Tuesdays and
Thursdays 12 – 2pm
Course Director Office Hours: NA

Course Lecturer(s) Office Location: Leeward Hall building (downstairs)
Course Director Office Location: NA

Course Support: Rocksann Burris (rburris01@sgu.edu, ext. 3755) & Kandis Roberts
(krobert3@sgu.edu, ext. 3769)

Course Management tool: To learn to use Sakai, the Course management tool, access the link
<https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will provide supervised practical experience on the organization structure, personnel, functions and care of patients in the specialized units, namely, Accident and Emergency, Operating Theatre, Recovery Room, Intensive care Unit and Dialysis Unit. The student will gain an overview of advanced monitoring and equipment used in the specialized setting.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

The student will also be exposed to advance practice nursing and nurse consultants to understand the impact and role of these professions. This course will expose the student to the various specialty areas delivering appropriate care to patients in those settings and the information technology that accompanies these populations.

Course Objectives:

1. To demonstrate the elements of critical thinking to deliver safe and appropriate patient centered nursing care in the specialized setting.
2. To demonstrate the use of the nursing process in caring for patients within the specialized areas such as theatre, ICU, A&E and dialysis.
3. Provide appropriate health education that addresses disease/illness prevention, health promotion, and health restoration in these specialized areas.
4. Describe the unique role and scope of practice of the specialized nurse within the health care environment
5. Identify career and educational pathways to enable specialization within nursing.

Student Learning Outcomes:

On completion of this course students will be able to:

- 1-List the main nursing functions in the care of patients in the specialized area.
- 2 -Demonstrate the ability to implement disaster preparedness and management.
- 3 -Compare evidenced based nursing care to patients in the various specialized areas.
- 4 -Identify where and how IT is integrated into the nursing process.

Program Outcomes Met By This Course:

NPO – 1: Integrates nursing and health care knowledge, skills and attitudes to provide safe, ethical and effective patient centred nursing care, representing the patients’ preferences, values, and needs within the context of their families, communities and the health care delivery system. (Nursing practice)

NPO – 2: Demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviors of the discipline of nursing. (Professional conduct)

NPO – 3: Engages the patient to understand the link between health promotion strategies and health outcomes across the life cycle. (Health promotion and maintenance of wellness)

NPO – 8: Identifies one’s own professional development needs by engaging in reflective practice in the context of lifelong learning and to participate in processes to shape the health care delivery systems and advance the profession. (Professional reflection and visioning)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Text: Introduction to Nursing Informatics, 4th Edition, Kathryn J. Hannah; Pamela Hussey; Margaret A. Kennedy; Marion J. Ball Editors

Lewis, S. L., Dirksen, S. R., Heitkemper, M. M., & Bucher, L. (2014). Medical-surgical nursing: assessment and management of clinical problems, single volume. Elsevier Health Sciences.

Med Surg Course ID: 157463_jsolomon94_1003

Fundamentals: Course ID: 157057_jsolomon94_1007

Supplementary Readings/Resources: Where appropriate additional reference materials will be placed in the library or provide during lectures or tutorials. Students will be advised accordingly.

Course Grading Requirement:

Assignment	Percentage
Reflective Papers (x4)	20%
Group Presentation	10%
Mid-Term	20%
Group Case Study/Role Play Scenario	20%
Final	30%

Course Requirements:

Students will be required to:

Be prepared, on time, for class and able to engage with the material

Contribute to class activities, group work and discussions

Students should bring their laptops, clickers and books to all lessons

Course Schedule:

Week	Content	Objectives	Assignment/notes
1	Introduction. What is specialized nursing Speciality – Research Nursing and Nursing Research	Summarize the differences between general and specialized nursing Review how this course relates to program learning outcomes. Understand the elements of the course and assessments Examine the difference between a Nursing Researcher and a Research Nurse? Understand the steps to take to become one	
2	The Informatics Nurse	Who is an Informatics Nurse and what do they do? https://www.youtube.com/watch?v=yRbZkUJETp4 Discuss the development of Nursing Informatics as a specialty Differentiate Nursing Informatics from Health Informatics	After learning about the role of the Informatics Nurse write a 1-page reflective paper discussing your thoughts. Submit via Sakai

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	<p>Accident and Emergency nurse</p> <p>Guest Speaker: Dr. Kathleen Nokes (30th January, 2020)</p>	<p>A Window into the Emergency Room</p> <p>https://www.youtube.com/watch?v=ViFJCFet1UE</p> <p>Evaluate knowledge and skills in order to deliver appropriate high-quality emergency care</p> <p>Critically appraise the protocols, organization and management of care for emergency clients.</p> <p>Critically evaluate and reflect on the role of the emergency nurse within interdisciplinary and multidisciplinary teams.</p> <p>https://www.youtube.com/watch?v=QvB4dyx-rVk</p> <p>Use the following to illustrate need for algorithms</p> <p>http://qualitysafety.bmj.com/content/19/5/e46#F2</p>	<p>After watching the video write a 1-page reflective paper discussing the different ER experiences highlighted in this video. Submit via Sakai.</p> <p>Review protocols in use the in A&E setting for following: Sepsis, Major incident, Major trauma prepare and be able to discuss these in class.</p>
3	<p>Theatre and Recovery Nursing</p> <p>Guest Speaker: unconfirmed</p> <p>Peri-operative Nursing Care Sherpath Chapt. 18</p>	<p>Critically explore the principles of peri-operative nursing and the role of the nurse in providing care, based on standards of practice to the pre, intra & post-operative setting.</p>	<p>After learning about the role of the Theatre and Recovery Nursing write a 1-page reflective paper discussing your thoughts. Submit via Sakai</p> <p>Complete assigned Case Study questions and be prepared to discuss in groups in class</p>
4	<p>Palliative, Hospice and End-Of-Life Care</p>	<p>Students will learn that Palliative care is an interdisciplinary and holistic approach for those who have a life-threatening illness</p>	<p>After learning about Palliative, Hospice and End-Of-Life care write a 1-page reflective paper</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	<p>Sherpath Chapt. 9</p> <p>Intensive care/ Critical care nurse Sherpath Chapt.65</p> <p>Guest Speaker: Nurse Donally Francis (11th February, 2020)</p>	<p>Students will also understand that palliative care aims to improve the quality of life of patients and their families through prevention, pain management, psychological and spiritual care</p> <p>Evaluate knowledge and skills in order to deliver appropriate high-quality ICU care.</p>	<p>discussing your thoughts. Submit via Sakai</p> <p>Discuss in groups assigned Case study</p>
5	<p>Disaster management</p> <p>Disaster management</p> <p>Guest speaker: Mr. Sylvan McIntyre (18th & 20th February, 2020)</p>	<p>List the classification of disaster and phases of disaster. Evaluate the measures to prevent or mitigate effects of disasters</p> <p>Identify the roles and functions in disaster management of individuals, organizations, gov agencies and how the nurse links with these entities</p>	
6	<p>Disaster management</p> <p>Guest speaker: Mr. Sylvan McIntyre (25th & 27th February, 2020)</p> <p>Disaster management Class presentation</p>	<p>Evaluate disaster plans at the national, regional level.</p> <p>In your assigned groups use the four phases of disaster management and present on cyclones, floods, landslides, and earthquakes. Please include nursing specific skills you will utilize.</p>	
7	<p>Disaster management with</p> <p>Guest Speaker: Mr. Steven</p>	<p>Table top exercise</p>	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	<p>Babiak (3rd March, 2020)</p> <p>Sexual Assault Nurse Examiner nurse</p> <p>Guest Speaker: Nurse Kathleen Collier (5th March, 2020)</p>	Evaluate knowledge and skills in order to deliver appropriate high-quality forensic care	
8	Mid Term		
9	<p>Introduction to Nursing Informatics</p> <p>EBP and Informatics</p>	<p>What is Informatics? What is Nursing Informatics? Nursing Informatics Competencies Impact of Nursing Informatics on Nursing Explore trends in evidence-based quality improvement. Discuss the implications of evidence-based quality improvement for various levels and types of healthcare organizations as well as across multiple professions. Review effective models in structuring evidence-based practice (EBP) initiatives.</p>	
10	<p>Patient Safety and Informatics</p> <p>Application EMR and EHR in the hospital</p>	<p>Define patient safety and quality of care from a health informatics perspective.</p> <p>Describe the role of health information technology (IT) in advancing the quality and safety of healthcare globally Describe the key technical components of electronic health records and their interrelationships. Define <i>interoperability</i> and its major elements. Contrast networking arrangements such as regional health information organizations (RHIOs), health information exchanges (HIEs), and health information organizations (HIOs). watch song and discuss the limitations of EMR's</p> <p>https://www.youtube.com/watch?v=xB_tSFjsjsw</p>	
11	<p>Applications of EMRs and EHRs</p> <p>Application Telemedicine</p>	<p>Summarize the supporting electronic health records (EHRs) and information systems used at community and home-based practice sites.</p> <p>Describe the clinical practice considerations for telehealth-delivered care for health professionals. Analyze operational and organizational success factors and barriers for telehealth in healthcare organizations</p>	<p>Group Case Study/Role Play Scenario given to class</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

12	Informatics for Patient Education Privacy and Security issues	Discuss the effectiveness of computerized teaching tools that can be used to deliver patient education in the clinical environment. Explore and evaluate computerized applications that can be used to educate patients in relation to health literacy. Describe and explain the informatics concepts: privacy, security, confidentiality, integrity, availability, covered entity, and business associate.	
13	Social media use and education Mobile technology	Describe social media tools and their benefits. Explore the current and potential use of social media in healthcare and healthcare education. Analyze the issues and challenges associated with the use of social media in healthcare and healthcare education List mHealth application domains and describe examples of mHealth uses in healthcare settings in the United States and in developing countries. Explore the current state of mHealth research evidence. Discuss benefits and challenges to mHealth implementation.	
14	Informatics for student education nursing entrepreneur using informatics	Discuss the effectiveness of computerized teaching tools that can be used to deliver education in the traditional classroom environment. Explore computerized applications that can be used to manage educational information and support the work of healthcare-related faculty.	Group Case Study Due
15	Informatics Role-Play Exam Review	Groups will complete Case Study/Role Play Scenario assignment	Ask students to role-play various parts of the scenario as it might occur in a face-to-face office setting. Other students can observe, take notes, and critique.
16	End of Term	FINAL EXAMS WEEK	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George’s University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George’s University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George’s University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George’s University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late assignments without extenuating circumstances will not be graded. Late assignments may receive a penalty of up to 10% of final mark. All assignments must be submitted in correct formatting as per instructions.

Classroom/Online Etiquette Procedure:

Students must attend class on time and cause minimal disruption for comfort breaks. If through lateness in- class clicker or quizzes are missed these will not be repeated. It is expected that you come to class prepared and willing to engage in the material or discussions. Cell phones are to be switched off.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Nursing and Allied Health Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: NURS 320: Gerontological Nursing with Practicum
Number of Credits: 4
Days and Times: Tuesdays and Thursdays; 11:30 am-12:45 pm (Practicum live sessions); Fridays 1:00 pm – 3:00 pm
Semester and Year: Spring & Summer 2020
Classroom Location: St. Andrew Hall – Middle room
Pre-requisite(s): NURS 300: Adult Health I: 20 – 64 years with lab

Course Lecturer Name(s): Jule Lindsay; Jennifer Solomon
Course Director Name: Jule Lindsay

Course Lecturer(s) Contact Information: jsolomon@sgu.edu ext 3758
Course Director Contact Information: jlindsay@sgu.edu ext 3118

Course Lecturer(s) Office Hours: 0900am-1200Noon-Mon,Tues,Wed,Fri 0900am-1000am
Course Director Office Hours: 0900am-1200Noon-Mon,Tues,Wed,Fri 0900am-1000am
Course Lecturer(s) Office Location: Leeward Hall (downstairs)
Course Director Office Location: Leeward Hall (downstairs)

Course Support: Rocksann Burris (rburris01@sgu.edu ext. 3755) & Kandis Roberts (krbert3@sgu.edu)

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course provides students with a comprehensive examination and understanding of the aging process including the broad structural and societal issues regarding aging. The normal physical, psychosocial, and cultural aspects of the aging process will be explored. Students will explore methodological research and theoretical issues of aging; interdisciplinary perspectives on aging; social aspects, and health care needs of the elderly. The role of the nurse and implications for promoting health in the least restrictive environment will be explored. It will include discussions of

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

geriatric syndromes, complexity of co-morbidities while managing health outcomes. Students will be given the opportunity to bring theory and practice together in a practicum within the community and other settings.

Course Objectives:

1. Identify physiological, psychosocial, and emotional changes which occur with the aging process which affect the nursing care needs of geriatric clients .
2. Identify risk factors and variables associated with the incidence of health care problems among the elderly.
3. Discuss cross-cultural theories, concepts and issues of aging including: attitudes toward aging, old age, variations in health status, and health care seeking behaviors
4. Cite relevant social policy and ethical-legal knowledge into the development of advocacy strategies for the older population
5. List the different approaches/tools for the diagnosis of common conditions affecting older adults.

Student Learning Outcomes:

1. Describe the most common gerontological theories useful in improving health care for the elderly
2. Describe the most common conditions affecting older adults
3. Explore positive approaches to the complex and challenging aspects of providing care for and with older people, both in hospitals and other institutional settings and in their own homes
4. Use appropriate theories of nursing practice to develop an adequate care plan

Program Outcomes Met By This Course:

NPO-1. Integrates nursing and health care knowledge, skills and attitudes to provide safe, ethical and effective patient centered nursing care, representing the patients' preferences, values, and needs within the context of their families, communities and the health care delivery system. (Nursing practice)

NPO-2. Demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviors of the discipline of nursing. (Professional conduct)

NPO-3. Engages the patient to understand the link between health promotion strategies and health outcomes across the life cycle. (Health promotion and maintenance of wellness)

NPO-6. Utilizes appropriate communication and interpersonal skills to engage in, develop and disengage from therapeutic relationships with individuals and groups. (Communication)

NPO-7. Utilizes critical thinking skills and professional judgment to inform decision-making in the delivery of health care. (Clinical decision making and intervention)

NPO-8. Identifies one's own professional development needs by engaging in reflective practice in the context of lifelong learning and to participate in processes to shape the health care delivery systems and advance the profession. (Professional reflection and visioning)

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Essentials of Gerontological Nursing, Meredith Wallace, 2007

VSim class code: F4DBE7EA

Supplementary Readings/Resources: See resources on Sakai

Course Grading Requirement:

Written Assignments	8%
Quizzes	10%
Class Presentations	7%
Mid-Term	20%
Essay - Scholarly Paper	10%
Class Participation	5%
Final	30%
Completion of Simulation	3.34%
Attendance & Engagement	3.33%
Reflective Diary	3.33%
Total	100%

Course Requirements:

Students will be required to:

1. Be prepared for classes by doing the required reading necessary for class.
2. Engage in classroom discussions in a respectful manner.
3. Conduct themselves in an appropriate manner.
4. Engage in active listening skills during class.

Course Schedule:

Week	Lecture	In class	Assignments
1	-Introduction to Gerontological Nursing Read Ch 1, 8	-Review of course outline -Discuss stereotypes about ageing -Dementia care	Case Study Guest Speaker: Dementia

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

<p>2</p> <p>Quiz</p>	<p>Discuss/Explore Biological Theories of Ageing</p> <p>Read Ch 1</p>	<p>Define/Explore concepts of:</p> <ul style="list-style-type: none"> -Ageism -Senescence -Ageing -Free Radical Theory -Telomere Theory <p>Concept-Map</p> <p>Case study</p>	<p>Class presentation</p> <p>Each group will discuss the significance of the Theories to the care of the Elderly.</p> <ul style="list-style-type: none"> -Mutation Theory vs Cross-Linkage Theory -Autoimmune Theory vs Genetic Theory -Nutrition Theory vs Cell Theory -Stress Theory vs Replacement Theory
<p>3</p>	<p>Functional Changes in the Elderly Population</p> <p>Ch 3</p>	<ul style="list-style-type: none"> -Discuss Functional Assessment -Discuss Geriatric Assessment -Explore Functional Changes: <ul style="list-style-type: none"> -Digestive system -Immune system -Endocrine system -Musculoskeletal System 	<p>Concept map</p> <p>Continue with lecture</p>
<p>4</p>	<p>Psychosocial Theories of Ageing</p>	<p>Discuss/Explore:</p> <ul style="list-style-type: none"> -Disengagement Theory 	<p>Video</p>
		<ul style="list-style-type: none"> -Activity Theory -Continuity Theory -Life –Course Theory -Maslow’s Hierarchy -Erikson’s Theory -Havighurst’s Theory 	
<p>5</p>	<p>Palliative Care:</p> <ul style="list-style-type: none"> -End of life planning 	<p>Grief and Bereavement:</p> <ul style="list-style-type: none"> -Kubler-Ross Model -Engle’s Grieving Process -Myths of Grief 	<p>Class Presentation</p> <p>Each group will present on one of the following topics:</p> <ul style="list-style-type: none"> -Palliative care for the dying patient.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

<p>Quiz</p>	<p>Ch 11</p>	<p>-Strategies to initiate discussions on death -Bill of Rights for the dying</p>	<p>-Euthanasia (Active) -Euthanasia (Passive) -Invasion of Privacy/Confidentiality</p> <p>Guidelines for presentation</p> <p>-Define terminology -Discuss Ethical/Legal issues regarding topic -Discuss Nursing Implications/Considerations -Family/ Care giver Stressors</p>
<p>6</p>	<p>Ethical, Legal and Regulatory Issues that affect the elderly</p> <p>Ch 9, 13</p>	<p>Ethical Issues:</p> <p>-Decision making capacity/Competency -Autonomy -Principles of Beneficence/Non Maleficence -Informed consent - Legal Issues: -Negligence -Battery</p>	<p>Individual Scholarly Paper</p> <p>Discuss and analyze the impact of economic, political, social and demographic forces on the delivery of health care system in Grenada.</p> <p>Guidelines for Assignment</p> <p>I. Introduction: Outline the purpose and focus of topic.</p> <p>II. Background: Research and summarize topic.</p> <p>III. Discussion: discuss research findings. How does this affect the elderly? How does this impact the family? How does this affect the community?</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

			<p>IV. Conclusion: Reworded statement about your topic. -APA Format -2000 words -Times New Roman -12 Font -Cover page/Reference</p>
7	<p>Physiological Changes in the Elderly</p> <p>Ch 3, 6</p>	<p>-Discuss the effects of physiological changes on the elderly:</p> <p>-Musculoskeletal System</p> <p>-Renal Changes</p> <p>-Genitourinary system</p> <p>Case Study/Concept Map</p>	<p>Class Presentation:</p> <p>Each group will discuss the effects of aging on the following systems:</p> <p>I. Cardiovascular System</p> <p>II. Respiratory system</p> <p>III. Integumentary system</p> <p>IV. Nervous system</p> <p>Guidelines for Presentation</p> <p>I. Define disease condition.</p> <p>II. Discuss signs and symptoms.</p> <p>III. Nursing considerations.</p> <p>IV. Community Resources</p> <p>Health Promotion Strategies</p>
8	Midterm		
9	<p>Health Promotion and Maintenance: Physiological Health Concerns</p> <p>Ch 5, 13</p>	<p>Benefits of a Healthy Life Style:</p> <p>-Regular exercise</p> <p>-Weight reduction</p> <p>-Immunization for influenza</p> <p>-Smoking cessation</p>	<p>Class Presentation</p> <p>Each group will choose and present on a health promotion/maintenance topic in the Elderly Population; topic must be approved by teacher.</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

<p>Quiz</p>			<p>Suggested topics but not limited to:</p> <ul style="list-style-type: none"> I. Heart disease II. Cancer III. Nutrition IV. Sensory Impairment <p>Guidelines of Presentation</p> <ol style="list-style-type: none"> 1. Define disease condition. 2. Discuss signs and symptoms. 3. Prevention of disease condition 4. Nursing considerations. 5. Nursing interventions. 6. List community Resources
<p>10</p> <p>Quiz</p>	<p>Biological assessment of the Elderly Population</p> <p>Ch 5, 9</p>	<ul style="list-style-type: none"> -Sleep disorders in the Elderly (Insomnia) -Activity and Safety - Fall Prevention -Sensory/Stimulation -Sexuality -Case Study 	<p>Case Study</p> <p>Concept-Map</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

11	Cognitive Changes in the Elderly Population	<ul style="list-style-type: none"> -Delirium -Depression -Mental Health Assessment -Mini-Mental State Exam 	<p>Class Presentation</p> <p>Each group will present on:</p> <ol style="list-style-type: none"> 1. Alzheimer's disease 2. Vascular dementia 3. Parkinson's disease 4. Lewy bodies disease <p>Guidelines for Presentation</p> <ol style="list-style-type: none"> 1. Define disease condition. 2. Discuss signs and symptoms. 3. Nursing considerations. 4. Community Resources 5. List Diagnostic Tests
12	Psychological Changes of the Elderly Population	<ul style="list-style-type: none"> -Elderly Abuse -Financial Abuse -Religion/Spirituality -Teaching older adults <p>Case Study/ Concept Map</p>	<p>Class Presentation</p> <p>Each group will present on one of the following topics:</p> <ul style="list-style-type: none"> -Physical Abuse -Emotional Abuse -Sexual Abuse -Neglect <p>Guidelines for Presentation</p> <ul style="list-style-type: none"> -State definition of topic -Discuss risk factors for elderly abuse -State signs and symptoms of Elderly Abuse -Prevention strategies of Elderly Abuse -Reporting Elderly Abuse

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

13	Nutrition and Elimination in the Elderly Population	<p>Discuss factors affecting Nutritional/Elimination Status</p> <p>Assess Nutritional Status:</p> <ul style="list-style-type: none"> -Screen for Malnutrition -Discuss Mini Nutritional Assessment -Nutrition-Drug Interaction -Religion-Based Dietary Restrictions 	<p>Group Assignment/Presentation</p> <p>Nutritional Assessment</p> <ul style="list-style-type: none"> -Students will list meals provided to patients in the clinical settings during clinical hours. - Discuss dietary intake, caloric values, fluid intake etc. -Compare the constituents of the patient's intake of food to the National Food Pyramid. -Explain the importance of maintaining a balanced diet in the Elderly Population -Consider factors that affect their Nutritional Status. -Provide health teaching to patients based on findings. -Students will write 2-3 pages of their findings and present to class.
14	<p>Life Transition:</p> <ul style="list-style-type: none"> -Relationship with Family and Elderly 	<ul style="list-style-type: none"> -Advanced directives -Durable power of attorney -Dimensions of end-of-life care 	<p>Class Presentation</p> <p>Each group will present on one of the following topics:</p> <ul style="list-style-type: none"> -Hospice care -Assisted Suicide -Funeral planning -Care of the body after death

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

			Guidelines for Presentation: -Define terminology -Discuss Ethical/Legal issues regarding topic -Discuss Nursing Implications/Considerations -Family/ Care giver Stressors
15	Course Wrap-Up	Course Review	Case Study

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

It is expected that you are accountable for your assignments. Any individual who is not able to meet the assigned deadline may meet with the instructor for consideration on an individual basis prior to the due date of the assignment.

Classroom/Online Etiquette Procedure:

Students are expected to exhibit professional conduct at all times in the classroom and clinical setting. Courteous and respectful behavior is an expectation for every student. No cell phone use in classroom or during clinical hours.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Nursing and Allied Health Sciences

GENERAL COURSE INFORMATION

Course Code and Title: NURS 324: Practicum IV
Number of Credits: 4
Days and Times: Wednesdays, 7:00am-2:30pm
Semester and Year: Spring 2020
Classroom Location: The General Hospital
Pre-requisite(s): NURS 300: Adult Health Nursing I (Co-requisite: Specialized Nursing & Informatics)

Course Lecturer Name(s): Salisha Phillip, RN, BSN
Course Director Name: Kathleen Collier RN, AS, BSN, MPH, SART

Course Lecturer(s) Contact Information: SPhill10@sgu.edu
Course Director Contact Information: kcollier@sgu.edu

Course Lecturer(s) Office Hours: Mon. 10:00am-2:00pm, Tues. 10:00am-12pm
Course Director Office Hours: Mon. 10:00am-2:00pm, Tues. 10:00am-12pm

Course Lecturer(s) Office Location: Leeward Hall (downstairs)
Course Director Office Location: Leeward Hall (downstairs)

Course Support: Rocksann Burris, (rburris01@sgu.edu, ext. 3755) & Kandis Roberts (krobert3@sgu.edu, ext. 3769)

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will provide supervised practical experience on the organization structure, personnel, functions and care of patients in the specialized units, namely. Accident and Emergency, Operating Theatre, Recovery Room, Intensive Care Unit and Dialysis Unit. The student will gain an overview of advanced monitoring and equipment used in the specialized setting. The student will also be exposed to advance practice nursing and nurse consultants to understand the impact and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

role of these professions. This course will expose the student to the various specialty areas delivering appropriate care to patients in those settings and the information technology that accompanies these populations.

Course Objectives:

1. Demonstrate the elements of critical thinking to deliver safe and appropriate patient centered nursing care in the specialized setting.
2. Demonstrate the use of the nursing process in caring for patients within the specialized areas such as theatre, ICU, A&E and dialysis.
3. Provide appropriate health education that addresses disease/illness prevention, health promotion, and health restoration in these specialized areas.
4. Describe the unique role and scope of practice of the specialized nurse within the health care environment.
5. Identify career and educational pathways to enable specialization within nursing.

Student Learning Outcomes:

On completion of this course, students will be able to:

1. To demonstrate an understanding of the nurses role within these specialized areas.
2. To demonstrate professional nursing competency under supervision in a number of diverse settings utilizing caring critical thinking and therapeutic nursing interventions with individual families and communities
3. To synthesize the appropriate knowledge and skills to practice under supervision collaboratively with other health care professionals
4. To demonstrate how evidence based practice and effect the decision making process.
5. To classify leadership and management styles in the practice of professional nursing
6. To demonstrate professional caring into practice thus exhibiting patient centered care decision making process
7. To apply the various techniques for effective communication with clients peers and other health care professionals
8. To demonstrate commitment to the advancement of the profession by ongoing development and self- reflection.

Program Outcomes Met By This Course:

NPO1. Integrates nursing and health care knowledge, skills and attitudes to provide safe, ethical and effective patient centered nursing care, representing the patients' preferences, values, and needs within the context of their families, communities and the health care delivery system. (Nursing practice)

NPO2. Demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviors of the discipline of nursing. (Professional conduct)

NPO3. Engages the patient to understand the link between health promotion strategies and health outcomes across the life cycle. (Health promotion and maintenance of wellness)

NPO4. Utilizes evidence-based practices to guide planning, implementation, monitoring and evaluation of health education and health promotion activities. (Caring interventions)

NPO5. Apply leadership concepts, skills, and decision making in the provision of high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

a variety of settings. (Nursing leadership and Management)

NPO6. Utilizes appropriate communication and interpersonal skills to engage in, develop and disengage from therapeutic relationships with individuals and groups. (Communication)

NPO7. Utilizes critical thinking skills and professional judgment to inform decision-making in the delivery of health care. (Clinical decision making and intervention)

NPO8. Identifies one's own professional development needs by engaging in reflective practice in the context of lifelong learning and to participate in processes to shape the health care delivery systems and advance the profession. (Professional reflection and visioning)

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Text:

Lewis, S. L., Dirksen, S. R., Heitkemper, M. M., & Bucher, L. (2014). Medical-surgical nursing: assessment and management of clinical problems, single volume. Elsevier Health Sciences.

Supplementary Readings/Resources:

See resources on Sakai

Supplementary Readings/Resources: Where appropriate, additional reference materials will be placed in the library. Students will be advised accordingly.

Course Grading Requirement:

Assignment	Points	Total
Clinical Learning Rubric/Objectives		20
Reflective Evaluation Criteria		20
Nursing Care		40
Punctuality/Professionalism		20
Total		100

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Course Requirements:

Students will be required to:

- (i) be prepared for clinical in proper attire according to clinical policy.
- (ii) be prepared for clinical with necessary supplies such as (stethoscope, second hand watch and notepad, pens, etc)

Course Schedule:

1. Accident and Emergency (3 weeks)
2. Intensive Care Unit (3 weeks)
3. Operating Theatre (3 weeks)
4. Recovery Room (3 weeks)

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignment Submission Policy: All assignments will be posted on SAKAI with submission criteria outlined.

Classroom/Online Etiquette Procedure:

Adherence to the ICN Code of Conduct is expected. Professionalism is expected and will be graded.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Nursing and Allied Health Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: NURS 326: Collaboration and Communication in Healthcare
Number of Credits: 3
Days and Times: Tuesday and Thursday 9.30 – 10.45 AM
Semester and Year: Spring 2020
Classroom Location: St. Andrew Hall – End room
Pre-requisite(s): NURS 300: Adult Health Nursing I – 20-64 years with lab

Course Lecturer Name(s): Jennifer Solomon
Course Director Name: Jennifer Solomon

Course Lecturer(s) Contact Information: Jsolomon@sgu.edu/ 3758
Course Director Contact Information: Jsolomon@sgu.edu/ 3758

Course Lecturer(s) Office Hours: Mondays and Wednesdays 1pm – 4pm Tuesday and Thursday
12 – 2pm

Course Director Office Hours: Mondays and Wednesdays 1pm – 4pm Tuesday and Thursday
12 – 2pm

Course Lecturer(s) Office Location: Leeward Hall (Downstairs)
Course Director Office Location: Leeward Hall (Downstairs)

Course Support: Rocksann Burris (rburris01@sgu.edu, ext. 3755) & Kandis Roberts
(krobert3@sgu.edu, ext. 3769)

Course Management tool: To learn to use Sakai, the Course management tool, access the link
<https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will introduce the student to the concept of inter professional collaborative practice and the evidence base that supports its effectiveness. In order for the students to better understand the professionals with whom they will collaborate, specific modules will focus on the roles of various

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

healthcare professionals, their scope of practice, and settings in which they work. Additional modules will focus on communication strategies and tools for effective inter professional collaborative practice and learners will practice to gain competence in inter professional communication, conflict management and negotiation.

Course Objectives:

By the end of the course the student will be able to

1. Discuss the evidence regarding benefits of inter professional collaborative practice, including the impact on quality and safety of patient care.
2. Describe key elements of effective inter professional team-based care.
3. Describe the importance of communication for effective collaboration
4. Describe communication strategies helpful in the management of conflict.

Student Learning Outcomes:

By the end of the course the student will be able to

1. Discuss the evidence regarding benefits of inter professional collaborative practice, including the impact on quality and safety of patient care.
2. Describe key elements of effective inter professional team-based care.
3. Describe the importance of communication for effective collaboration
4. Describe communication strategies helpful in the management of conflict.

Program Outcomes Met By This Course:

NPO – 1: Integrates nursing and health care knowledge, skills and attitudes to provide safe, ethical and effective patient centered nursing care, representing the patients' preferences, values, and needs within the context of their families, communities and the health care delivery system. (Nursing practice)

NPO – 2: Demonstrate a level of professionalism that is congruent with the inherent values, ethics and behaviours of the discipline of nursing. (Professional conduct)

NPO – 3: Engages the patient to understand the link between health promotion strategies and health outcomes across the life cycle. (Health promotion and maintenance of wellness)

NPO – 6: Utilizes appropriate communication and interpersonal skills to engage in, develop and disengage from therapeutic relationships with individuals and groups. (Communication)

NPO – 8: Identifies one's own professional development needs by engaging in reflective practice in the context of lifelong learning and to participate in processes to shape the health care delivery systems and advance the profession. (Professional reflection and visioning)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Course Materials:

Text: Lewis, S., Dirksen, S. R., Heitkemper, M., Bucher, L., Harding, M. M., Jeff. Medical-Surgical Nursing: Assessment and Management of Clinical Problems, Single Volume. [VitalSource Bookshelf]. Retrieved from <https://online.vitalsource.com/#/books/9780323328524/>

Course ID - 157057_jsolomon94_1006

Supplementary Readings/Resources: Reeves, S., Lewin, S., Espin, S., & Zwarenstein, M. (2011). Interprofessional teamwork for health and social care (Vol. 8). John Wiley & Sons. Additional reference materials will be placed on Sakai.

Course Grading Requirement:

Online assignments (5)	20%
Online quiz (5)	20%
Presentation (1)	10%
Midterm	20%
End of term	30%

Course Requirements:

Students will be required to:

Be prepared, on time, for class and able to engage with the material

Contribute to class activities, group work and discussions

Students should bring their laptops, clickers and books to all lessons

Course Schedule:

Week	Content	Objectives	Assignment
1	Introduction. What is inter professional education (IPE) and inter professional collaborative practice (IPC.) Introduction to IPC practice. Research and evidence regarding benefits of inter professional collaborative practice, including the impact on quality and safety of patient care. Safety and Assessment	Define IPE and IPC Compare and contrast the differences List the four competencies of IPE Describe the impact on quality and safety of patient care using IPC. Describe the impact of errors. Determine contributing factors to medical errors	Read Chapters 24, 27 and WHO report. Complete online case study https://www.youtube.com/watch?v=Hgug-ShbqDs
2	Discuss factors that influences inter professional collaboration and working together Team structures: Model and Functional Collaboration	List three factors contributing to group effectiveness. Compare the four stages of group development. Describe how different mental processes affect group behavior. Discuss the benefits of team structure in teamwork. Define a "team." Identify the role of patients and their families as part of the care team. Describe the components and composition of a multi-team system	Read Chapters 24 and 27
3		List the five components of a culture of safety	Complete online communication

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	<p>Creating a culture of safety.</p> <p>Responsible, Assertive, Caring Communication in Nursing</p>	<p>Identify the Functions of Interpersonal Communication in Nursing. Distinguish Between Assertive, Nonassertive, and Aggressive Communication. Identify a Three-Step Process to Build Assertiveness Skills. Explain the DESC Script for Developing an Assertive Response. Describe the Behaviour of an Assertive Nurse</p>	<p>assignment and nursing diagnosis and planning assignment</p> <p>Complete Quiz One</p> <p>Explore the following site</p> <p>https://www.ahrq.gov/professionals/quality-patient-safety/index.html</p>
4	<p>How we process communication and information</p> <p>IPC Situational monitoring</p>	<p>Identify the role of cognitive overload in compromising quality of care and patient safety. List solutions that involve both enhanced team cooperation and decision making along with the prudent use of supportive technology..</p> <p>Discuss how situation monitoring affects team processes and outcomes. List components of the STEP mnemonic. Explain situation awareness and identify undermining conditions. Define a shared mental model and how it is cultivated within a team.</p>	<p>https://www.youtube.com/watch?v=PGK9_CkHRNw</p> <p>Complete online SBAR and Safety simulation exercise</p>
5	<p>IPC competencies Communication for effective collaboration. Elements of effective communication</p> <p>Self-guided study - Respect and Bullying in the workplace read PP and complete worksheet</p>	<p>Describe how communication affects team processes and outcomes. Define effective communication. Identify communication challenges.</p> <p>Identify tools and strategies that can improve a team's communication</p> <p>Discuss the Benefits of Respect in the Relationships in Healthcare. Identify Behaviours That Demonstrate Respect in Relationships. Define Workplace Bullying</p>	<p>https://www.youtube.com/watch?v=B3EB-icaNKQ</p> <p>https://www.youtube.com/watch?v=YWYfjGlsmp0</p> <p>https://www.youtube.com/watch?v=8l2q-ZnHCxc</p> <p>https://www.youtube.com/watch?v=Cbvtk-slTyc</p> <p>https://www.youtube.com/watch?v=SuYbwg0JQV0</p>
6	<p>IPC competencies –leadership</p>	<p>Describe how leadership affects team processes and outcomes. Identify different types of team leader</p> <p>Describe the tools for leading teams, including briefs, huddles, and debriefs.</p>	<p>Complete collaboration assignment</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	Coordination of Care	<p>list the main concepts and goals of care coordination</p> <p>Differentiate the three core functions of care coordinators role</p> <p>Identify strategies for integrating care coordination into nursing practice.</p> <p>Define the competencies and functions for care coordination</p> <p>Address common barriers to care coordination.</p>	<p>Complete online communications quiz two</p> <p>https://www.youtube.com/watch?v=8Etd6DkIBhg</p> <p>https://www.youtube.com/watch?v=v2QxVubXaNQ</p> <p>https://www.youtube.com/watch?v=2DUgg8yRpvc</p> <p>https://www.youtube.com/watch?v=JIImjNjbFQg</p> <p>https://www.youtube.com/watch?v=bDOK8JQesSE</p> <p>https://www.youtube.com/watch?v=Nzc87Y5tJ_I</p> <p>https://www.youtube.com/watch?v=ZY8n-jhd4dk</p>
7	IPC Mutual support	<p>Describe how mutual support affects team processes and outcomes. Discuss specific strategies to foster mutual support (e.g., task assistance, feedback). Identify specific tools to facilitate mutual support.</p>	<p>Read chapters 22 and 23</p> <p>Complete chapter assignments</p> <p>https://www.youtube.com/watch?v=ny1kr93_sKk</p> <p>https://www.youtube.com/watch?v=LvO-4qM_aig</p>
	Ethical and legal implications	<p>Discuss the role of ethics in professional nursing. Discuss the role of values in the study of ethics. Examine and clarify personal values. Understand basic philosophies of health care ethics</p>	
8	Mid Term		
9	<p>Conflict Management – De-escalation</p> <p>Guest speaker</p> <p>Conflict management</p> <p>Special cases Aggression</p>	<p>Describe the benefits of learning confrontational skills..</p> <p>Differentiate problems presented by Aggressive Behaviour</p>	<p>Complete online Ethics and Values quiz</p> <p>Watch prior to session</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

		Discuss the various strategies to communicate effectively with aggressive Clients and Colleagues Formulate assessments and Interventions for Given Situations Involving Aggressive behaviour	https://www.youtube.com/watch?v=e6fV7C1L7xs
10	Special cases Emotional Intelligence and Distressed Colleagues IPC - Coaching and Mentoring	Summarize the effect of Distressed Behaviour of Clients or Colleagues on the Nurse List the Four common events that can cause stress in distressed colleagues. Recommend strategies for developing emotional intelligence. Define coaching and its outcomes. List competencies of an effective coach. Describe how to implement coaching across IPC	Complete online Ethics and Values quiz two
11	Special cases the unpopular patient The unpopular patient and nurse bias	Distinguish the characteristics of unpopular clients. Analyse the possible reactions of Nurses to unpopular clients. List possible strategies to deal with negative attitudes and prevent antagonistic behaviour toward unpopular clients Determine how the patient role has changed over time. List the Eight principles of Patient Centred Care. Appraise where nurse bias originates	Complete online legal implications Quiz Read The unpopular patient revisited and Countering the stereotype Summarize in class
12	Documentation Documentation	Identify purposes of a health care record. Discuss legal guidelines for documentation. Identify ways to maintain confidentiality of electronic and written records. Describe five quality guidelines for documentation. Describe the different methods used in record keeping. Discuss the advantages of standardized documentation forms. Identify elements to include when documenting a patient's discharge plan.	Read Chapter 26 Complete online case study Complete online documentation and hand off reporting assignment
13	Present on how the following concepts lead to better patient care Group one - Communication Two - Mutual support Three - Situational Monitoring Four - Leadership		Present using EBP on how the following concepts lead to better patient care 20min with 5mins for questions
14	Collaboration and communication from the Drs / Social work perspective Mutual respect	Discuss the Benefits of Respect in the Relationships in Healthcare Identify behaviours That Demonstrate Respect in Relationships Describe empathy and discuss the benefits of demonstrating empathy	Complete online quiz documentation
15	Elements of effective inter professional team-based care. Barriers to inter	Describe strategies to assist in the empowerment of nurses	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

	professional collaborative practice – guest speaker		
	Review		
16	End of Term		

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George’s University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George’s University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late assignments without extenuating circumstances will not be graded. Late assignments may receive a penalty of up to 10% of final mark. All assignments must be submitted in correct formatting as instructed.

Classroom/Online Etiquette Procedure:

Students must attend class on time and cause minimal disruption for comfort breaks. If through lateness, in- class clicker or quizzes are missed, these will not be repeated. It is expected that you come to class prepared and willing to engage in the material or discussions. Cell phones are to be switched off.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Nursing and Allied Health Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: NURS 402: Adult Health Nursing II: 20 - 64 Years
Number of Credits: 4
Days and Times: Monday 1:30pm - 2:45pm & Friday 3:30 pm -4 :45pm
Semester and Year: Spring 2020
Classroom Location: St. Andrew Hall – End Room
Pre-requisite(s): **Pre-requisite(s):** NURS 300: Adult Health Nursing I, NURS 210: Pathophysiology & NURS 215: Pharmacology

Course Lecturer Name(s): Kathleen Collier
Course Director Name: Jule Lindsay

Course Lecturer(s) Contact Information: kcollier@sgu.edu ext. 3735
Course Director Contact Information: jlindsay@sgu.edu ext. 3118

Course Lecturer(s) Office Hours: Mon. 10:00am-2:00pm, Tues. 10:00am-12pm
Course Director Office Hours: Mon, Tues, Wed 0900am-12noon Friday 0900am-1000am

Course Lecturer(s) Office Location: Leeward Hall (downstairs)
Course Director Office Location: Leeward Hall (downstairs)

Course Support: Rocksann Burris (rburris01@sgu.edu ext. 3755) & Kandis Roberts (krobert3@sgu.edu ext. 3769)

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

In this course emphasis is placed on student exposure to the care of patients who have multi systems deficits and who are hospitalized in acute or specialized areas. Students use previously learned knowledge and skills to effectively apply the nursing process to individuals that present with problems that relate to cardiac and respiratory disease, neurological, musculoskeletal, gastrointestinal, renal immune and endocrine disorders. Students are expected to collaborate with other members of the health care team, observe management styles of nursing leaders and to develop their role as manager of care. Laboratory experiences will supplement the theory

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

components ensuring the art and science of nursing is appreciated and exhibited. Students learning will be complemented in the Simulation Lab.

Course Objectives:

1. State the key elements of culture, . spirituality, poverty, heredity, ethics and health beliefs on adult health practices into the nursing care of adult patient.
2. List the main managerial concepts of caring for patients with multi systems deficits.
3. Cite evidence-based nursing practice in the management of patients with fluid and electrolyte imbalance, shock, multisystem failure, oncology and end of life care.

Student Learning Outcomes:

1. Demonstrate concepts and challenges regarding patient management, such as pain management, fluid and electrolyte balance and distribution, shock, multisystem failure, oncology and end -of-life care.
2. Implement evidenced based, safe, effective nursing care for individuals with complex health care illnesses tap here to enter text.

Program Outcomes Met By This Course:

NPO-1 Integrates nursing and health care knowledge, skills and attitudes to provide safe, ethical and effective patient centred nursing care, representing the patients' values and needs within the context of their families, communities and the health care delivery system.(Nursing practice)

NPO-2 Demonstrate a level of professionalism that is congruent with the inherent values , ethics and behaviours of the discipline of nursing.(Professional conduct)

NPO-3 Engages the patient to understand the link between health promotion strategies and health outcomes across the life cycle. (Health promotion and maintenance of wellness)

NPO-6 Utilize appropriate communication and interpersonal skills to engage in, develop and disengage from therapeutic relationships with individuals and group. (communication)

NPO-7 Utilizes critical thinking skills and professional judgement to inform decision-making in the delivery of health care.(Clinical decision making and intervention)

NPO- 8 Identifies one's own professional development needs by engaging in reflective practice in the context of lifelong learning and to participate in processes to shape the health care delivery systems and advance the profession. (Professional reflection and visioning)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Lewis, S. L., Dirksen, S. R., Heitkemper, M. M., & Bucher, L. (2014). Medical-surgical nursing: assessment and management of clinical problems, single volume. Elsevier Health Sciences.

Course ID: 157463_jlindsay104_1005

Supplementary Readings/Resources: **See resources on Sakai**

Course Grading Requirement:

Assignment	Percentage
Written Assignments	10%
Sim Lab Quizzes	5%
SAKAI Quizzes	5%
Class Presentations	5%
Midterm Written Exam	15%
Final Written Exam	25%
Midterm OSCE	15%
Final OSCE	20%

Course Requirements:

1. Students are required to read the assigned chapter prior to coming to the lecture.
2. Students should participate in all lectures and utilize critical thinking skills in classroom discussions.
3. All students should engage in active listening skills during lecture.

Course Schedule:

Week	Lecture	In Class work	Sim. Lab
1	Introduction to Medical-Surgical Nursing See Sakai for Resources	-Review course outline (Adult 2). -Discuss Evidence-Based practice as it relates to clients with VRE, MRSA and Clostridium Difficile. -Discuss prophylactic measures re: Infection control guidelines. -Discuss/analyze principles of reverse isolation.	Introduction to V. Sim Webinar with Lippincott rep. Isolation PPE (gown, mask, gloves) Infection control.....video

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2	<p>Neoplastic Disorders</p> <p>Guest Speaker: Oncology Doctor</p> <p>Chapter 15</p>	<p>Management of clients with cancer:</p> <ul style="list-style-type: none"> -Discuss/analyze malignant process, causative factors, carcinogenic agents of cancer. - -Discuss primary and secondary prevention of cancer. 	<p>Video on Cancer</p> <p>Case Scenario</p> <p>Day 1 cervical cancer Breast cancer</p> <p>Day 2 Ovarian Cancer Prostate Cancer</p>
3	<p>Pancreases and Biliary Tract Problem</p> <p>Upper Gastrointestinal Problems</p> <p>Case study</p> <p>Ch 41, 43</p>	<ul style="list-style-type: none"> -Students review pathophysiology of Gastrointestinal Tract -Management and care of clients with Gastrointestinal disorders: -Cholecystitis Pg. 1005- Ch 43 -Cirrhosis Pg. 986 -Ch 43 -Gastritis pg. 909 - -Discuss diagnostic tests/procedures -Nursing interventions. -Signs and Symptoms -Definition of disease 	<p>GI V. Sim</p> <p>NCP</p>
4	<p>Fluids, Electrolytes and Acid Base Imbalance</p> <p>Case Study from Sherpath</p> <p>Chapter 16</p> <p>-See Sakai for additional -resources</p>	<ul style="list-style-type: none"> -Discuss and explore fluids, electrolytes and acid base imbalance and nutrition. - Management of clients with nutritional deficiencies: -Signs and Symptoms -Nursing consideration -Diagnostic tests 	<p>Video on tube feedings</p> <p>IV solutions (NS, RL, 1/2NS, D5 1/2NS, D5 1/2NS, D5W, D5 1/3NS, D10W, D5 1/2NS</p>
	<p>Video on TPN administration</p>	<ul style="list-style-type: none"> -Total Parenteral Nutrition -Enteral Nutrition -G-tube -J-tube 	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

5	<p>Cardiovascular System</p> <p>Ch 31/34/66</p> <p>Quiz Sakai</p> <p>See resources on Sakai</p>	<p>-Students to review the pathophysiology of the Cardiovascular System (self-directed).</p> <p>-Definition of disease condition</p> <p>-Discuss clinical manifestations of disease condition</p> <p>-Diagnostic tests.</p> <p>-Interprofessional Care:</p> <p>- Assessment of patient with:</p> <p>-Heart Failure (HF) Ch 43</p> <p>-Myocardial Infarction (MI) Ch 33 pg. 719</p> <p>-Types of shock</p> <p>-Discuss ECG</p>	<p>EKG/ECG practice Murmur listening.</p> <p>NCP</p>
6	<p>Respiratory System</p> <p>Read Ch 26, 65</p> <p>Quiz Sakai</p>	<p>-Students to review the pathophysiology of the Respiratory System (self-directed).</p> <p>-Assessment of patient</p> <p>-Analyze the nursing management for clients receiving oxygen for respiratory disorders.</p> <p>-i.e. ventilators, CPAP, BIPAP,</p> <p>-Tracheostomy care Pg. 485</p>	<p>Assessment</p> <p>Suctioning</p> <p>Trach-Care</p> <p>Ventilator</p> <p>View video on Trach Care</p> <p>NCP</p>
7	<p>Gastrointestinal /Nutrition</p> <p>Ch 38/42</p>	<p>-Students to review the pathophysiology of the Respiratory System (self-directed).</p> <p>-Assessment of client with colostomy and ileostomy.</p> <p>-Management of clients with colostomy and ileostomy</p> <p>Irritable bowel syndrome page 940</p> <p>-Diverticulitis page 963</p>	<p>Video</p> <p>Colostomy</p> <p>Ileostomy</p> <p>Colostomy/ileostomy care</p>
8	<p>Midterm</p>		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

9	Reproductive System	<ul style="list-style-type: none"> -Students to review Pathophysiology of Reproductive System (Self Directed) -Caring for clients with reproductive disorders 	<p>Video HPV Gonorrhea Herpes</p> <p>Case Scenario</p>
	Quiz Sakai Video	<ul style="list-style-type: none"> -Management of care of clients with reproductive/ Infectious processes: -Signs and symptoms of reproductive disease -Nursing consideration -Diagnostic tests -Human Papilloma Virus -Gonorrhea Ch 52 -Herpes Ch 52 Ch 53, 54 	<p>HPV Gonorrhea</p>
10	Lymphatic/Immune System Individualized Scholarly Paper Assignment Quiz Sakai	<ul style="list-style-type: none"> -Students to review pathophysiology of lymphatic/immune systems (self-directed) -Management and care of clients with HIV/AIDS. -Assessment of patient with HIV -Diagnostic tests for HIV -Signs and Symptoms -Nursing considerations of HIV <p>Read Ch 14</p>	<p>Video HIV</p> <p>Case Scenario HIV</p>
11	Musculoskeletal System Quiz Sakai	<ul style="list-style-type: none"> -Students to review the musculoskeletal system (self-directed). -Injuries of muscle, tendons, ligaments, nerves, discs and blood vessels. -Chronic skeletal disorder: Osteoporosis; osteomyelitis. - Complications associated with fracture and compartment syndrome. <p>Read Ch 63</p>	<p>V. Sim</p> <p>NCP</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

12	Neurological Diseases See Resources on Sakai	<ul style="list-style-type: none"> -Students to review pathophysiology of the neurological system (self-directed). -Nursing care and management of client with neurological diseases. -Definition of disease -Signs and symptoms -Assessment of patient with: <ul style="list-style-type: none"> -Spinal cord injury -Amyotrophic lateral sclerosis (ALS) -Head Injury (Intracranial 	<p>Case Scenario ICP patient</p> <p>Neuro exam cranial nerve 1-VII Chart Video</p> <p>NCP</p>
13	Renal/Urinary Disorders Class Presentation Ch 46	<ul style="list-style-type: none"> -Students to review the pathophysiology of renal/urinary disease conditions. -Nursing care and management of clients with renal/urinary disease conditions: <ul style="list-style-type: none"> -Definition of disease -Signs and symptoms of disease -Assessment of patient with: <ul style="list-style-type: none"> -Dialysis Sherpath pg. 1084 -Renal Failure -End Stage renal disease pg. 1070 -Peritoneal dialysis pg. 1084 	<p>field trip to dialysis unit - ½ class</p> <p>Video -1/2 class CRF</p>
14	Hematologic Disorders Video Guest Lecturer	<ul style="list-style-type: none"> -Students to review pathophysiology of clients with hematological disorders (self-directed). -Management of clients with hematological disorders: <ul style="list-style-type: none"> -Disseminated Intravascular Coagulation (DIC) -Multiple organ failure -Blood transfusion 	<p>Blood transfusion</p> <p>Food colouring</p> <p>IV NS</p>
15	Integumentary System Present concept map for burns Ch 24	<ul style="list-style-type: none"> -End of term review -Review pathophysiology of clients with Integumentary System (self-directed). -Burns and complications - -Reconstructive surgeries. 	<p>Video Burns</p> <p>Reconstructive surgery video</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

16	End of term	Final Exam	4 physical assessments
----	-------------	------------	------------------------

Assignment Schedule

Week one	Case study
Week two	<p>Class Presentation Place students into three groups. Each group will present on one of the following topics:</p> <ol style="list-style-type: none"> I. Breast Cancer. II. Ovarian Cancer. III. Prostate Cancer. <p>Each group is to utilize the nursing process in the plan of care :</p> <ol style="list-style-type: none"> I. Define disease condition II. Discuss signs and symptoms of disease condition III. Nursing considerations of disease condition IV. Nursing interventions of disease conditions V. List diagnostic tests for disease condition VI. 5 medication for the disease condition including side effects VII. Family stressors of disease conditions. VIII. List community resources for disease condition
Week three	<p>Class Presentation Place students into three groups. Present on one of the following topics.</p> <ol style="list-style-type: none"> I. Hepatitis A II. Hepatitis B III. Hepatitis C <ul style="list-style-type: none"> ▪ Define disease condition ▪ Discuss signs and symptoms of disease ▪ Nursing considerations of disease condition ▪ Nursing interventions of disease ▪ List diagnostic tests for disease condition ▪ Discuss 5 Medications and side effects ▪ Family stressors of disease conditions. ▪ Community resources

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week four	<p>Written Assignment</p> <p>Place students into three groups. Present a client scenario in which a client has one of the following:</p> <ol style="list-style-type: none"> I. Hypophosphatemia II. Hyperphosphatemia III. Hypomagnesemia <p>Each group is to utilize nursing process in plan of care:</p> <ol style="list-style-type: none"> I. Define disease condition
	<ol style="list-style-type: none"> II. Discuss signs and symptoms of disease condition III. Nursing considerations of disease condition IV. Nursing interventions of disease condition V. List diagnostic tests for disease condition VI. Discuss 5 medications including side effects VII. Family stressors of disease conditions. VIII. Community resources
Week five	<p>Class Presentation-Cardiovascular disorders</p> <p>Each group will be assigned to one of the following conditions:</p> <ol style="list-style-type: none"> I. Angina Pectoris II. Coronary Artery Disease III. Endocarditis <ol style="list-style-type: none"> I. Define disorder II. List signs and symptoms of disease condition III. Minimum of 5 Nursing interventions of disease condition IV. 5 Nursing considerations of disease condition V. 3 Community resources of disease condition VI. 5 List possible family stressors of disease conditions. VII. Discuss 5 medications including side effects VIII. Community resources
Week six	Case study from Sherpath

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week seven	<p>Class presentation</p> <p>Place students into four groups. Present a patient scenario in which a patient has one of the following:</p> <ol style="list-style-type: none"> I. <i>Salmonella</i> II. <i>E.coli</i> III. Dengue fever <ol style="list-style-type: none"> I. Define disease condition. II. 5 List signs and symptoms of disease condition. III. 5 Nursing Considerations of disease condition. IV. 5 Nursing Interventions of disease condition. V. 3 Diagnostic tests of disease condition. VI. 3 Community resources of disease condition.
Week eight	Mid- term written and practical
Week nine	<p>Written Assignment Presentation</p> <p>Each group will present/discuss a case study on one of the following STIs.</p> <ol style="list-style-type: none"> I. Bacterial Vaginosis II. Mucopurulent Cervicitis III. Trichomoniasis <p>Guidelines</p> <ol style="list-style-type: none"> IV. Define disease condition V. Discuss signs and symptoms of disease condition VI. Nursing considerations of disease condition VII. Nursing interventions of disease conditions VIII. List diagnostic tests for disease condition IX. 5 medication for the disease condition including side effects X. Family stressors of disease conditions. XI. List community resources for disease condition
Week ten	<p>Individualized Scholarly Paper</p> <p>AIDS and HIV Infection: Discuss and explore patient treatment, transmission, mechanism for protection while delivering care to patients in the hospital settings. Instructions for Assignment</p> <ol style="list-style-type: none"> I. 2000 words II. Font 12 III. Times New Roman IV. Double-spaced V. Cover page VI. APA guidelines VII. Reference List

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week eleven	Written Assignment Presentation/ Case study Divide students in three groups. Each group will present a case study on a client with musculoskeletal disorder. Topics must be approved by teacher.
Week twelve	Written Assignment In class activity I. Case study – head injury
Week thirteen	Develop Case Study on two of the following questions: Divide students into three groups. I. Define kidney failure. II. Discuss pathophysiology/importance of the kidney and location in the body. III. List signs and symptoms of kidney failure. IV. Discuss nursing considerations in the care of clients with kidney failure. V. Discuss diagnostic tests for kidney failure. VI. What are the expected outcomes/prognosis of clients with kidney failure? Provide health teachings to clients/family with kidney failure. VII. Explore the importance of proper nutrition in the prevention of kidney failure. VIII. Discuss treatment options and community resources to family/client.
Week fourteen	Written Assignment 1. Case study for a patient with multiple system organ failure.
Week fifteen	Course review
Week sixteen	End of term written Exam

[POLICY INFORMATION](#)

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are accountable for all assignments. Any individual who is not able to meet the assigned deadline may meet with the instructor for consideration on an individual basis prior to the due date of the assignment.

Classroom/Online Etiquette Procedure:

Students are expected to exhibit professional conduct at all times in the classroom and clinical setting. Courteous and respectful behavior is an expectation for every student. No cell phones are allowed in classroom.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

NA

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Nursing and Allied Health Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: NURS 402: Adult Health Nursing II: 20 - 64 Years
Number of Credits: 4
Days and Times: Monday 1:30pm - 2:45pm & Friday 3:30 pm -4 :45pm
Semester and Year: Spring 2020
Classroom Location: St. Andrew Hall – End Room
Pre-requisite(s): **Pre-requisite(s):** NURS 300: Adult Health Nursing I, NURS 210: Pathophysiology & NURS 215: Pharmacology

Course Lecturer Name(s): Kathleen Collier
Course Director Name: Jule Lindsay

Course Lecturer(s) Contact Information: kcollier@sgu.edu ext. 3735
Course Director Contact Information: jlindsay@sgu.edu ext. 3118

Course Lecturer(s) Office Hours: Mon. 10:00am-2:00pm, Tues. 10:00am-12pm
Course Director Office Hours: Mon, Tues, Wed 0900am-12noon Friday 0900am-1000am

Course Lecturer(s) Office Location: Leeward Hall (downstairs)
Course Director Office Location: Leeward Hall (downstairs)

Course Support: Rocksann Burris (rburris01@sgu.edu ext. 3755) & Kandis Roberts (krobert3@sgu.edu ext. 3769)

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

In this course emphasis is placed on student exposure to the care of patients who have multi systems deficits and who are hospitalized in acute or specialized areas. Students use previously learned knowledge and skills to effectively apply the nursing process to individuals that present with problems that relate to cardiac and respiratory disease, neurological, musculoskeletal, gastrointestinal, renal immune and endocrine disorders. Students are expected to collaborate with other members of the health care team, observe management styles of nursing leaders and to develop their role as manager of care. Laboratory experiences will supplement the theory

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

components ensuring the art and science of nursing is appreciated and exhibited. Students learning will be complemented in the Simulation Lab.

Course Objectives:

1. State the key elements of culture, . spirituality, poverty, heredity, ethics and health beliefs on adult health practices into the nursing care of adult patient.
2. List the main managerial concepts of caring for patients with multi systems deficits.
3. Cite evidence-based nursing practice in the management of patients with fluid and electrolyte imbalance, shock, multisystem failure, oncology and end of life care.

Student Learning Outcomes:

1. Demonstrate concepts and challenges regarding patient management, such as pain management, fluid and electrolyte balance and distribution, shock, multisystem failure, oncology and end -of-life care.
2. Implement evidenced based, safe, effective nursing care for individuals with complex health care illnesses tap here to enter text.

Program Outcomes Met By This Course:

NPO-1 Integrates nursing and health care knowledge, skills and attitudes to provide safe, ethical and effective patient centred nursing care, representing the patients' values and needs within the context of their families, communities and the health care delivery system.(Nursing practice)

NPO-2 Demonstrate a level of professionalism that is congruent with the inherent values , ethics and behaviours of the discipline of nursing.(Professional conduct)

NPO-3 Engages the patient to understand the link between health promotion strategies and health outcomes across the life cycle. (Health promotion and maintenance of wellness)

NPO-6 Utilize appropriate communication and interpersonal skills to engage in, develop and disengage from therapeutic relationships with individuals and group. (communication)

NPO-7 Utilizes critical thinking skills and professional judgement to inform decision-making in the delivery of health care.(Clinical decision making and intervention)

NPO- 8 Identifies one's own professional development needs by engaging in reflective practice in the context of lifelong learning and to participate in processes to shape the health care delivery systems and advance the profession. (Professional reflection and visioning)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Lewis, S. L., Dirksen, S. R., Heitkemper, M. M., & Bucher, L. (2014). Medical-surgical nursing: assessment and management of clinical problems, single volume. Elsevier Health Sciences.

Course ID: 157463_jlindsay104_1005

Supplementary Readings/Resources: **See resources on Sakai**

Course Grading Requirement:

Assignment	Percentage
Written Assignments	10%
Sim Lab Quizzes	5%
SAKAI Quizzes	5%
Class Presentations	5%
Midterm Written Exam	15%
Final Written Exam	25%
Midterm OSCE	15%
Final OSCE	20%

Course Requirements:

1. Students are required to read the assigned chapter prior to coming to the lecture.
2. Students should participate in all lectures and utilize critical thinking skills in classroom discussions.
3. All students should engage in active listening skills during lecture.

Course Schedule:

Week	Lecture	In Class work	Sim. Lab
1	Introduction to Medical-Surgical Nursing See Sakai for Resources	-Review course outline (Adult 2). -Discuss Evidence-Based practice as it relates to clients with VRE, MRSA and Clostridium Difficile. -Discuss prophylactic measures re: Infection control guidelines. -Discuss/analyze principles of reverse isolation.	Introduction to V. Sim Webinar with Lippincott rep. Isolation PPE (gown, mask, gloves) Infection control.....video

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2	<p>Neoplastic Disorders</p> <p>Guest Speaker: Oncology Doctor</p> <p>Chapter 15</p>	<p>Management of clients with cancer:</p> <ul style="list-style-type: none"> -Discuss/analyze malignant process, causative factors, carcinogenic agents of cancer. - -Discuss primary and secondary prevention of cancer. 	<p>Video on Cancer</p> <p>Case Scenario</p> <p>Day 1 cervical cancer Breast cancer</p> <p>Day 2 Ovarian Cancer Prostate Cancer</p>
3	<p>Pancreases and Biliary Tract Problem</p> <p>Upper Gastrointestinal Problems</p> <p>Case study</p> <p>Ch 41, 43</p>	<ul style="list-style-type: none"> -Students review pathophysiology of Gastrointestinal Tract -Management and care of clients with Gastrointestinal disorders: -Cholecystitis Pg. 1005- Ch 43 -Cirrhosis Pg. 986 -Ch 43 -Gastritis pg. 909 - -Discuss diagnostic tests/procedures -Nursing interventions. -Signs and Symptoms -Definition of disease 	<p>GI V. Sim</p> <p>NCP</p>
4	<p>Fluids, Electrolytes and Acid Base Imbalance</p> <p>Case Study from Sherpath</p> <p>Chapter 16</p> <p>-See Sakai for additional -resources</p>	<ul style="list-style-type: none"> -Discuss and explore fluids, electrolytes and acid base imbalance and nutrition. - Management of clients with nutritional deficiencies: -Signs and Symptoms -Nursing consideration -Diagnostic tests 	<p>Video on tube feedings</p> <p>IV solutions (NS, RL, 1/2NS, D5 1/2NS, D5 1/2NS, D5W, D5 1/3NS, D10W, D5 1/2NS</p>
	<p>Video on TPN administration</p>	<ul style="list-style-type: none"> -Total Parenteral Nutrition -Enteral Nutrition -G-tube -J-tube 	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

5	<p>Cardiovascular System</p> <p>Ch 31/34/66</p> <p>Quiz Sakai</p> <p>See resources on Sakai</p>	<p>-Students to review the pathophysiology of the Cardiovascular System (self-directed).</p> <p>-Definition of disease condition</p> <p>-Discuss clinical manifestations of disease condition</p> <p>-Diagnostic tests.</p> <p>-Interprofessional Care:</p> <p>- Assessment of patient with:</p> <p>-Heart Failure (HF) Ch 43</p> <p>-Myocardial Infarction (MI) Ch 33 pg. 719</p> <p>-Types of shock</p> <p>-Discuss ECG</p>	<p>EKG/ECG practice Murmur listening.</p> <p>NCP</p>
6	<p>Respiratory System</p> <p>Read Ch 26, 65</p> <p>Quiz Sakai</p>	<p>-Students to review the pathophysiology of the Respiratory System (self-directed).</p> <p>-Assessment of patient</p> <p>-Analyze the nursing management for clients receiving oxygen for respiratory disorders.</p> <p>-i.e. ventilators, CPAP, BIPAP,</p> <p>-Tracheostomy care Pg. 485</p>	<p>Assessment</p> <p>Suctioning</p> <p>Trach-Care</p> <p>Ventilator</p> <p>View video on Trach Care</p> <p>NCP</p>
7	<p>Gastrointestinal /Nutrition</p> <p>Ch 38/42</p>	<p>-Students to review the pathophysiology of the Respiratory System (self-directed).</p> <p>-Assessment of client with colostomy and ileostomy.</p> <p>-Management of clients with colostomy and ileostomy</p> <p>Irritable bowel syndrome page 940</p> <p>-Diverticulitis page 963</p>	<p>Video</p> <p>Colostomy</p> <p>Ileostomy</p> <p>Colostomy/ileostomy care</p>
8	<p>Midterm</p>		

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

9	Reproductive System	<ul style="list-style-type: none"> -Students to review Pathophysiology of Reproductive System (Self Directed) -Caring for clients with reproductive disorders 	<p>Video HPV Gonorrhea Herpes</p> <p>Case Scenario</p>
	Quiz Sakai Video	<ul style="list-style-type: none"> -Management of care of clients with reproductive/ Infectious processes: -Signs and symptoms of reproductive disease -Nursing consideration -Diagnostic tests -Human Papilloma Virus -Gonorrhea Ch 52 -Herpes Ch 52 Ch 53, 54 	<p>HPV Gonorrhea</p>
10	Lymphatic/Immune System Individualized Scholarly Paper Assignment Quiz Sakai	<ul style="list-style-type: none"> -Students to review pathophysiology of lymphatic/immune systems (self-directed) -Management and care of clients with HIV/AIDS. -Assessment of patient with HIV -Diagnostic tests for HIV -Signs and Symptoms -Nursing considerations of HIV <p>Read Ch 14</p>	<p>Video HIV</p> <p>Case Scenario HIV</p>
11	Musculoskeletal System Quiz Sakai	<ul style="list-style-type: none"> -Students to review the musculoskeletal system (self-directed). -Injuries of muscle, tendons, ligaments, nerves, discs and blood vessels. -Chronic skeletal disorder: Osteoporosis; osteomyelitis. - Complications associated with fracture and compartment syndrome. <p>Read Ch 63</p>	<p>V. Sim</p> <p>NCP</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

12	Neurological Diseases See Resources on Sakai	<ul style="list-style-type: none"> -Students to review pathophysiology of the neurological system (self-directed). -Nursing care and management of client with neurological diseases. -Definition of disease -Signs and symptoms -Assessment of patient with: <ul style="list-style-type: none"> -Spinal cord injury -Amyotrophic lateral sclerosis (ALS) -Head Injury (Intracranial 	<p>Case Scenario ICP patient</p> <p>Neuro exam cranial nerve 1-VII Chart Video</p> <p>NCP</p>
13	Renal/Urinary Disorders Class Presentation Ch 46	<ul style="list-style-type: none"> -Students to review the pathophysiology of renal/urinary disease conditions. -Nursing care and management of clients with renal/urinary disease conditions: <ul style="list-style-type: none"> -Definition of disease -Signs and symptoms of disease -Assessment of patient with: <ul style="list-style-type: none"> -Dialysis Sherpath pg. 1084 -Renal Failure -End Stage renal disease pg. 1070 -Peritoneal dialysis pg. 1084 	<p>field trip to dialysis unit - ½ class</p> <p>Video -1/2 class CRF</p>
14	Hematologic Disorders Video Guest Lecturer	<ul style="list-style-type: none"> -Students to review pathophysiology of clients with hematological disorders (self-directed). -Management of clients with hematological disorders: <ul style="list-style-type: none"> -Disseminated Intravascular Coagulation (DIC) -Multiple organ failure -Blood transfusion 	<p>Blood transfusion</p> <p>Food colouring</p> <p>IV NS</p>
15	Integumentary System Present concept map for burns Ch 24	<ul style="list-style-type: none"> -End of term review -Review pathophysiology of clients with Integumentary System (self-directed). -Burns and complications - -Reconstructive surgeries. 	<p>Video Burns</p> <p>Reconstructive surgery video</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

16	End of term	Final Exam	4 physical assessments
----	-------------	------------	------------------------

Assignment Schedule

Week one	Case study
Week two	<p>Class Presentation Place students into three groups. Each group will present on one of the following topics:</p> <ol style="list-style-type: none"> I. Breast Cancer. II. Ovarian Cancer. III. Prostate Cancer. <p>Each group is to utilize the nursing process in the plan of care :</p> <ol style="list-style-type: none"> I. Define disease condition II. Discuss signs and symptoms of disease condition III. Nursing considerations of disease condition IV. Nursing interventions of disease conditions V. List diagnostic tests for disease condition VI. 5 medication for the disease condition including side effects VII. Family stressors of disease conditions. VIII. List community resources for disease condition
Week three	<p>Class Presentation Place students into three groups. Present on one of the following topics.</p> <ol style="list-style-type: none"> I. Hepatitis A II. Hepatitis B III. Hepatitis C <ul style="list-style-type: none"> ▪ Define disease condition ▪ Discuss signs and symptoms of disease ▪ Nursing considerations of disease condition ▪ Nursing interventions of disease ▪ List diagnostic tests for disease condition ▪ Discuss 5 Medications and side effects ▪ Family stressors of disease conditions. ▪ Community resources

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week four	<p>Written Assignment</p> <p>Place students into three groups. Present a client scenario in which a client has one of the following:</p> <ol style="list-style-type: none"> I. Hypophosphatemia II. Hyperphosphatemia III. Hypomagnesemia <p>Each group is to utilize nursing process in plan of care:</p> <ol style="list-style-type: none"> I. Define disease condition
	<ol style="list-style-type: none"> II. Discuss signs and symptoms of disease condition III. Nursing considerations of disease condition IV. Nursing interventions of disease condition V. List diagnostic tests for disease condition VI. Discuss 5 medications including side effects VII. Family stressors of disease conditions. V111. Community resources
Week five	<p>Class Presentation-Cardiovascular disorders</p> <p>Each group will be assigned to one of the following conditions:</p> <ol style="list-style-type: none"> I. Angina Pectoris II. Coronary Artery Disease III. Endocarditis <ol style="list-style-type: none"> I. Define disorder II. List signs and symptoms of disease condition III. Minimum of 5 Nursing interventions of disease condition IV. 5 Nursing considerations of disease condition V. 3 Community resources of disease condition VI. 5 List possible family stressors of disease conditions. VII. Discuss 5 medications including side effects VIII. Community resources
Week six	Case study from Sherpath

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week seven	<p>Class presentation</p> <p>Place students into four groups. Present a patient scenario in which a patient has one of the following:</p> <ol style="list-style-type: none"> I. <i>Salmonella</i> II. <i>E.coli</i> III. Dengue fever <ol style="list-style-type: none"> I. Define disease condition. II. 5 List signs and symptoms of disease condition. III. 5 Nursing Considerations of disease condition. IV. 5 Nursing Interventions of disease condition. V. 3 Diagnostic tests of disease condition. VI. 3 Community resources of disease condition.
Week eight	Mid- term written and practical
Week nine	<p>Written Assignment Presentation</p> <p>Each group will present/discuss a case study on one of the following STIs.</p> <ol style="list-style-type: none"> I. Bacterial Vaginosis II. Mucopurulent Cervicitis III. Trichomoniasis <p>Guidelines</p> <ol style="list-style-type: none"> IV. Define disease condition V. Discuss signs and symptoms of disease condition VI. Nursing considerations of disease condition VII. Nursing interventions of disease conditions VIII. List diagnostic tests for disease condition IX. 5 medication for the disease condition including side effects X. Family stressors of disease conditions. XI. List community resources for disease condition
Week ten	<p>Individualized Scholarly Paper</p> <p>AIDS and HIV Infection: Discuss and explore patient treatment, transmission, mechanism for protection while delivering care to patients in the hospital settings. Instructions for Assignment</p> <ol style="list-style-type: none"> I. 2000 words II. Font 12 III. Times New Roman IV. Double-spaced V. Cover page VI. APA guidelines VII. Reference List

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week eleven	Written Assignment Presentation/ Case study Divide students in three groups. Each group will present a case study on a client with musculoskeletal disorder. Topics must be approved by teacher.
Week twelve	Written Assignment In class activity I. Case study – head injury
Week thirteen	Develop Case Study on two of the following questions: Divide students into three groups. I. Define kidney failure. II. Discuss pathophysiology/importance of the kidney and location in the body. III. List signs and symptoms of kidney failure. IV. Discuss nursing considerations in the care of clients with kidney failure. V. Discuss diagnostic tests for kidney failure. VI. What are the expected outcomes/prognosis of clients with kidney failure? Provide health teachings to clients/family with kidney failure. VII. Explore the importance of proper nutrition in the prevention of kidney failure. VIII. Discuss treatment options and community resources to family/client.
Week fourteen	Written Assignment 1. Case study for a patient with multiple system organ failure.
Week fifteen	Course review
Week sixteen	End of term written Exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Students are accountable for all assignments. Any individual who is not able to meet the assigned deadline may meet with the instructor for consideration on an individual basis prior to the due date of the assignment.

Classroom/Online Etiquette Procedure:

Students are expected to exhibit professional conduct at all times in the classroom and clinical setting. Courteous and respectful behavior is an expectation for every student. No cell phones are allowed in classroom.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

NA

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: NUTR 201, Nutrition
Number of Credits: 3
Days and Times: Tuesdays and Thursdays 5:30 – 6:45 pm
Semester and Year: Spring 2020
Classroom Location: KB Taylor Hall – KBT East
Pre-requisite(s): Ability to understand science concepts

Course Lecturer Name(s): Karlene Gibbs
Course Director Name: **Karlene Gibbs**

Course Lecturer(s) Contact Information: kgibbs3@sgu.edu
Course Director Contact Information: kgibbs3@sgu.edu

Course Lecturer(s) Office Hours: Tuesdays and Thursdays 4:30 – 5:15 pm (by appointment)
Course Director Office Hours: **Tuesdays and Thursdays 4:30 – 5:15 pm (by appointment)**

Course Lecturer(s) Office Location: Caribbean House, 2nd Floor
Course Director Office Location: Caribbean House, 2nd Floor

Course Support: Anna Neckles-Thomas, anecklesthomas@sgu.edu, Ext. 3435

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

A one semester course developed to provide basic nutrition information. The concepts covered will include the food components, diet planning principles and the role of specific nutrients in the prevention and management of the leading causes of morbidity and mortality in the US.

Course Objectives:

1. Discuss nutrition related health challenges affecting western populations.
2. Identify the components of food and discuss the impact of excess and deficiencies on health.
3. Apply diet planning principles in preparing and evaluating eating plans.

Technical Skills Outcomes:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Click or tap here to enter text.

Student Learning Outcomes:

Upon successful completion of the course students will be able to:

1. Recognize the role of nutrition in the leading causes of death in the US.
2. Identify the dietary constituents and appreciate their contribution to health
3. Assess nutritional status based on 3-day dietary record using Acceptable macronutrient distribution Ranges (AMDR) and diet planning principles.
4. Explain the role of macronutrients and the consequences of deficiencies and excesses.
5. To discuss the role of nutrients in metabolism and weight management
6. Identify measures for the prevention and management of the chronic noncommunicable diseases
7. To discuss the impact of the micronutrients on health, focusing on antioxidant, Iron and the B vitamins in the prevention and treatment of anemia.
8. Recognize the role of nutrition in reproduction.

Please see Course Learning Outcomes (CLO) and Session Learning Outcomes (SLO) in the Recourses Folder (MWC Program).

Program Outcomes Met By This Course:

BIOL – PLO1: Apply the scientific process for conducting laboratory and diagnostic experiments, testing hypothesis, interpreting data and communicating results.

BIOL – PLO2: Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.

BIOL – PLO3: Apply knowledge of the structure and function of the human body to health issues.

BIOL – PLO6: Demonstrate problem solving and critical thinking skills.

MWC-PLO1. KNOWLEDGE: Apply knowledge of the biological and physical components of life, and use this knowledge to understand the interrelationships of organisms with each other and their physical environments.

MWC-PLO4. COMMUNICATION & CRITICAL THINKING: Use relevant scientific literature and demonstrate independent, critical thinking while communicating scientific knowledge effectively in different media.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Materials:

Text: Understanding Nutrition, 15th Edition. Authors: Ellie Whitney & Sharon Rady Rolfes

Supplementary Readings/Resources: <https://www.myfitnesspal.com>

Course Grading Requirement:

Evaluation will consist of a midterm (20% of your grade), a final (30% of your grade) an assignment (20% of your grade) and 4 online quizzes (30% of your grade) and one bonus quiz. The format of all exams and quizzes is multiple choice and true or false questions. Your midterm and final are non-cumulative.

Course Requirements:

Quizzes (online), Assignments and Exams (Midterm and Final)

Quizzes.....	30%
Assignment.....	20%
Exams.....	50% (Midterm 20%, Final 30%)

Course Schedule:

Week	Topics
1	MODULE 1 Dietary constituents, Assessment and Requirements Introductions The leading causes of morbidity and mortality in the US. An overview of dietary constituents and their role in Metabolism
2	Dietary Reference Intakes Nutrition Assessment and introduction to myfitnesspal Healthy Eating Index
3	Diet Planning Principles and Guidelines Data collection and Analysis using Cronometer and Healthy Eating index Quiz 1
4	MODULE 2 The Macronutrients Carbohydrates
5	Lipids Quiz 2
6	Proteins
7	Class Assignment Review
8	MIDTERM EXAMS (Mar 9th – 13th)
9	MODULE 3 The prevention and management of the chronic Diseases The B vitamins and Metabolism Antioxidants
10	Body Composition & Weight Management Water & Hypertension Quiz 3
11	Diabetes Chronic Diseases: Cardiovascular Disease & Cancer
12	MODULE 4 The Micronutrients and their association with selected Nutritional disorders Transport system – Anemia Calcium and vitamin D deficiency (Bone Health) Quiz 4
13	MODULE 5 Reproduction and Pregnancy

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	Reproduction and Pregnancy Class Assignment Due
14	Pregnancy and Lactation Bonus Quiz
15	Review
16	FINAL EXAMS (May 2th – 8th)

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignment details will be provided in-class and/or posted on Sakai

Classroom/Online Etiquette Procedure:

Active participation in class is expected since this will assist in your ability to learn and apply the information presented. Students are expected to use cell phones, tablets, laptops only for class related activities. Please do not sleep, do work for other classes, or carry on conversations with friends as this is disrespectful to your instructor and classmates. If you need to leave before the end of the class, please notify the instructor before the class begins. Behaviour in violation of the student Code of Conduct (See student Manual) will be reported to the Dean of Students Office.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Smoking is not permitted in any University building. Eating and drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



**St. George's
University**

Department of Educational Services

PCLN 301

Learning Strategies for Pre-clinical Programs

Spring 2020: Updated March 18, 2020

Part 1: Course Information

Class Information

Cohort	Days	Start Time	End Time	Room
CFP, Post Bac	Tuesday	11:30	12:20	Online via Zoom
	Thursday	10:30	11:20	
FTV, PMED	Tuesday	11:30	12:20	Online via Zoom
	Friday	9:30	10:20	

Note – There is flexibility some weeks on which class sessions are compulsory and which are optional. Please see Class Schedule below. Additionally students repeating this course will participate in alternate sessions.

Instructors Information

All course inquiries can be sent to PCLN301@sgu.edu

Individual instructors can be contacted as follows:

Instructors	Email Address	Office Hours & Location
Ms. Kiku Tupper (Course Director)	ktupper@sgu.edu	DES Building Phone #: (473)444-5008 Book Appointment here: https://sgu-insight.symplicity.com OR via DES Secretary Monday – Friday 8 am -5pm
Dr. Mondel George	MGeorge8@sgu.edu	
Ms. Cherisse Mahabir-Cletus	cmahabir@sgu.edu	
Ms. Michele Woolley	mwoolley@sgu.edu	
Dr. Alyson Reuben	areuben2@sgu.edu	
Dr. Joanne Buckland	jbuckland@sgu.edu	
Ms. Renee Thomas	rthomas5@sgu.edu	

Course Description

Learning Strategies for Pre-clinical programs is a 1-credit course in the pre-clinical program. It takes place over the first 11 weeks of the semester. This class has been structured as experiential and critically reflective to promote the development of self-regulated learning. The material to be covered in this course is presented in online modules, hands-on classes, post-class reflections, and assignments.

Learning strategies are learner and context specific. As such this course is designed to provide options for students to self-select course strategies in domains and subjects that they identify as most beneficial. Students will complete the Learning and Study Skills Inventory (LASSI) during the first class and this can help guide the process. Given the flexibility available in the course, **it is critical that students actively monitor their progress throughout the class to ensure all requirements are met.** This syllabus and the Sakai Lesson's pages can help you do this.

Course Requirements

- ❖ No textbook required for the class, however a laptop with internet connection is needed.

Part 2: Learning Outcomes

Core course learning outcomes are in 7 domains:

1. Time Management

Design an effective time management system over a two-week period, which allows you to balance personal, school and professional demands.

2. Selecting Main Ideas

Construct the big picture by distinguishing main concepts and ideas for at least 1 lecture.

3. Information Processing

Apply appropriate techniques to organize information into a meaningful way, so that you can see the relationships and integrate the content.

4. Self-Testing

Evaluate at least 1 self-testing technique and demonstrate the skill by participating in 1 class session.

5. Using Academic Resources

Identify when seeking help is needed and evaluate effectiveness of utilized service(s) or resource(s).

6. Attitude

Connect current activities to future goals and demonstrate a reflective practice for improvement.

7. Teamwork

Demonstrate team-based communication and learning skills

Optional course learning outcomes involve discipline specific application and reflection of the core learning outcomes, as well as learning outcomes in the domains of:

- ❖ Concentration
- ❖ Motivation
- ❖ Resilience and Adaptability
- ❖ Anxiety

Part 3: Course Grading & Assignments

Overview of Assignments

Assignment	Time management	Help Seeking	Portfolio
Points (58 total)	16	10	32
Objectives	Create an effective time management system over a two-week period, which allows you to balance your personal and professional demands.	Identify when seeking help is needed. Evaluate effectiveness of utilized service(s) or resource(s).	Develop a reflective practice for learning strategy application.
Due / Duration	Due: February 2 nd Takes place over the first 2 weeks of course.	Due: March 29th Takes place once anytime throughout the first 9 weeks of the course.	Due: April 12 th Takes place over the duration of the course with weekly submissions required.

Detailed instructions and rubrics for each assignment is available on Sakai.

Overview of Course Points

Assignments	Time Management	16
	Help Seeking	10
	Portfolio	32
Assignments Total		58
Pre-session tasks	Week 1	2
	Week 2	1
	Week 3	1
	Week 5	1
	Week 6	1
	Week 7	1
	Week 10	2
Pre-session tasks total		9
Post-session reflections	Week 3	5
	Week 10	5
Post-session reflections total		10
Class participation	Week 5	5
	Week 6	5
	Week 7	5
	Week 11	5
Workshop participation Total		20
LASSI		3
Total		100

Grading:

1. Post-session reflections and Class Participation points **can only be earned by attending class**. Absences result in a 0. These cannot be made up outside of class unless under special circumstances (for example, illness with Dr.'s note).
2. All assignments (time management, help seeking, and portfolio) are due on the noted Sunday by 11:55 p.m. and are to be submitted electronically through Sakai following each assignment's directions. Please read submission requirements carefully and adhere to the instructions.
3. Late assignments (submitted on the due date at 11:56 p.m. or later) will incur a 10% penalty. Assignments will be accepted for 7 days past due date and are subject to

the 10% late penalty. After 7 days, assignments will no longer be accepted and will be graded as zero.

4. Every effort is made to post your grades in a timely fashion. If you have any questions about your posted grades, please email PCLN301@sgu.edu with the pertinent details.

Plagiarism:

Plagiarism is a serious offense and St. George's University will not tolerate it. Page 28 of 2019 SGU Student Manual states:

“The Oxford Concise Dictionary, 9 ed., (1995: 1043) defines plagiarism as ‘the act or instance of plagiarizing, something plagiarized.’ The dictionary then defines plagiarize as ‘take and use (the thoughts, writings, inventions, and so forth of another person) as one’s own; pass off the thoughts, and so forth of (another person) as one’s own.’”

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.”

In addition to the intentional use of other's thoughts, writings, etc. plagiarism also includes the unintentional copying. This includes submitting work that was previously submitted, false citations, and compiling multiple sources without citations. We strongly encourage that all assignments are completed individually. Whilst you may collaborate or discuss ideas with peers to enhance the learning process, your assignments must be original submissions with correct citations. Be sure to double check your assignments before you hand them in. Do good, honest work, credit your sources and reference accordingly. Consequences for plagiarism include a “0” for the assignment, deduction in professionalism points, and possible disciplinary action at a program level.

Professionalism:

Professionalism is an important component of your academic life at SGU, and students in this class are expected to adhere to all nonacademic standards as outlined in the 2019/2020 SGU

Student Manual. In addition to adherence to all nonacademic standards of the SGU Student Manual, this course expects students to demonstrate:

- Engagement in a reflective practice for improvement;
- Taking responsibility for your actions and resulting outcomes; and
- Soliciting and responding proactively to feedback in a professional manner

You will demonstrate these qualities through your reflective engagement in online materials, communication with peers and instructors, and active, full participation in class activities (with phones and other devices away unless otherwise instructed). Navigating new professional and cultural expectations can be challenging, and so if you have any questions about what is or is not appropriate in this class we strongly encourage you to ask your course instructors. Part of the role of the course instructor is to help mentor students in their ongoing professional development.

Part 4: Course Schedule

Week	Date	Topic	Requirement	Format	Intended Learning Outcomes	Assessment	Points
1 - 2	01/20-02/02	Time Management (TMT)	Compulsory	Assignment	<ul style="list-style-type: none"> ❖ Create an effective time management system over a two-week period, which allows you to balance your personal and professional demands. 	Time Management Assignment	16
1-9	01/20-03/22	Using academic resources (UAR)	Compulsory	Assignment	<ul style="list-style-type: none"> ❖ Identify when seeking help is needed. ❖ Evaluate effectiveness of utilized service(s) or resource(s). 	Help Seeking Assignment	10
1-11	01/20-04/05	Self-Regulated Learning (SRL)	Compulsory	Assignment	<ul style="list-style-type: none"> ❖ Develop a reflective practice for learning strategy application. 	Portfolio Assignment	32
1	01/21	Class Orientation	Compulsory	Class	<ul style="list-style-type: none"> ❖ Understand course format, objectives and assessments. ❖ Assess current learning and study strategies. 	LASSI Report	1
	01/21 – 01/24	Selecting Main Ideas (SMI)	Compulsory	Online Pre-Activity	<ul style="list-style-type: none"> ❖ Explain the benefits of previewing, reviewing and the process for selecting main ideas. 	Online comprehension questions	1
		Information Processing (INP)			<ul style="list-style-type: none"> ❖ Differentiate between shallow and deep processing ❖ Summarize the concepts of elaboration, distinctiveness, personalization, and retrieval as they relate to learning. 	Online comprehension questions	1
	01/23	SMI & INP in Anatomy	1 of 2	Class	<ul style="list-style-type: none"> ❖ Construct the big picture by distinguishing main concepts and ideas for at least 1 lecture. 		

	01/24	SMI & INP in Biochemistry			<ul style="list-style-type: none"> ❖ Apply appropriate techniques to organize information into an associative way, so that you can see the relationships and integrate content. 		
2	01/27-01/31	Time Management (TMT)	Compulsory	Online Pre-Activity	<ul style="list-style-type: none"> ❖ Identify the benefits of scheduling. ❖ Prioritize a list of tasks to be more time efficient. ❖ Utilize the principles of scheduling to organize all components of your academic and non-academic life. ❖ Identify ways to overcome procrastination. 	Online activity and comprehension questions	1
	01/28		Optional	Class	<ul style="list-style-type: none"> ❖ Create a schedule that will allow you to better organize and manage your time. 		0
	01/30	Approaching DLAs in Physiology	Optional	Class	<ul style="list-style-type: none"> ❖ TBD 		0
	01/31	Approaching DLAs in Biochemistry					
3	02/03-02/07	Self-Testing (ST)	Compulsory	Online Pre-Activity	<ul style="list-style-type: none"> ❖ Identify the benefits of self-testing. ❖ Explain 4 self-testing techniques. ❖ Utilize self-testing techniques to determine gaps in knowledge and become a more proficient learner. 	Online comprehension questions	1
	02/04	Self-testing in Biochemistry	1 of 2	Class	<ul style="list-style-type: none"> ❖ Apply strategies of whiteboarding, using MCQs, and turning LO into questions 	Written reflection	5
	02/06	Self testing in Physiology					
	02/04-02/07	Self-Testing (ST)	Compulsory	Post-class reflection	<ul style="list-style-type: none"> ❖ Evaluate 1 self-testing technique ❖ Connect applied workshop strategies to the SRL model 		

Week 4: Block 1 Exams; No PCLN Classes nor Assignments Due

5-6	02/17-02/21	Mindset (MOT & RAD)	Choose 2 of 4 Please select the activity based on the class you intend to attend and complete prior to attending	Online Pre-Activity	<ul style="list-style-type: none"> ❖ Identify internal & external locus of control statements. ❖ Differentiate growth versus fixed mindset statements. 	Online comprehension questions (1 point each)	2
		Life Balance (RAD)			<ul style="list-style-type: none"> ❖ Identify strategies to maintain a healthy school-life balance. ❖ Explain the value of planning and prioritizing to achieve a school-life balance. 		
	02/17-02/28	Test Anxiety (ANX)			<ul style="list-style-type: none"> ❖ Describe strategies for dealing with test anxiety. ❖ Assess test-taking skills and create a plan for improvement. 		
		Focus & procrastination (CON & TMT)			<ul style="list-style-type: none"> ❖ Identify strategies to combat procrastination. ❖ Reflect on the value of being self-aware to make changes that will address lack of focus and procrastination. 		
	02/18	Mindset (MOT & RAD)	Choose 2 of 4	Class	<ul style="list-style-type: none"> ❖ Reflect on ways they take responsibility for academic outcomes. ❖ Connect outcomes to personal effort and approach. ❖ Examine ways that they persists under difficult situations. ❖ Modify fixed mindset statements to growth mindset. 	In-class participation (5 points each)	10

	02/20 & 02/21	Test Anxiety (ANX)			<ul style="list-style-type: none"> ❖ Recognize task-irrelevant & catastrophizing thoughts in preparation for and during an exam ❖ Implement techniques for coping with anxiety in preparation for and during an exam. 		
	02/25	Focus & procrastination (CON & TMT)			<ul style="list-style-type: none"> ❖ Strategies for directing attention to academic tasks ❖ Strategies for eliminating interfering thoughts ❖ Causes and strategies to address procrastination and distractions 		
	02/27 & 02/28	Life Balance (RAD)			<ul style="list-style-type: none"> ❖ Create a schedule that ensures a healthy school life-balance. ❖ Implement strategies that can be used to achieve a healthy school-life balance. 		
7	03/04- 03/06	Informal Study Group	Compulsory	Online Pre- Activity	<ul style="list-style-type: none"> ❖ TBD 	Online comprehension questions	1
			Compulsory	Class	<ul style="list-style-type: none"> ❖ TBD 	In-class participation	5
Week 8: Midterms; No PCLN Classes nor Assignments Due							
Week 9: Transition to Online Courses							
10	03/22- 03/27	MOT & RAD	Compulsory	Online Activity	<ul style="list-style-type: none"> ❖ Take responsibility for academic outcomes. ❖ Demonstrate growth mindset. 	Online comprehension questions	2
	03/24	INP & ST in Biochemistry	Choose 1 of 3	Class	<ul style="list-style-type: none"> ❖ Refines application of appropriate techniques to organize information into an associative way, so that you 		

	03/26	INP & ST in Molecular Biology & Gen Bio			can see the relationships and integrate the content. ❖ Refines application of self-testing strategies.			
	03/27	INP & ST in Microbiology						
	03/24-03/29	INP & ST	Compulsory	Post class reflection	❖ Evaluate how information processing and self-testing techniques integrate with each other. ❖ Connect applied INP & ST strategies to the SRL model.	Written Reflection	5	
11	TBD – 04/03	Online learning	Compulsory	Pre-class Activity	❖ TBD	TBD	0	
11	03/30-04/03	Online learning	Compulsory	Class	❖ TBD	In class participation	5	
12	04/06-04/10	Self-Regulated Learning (SRL)	Compulsory	Online class & self evaluations	❖ Reflect on implementation of learning strategies to strengthen study skills.	LASSI post-test & class reflection	2	
Total Points								100



St. George's University

PCLN 302: Communication for the Health Professions I Course Syllabus Spring 2020

Teaching Team Contact Information:

Ms. Karina Daniel
444-4175, ext. 3861
kdanie1@sgu.edu
karinadaniel.youcanbook.me

Ms. Heather Brathwaite
444-4175, ext. 3551
hbrathwaite@sgu.edu
heatherbrathwaite.youcanbook.me

Ms. Dorcina Noel
444-4175, ext. 3278
dnoel7@sgu.edu
dorcinoel.youcanbook.me

Ms. Marie Benjamin
444-4175
mbenjam2@sgu.edu
mariebenjamin.youcanbook.me

Course Director: Karina Daniel
Office Location: Department of Educational Services (DES), Top floor
Office Hours: By appointment (see page 3 for instructions)
Class Schedule: Wednesdays 8:30–9:20 and Fridays 11:30–12:20
Class Location: Science Hall North

Course Description:

Practicing professionals need to be able to read, understand, and evaluate research to support their professional decisions, claims, and arguments. This involves being able to critically evaluate research and determine whether arguments are sound and valid. It's also important that they are able to summarize, paraphrase, and synthesize published work, with appropriate documentation. This course is designed to support students in developing these skills.

Learning Outcomes:

By the end of the course, students will be able to do the following:

- demonstrate professionalism in written, oral, listening and non-verbal communication
- use correct punctuation to produce clear, concise writing
- summarize and paraphrase content
- locate appropriate research articles using library databases and the Internet
- evaluate evidence used to support arguments or positions
- integrate and synthesize information from different sources
- make and support an argument
- utilize and give feedback
- document sources appropriately in the APA 6th Edition style

Methods of Instruction:

This is a 'flipped' course, in that students **must** prepare for class by watching videos, viewing PowerPoint

slides, reading articles or websites, and/or completing short assignments or quizzes. This allows more class time to be spent collaboratively applying new skills. Students will learn through a variety of methods, including discussions, workshops, reading and writing exercises, collaborative learning, online learning, lectures, and library and Internet research.

Required Texts and Materials:

There is no required textbook for this class. All necessary materials will be available on Sakai. You are required to bring a laptop to **every** class to access materials and participate in in-class assignments.

Course Evaluation:

% Grade	Assessment
7%	Attendance/Professionalism
6%	Clicker Questions
12%	Sakai Quizzes
15%	Synthesis Paper <ul style="list-style-type: none"> • 1st draft (10%) • 2nd draft (15%) • 3rd draft = final draft (75%)

% Grade	Assessment
5%	Graphic Organizer
5%	Reflections
25%	Short Assignments (SAs)
25%	Literature Review <ul style="list-style-type: none"> • 1st draft (10%) • 2nd draft (15%) • 3rd draft = final draft (75%)

For more information on each of these assignments and assessments, please see the "Assignment and Course Guidelines" folder under the "Resources" tab on Sakai.

Course Guidelines

Attendance and tardiness

- **Attendance:** Attendance is **mandatory** and will be recorded daily. A clicker question is presented at the beginning of each class. These questions serve to monitor attendance. If you are late to class, you will miss the first clicker question, and lose half of the day's attendance points. You may miss up to 2 classes over the term without being penalized. You cannot make up any in-class Peer Review sessions.
- **Clicker policy:** Using another person's clicker or allowing someone to click in for you is considered a breach of academic integrity. Anyone involved (physically clicking or having someone click for you) will lose at least 50% of his/her attendance grade. Additionally, a record will be made with the PCLN office and DOS.

It is your responsibility to ensure that your clicker (or TurningPoint Responseware) is properly registered to you, that it is working correctly, and that you bring it to class. **If you are unable to click in, you will not receive attendance points for the day.**

- **Tardiness:** Tardiness is unprofessional, and it is distracting. If you miss more than 10 minutes of class, you will be marked absent; as a result, frequent tardiness can significantly impact your attendance score.
- **Missing class:** If you miss class, it is your responsibility to find out what you missed and get the materials that you need from Sakai or your colleagues. A filled out doctor's note or mandatory meetings in DOS are the only accepted attendance waivers in the course. Please note that school policy states that you may only utilize sick forms to miss exams/quizzes once per academic year.

In extenuating circumstances, it may be possible to arrange an extension on a deadline; email your cohort leader to make arrangements **before the deadline**.

- **Electronic devices**: It is rude and unprofessional to use technology inappropriately during class. You are required to put away all electronic devices except for your laptop, when necessary to complete classwork. This means that during class, you should not be sending messages or personal emails, using social media sites, shopping online, etc. **Professionalism points will be deducted for the inappropriate use of electronic devices**. If you are experiencing an emergency and need to be on the phone, please let your cohort leader know.

Communication

Office hours: The teaching team is here to help you. Each cohort leader has office hours available to you. Appointments can be made by checking the availability of the cohort leader you'd like to see on youcanbook.me (see contact information on page 1).

We strongly encourage you to make use of office hours for individual assistance. If there is no suitable time available online, email your cohort leader for other arrangements. Walk-in appointments are subject to availability.

- **Email**: Emails must be professionally formatted, include professional language, and an informative subject line. Emails without an informative subject line will be regarded as spam and will not be opened for security reasons. SGU email is the official email communication tool for this course and the university. Please send all correspondence through your SGU email.

Assignments

- **Class preparation**: Because this is a 'flipped' course, it is imperative that students arrive to class prepared. Class preparation materials (videos, PowerPoint slides, readings, quizzes, etc.) will be posted in Sakai. You are required to complete the preparation tasks before class.
- **Assignment guidelines**: A specific set of guidelines is issued for each assignment. Review those carefully along with the rubric for each assignment. Guidelines are posted in the *Assignment and Course Guidelines* folder in Sakai Resources. All assignments should be submitted in a Word Doc unless otherwise specified. **For this class, you must have Microsoft Word downloaded onto your laptop or tablet because the online version does not have the same features.**
- **Submitting assignments**: You must submit an electronic copy of each assignment to Sakai. You will not submit a paper copy. It is your responsibility to ensure that your assignments are properly submitted to Sakai. We highly recommend that you log back on to Sakai five–ten minutes after you submit to confirm that your assignment is there.
- **File naming conventions**: All electronic versions of work submitted for grading must have informative names. This facilitates our record keeping and ensures correct recording of marks. Every file name should have the following components: Sakai username, assignment name (may be abbreviated), and if applicable, a draft number. For example, if Karina were a student submitting the first draft of the Synthesis Paper, she could call it *kdaniel_SP_D1* while her second draft would be *kdaniel_SP_D2*.
- **Assignment feedback**: Your cohort leader will provide feedback on the electronic version of your work and an electronic version of the rubric. These will be returned via Sakai. It is your responsibility to ensure that

you have the proper technology to view feedback.

- **Deadlines:** All tasks and assignments to be submitted for grading will have specific deadlines. Check the assignment guidelines for details. All work must be submitted on or before the stated deadline. We give a 5 minute grace period for every due date because we know watches/clocks can carry slightly different times. After that grace period, an assignment is considered late. This does not apply to Short Assignments.
- **Late assignments:** In some instances, late submissions will not be accepted (for example, in-class Short Assignments and peer review tasks). For major assignments, the penalty for being late is 10% per day up to 10 days, after which a zero will be given.
- **Quizzes:** For more information about quizzes, see the “Sakai Quizzes” document located in the *Assignment and Course Guidelines* folder, found in the Resources tab in Sakai.
- **Plagiarism:** Plagiarism will not be tolerated. SGU takes a firm stance against plagiarism. Excerpted from the Student Manual, pg. 23 states:

The Oxford Concise Dictionary, 9 ed., (1995: 1043) defines plagiarism as ‘the act or instance of plagiarizing, something plagiarized.’ The dictionary then defines plagiarize as ‘take and use (the thoughts, writings, inventions, and so forth) of another person as one’s own; pass off the thoughts, and so forth of (another person) as one’s own.’

Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.

The decision as to whether any or all of a student’s work has been plagiarized will be made by the student’s cohort leader. If plagiarized work is submitted in a draft, points will be deducted, and your cohort leader will talk to you about plagiarism. If the final draft is plagiarized, more severe penalties will be imposed and a report may be made to the PCLN or DOS office. In the case of assignments with multiple drafts, each draft will be treated as a separate entity. Thus the student who plagiarizes draft 1 may receive a zero on that assignment but will have an opportunity to receive full credit on draft 2, assuming that the plagiarism issue has been addressed. If the final draft is plagiarized, the assignment will receive a zero as a final grade.

This course does not differentiate between plagiarizing a student’s/classmate’s work and plagiarizing scholarly work. If plagiarism is found between two students, both students will receive a zero unless one student takes responsibility for plagiarizing a classmate without the other student’s knowledge. All assignments are submitted to Turnitin, an anti-plagiarism software that checks student assignments against published articles and other student work. Turnitin also monitors within this course, so papers submitted to different cohort leaders are also compared.

- **Returning students:** Students who were previously enrolled in this course may not research the same topic for their literature review (research paper). Additionally, they may not reuse assignments already submitted in previous semesters.
- **Queries regarding course marks:** If you have questions regarding a grade, you must contact your cohort leader or the course director within 7 calendar days of the grade being posted on Sakai. This is true not

only for your overall course grade but also for grades of individual assignments. Once final grades are released, they will not be adjusted. We carefully grade each student submission, and your final grade reflects your performance in the course.

Course Schedule

See the Course Schedule in Sakai Resources for assignment due dates. It is your responsibility to be aware of posted due dates and to note any changes in the schedule.



PCLN 303: COMMUNICATION FOR THE HEALTH PROFESSIONS II Spring 2020

COURSE GUIDELINES

Class Schedule: Mondays and Wednesdays, 10:30-11:45 a.m.

Office Hours: By appointment (instructions below)

Location: SOM Lab – North

TEACHING TEAM

Department of Educational Services, Top Floor

Jill Paterson (Course Director)

jpaterso@sgu.edu
444-4175 ext. 3272

jillpaterson.youcanbook.me

Deborah Weinheimer

dweinhei@sgu.edu
444-4175 ext. 3161

<https://dweinheimer.youcanbook.me>

Zoë Hagley

zhagley@sgu.edu
444-4175 ext. 3307

zoehagley.youcanbook.me

Ariel Wildman

awildma3@sgu.edu
444-4175 ext. 3188

arielwildman.youcanbook.me

Course Description

Communication for the Health Professions II is designed to help develop students' skills in critical thinking and professional communication. Through a variety of reading and writing activities, students will evaluate and formulate arguments, and practice expressing their ideas clearly and concisely. The course will prepare students for communication in their careers, future university coursework, and the English component (20%) of the PM/VSCE.

Expectations

This course aims to prepare students for critical thinking and writing **beyond the classroom**. Students are therefore expected to take ownership of their learning experience. This means that the role of the instructors is to steer them in the right direction, and provide the necessary support, feedback, and resources.

Framework

The One Health One Medicine concept, which is an integration of multiple disciplines under health, is a central part of this course. Assignments and in-class activities will therefore make practical applications to human, animal, and environmental health.

Methods of Instruction

This is a student-centered course. Though some lecturing is included, the main methods of instruction are class discussions, reading and writing exercises, collaborative learning, videos, and research.

Course Materials

There is no required textbook for this class. All course readings will be posted on Sakai. Students are required to bring a laptop to every class to access materials and participate in in-class assignments. Other devices, like tablets and phones, are usually not suitable for class activities.

Learning Outcomes

At the end of this course, students will

- Develop strategies for critical thinking, reading, and writing
- Analyze empirical One Health arguments
- Formulate sound empirical arguments to support a position
- Develop professional communication skills
- Produce clear, concise academic writing
- Utilize feedback from instructors and colleagues
- Provide constructive feedback on colleagues' work

Pre-requisite Skills

Students should be comfortable with the following aims of PCLN 302:

- Document sources appropriately, following APA 6th Edition style
- Summarize and paraphrase the content of original research reports
- Use academic English for all course assignments
- Read critically, and analyze peer-reviewed research
- Utilize library databases to locate peer-reviewed articles effectively
- Participate actively in class discussions and respectfully engage colleagues, both in class and online

Assignments

Please read assignment and homework guidelines carefully before submitting. Failure to follow instructions in this course will seriously affect your grade.

Major Assignments

There are **three (3) major writing assignments** (the Analysis Paper, Proposal Paper, and Reflective Analysis Paper). Because writing is a process, the first two assignments (the Analysis and Proposal Paper) are designed so that students submit smaller pieces of each assignment, receive feedback, then revise and submit again. The Analysis and Proposal papers have multiple parts, but the final paper (Reflective Analysis Paper) requires only one submission (see Resources, Assignment Guidelines for more information).

Your cohort leader will give feedback on the electronic copy of your work and return it via Sakai in Assignments. You must have the suitable technology to view feedback. It is also your responsibility to ensure that the electronic copy of your assignment is properly submitted to Sakai. **We recommend logging back on to Sakai 5-10 minutes after submission to confirm that your assignment is submitted.**

Homework, In-class Assignments, and Professionalism

Homework is preparation for the next class and/or upcoming submissions. You will receive points for homework and in-class tasks, and receive periodic feedback on your homework. If your homework is not completed, you will not be prepared for class the next day and will not be able to participate in group work, which will affect your grade for that component. Because this is a student-centred course, in-class participation is critical to ensure progress in the course work. Students are therefore expected to engage in professional communication during class, and maintain focus on assigned activities.

Course Breakdown

Major Writing Assignments: 60%

- Assignment 1: Analysis Paper 20%
- Assignment 2: Proposal Paper 30%
- Assignment 3: Reflective Analysis Paper 10%

In-class Work and Homework: 30%

- In-class activities: group/individual work, forum posts, quizzes, oral presentations, participation etc.
- Weekly homework submissions, PM/VSCE timed essays and assessments

Attendance and Professionalism: 10%

Grading Scale

89.5-100% = A 84.5-89% = B+ 79.5-84% = B 74.5-79% = C+ 69.5-74% = C 64.5-69% = D 0-64% = F

Course Policies

Deadlines and late assignments

The major writing assignments (including the smaller parts) are due at 9:00 a.m. on the day noted in the course schedule. Homework is due at 9:00 a.m. on the next day of class. Extensions on due dates will only be granted for legitimate reasons and only if you consult with your instructors before the assignment deadline. You will be penalized 5% per day up to 20 days for late assignments, after which a zero will be given. We give a 5-minute grace period for every due date. After that grace period, an assignment is considered late.

Office hours and appointments

We encourage you to make additional appointments during the semester for assistance with assignments. Walk-in appointments are subject to availability. Appointments can be made online through youcanbook.me (*see links on first page for making appointments*). When you make an appointment with your cohort leader, please be prepared to ask questions about your assignments and/or other course related issues. The role of your cohort leader is to answer your questions and guide you through the revision process, not to spoon-feed you. If you have personal questions, you may email your cohort leader or the course director.

Email

Your SGU email is the official email communication tool for this course and the university. All correspondence received from outside email addresses will be ignored. In the event of a University system crash, an assignment may be accepted from an outside email address (to avoid being counted as a late submission); however, your instructor will not respond to those external emails. Emails must be professionally formatted and include an informative subject line. Emails without an informative subject line will be regarded as spam and will not be opened for security reasons.

Electronic devices

During class, turn cell phones and any other electronic devices to silent mode. Turn off electronics that are not being used as tools for CHP learning. It is unprofessional to use technology inappropriately.

Attendance

Attendance will be recorded daily. Throughout the term, you may miss up to 2 classes without being penalized. Attendance is not recorded during the 8th week (midterms week) and the 16th week (finals week). If you miss class, it is your responsibility to find out what you missed and get the materials from Sakai. As practice, you can complete the in-class tasks that you miss; however, you will not receive points for them unless you provide a valid excuse with documentation. A filled out sick form or mandatory meetings in DOS are the only accepted attendance waivers in the course. Please note that new school policy states that you may only utilize sick forms to miss exams/quizzes once per academic year.

You must be in your seat when class begins at 10:30. If you are late 3 times, it will count as an absence. Every 2 times after that, you will be marked absent. It is your responsibility to keep track of the number of absences and times you come late to class.

Clicker policy

It is your responsibility to ensure that your clicker is properly registered to you, that it is working correctly, and that you bring it to class. If you are tardy and miss the attendance slide, or if you don't have your clicker with you in class, tell your cohort leader before leaving. We want you to get in the habit of always having your clicker with you, as clickers are used in SOM/SVM for attendance and other purposes. Therefore, failure to bring your clicker to class will be equivalent to one late day. However, you will only be penalized starting the second time you don't bring your clicker.

Using another person's clicker or allowing someone to click in for you is considered a breach of academic integrity. Anyone involved (physically clicking or having someone click for you) will lose all points from his/her attendance grade. In addition, a record will be made with the PMED office and DOS.

Queries regarding course grades

If you have questions regarding a grade, you must contact your cohort leader or the course director within seven calendar days of the grade being posted on Sakai. This is true not only for your overall course grade but also for grades in individual categories like quizzes and assignments. Once final grades are released, they will not be adjusted. We carefully grade each student submission, and your final grade reflects your performance in the course.

Plagiarism

Plagiarism will not be tolerated. The decision as to whether any or all of a student's work has been plagiarized will be made by that student's cohort leader. If plagiarized work is submitted, it will receive a zero and a record will be made with the PMED office and the Dean of Students (DOS). If an assignment consists of tasks and one task is plagiarized, the entire assignment will receive a zero. In the case of assignments with multiple drafts, each draft will be treated as a separate entity. Thus the student who plagiarizes draft 1 will receive a zero on that assignment but will have an opportunity to receive full credit on draft 2, assuming that the plagiarism issue has been addressed. If the final draft is plagiarized, the assignment will receive a zero as a final grade.

This course does not differentiate between plagiarizing a student's/classmate's work and plagiarizing scholarly work. If plagiarism is found between two students, both students will receive a zero unless one student takes responsibility for plagiarizing a classmate without the peer student's knowledge.

We have a database of all student papers from the past years. Do not use the work of a friend or references you did not find yourself. All assignments are submitted to Turnitin, anti-plagiarism software that checks student assignments against published articles and student work. Turnitin also monitors within this course, so papers submitted to different cohort leaders are also compared.

DEPARTMENT OF BIOLOGY ECOLOGY AND CONSERVATION

GENERAL COURSE INFORMATION

PCLN 380 - CLINICAL CASES

SPRING 2020

CREDITS: 2

DAY/TIME: Friday 1:00 - 5:00 pm

SPRING 2020

CLASSROOM LOCATION: SOM-Lab North, WH-B2A, Hospital

PRE-REQUISITE/S: Completion of Premed year 3, semester 1

COURSE FACULTY:

Dr. Sonia Phillip

Contact Information: sphillip@sgu.edu

Dr. Tyhiesia Donald

Contact Information: tdonald@sgu.edu

Dr. A. Jorge Campitrus

Contact Information: acampitrus@sgu.edu

Dr. Terron Hosten

Contact Information: thosten@sgu.edu

Dr. Andre Hamlet

Contact Information: ahamlet@sgu.edu

Course Director: Dr. G. A. Glenda Ventour-DeRiggs

Contact Information: gventour-deriggs@sgu.edu

Phone: 473 415 1898

COURSE MANAGEMENT TOOL: SAKAI

COURSE CURRICULUM INFORMATION

COURSE DESCRIPTION:

OVERVIEW:

This course is designed to introduce students registered in Premedical Sciences to Clinical Medicine. It provides an insight into the knowledge, skills, attitudes and values they need to acquire as Physicians and intends to help them understand how material currently taught in Physiology lectures applies to Clinical Medicine.

COURSE CONTENT:

Clinical Case Discussions (5)

Discussion on Ethics and Professionalism in medicine (1)

Visits to the hospitals and community health care facilities (5)

-CLINICAL CASE DISCUSSIONS: (These are based on common clinical syndromes)

Students are required to research the topics for Small Group/Clinical Case discussions prior to the class.

The clinical cases and instructions for the small group discussions (SGD's) are posted on SAKAI under Resources.

1	HYPOVOLEMIC SHOCK	(Weeks 2,5)
2	RAISED INTRACRANIAL PRESSURE	(Weeks 6,7)
3	CONGESTIVE CARDIAC FAILURE	(Weeks 9,10)
4	CHRONIC OBSTRUCTIVE PULMONARY DISEASE	(Weeks 11,13)
5	DIABETES MELLITUS	(Weeks 14)

-VISITS TO THE HOSPITAL AND COMMUNITY HEALTH CARE FACILITIES

During these visits, students will take part in practical exercises involving patients. These focus on ethics and professionalism, communication skills and socio-economic issues as they relate to medicine.

Clinical Case Discussions will be held on Campus;

Hospital visits will be to the General Hospital, St. George's and the Mt. Gay Psychiatric Hospital.

COURSE OBJECTIVES:

Learn to apply basic Physiology and Anatomy to some common clinical conditions.

Observe the Practice of Medicine by health care professionals, with emphasis on professionalism, ethics, communication skills and socio-economic issues.

Visit various hospital departments and community health care facilities, understand their individual functions and how they all integrate to provide total care of patients.

LEARNING OUTCOMES:

Students should be able to

- identify and select credible sources of clinical information for health care professionals
- research, present, discuss and recognize some common clinical conditions
- list and explain the theories and principles of medical ethics
- define and practice professionalism in medicine
- describe and demonstrate the use of communication skills in medicine
- understand and describe the impact of socioeconomic issues on health care

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the St. George's University Student Manual.

SAS GRADING SCALE:

Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5- 89.4%
- B = 79.5 – 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%

TEACHING METHODS:

Small Group Discussions (SGD's)
Practical Exercises involving patients
(This course is taught in small groups)

COURSE MATERIALS:

Recommended Reading: Principles of Anatomy and Physiology by Gerard J. Tortura and Sandra Reynolds Grabowski, Harper Collins College Publishers
Relevant Textbook material on Clinical Cases to be discussed
Relevant articles from Medical Journals/Literature

COURSE GRADING REQUIREMENTS:

This 2-credit course does not have a Mid-term or Final Exam.
Students will be evaluated on the following:

- 1. -Attendance, Punctuality, Professionalism (APP) 10%**
Assessment will be based on
 - Timeliness (punctuality, meeting submission deadlines)
 - Appearance (neatness, appropriately dressed for hospital visits)
 - Motivation (compliance with instructions, striving for excellence)
 - Respect (for authority and peers)

2. -Preparation for and participation in Small Group Discussions (SGD) 40%
Assessment and grading will be based on level of preparation and positive, informed participation. Students will be graded out of 10 for each SGD.

3. -Weekly assignments to be submitted 40%
Each weekly assignment is graded out of 5.

4. -A Final Paper 10%
The final paper is graded out of 10.

Students who are absent or more than 5 minutes late for 2 or more classes (Visits or SGD's) will lose 8 of the 10% of the final grade allotted to APP.

10% of the grade will be subtracted for late submissions.

Any student who misses more than 2 classes will only be able to achieve a maximum grade of B in this course.

Final grades will be computed, and a letter grade awarded and posted in accordance with the standard grading scale used by the SGU School of Arts and Sciences. Missing a letter grade by a fraction of a % means that that grade has not been achieved.

Queries re grades may be made up to 48 hours after the grade has been posted.

COURSE REQUIREMENTS:

Students are required to attend all classes and to be punctual.

Students are required to wear WHITE LAB COATS and SGU ID cards for hospital visits.

Students are required to submit all assignments on time.

COURSE SCHEDULE:

The course is administered in 2-week blocks. A Small Group Discussion (SGD) and a Visit is scheduled each week with the same topics repeated for 2 weeks.

The Class will be divided into 2 groups; Groups A and B. These groups will alternate between SGD's and Visits each week.

Groups A and B are further subdivided into smaller groups of approx. 6-8 persons. (A1, B2 etc.)

Group placements will be posted on SAKAI.

WEEKLY SCHEDULE:

Week 1	Jan	24	Introduction to the course/ Ethics and Professionalism in Medicine
--------	-----	----	---

Week 2/5	Jan 31/Feb 21	Clinical Case Discussion #1:- Hypovolemic Shock Hospital Visit #1:- Ethics and Professionalism in Medicine
*Week 3	Feb 7	PUBLIC HOILDAY
*Week 4	Feb 14	PCLN EXAM
Week 6/7	Feb 28/Mar 6	Clinical Case Discussion #2:- Raised Intracranial Pressure Hospital Visit #2:- Communication Skills in Medicine
*Week 8	March 13	MID-TERM EXAMS
Week 9/10	March 20/27	Clinical Case Discussion #3:- Congestive Cardiac Failure Hospital Visit #3:- Socioeconomic Issues in Medicine
Week 11/13	Apr 3/17	Clinical Case Discussion #4:- Chronic Obstructive Pulmonary Disease Hospital Visit #4:- Communication Skills/Ethics & Professionalism/ Socioeconomic Issues in Medicine
*Week 12	April 10	PUBLIC HOILDAY
Week 14	April 24	Clinical Case Discussion #5: Diabetes Mellitus
*Week 15	May 01	PUBLIC HOILDAY
Week 16	May 6	Final due date for Assignments

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an

eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Weekly assignments with instructions are posted on SAKAI under ‘Assignments’. Students are required to submit these assignments online on SAKAI. Assignments are due every two weeks at **11 PM** on the due dates.

Due dates are as follows:

Mon. Feb 3rd

Mon. Feb 24th

Mon March 9th

Mon. March 30th

Mon. April 20th

Mon. April 27th

In addition, the following assignment is due by **11:00 P.M., MONDAY, MAY 4th, 2020**

-A short paper (1000 +/- 100 words) on any ONE of the following topics

- * Ethics and Professionalism in Medicine
- * The impact of Socio-economic Issues on Health Care
- * Communication Skills in the Practice of Medicine

10% of the grade will be subtracted for late submissions.

Assignments submitted after 11:00 p.m., Wednesday, May 6th, 2020 will not be accepted.

Classroom/Online Etiquette Procedure:

This class is taught in small groups. Clinical case discussions are round table. Visits involve interaction with patients supervised by a Physician.

Students are expected to be neatly and appropriately attired. White coats must be worn at all hospital visits.

Students are expected to show respect for authority, all health care professionals, patients and their families, as well as for their peers.



St. George's University

School of Arts and Sciences

Department of Choose an item.

GENERAL COURSE INFORMATION

Course Code and Title: PCLN 391: Interpreting Health Sciences Research

Number of Credits: 3

Days and Times: 8.30 am to 9.45 am Tues & Thurs

Semester and Year: Spring 2020

Classroom Location: SOM Path Lab - North

Pre-requisite(s): NA

Course Lecturer Name(s): Ian Baptiste

Course Director Name: [Click or tap here to enter text.](#)

Course Lecturer(s) Contact Information: ibaptist@sgu.edu; x3651

Course Director Contact Information: NA

Course Lecturer(s) Office Hours: 10:30 am to 12:30 PM Mon, Tue, Wed & Thurs

Course Director Office Hours: NA

Course Lecturer(s) Office Location: Caribbean House

Course Director Office Location: [Click or tap here to enter text.](#)

TA Name and Contact Information: Diantha Bubb; dbubb1@sgu.edu

Course Support: Technology-enhanced learning through the use of the SAKAI course management software, and the Exemplify testing platform. Readings specific to each topic are posted on SAKAI. These include PowerPoint presentations (PPTs) on every topic (they serve as study guides). Augmenting the PPTs are pdfs of selected textbook chapters, journal articles, and links to instructional audio-visuials.

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

Like any project, research may be divided into two broad phases: design and implementation. Our focus in this course is on design: we examine those issues competent researchers consider when crafting their research purposes and selecting their research approaches. We explore questions such as: What distinguishes empirical inquiry from other ways of knowing? Upon what bases does one justify the need for a new empirical study? How does one determine what is the best research approach or combination of research

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

approaches to pursue? What are established indicators of research quality and do these indicators differ with research approaches? Lectures/discussions, in-class small group exercises, and group projects are the primary instructional methods.

Course Objectives:

Students develop skills needed to interpret and assess the design components of peer-reviewed journal articles that follow the IMRaD format. Gaining such skills facilitates students' successful completion of assignments in other courses that require review of empirical research articles and equips students to be critical consumers of health science research information in their everyday life: at home, school, workplace and community.

TOPICS COVERED

- The nature of scientific inquiry
- Design considerations in empirical research
 - Topic selection and refinement
 - Social and intellectual rationale
 - Research purpose
 - Significance of a study
 - Delimitations and limitations
 - Theoretical perspectives and framework
- Research quality
- Providing and documenting scientific evidence
- Measurements and relationships
- Levels of research procedures
- Qualitative approaches
- Quantitative approaches
- Mixed methods

Student Learning Outcomes:

Students who successfully complete the course would be able to:

- Describe how empirical research is distinguished from other ways of knowing,
- Describe preliminary design components of empirical health science research,
- Distinguish (conceptually) between and among popular quantitative, qualitative and mixed-methods approaches used in the health sciences, and
- Review and critique the preliminary design components of peer-reviewed articles found in health science journals.

Program Outcomes Met By This Course:

[Click or tap here to enter text.](#)

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: We will not be using a textbook for this course. Required readings will be provided via class handouts and postings on Sakai. You are strongly advised to take your own notes. You are more likely to succeed in this course if you supplement the lectures and course materials with your own personalized notes.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Click or tap here to enter text.

Course Requirements:

Students are graded on three (3) quizzes (MCQs) and three (3) team projects (article critiques).

Quiz #1: 5%

Quiz #2: 20%

Quiz #3: 25%

Article critique #1: 10%

Article critique #2: 20%

Article critique #3: 20%

Guidelines for each graded assignment are provided on separate handouts.

Course Schedule:

Click or tap here to enter text.

DATE	TOPIC
Week 1: Jan 21, 23	Course intro – syllabus and assignments Nature of scientific inquiry
Week 2: Jan 28, 30	The research funnel Topic selection and refinement Social and intellectual rationales
Week 3: Tue Feb 04, 06	Social and intellectual rationales
Week 4: Tue Feb 11, 13	Quiz #1 (Feb 13) Intro to research purpose and significance of study Limitations & delimitations
Week 5: Feb 8, 20	Limitations & delimitations Research quality
Week 6: Feb 25, 27	Research quality Theoretical perspectives
Week 7: Mar 03, 05	Article critique #1 (Mar 05) Providing and document scientific evidence Hypotheses, variables and measurements
Week 8: Mar 09 - 13	Midterm exams week
Week 9: Mar 17, 19	Hypotheses, variables and measurements Levels of research procedures
Week 10: Mar 24, 26	Quiz #2 (Mar 26) Levels of research procedures
Week 11: Mar 31, Apr 02	Quantitative approaches
Week 12: Apr 07, 09	Qualitative approaches
Week 13: Apr 14, 16	Article critique #2 (Apr 18) Mixed approaches
Week 14: Apr 21, 23	Mixed approaches
Week 15: Apr 28, 30	Mixed approaches
Week 16: May 04 - 08	Final exams week Article critique #3 (May 07) Quiz #3 (May 08)

POLICY INFORMATION

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

GUIDELINES FOR SUBMITTING WRITTEN ASSIGNMENTS

1. Submit your paper electronically, as a WORD attachment, in the designated assignment drop box on SAKAI.
2. In creating a FILE NAME, begin with your group name followed by a BRIEF description of the document—with no spaces between—and end with a date. For example, if Group 1 was submitting a proposal on Abortion on May 2, 2014, the filename might read: Group1ProposalAbortionMay2-2014,

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

3. Follow the most current APA Style Manual when submitting your work. All sources of information used in your paper must be documented according to APA style.
4. Proofread and spell check your document. With word processors now possessing both grammar and spell check, it is considered highly unprofessional to submit documents with incorrect spelling and blatant grammatical errors.
5. Papers that do not adhere to these guidelines may not be reviewed.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: PHIL 107 – Critical Reasoning
Number of Credits: 3
Days and Times: Mondays & Wednesdays; 9:30am-10:45am
Semester and Year: Spring 2020
Classroom Location: B1A
Pre-requisite(s): N/A

Course Lecturer Name(s): Dr. Oliver Benoit
Course Director Name: Dr. Oliver Benoit

Course Lecturer(s) Contact Information: obenoit@sgu.edu; ext. 3251
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: 11.00 AM -1.00PM Mondays and Wednesdays
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Ballsier Building - Upstairs
Course Director Office Location: N/A

Course Support: Nikisha Thomas, nstomas@sgu.edu & ext. 3692

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is meant to help students to understand the concept and dynamics of critical reasoning and to develop the ability and habit of critical reasoning and analysis; to appreciate the usefulness and importance of thinking and reasoning intelligently amidst the importance of the complexities of critical life issues, and to develop necessary critical thinking and reasoning skills that will enable them to reason correctly and effectively in important real-life situations. This course is meant to help students to understand the concept and dynamics of critical reasoning and to develop the ability and habit of critical reasoning and analysis; to appreciate the usefulness and importance of thinking and reasoning intelligently amidst the importance of the complexities of critical life issues,

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

and to develop necessary critical thinking and reasoning skills that will enable them to reason correctly and effectively in important real-life situations.

Course Objectives:

1. Formulate a personal view of the meaning of life.
2. Encourage students to think for themselves.
3. To use deductive and inductive logic within an argument and to recognize common fallacies.
4. To encourage in-class discussion in a manner that students will reflect on their thinking.

Student Learning Outcomes:

Click or tap here to enter text.

Program Outcomes Met By This Course:

Students should be able to:

GE PO.1 Critically analyze global and regional issues.

GE PO.2 Practice and analyze decision making and positions on ethical issues.

GE PO.3 Develop quantitative literacy skills and confidence using numerical data.

GE PO.4 Effectively communicate information by extracting and constructing meanings through analysis and critical thinking.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Nagel, Thomas (1987) What does it all Mean? A Very Short Introduction to Philosophy. Oxford University Press

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

There will be continuous evaluation of student's work throughout the semester accounting for 20% of the overall grade. Evaluation will also include three (3) major assignments that will account for 60% of students' overall grade. Attendance and participation in class discussions will account for 20% of the final grade.

Course Requirements:

All assignments must be completed and submitted on time for this course
Attendance and participation is vital.

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 1

Welcome – Syllabus, Outline of the course, Policies & Procedures; Introduction.

Introduction by Kaye, Sharon M. (2009) *Critical Thinking*. Basic Concepts: Why Critical Reasoning?

Introduction, Waking up to Bad Arguments & Rationality, Cognitive Biases and Emotions, in, Hanscomb, Stuart (2017) *Critical Thinking: the basics*; The Socratic Method

Readings:

Socrates Café, p.2-35

Class reading. Discussion of Miniature Guide to Critical Thinking

Hanscomb, Stuart (2017) *Critical Thinking: the basics*.

Kaye, Sharon M.(2009)*Critical Thinking*

Week 2

Concepts and Propositions

Mind – Body problem

Readings:

Nagel, Thomas (1997). *What does it all Mean? A very short introduction to philosophy*. Chs 3 & 4

Moore and Parker *Critical Thinking* (9th edition) The chapter that includes p. 15-16

Week 3

Recognizing arguments

Discourse on the meaning of philosophy and critical thinking

Readings:

Perry, John (2010). *Introduction to Philosophy*. P. 3-22

Russell, Bertrand, *The Value of Philosophy*, in, *Introduction to Philosophy* p.18-21.

Russell, Bertrand, *Why am I not a Christian*, in, *Introduction to Philosophy* p. 55-58

Nagel, Thomas (1987). *What does it all Mean? A short introduction to philosophy*. Ch. 1
Quiz/Paper (3-5 pages)

Week 4

General features of an argument; Recognizing arguments; Premise and Conclusion.

Two types of Reasoning: Inductive and Deductive

Readings:

Moore and Parker *Critical Thinking* (9th edition) p. 16-19

Week 5

Language and its Use; truth and validity

Clear and Critical Thinking; Credibility; Fallacies

Readings:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Hume, David, Of Scepticism with regard to the senses, in Perry, Introduction to Philosophy. P.176-190
Moore and Parker Critical Thinking (9th edition) p. 78-82; p.118-119;p.194-200
Descartes and the Problem of Skepticism, in Perry, Introduction to Philosophy

Week 6

Deductive and Inductive argument 1; Logic

Causal explanation

Readings:

Moore and Parker Critical Thinking (9th edition) p. 346-373; p. 385-411

Quiz/ Paper (3-5 pages)

Week 7

Justice and Equality

Justice and Equality

Readings:

Introduction to Philosophy. P.591- 599

Cohen, G.A, Where the Action is: On the Site of Distributive Justice, in Introduction to Philosophy. p.599-615

Mill, John, Stuart, The Subjection of Women, in Perry, Introduction to Philosophy p. 615- 619

Appiah, Kwame Anthony, Racism, in Perry, Introduction to Philosophy p. 634- 644

Week 8 -Midterm Paper

Week 9

Class cancelled

Readings:

Moore and Parker Critical Thinking (9th edition) p. 437-449

Plato, the Republic, in Perry, Introduction to Philosophy. P. 645-681

Hume, David. An Enquiry Concerning the Principles of Morals, in Perry, Introduction to Philosophy. P. 682-706

Gauthier, David. Morality and Advantage, in Perry, Introduction to Philosophy. P. 706- 714.

Mackie, J.L. The law of the Jungle Moral Alternatives and Principles of Evolution, in Perry, Introduction to Philosophy 714-719

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 10

Moral, legal and aesthetic reasoning

Moral, legal and aesthetic reasoning, cont'd

Art and Critical Reasoning

Visit to Art Gallery (Cancelled)

Week 11

Art and Critical Reasoning

Art and Critical Reasoning

Week 12

Art and Critical Reasoning

Art and Critical Reasoning

Week 13

Art and Critical Reasoning

Art and Critical Reasoning

Week 14

The Meaning of Life and Death

The Meaning of Life and Death

Readings:

Wolf, Susan, Moral Saints, in Perry, Introduction to Philosophy. P.755-767

Taylor, Richard. The Meaning of Human Existence, in Perry, Introduction to Philosophy, p.777-794

Wolf, Susan, The Meaning of Lives, in Perry, Introduction to Philosophy, p.798-805

Nagel, Thomas, Death, in Perry, Introduction to Philosophy, p. 806-810

Week 15

Quiz/ Paper (3-5 pages)

Week 16

Discussions and evaluation

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All assignments and papers must be submitted by the due date and should be in APA style format.

Classroom/Online Etiquette Procedure:

The use of cell phones during lectures is prohibited.

Policy/Procedure Related to the Department:

Students must be dressed appropriately for class presentations

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



PHIL 201 Moral Philosophy

St. George's University
School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: PHIL 201 Moral Philosophy

Number of Credits: 3.0

Days and Times: MWF 4:30 - 5:20

Semester and Year: Spring 2020

Classroom Location: SAH - End Rm

Pre-requisite(s): None

Course Lecturer Name(s): Asher Mains

Course Director Name: Asher Mains

Course Lecturer(s) Contact Information: +1 473 444-4175 x3692

Course Director Contact Information: +1 473 444-4175 x3692

Course Lecturer(s) Office Hours: MWF 9:30am - 12:00pm

Tuesdays 3:00pm - 5:30pm

Course Director Office Hours: Click or tap here to enter text.

Course Lecturer(s) Office Location: Balisier Building 2nd Floor

Course Director Office Location: Click or tap here to enter text.

Course Support: Click or tap here to enter text.

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>



COURSE CURRICULUM INFORMATION

Course Description:

Moral philosophy is the branch of philosophy that contemplates what is right and wrong. It explores the nature of morality and examines how people should live their lives in relation to others. Class time will be split with learning foundational elements of philosophy, different approaches to morality and ethics and discussion towards the application of moral philosophy in different scenarios.

Course Objectives:

The objective of this course is to engage the students' critical thinking skills. Students will not only approach some of philosophy's big questions but will be equipped to approach the problem from different perspectives. The goal may not be to necessarily find answers but sometimes the exercise of asking the question leads to fruitful outcomes. While moral philosophy deals predominantly with issues arriving from "good" and "bad" and living a good life, it's implications can also lead to making logical, consistent decisions in morally neutral scenarios as well.

- 1. Develop an understanding of the history of thought regarding morals and ethics.**
- 2. Developing the conceptual differences of morality on the basis of RELIGIOUS BELIEF VS. PHILOSOPHICAL REASONING.**
- 3. Evaluating moral decisions with a focus on INTENTIONS VS. RESULTS.**

Student Learning Outcomes:

- 1. Define and describe the meaning and importance of moral philosophy (ethics), and demonstrate knowledge of its main divisions.**
- 2. Identify and demonstrate knowledge of important ethicists and their views and ethical theories and systems of Western Ethics.**
- 3. Explain the meaning of human actions and their ethical significance, and the Principle of Double Effect.**
- 4. Explain the difference between private and public morality/ethics, and the relationship between ethics and other fields of human activities.**

Program Outcomes Met By This Course:

Click or tap here to enter text.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better



B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Readings will be taken from -

Western Philosophy: An Anthology edited by John Cottingham

African Philosophy: An Anthology edited by Emmanuel Chukwudi Eze

The Philosopher's Took Kit by Steven Scott Aspenson

Supplementary Readings/Resources: Texts will be made available online

Course Grading Requirement:

Students will demonstrate understanding of the material through classroom discussion, written assignments, quizzes and exams.

Attendance/Participation: 20%

Quizzes: 30%

Written assignments: 50%

Course Requirements:

Students will be required to read, write and take part in classroom discussions. Excelling in this course will require critical thinking and analysis.

Course Schedule:

Week 1: Jan. 20, Jan. 22, Jan. 24

M: Introductions, Syllabus



W: Morality and Happiness, *Republic*, Plato.

F: What is morality and why should I be moral?

Week 2: Jan. 27, Jan. 29, Jan. 31

M: Basic tools for argument

W: Aristotle, *Nicomachean Ethics*, Ethical Virtue

F: What does it mean to live a good life

Week 3: Feb. 3, Feb. 5, (no class 7th)

M: Basic tools for argument

W: African Foundations of Greek Philosophy: Henry Olela

F: No Class

Week 4: Feb. 10, Feb. 12, Feb 14

M: Advanced Tools for argument

W: Epicurus

F: Pleasure and Sociality of the Self

Week 5: Feb. 17, Feb. 19, Feb 21

M: Advanced Tools for argument

W: *Ethics*, Virtue, Reason, and the Passions: Benedict Spinoza

F: The Moral Obligation to Be Intelligent (Optional reading: Erskine)

Week 6: Feb. 24, Feb. 26, Feb 28

M: Advanced Tools for argument

W: *Fable of the Bees*, Bernard Mandeville

F: Consumerism

Week 7: Mar. 2, Mar. 4, Mar. 5

M: Advanced Tools for argument



W: *Utilitarianism*, Happiness as the Foundation of Morality: John Stuart Mill
F: Trolley Problem

Week 8: Mar. 9 - Midterm week

Week 9: Mar. 16, Mar. 18, Mar. 20

M: Tools for Conceptual Distinction

W: *Groundwork of the Metaphysic of Morals*. Duty and Reason as the Ultimate Principle, Immanuel Kant

F: Batman, Joker, and other Kantian dilemmas.

Week 10: Mar. 23, Mar. 25, Mar. 27

M: Tools for Conceptual Distinction

W: *Beyond Good and Evil*, Against Conventional Morality: Friedrich Nietzsche

F: Relationships

Week 11: Mar. 30, Apr. 1, Apr. 3

M: Tools for Conceptual Distinction

W: Machiavelli

F: Violence and Cruelty

Week 12: Apr. 6, Apr. 8, No class Apr. 10

M: Tools for Conceptual Distinction

W: Peter Singer and Kant on animals

F: Food Choices

Week 13: No class Apr. 13, Apr. 15, Apr. 17

M: No Class

W: Reconsidering John Dewey's Art As Experience

F: Art and Morality

Week 14: Apr. 20, Apr. 22, Apr. 24

M: Tools at the Limit



W: *Famine, Affluence, and Morality*. The Relief of Global Suffering, Peter Singer
F: Moral responsibility

Week 15: Apr. 27, Apr. 29, No class May 1

M: Review of Foundations

W: Review of thinkers/text

F: Recap of Topics

Week 16: Finals Week

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments BEFORE you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes,



examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George’s University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George’s University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George’s University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.





St. George's University

School of Arts and Sciences

Department of **Biology, Conservation and Ecology**

GENERAL COURSE INFORMATION

Course Code and Title: PHYS 200: Physics for Life Sciences
Number of Credits: 4
Days and Times: Tue (8.30 – 9.45); Thu (8.30 – 9.45); Wed. 10.30 – 12.30 (Lab)
Semester and Year: Spring 2020
Classroom Location: WH – B2A
Pre-requisite(s): None

Course Lecturer Name(s): Dr. Ramsey Saunders
Course Director Name: **Dr. Ramsey Saunders**

Course Lecturer(s) Contact Information: 473 444 4175 Ext 3819
Course Director Contact Information: **rsaunder@sgu.edu**

Course Lecturer(s) Office Hours: M(9.00- 12.00);T(11.00- 12.00);Th11.00- 12.00);F(9.00- 11.00)
Course Director Office Hours: **As above; also given in Resources of SAKAI**

Course Lecturer(s) Office Location: Caribbean House (2nd Floor)
Course Director Office Location: Caribbean House (2nd Floor)

Course Support: **aventour2@sgu.edu; Ex 3402**

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will introduce students over a period of one semester to many of the basic principles and concepts in Physics. It includes base and derived units, vectors and scalars, kinematics in one and two dimensions, dynamics, circular motion and gravitation, equilibrium, elasticity, fluids and hydrostatics, fluid dynamics, vibration and waves, sound, electrostatics, current electricity, magnetism, light and basic geometrical optics, heat, introductory atomic and nuclear physics

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

- 1; To facilitate a good understanding of basic Physics.
- 2: Application of the laws of Physics in Mechanics, Electrostatics and current electricity; Magnetism; Waves; Optics; Fluids; Thermal Physics.
- 3: Apply Mathematics (non- Calculus) in solving problems in Physics.
4. Apply basic concepts and laws to the life sciences.
5. Use Laboratory experiments to understand the basic laws of Physics.

Technical Skills Outcomes:

Technical skills are obtained from 10 Laboratory experiments. The skills developed are in the areas of the measurement of length, mass and time using instruments with different accuracies; measurement of the density of different materials; moments or torque; measurement of the acceleration due to gravity using a simple pendulum; measurement of the extension of a spring subjected to different loads ;timing vibrations to determine force constant of a spring; measurement of electrical currents, voltage and resistance; measurement of angles of incidence and refraction through transparent objects to obtain their refractive index; use of optical bench to determine the focal length of lenses. The Technical Skills are assessed from the laboratory reports submitted

Student Learning Outcomes:

1. The student will have a good understand the basic terms and laws of Physics.
2. The student will be able to apply the laws of Physics in the fundamental areas of Physics
3. The student will be able to apply Mathematics in solving problems in Physics
4. The student will be able to apply the basic concepts and laws to the Life Sciences
5. Use of laboratory experiments to develop technical skills and understanding fundamental laws and concepts in Physics

Program Outcomes Met By This Course:

BIOL, - PLO1 : Apply the scientific process for conduction laboratory and diagnostic experiments testing hypothesis , interpreting data and communicating results.

BIOL, - PLO2 : Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.

BIOL, - PLO3 : Apply knowledge of the structure and function of the human body to health issues.

BIOL, - PLO4: Apply knowledge of the of the interaction of atoms, molecules and biochemical processes that define organic and inorganic matter.

BIOL. - PLO5: Demonstrate effective communication of scientific knowledge.

BIOL. - PLO6: Demonstrate problem solving and critical thinking skills.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Text:

Physics by Douglas C Giancoli (Sixth Edition)

Supplementary Readings/Resources: Sakai lecture material

Course Grading Requirement:

Six class examinations (the best 5 are taken)

Ten Lab exercises, Mid-Term Examination, Final Exams

The breakdown of overall grade will be as follows:

Class Exams and assignments	20%
Midterm examination	25%
Laboratory work	25%
Final exam	30%

Course Requirements:

Scientific calculator, Lab coat, Covered shoes for labs.

Course Schedule:

Tentative Course Schedule:

WEEK SECTION LAB/ QUIZ/ EXAM

1 Introduction ;Physical Quantities; base quantities and units; derived quantities; Errors and precision; Vectors and Scalars; addition, subtraction; resolution into components. Lab Introduction and Grouping

Lectures possible during lab period if free.

2 Kinematics in one and two dimensions: Displacement, velocity , linear uniform acceleration; equations of motion;

Simple projectiles Lab 1

3 Dynamics: Forces; Newton's Laws of motion; Friction; momentum and collisions; work, power ; energy Lab 2 / Quiz 1

4 Circular motion and Gravitation: Angular velocity; centripetal acceleration; kinematics of circular motion; dynamics of circular motion; Newton's Law of gravitation; satellites and weightlessness Lab 3

5 Equilibrium and Elasticity: Principle of moments; conditions for equilibrium; Stability; Elasticity; Hooke's Law; Stress and strain; Young's modulus Lab 4 / Quiz 2

6 Vibration and waves; Simple Harmonic Motion; Waves; Types of waves; reflection; refraction; diffraction and interference; sound; vibrating columns and strings; resonance; applications Lab 5

7 Review Quiz 3

8 Mid term Exam MIDTERM EXAM

9 Electrostatics: Electric charge; Electric Force; Coulomb's law; Electric field; Electric field lines ;

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- Electric Flux; Calculation of Electric Field; Gauss's Law; Work ; Energy and Electric Potential; Capacitance
Lab 6
- 10 Current Electricity; Ohm's law; Resistances in series and parallel; Energy stored; power; Simple DC circuits; Household Electricity; AC circuits Lab 7
- 11 Magnetism: The magnetic force; Magnetic Field; force on a wire; torque on a rectangular coil; Biot Savart law; Ampere's law; applications to long straight wire; toroid and solenoid; Faraday's Law; transformers Lab 8 /Quiz 4
- 12 Light and Geometrical Optics: Waves and rays; Reflection; refraction; mirrors (plane; convex and concave); Thin lens (convex and concave); image formation; Human eye Lab 9
- 13 Heat and thermodynamics; Temperature; thermal equilibrium; Linear expansion; specific heat and Calorimetry; latent heat; Introduction to atomic and Nuclear Physics Lab 10 Quiz 5
- 14 Introduction to fluids
- 15 Review Quiz 6
- 16 Final Exam FINAL EXAM

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Ecology and Conservation**

GENERAL COURSE INFORMATION

Course Code and Title: PHY 201 – General Physics 1
Number of Credits: 4
Days and Times: Tuesday Thursday – 10 – 11.15 am
Semester and Year: Semester 1
Classroom Location: FA2
Pre-requisite(s): No pre-requisite needed

Course Lecturer Name(s): Alister K James
Course Director Name: Alister K James

Course Lecturer(s) Contact Information: ajames@sgu.edu
Course Director Contact Information: ajames@sgu.edu

Course Lecturer(s) Office Hours: N/A
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: N/A
Course Director Office Location: N/A

Course Support: Ana Neckles Thomas, anecklesthomas@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will introduce to students some of the basic principles and concepts in physics such as: base and derived units, vectors, linear kinematics, dynamics, waves and sound with examples of practical applications and also showing the relevance of some of these concepts to everyday life and the medical field where applicable.

Course Objectives:

GENERAL OBJECTIVES:

The objective of this course is to provide students with the understanding of the fundamentals of Physics as related to Mechanics, waves and heat.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Technical Skills Outcomes:

Learning to use and read the following instruments: meter rule, Vernier caliper, micrometer screw gauge, stop clock, spring balance, thermometer, digital scales. Learn to use and operate different pieces of apparatus related to the various laboratories that will be done.

Student Learning Outcomes:

Define key terms of this course

Explain key concepts and principles

Do basic calculations related to the concepts and principles elaborated using the relevant formulae.

Develop the basic mathematical skills necessary for solving physics problems

Give brief description of some of the applications relevant to area of physics in this course

Do basic experiments, that relate the theory delivered in course, demonstrating necessary experimental skills.

Program Outcomes Met By This Course:

Apply scientific processes for conducting experiments in physics.

Apply basic knowledge of the topics studied to solve problems on such topics

Demonstrate reasoning and problem solving skills

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text:

Supplementary Readings/Resources: **TEXTBOOKS**

COLLEGE PHYSICS (2nd Edition) by Knight, Jones and Field

Supplementary Reading

PHYSICS by Giancoli

Course Grading Requirement:

Breakdown of overall grade

Final exam - 30%

Mid term exam – 20%

Class exams and assignments - 25%

Labs-15%

Project – 10%

Course Requirements:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

CONTENT:

Week 1. Physical quantities, Units and Measurement

Jan 21&23 Physical quantity

Base quantities and base units

Derived quantities and units

dimensions and its' uses

Types of errors, Precision
and accuracy

Week 2. Vectors and Scalars

Jan 28 & 31 Scalar and vector quantities

Resolving vectors into components

Addition of vectors

Week 3 – Feb 4 & 6 Subtraction of vectors

Week 4. Kinematics in one and two dimensions

Feb 11 & 13 Displacement, velocity and acceleration

Linear uniform accelerated motion – use of equations of motion

Feb 18 Quiz # 1 Topics- Vectors and Kinematics

Week 5 & 6 Feb 20,25,28 Simple projectiles

Week 7. ,Mar 3 & 5 Dynamics

Forces, Newton's Laws of motion

Friction, Inclined planes

WEEK 8 MIDTERM EXAMS Mar 10 –

TOPICS – Physical quantities, vectors, kinematics, Projectiles, Dynamics

Week 9 Mar 17 & 19 Momentum , work, energy, power

Linear momentum, collisions and impulse

Work, power and energy(Potential and kinetic)

Week 10 Mar 24 & 26 Circular Motion & Gravitation

Angular velocity, centripetal acceleration

Kinematics of circular motion

Dynamics of circular motion

Newton's Law of gravitation .

Quiz # 2 April 2 – Topic Circular motion and gravitation

Week 11 Apr 7 & 9 Equilibrium and elasticity

Principle of moments, Conditions necessary for equilibrium

Elasticity - stress and strain and stability

Young's modulus and fracture of materials

Quiz # 3 Apr 14 Topic – Equilibrium and elasticity

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Spring 2020

Week 12 Apr 16 Vibration
Simple Harmonic Motion, Damped Harmonic motion
Forced, vibration and resonance

Week 13 Apr 23 Waves
Wave motion, types of waves, Reflection and refraction
Diffraction and interference, Characteristics of sound
Intensity of sound and its relationship with amplitude
Vibrating columns, strings and music
Ultrasound and medical imaging

Quiz # 4 April 21 Topic Vibration

Week 14 Apr 28 & 30 Heat
Thermometry- Temperature scales, Types of Thermometers
Specific Heat Capacity, Specific Latent Heat (Fusion, Vaporization)
Change of Phase

Week 15 FINAL EXAMS- ALL TOPICS AFTER MIDTERM
Circular motion, momentum, equilibrium, stress, strain, vibration, waves, heat

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Biology, Conservation and Ecology**

GENERAL COURSE INFORMATION

Course Code and Title: PHYS 202 General Physics 2
Number of Credits: 4
Days and Times: M (1.30-2.20); W (1.30 – 3.30pm); Th (3.00- 5.00pm)
Semester and Year: Spring 2020
Classroom Location: FA2
Pre-requisite(s): PHYS 201

Course Lecturer Name(s): Mr. Alec St. Bernard
Course Director Name: **Dr. Ramsey Saunders**

Course Lecturer(s) Contact Information: alstbernard@sgu.edu; Tel 4153929
Course Director Contact Information: rsaunder@sgu.edu; Tel 4444175 Ext. 3819

Course Lecturer(s) Office Hours: PT: See before or after classes.
Course Director Office Hours: M(9-12); T (11-12); Th (11-12); Fri (9-11)

Course Lecturer(s) Office Location: Caribbean house, 2nd Floor
Course Director Office Location: Caribbean House 2nd Floor

Course Support: aventour2@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course consists of a study of the basic principles of electrostatics, current electricity (direct and alternating), magnetism, electromagnetism and geometrical optics. Also included is a brief introduction to lasers and Atomic and Nuclear Physics. This is a non-calculus course.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

- 1; To facilitate a good understanding of basic Physics.
- 2: Application of the laws of Physics in Electrostatics Current electricity (DC and AC); Magnetism; Optics; Lasers
- 3: Apply Mathematics (non- Calculus) in solving problems in Physics.
4. Apply basic concepts and laws to the life sciences.
5. Use Laboratory experiments to understand the basic laws of Physics.

Technical Skills Outcomes:

Technical skills are obtained from 10 laboratory experiments. The skills consists of the ability to measure electrical Currents. Voltages and Resistances using analogue as well as digital equipment; use of the Wheatstone Bridge for resistance and voltage measurements, use of the oscilloscope; use of Kirchhoff's Law, charging and discharging of capacitors, measurement of the maximum power delivered by a power supply; refractive index measurements; measurement of the focal lengths of lenses.

Student Learning Outcomes:

Student Learning Outcomes:

1. Understand Physical Quantities, Units and Measurements, Vectors and Scalars and the basic laws of Physics
2. Apply the laws of Physics in the areas of Electrostatics, Current Electricity, Magnetism, Optics and Lasers and Atomic and Nuclear Physics
3. Apply mathematics (non - calculus) in solving problems in Electrostatics, Current Electricity (AC and DC), Magnetism, Optics and Lasers and Atomic and Nuclear Physics.
4. Apply the laws and concepts to problems in biology and medicine.
5. Use of laboratory experiments in understanding the laws of Physics.

Program Outcomes Met By This Course:

BIOL, - PLO1 : Apply the scientific process for conduction laboratory and diagnostic experiments testing hypothesis , interpreting data and communicating results.

BIOL, - PLO2 : Apply knowledge of the basic structures and fundamental processes of life at the molecular, cellular and organismal levels.

BIOL, - PLO3 : Apply knowledge of the structure and function of the human body to health issues.

BIOL, - PLO4: Apply knowledge of the of the interaction of atoms, molecules and biochemical processes that define organic and inorganic matter.

BIOL. - PLO5: Demonstrate effective communication of scientific knowledge.

BIOL. - PLO6: Demonstrate problem solving and critical thinking skills.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: PHYSICS by Giancoli Sixth Edition
Resources given by Lecturer on SAKAI

Supplementary Readings/Resources: COLLEGE PHYSICS (2nd Edition) by Knight, Jones and Field

Course Grading Requirement:

Six class examinations/ quizzes; Ten Lab exercises, Mid-Term Examination, Final Exams
The breakdown of overall grade will be as follows:

Class Quizzes	20%
Mid term examination	25%
Laboratory work	25%
Final exam	30%

There shall be 6 Quizzes of which the best 5 shall be chosen. Quizzes are of 15 minutes duration and shall be held during the laboratory session.

Course Requirements:

Scientific calculator , Textbook, Lab coat, Covered shoes for labs

Course Schedule:

Tentative Course Schedule:

WEEK	COURSE SECTION	Lab / Quiz
1	Electrostatics: Brief history, Electric Charge; Electric force, Coulombs Law. Electric Field. Field lines, Electric Flux	Lab Introduction and Grouping
2	Electrostatics: Dipole, Methods of determining the Electric Field; Integration Method (qualitative); Gauss's Law; Electric Potential	Lab 1
3	Electrostatics: Movement of charge in electric field; Work, Energy and Electric Potential, Capacitance, Series and Parallel combinations; Dielectrics; Energy Stored; The CRO; Applications of Electrostatics	Lab2 and Quiz 1
4	Current Electricity: Electric current; Microscopic level; Current Density; Ohm's Law; Resistivity; Resistance; Series and Parallel combinations;; Voltage sources;	Lab 3
5	Current Electricity: Voltmeters and ammeters; Simple DC Electrical circuits; Kirchhoff's Laws; Power dissipated; Household electricity; Alternation currents; RMS and Peak to Peak values; Impedance of pure resistance, inductance and capacitance.	Lab 4 and Quiz 2
6	Current Electricity Phase between voltage and current; Phasors; Power dissipated in AC circuit; Charging and discharging of capacitors; Series resonance (RLC); Introduction to digital electronics.	Lab 5
7	Review Quiz 3	
8	Midterm Examination	MIDTERM

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- 9 Magnetism: brief history; Comparison of magnetic force with gravitational and electric forces; Definition of the Magnetic Force; Magnetic Field; Force on wire ; Gauss's law for the magnetic field.
Lab 6
- 10 Magnetism: Biot- Savart Law; Ampere's Law, Faraday's Law; Mass spectrometer Lab 7
- 11 Magnetism: Determination of magnetic Fields for simple structures; Solenoid; Electromagnets; Toroid; Transformer; Electric bell; Electric Motor; Loudspeaker; Maxwell's equations for free space
Lab 8 and Quiz 4
- 12 Light: Waves and rays; Reflection; refraction; Mirrors (plane, concave and convex; Thin lenses (convex and concave), Image formation; Wave effects; Lab 9
- 13 The human eye. Optical defects. Accommodation Lab 10 and Quiz 5
- 14 Lasers. Introduction to Atomic and Nuclear Physics.
- 15 Review Quiz 6
- 16 FINAL EXAMINATION FINAL EXAMINATION

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: POLI: 205 – Caribbean Government & Politics
Number of Credits: 3
Days and Times: Mondays, Wednesdays, Fridays: 1:30 -2:20 p.m.
Semester and Year: Spring 2020
Classroom Location: WH -B1B
Pre-requisite(s): POLI: 200

Course Lecturer Name(s): Damian E. Greaves
Course Director Name: N/A

Course Lecturer(s) Contact Information: dgreaves@sgu.edu Ext. 3653
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Tues. 10:00 a.m. – 1:00 p.m. & Fri. 1:00 p.m. -4:00 p.m.
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Ballsier Building, Upper level
Course Director Office Location: N/A

Course Support: Nikisha Thomas nthomas@sgu.edu Ext. 3692

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course introduces students to the basic concepts in the historical evolution of Caribbean political economy and society, and will seek to familiarize students with contemporary socio-economic and political development issues of relevance to the Caribbean. It is also intended to expose students to the relevant issues involved in understanding the nature of Caribbean political economy, Caribbean political systems and the wider politics of the Caribbean. It is hoped that upon completion of this course, students would be able to identify, describe, understand, analyze and explain the historical and contemporary forces shaping Caribbean politics. Students should also have a basic knowledge of the workings of Caribbean political systems.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

Click or tap here to enter text.

Students will be able to:

1. Identify historical trends in the development of politics and political systems in the Caribbean
2. Evaluate the legacy of the anti-colonial campaign of the Caribbean
3. Explain and illustrate the non-capitalist experiments of the Caribbean
4. Appraise the attempts at integration in the region
5. Critique the public administrative system of the Caribbean

Student Learning Outcomes:

Upon successful completion of this course students will be able to:

1. Identify the legacies of the earliest forms of West Indian Government on contemporary life in the Caribbean
2. Analyse pre- and post-independence political developments in the Caribbean
3. Assess the successes, failures and achievements of the 1930's anti-colonial upheavals
4. Assess the current challenges to trade unionism as a result of globalization
5. Discuss and analyse Caribbean variants of political, electoral and party systems
6. Evaluate the experiences of the non-capitalist path of development in the region
7. Explore the major compulsions of integration and integration experiments in the region
8. Assess the workings and challenges associated with the public administrative system in the Commonwealth Caribbean

Program Outcomes Met By This Course:

Students will be able to:

SOC – PO-1 Apply classical and contemporary sociological perspectives to explain complex social issues and problems; particularly, Caribbean social reality

SOC – PO-1 Demonstrate their critical thinking skills to sociological analysis.

SOC – PO-1 Employ sociological research methods to investigate and explain social issues

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Text: Barrow-Giles, C. Introduction to Caribbean Politics, Ian Randle Publishers, 2002.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Supplementary Readings/Resources: Click or tap here to enter text.

Lewis, G. The Growth of the Modern West Indies

Thomas, C.Y. The Poor and the Powerless

La Guerre, J.G. Issues in the Government and Politics of the West Indies

Knight, F.W. General History of the Caribbean: Vol.111. The Slave Societies of the Caribbean

Knight, W. F. The Caribbean: The Genesis of a Fragmented Nationalism

Knight, W. F. An Introduction to Politics

Ryan, S. Winner Takes All: Westminster Experience in the Caribbean

Munroe, T. The Politics of Constitutional Decolonization: Jamaica, 1944-6

Munroe, T. Jamaican Politics: A Marxist Perspective

Beckford, G & Girvan, N. Development in Suspense

Charles, G.F.L. The History of the Labour Movement in St. Lucia

Riviere, W. E. Roots of Crisis in the Caribbean

Thomas, C.Y. The Rise of the Authoritarian State in Peripheral Societies

McIntosh, S.C.R. Caribbean Constitutional Reform: Rethinking the West Indian Polity

Jagan, C. The West on Trial: My Fight for Guyana's Freedom

James, C.L.R. The Black Jacobins

More readings will be communicated during the course of the semester.

Course Grading Requirement:

Evaluation Criteria	Deadline for Submission	Percentage of Grade
Forum Discussion 1	Feb. 7 th .	10%
Midterm Paper	March 6 th	25%
Forum Discussion 2	April 3 rd	10%
Forum Discussion 3	April 27 th	15%
End of Term Paper	May 8 th	30%
Attendance & Participation	N/A	10%
*TOTAL		100%

Course Requirements:

Students are expected to attend and participate in all classes and complete and submit all assignments by the recommended deadline.

Course Schedule:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Jan. – May.	
Date	Topic/Reading
January Mon. 20 th – 24th	Course Information/ Orientation, Introduction of class members; Team Building – Course Assignments
	MODULE 1: Imperialism - Colonialism, Neo-Colonialism, Re-Colonization
Mon. 27	Imperialism – Interpretations and Definitions
Wed. 29	Imperialism – Theoretical Perspectives
Fri. 31	Imperialism in the Caribbean
February	From Colonialism to Neo-colonialism
Mon. 03	The Politics of Structural Adjustment in the Region -IMF and Structural Adjustment in the Region
Wed. 5	Imperialism, Globalization and Re-colonization <i>IMF, NAFTA, GATT</i>
Fri. 07	Independence Holiday – No Class Deadline for Forum discussion 1
	Module 2: Globalization and the Caribbean Experience
Mon. 10	The New International & Economic Order
Wed. 12	Globalization & Cultural Imperialism
	Module 3: Early West Indian Government
Fri. 14	Old Representative System (ORS)
Mon. 17	Crown Colony Government (CCG)
	Module 4: Working Class Struggles

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Wed. 19	Overview of the 1930s Upheaval/ The 1930s Riots – Impact & Consequences
Fri . 21	The Moyne Commission Report
Mon. 24	Origin & Development of Trade Unions
Wed. 26	Caribbean State, Labor & Trade unions
	Module 5: The Politics of Constitutional Decolonization & Westminster Model
Fri. 28	Liberal Democracy & its main assumptions
March Mon. 02	Constitutional Decolonization
Wed. 04	The Westminster Model in the region
Fri. 06	Parliamentary vs. presidential Systems of Government Deadline for Submission of Mid-term paper
Mon. 9 th – 13th	Midterm Exams
	MODULE 6: Political Parties & Electoral Politics In the Region
Mon. 16	Political Parties in the Caribbean
Wed. 18	Electoral Systems in the Caribbean
Fri. 20	Electoral Systems in the Caribbean
	Module 7 :Regional Integration
Mon. 23	Early attempts at Integration
Mon. 11	West Indian Federation
Wed. 25	CARICOM – The Treaty of Chaguaramas & Beyond
Fri. 27	Caribbean Single Market & Economy(CSME)
April	CARICOM: Functional Cooperation

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Wed. 01	
Fri. 03	Deadline For Forum Discussion 2 Sub-regional Integration -OECS – Functional Cooperation
	MODULE 8: Caribbean Political Leadership
Mon. 06	Nature of Political Leadership -Pre-Independence
Wed. 08	Nature of Political Leadership -Post-Independence
Fri. 10	Good Friday Holiday
Mon. 13	Holy Monday Holiday
Wed. 15	Wither Political Leadership in the Caribbean?
Fri. 17	Current Socio-Political Environment
	Module 9 -Public Administration & Bureaucracy
Mon. 20	The Executive, the Civil Service and political Neutrality
Wed. 22	Challenges Associated with Public Services in the Caribbean
Fri. 24	Public Service Reform
	Module 10 – Post Colonial Experimentation
Mon. 27	The Theory of the Non-Capitalist Path of Development
Wed 29	The Non-Capitalist Path -The Guyana Experience
MAY	
Fri . 01	Labor Day Holiday – No Classes
Mon. 4	The Non-Capitalist Path – The Jamaica Experience
Wed. 06	The Non-Capitalist Path – The Grenada Experience
Fri. 08	The Non-Capitalist Path – Cont.
Mon. 11th – 15th	End of Semester Exams

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

You are to submit one (1) individual mid-term paper, two forum discussions – one each half of the semester - and one end of term paper for grading. Deadlines for submission are on the course schedules. Please note that mid-term papers ought not to be in the range of 1200 – 1500 words (exclusive of title and references pages), with at least 8 references. End of term papers ought to be in the range of 1500-2000 words with at least 12 references (exclusive of title and references pages). You are required to attach the grading rubrics to your papers for submission to the turn-it-in- drop box.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

The two discussion forums require students to submit succinct and concise responses to recommended topics and should range between 550 - 600 words. Each student must also respond to at least two of his/her colleagues' submissions. Your responses ought not to exceed one paragraph and should go beyond suggestions that discussion was good etc. Ask a question and make a comment that adds to the debate. All forum discussions ought to be submitted in the designated discussion box on your SAKAI accounts. No word attachment or emailed response will be accepted.

Unless otherwise indicated, submit your written assignments electronically (i.e., in the designated assignment drop box on SAKAI), as a WORD attachment. If there is no designated drop box on SAKAI, send it to my SGU email. Only one individual should submit on behalf of the group.

As far as possible, follow the most current APA Style Manual when submitting your work:

Include a title page with the title of the paper, the name(s) of the person(s) who wrote the paper, Include a title page with the title of the paper, the name(s) of the person(s) who wrote the paper, and the date submitted,

A header must appear at the top of each page,

All pages must be numbered,

All pages must have one inch top/bottom, and left/right margins, and

Papers and forum discussions must be double-spaced, with 12 point fonts.

Absolutely no papers or forum discussions will be accepted via email.

All sources of information used in your paper must be documented. This is true whether you are quoting or paraphrasing; whether you are making direct reference to the material, or using it in a general and indirect way. Sources here refer to written as well as non-written materials, such as audio or video recorded interviews, personal conversations, etc. It is a criminal offense to use other people's information without giving them the credit. It is called plagiarism. A source must be cited by author(s), year (and page numbers if quoting) in the passage in which it is used.

Please proof read and spell check your document. With word processors now possessing both grammar and spell check, I consider it highly unprofessional to submit documents with incorrect spelling and blatant grammatical errors.

Papers that do not adhere to these guidelines may not be reviewed.

Classroom/Online Etiquette Procedure: Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Humanities and Social Sciences

GENERAL COURSE INFORMATION

Course Code and Title: PSYC201, Introduction to Psychology
Number of Credits: 3
Days and Times: 4:00pm to 5:15pm – Tues, Thurs
Semester and Year: Spring 2020
Classroom Location: Online effective March 24, 2020
Pre-requisite(s): None

Course Lecturer Name(s): Dr. Donna Neckles-Charles
Course Director Name: Ms. Wendy Romain

Course Lecturer(s) Contact Information: dnecklescharles@sgu.edu
Course Director Contact Information: womain@sgu.edu

Course Lecturer(s) Office Hours: By appointment
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Online effective Monday, March 23, 2020
Course Director Office Location:

Course Support: Ms. Nikisha Thomas nstthomas@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will introduce students to the scientific discipline of psychology. Students will examine the emergence of the major schools of thought and the historical figures who contributed to the development of psychology as a science. Topics of study include the history of psychology, research methods, the basis of behavior, sensation and perception, states of consciousness, learning and cognition, intelligence, motivation, social psychology and life span development. The course will assume an interactive and real-life application approach.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning

Course Objectives:

1. To introduce students to the scientific discipline of psychology
2. To familiarize students with the theoretical underpinnings of the major areas of psychology
3. To introduce students to scientific methods used in psychological processes
4. To make students aware of new trends and research in the field of psychology
5. To identify connections between knowledge gained in Psychology and everyday life.

Student Learning Outcomes:

At the end of this course, students should have acquired the following:

1. A comprehensive understanding of the emergence and development of psychology as a scientific discipline
2. Knowledge about fundamental concepts, theories and scientific methods used in examining psychological processes.
3. An awareness of current thinking/trends and new, progressive research in the field
4. The ability to apply the information attained to effect social change in their personal live, significant others, community and global village at large

Program Outcomes Met By This Course:

PSY PO 1. Utilize psychological knowledge in the understanding of self, and how it relates to others.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Understanding Psychology, 11th ed. by Charles G. Morris & Albert A. Maisto, © 2016(Pearson Pub.) or Psychology the Core by the same authors

Supplementary Readings/Resources: Where appropriate, additional reference materials will be posted on Sakai – or provided during lectures or tutorials. Students will be advised accordingly.

Course Grading Requirement:

Course grades will be assigned based on the following:

Participation (discussion forum on Sakai effective 24/03/2020)	10%
Group Project (completed prior to Midterm week)	20%
Group Activities (online forum effective 24/03/2020)	15%
Quizzes (via Sakai)	30%
Final examination (via Sakai)	<u>25%</u>
Total	100%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning

Course Requirements:

Students will be required to:

- (i) be prepared for class by doing the necessary readings;
- (ii) contribute thoughtful ideas to class discussions and engage in constructive debate;
- (iii) conduct themselves in an appropriate manner, including being respectful of the opinions of others;
- (iv) listen carefully to instructions given; if you do not understand, ask the instructor and;
- (v) students should bring the text to class at all times, unless instructed otherwise – or all other materials, as directed.

Course Schedule:

Week/Chapter	Topic	Assignments
Week 1 (01/21 & 01/23)	Introductory Meeting and General introduction to the course	Obtain textbook, review chapters
Week 2 – Ch 1 (01/28 & 01/30)	The Science of Psychology	In class discussions
Week 3 – Ch 2 (02/04 & 02/06)	The Biological Basis for Behavior	Quiz 1 & In class discussions
Week 4 – Ch 3 (02/11 & 02/13)	Sensation and Perception	In class discussion
Week 5 – Ch 4 (02/18 & 02/20)	States of Consciousness	Group Project & Presentations
Week 6 – Ch 4 & 5 (02/25 & 02/27)	States of Consciousness continued Learning	Group Project & Presentations In class discussions
Week 7 – Ch 6 (03/03 & 03/05)	Memory	Quiz 2 & In class discussion
Week 8 (03/10 & 03/12)	No Class Midterm Examination Week	
Week 9 - Ch 7 (03/17 & 03/19)	Classes suspended	
Week 10 – Ch 8 (03/24 & 03/26)	Cognition and Mental Abilities	Online lecture and discussion
Week 11 – Ch 9 (03/31 & 04/02)	Motivation and Emotion	Online lecture and discussion
Week 12 – Ch 10	Life Span Development	Quiz 3, Online lecture and

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning

(04/07 & 04/09)		discussion
Week 13 – Ch 11 (04/14 & 04/16)	Personality	Online lecture and discussion
Week 14 – Ch 12 (04/21 & 04/23)	Stress & Health Psychology	Online lecture and discussion
Week 15 (04/28 & 04/30)	Social Psychology	Online lecture and discussion
Week 16 (05/05 & 05/07)	Catch up/Review	
Week 17	Final Examination Week	Complete final exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follow:

“Students are expected to attend all classes and or clinical rotations for which they have

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning

registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation" (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

"All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director" (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

"A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations" (p. 8).

Assignment Submission Procedure:

At discretion of Course Instructor.

Classroom/Online Etiquette Procedure:

Students must keep up with the readings in both the text and the reading volume, and be prepared to discuss the material in class on the assigned days. Read critically, evaluating in light of your own experience and knowledge. Each of you has much to contribute and I expect you to do so! Respect Disagreement. People have the right to disagree with you. However, disagreement should never be personal. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Cell phones are to be turned off during class.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning

Policy/Procedure Related to the Department:

Click or tap here to enter text

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: PSYC 202 Introduction to Social Psychology
Number of Credits: 3
Days and Times: 11.30 am to 12.20 pm – Mon, Wed, Fri
Semester and Year: Spring 2020
Classroom Location: FA4
Pre-requisite(s): PSYC 201

Course Lecturer Name(s): Wendy Romain
Course Director Name: N/A

Course Lecturer(s) Contact Information: wromain@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Weds 2 pm to 4 pm, Tues & Thursday 11 am to 1 pm, Friday 11 am to 1 pm
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Balsier Building (Upper Level)
Course Director Office Location: N/A

Course Support: Nikisha Thomas, nsthomas@sgu.edu, Ext 3692

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is an introduction to human social behavior. The scientific study of individual and group behavior within social contexts will be highlighted. Major and fundamental theories of social psychology will be presented as a measure of explaining and understanding general human social behavior and contemporary social issues and fields such as business, law and health. Topics to be covered include methodology and research, attitude formation and change, social perception, interpersonal attraction, prosocial behavior, conformity and obedience, aggression, conflict and competition, group formation, structure and dynamics, and collective behavior.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Discuss the history of Social Psychology, and important influences on its emergence
2. Describe the contribution of key figures on the development of social psychological phenomena, and on the discipline of Social Psychology
3. Discuss the main theories and social psychological principles within the discipline of Social Psychology
4. Read, analyze and discuss current research in the area of Social Psychology
5. Discuss the application of social psychological principles to their individual and interpersonal lives as students, as a measure of influencing social change.
6. Analyze how Social Psychology interfaces with other related disciplines in the understanding of human social behavior

Student Learning Outcomes:

On completion of this course, students will be able to:

PSYC – PO -1 Discuss the main topics of study in the sub field of Social Psychology, and be able to discuss social psychological influences in important social phenomena such as attitudes, conformity, prosocial behavior, aggression, and prejudice

PSYC – PO -2 Demonstrate an understanding of the basic principles of social influence on behavior, and how these principles can be applied to contemporary issues and specific areas of work and fields of study

PSYC – PO - 3 Apply learnt principles to their intra-individual and group interactions

PSYC – PO – 4 Explain research methodologies relevant to social Psychology, and apply them to proposed areas of interest for social research

PSYC – PO – 5 Write a proposal for the conduction of a social psychological study

PSYC – PO – 6 Synthesize social psychological principles and theories, and discuss how they will use these theories and principles to promote social change in themselves and the wider community

Program Outcomes Met By This Course:

- **Knowledge:** to be able to engage in intellectual discussion regarding traditional and contemporary perspectives in psychology, including neuropsychology (the impact of the brain on behavior).
- **Application:** to be able to utilize psychological knowledge in the understanding of self, and how one relates to others. To employ relevant psychological skills, and attitudes to recognize and assist where appropriate, persons with cognitive, emotional, or behavioral needs
- **Understanding Self:** gaining a comprehensive understanding of self, through introspection, meta-cognitive analysis, and intra-personal considerations, thus fostering better interpersonal interactions, and an enhanced quality of life.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- Methodological and Statistical skills: students should understand and apply basic research methods in psychology including research design, data analysis, and interpretation to relevant issues in the work environment, country, and wider region

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Akert, R.M., Aronson, E., & Wilson, T.D. (2014). *Social Psychology* (8th Ed.). Pearson New International Edition.

Supplementary Readings/Resources: Baron, R.A., Branscombe, N.R., & Byrne, D. (2009). *Social psychology*. (12th Ed.). Allyn & Bacon.

Myers, D.G. (2008) *Social psychology* (9th Ed.). McGraw-Hill.

Wing Sue, D. (2010). *Microaggressions in everyday life: Race, gender, and sexual orientation*. Wiley.

Supplementary Readings/Resources: Please check the library for supplemental introductory texts.

Course Grading Requirement:

- | | |
|---------------------|-------------|
| • Group Project | 15% |
| • Movie analysis | 15% |
| • Exam 1 (in class) | 15% |
| • Take Home (final) | 30% |
| • Forums x 3 | 15% |
| • Tutorial | 5% |
| • Participation | 5% |
| • Total | 100% |

Course Requirements:

Students will be required to:

- (i) Attend classes punctually and regularly
- (ii) Participate actively in class discussions and exercises
- (iii) Be respectful of each other during class discussions

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- (iv) Complete all reading assignments in preparation for class
- (v) Avoid cell phone use unless permission is granted for class activity
- (vi) Avoid eating during class, unless permission is granted

Course Schedule:

SOCIAL PSYCHOLOGY LECTURE OUTLINE*

Week	Dates	Topic	Assignment Due
1	20 th January 22 nd 24 th	Introduction to course Social Psychology Social Research	
2	27 th 29 th 31 st	Social Cognition Social Cognition Social Cognition	Forum # 1
3	3 rd February 5 th 7 th	Social Perception Social Perception Independence	
4	10 th 12 th 14 th	The Self The Self cont. The Self Recap	
5	17 th 19 th 21 st	Cognitive Dissonance Cognitive Dissonance Cognitive Dissonance	Forum # 2
6	24 th 26 th 28 th	Attitudes Attitudes Attitudes	
7	2 nd 4 th 6 th	Conformity Conformity Conformity	
8	MIDTERM	March 9th to 13th	
9	16 th 18 th 20 th	Faculty Online Training	
10	23 rd 25 th	Group Processes Group Processes	

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	27 th	Group Processes	
11	30 th 1 st April 3 rd	Interpersonal Attraction Interpersonal Attraction Interpersonal Attraction	Forum 3
12	6 th 8 th 10 th	Aggression Aggression cont. Good Friday	
13	13 th 15 th 17 th	Easter Monday Aggression Aggression	Movie Analysis
14	20 th 22 nd 24 th	Prejudice Prejudice Prejudice	
15	27 th 29 th 1 st May	Microaggression Microaggression Microaggression	Group Write Up
16	4 th 6 th 8 th	Prosocial Behavior Prosocial Behavior Prosocial Behavior	Forum 4 (Course Eval)

Please note: Your assignments will be due on a Friday

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

All assignments must be submitted on time on the due date. Five marks will be deducted for each day subsequent to the due date for late assignments. All assignments must be submitted to either the drop box or in person at my office. Assignments will not be accepted via email.

Classroom/Online Etiquette Procedure:

Students must be respectful of each other in online forums, and must use language appropriate for that platform. More information will be given in class about this.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Humanities and Social Sciences

GENERAL COURSE INFORMATION

Course Code and Title: PSYC 205 Health Psychology
Number of Credits: 3
Days and Times: Tuesdays and Thursdays 2:30 PM to 3:45 PM
Semester and Year: Spring 2020 (post-midterm)
Classroom Location: Online (Panopto and Zoom)
Pre-requisite(s): PSYC 201

Course Lecturer Name(s): Donnette Narine, M.A.
Course Director Name: Novia John, B.A., M.A. (Ed. Psych.)

Course Lecturer(s) Contact Information: dnarine1@sgu.edu
Course Director Contact Information: njohn@sgu.edu

Course Lecturer(s) Office Hours: By appointment
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Zoom
Course Director Office Location: N/A

Course Support: Ms. Nikisha Thomas, nstthomas@sgu.edu

Course Grading Requirement:

- | | |
|---|----------------------|
| 1. Article Quizzes/Vlogs | 10% |
| 2. Tests | 20% |
| 3. Bodily Systems Group Mini-Presentation | 5% |
| 4. Midterm Exam | 20% |
| 5. Wellbeing Project Presentation | 10% (previously 20%) |
| 6. Reflection Paper | 10% (new) |
| 7. Final Exam | 25% |

Course Schedule – PSYC 205 Spring 2020 (post-midterm)

WK & DATE	TOPICS	OTHER	CH.
8 Mar. 9-13	MIDTERM WEEK (EXAM POSTPONED)		
9 Mar.16-20	NO CLASS (transition to online)		
10 T,M24	Zoom Meeting		
R,M26	Midterm Exam	Article #2 Vlog Assigned	
11 T,M31	Substance Use and Abuse		7
R,A2	Substance Use and Abuse	Article #2 Vlog Due	7
12 T,A7	Nutrition, Weight Control, etc.		8
R,A9	Nutrition, Weight Control, etc. (read pp. 209-214, 216-219, 224-259 old book)		8
13 T,A14	In the Hospital	Online Test #2 (Ch. 7-10) Fri., Apr. 17 @ 6 AM to Mon. Apr. 20 @ midnight	10
R,A16	Doctor-Nurse-Patient Interactions		9
14 T,A21	Questionnaire Creation Workshop		
R,A23	Presentation Group Meetings		
15 T,A28	Presentation Group Meetings		
R,A30	Presentations	Reflection Paper Due	
16 T,M5	Presentations		
R,M7	Presentations		
17 May11-15	FINAL EXAM WEEK		



St George's University
School of Arts and Sciences

Department of Humanities & Social Sciences

GENERAL COURSE INFORMATION

Course Code and Title: PSYC 210: Sensation and Perception

Number of Credits: 3

Days and Times: 8.30 am to 9.45 am – Tues & Thurs

Semester and Year: Spring 2020

Classroom Location: B1A

Pre-requisite(s): PSYC 201

Course Lecturer Name (s): Wendy Romain

Course Director's Name(s): N/A

Course Lecturer(s) Contact Information: womain@sgu.edu

Course Director's Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Weds – 2 pm to 4 pm

Tues & Thurs – 11 am to 1 pm

Fri – 11 am to 1 pm

Course Support: Nikisha Thomas nsthomas@sgu.edu

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course describes how humans sense and perceive the world around them via the use of the five senses. Emphasis for the course will be placed on the various sensory modalities and behavior. The importance of the interaction between such variables as basic neurophysiology, environmental factors, personal experiences, and the ultimate process of perception will be highlighted.

Student Learning Outcomes

Upon completion of this course students should:

PSYC – PO – 1 Be knowledgeable of the impact of sensation and perception on psychology's development

PSYC – PO – 2 Be Knowledgeable of the theoretical approaches of sensation and perception

PSYC – PO – 3 Understand the importance of the brain in comprehending the five senses

PSYC – PO – 4 Understand the difference between sensation and perception.

PSYC – PO – 5 Be able to describe the factors that affect attention focus.

PSYC – PO – 6 Be knowledgeable of recent research findings in the area of perception.

PSYC – PO – 7 Should be knowledgeable and have experience with various perceptual experiments, exercises and phenomena.

Program Outcomes Met By This Course:

SAS Grading Scale Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5- 89.4%

B = 79.5 – 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

Course Materials:

Main Texts

Goldstein, E.B.(2007). Sensation and Perception. (8th Ed.). Thomson & Wadsworth. (main text)

Supplementary

Mather, G. (2016). Foundations of Sensation & Perception. (3rd Ed.)

Foley, H.J. & Mathlin, W.M. (2010). Sensation & Perception. (5th Ed.)`

Companion Web Sites

Foley Text – www.skidmore.edu/~hfoley/perception.htm

Goldstein text – http://now.irln.com/golstein_7e

Brain games – *National Geographic Chanel*

Brain games website – <http://braingames.nationalgeographic.com/episode/5/>

Course Requirements and Percent of Grade:

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George's University Student Manual (2016/2017, page 24) states as follows:

“Plagiarism is regarded as a cardinal offence in academia because it constitutes theft of the work of someone else which is then purported as the original work of the plagiarist”

Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates. A drop box will be opened for specific assignments. Any assignment not submitted via this medium will not be graded.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Attendance Policy

Students are expected to attend all classes and clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or

other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation.

[Assignment Submission policy](#)

Unless otherwise indicated, submit your written assignments electronically (i.e., in the designated assignment drop box on SAKAI), as a WORD attachment. If there is no designated drop box on SAKAI, send it to my SGU email.

As far as possible, follow the most current APA Style Manual when submitting your work:

Include a title page with the title of the paper, the name(s) of the person(s) who wrote the paper, and the date submitted.

A header must appear at the top of each page.

All pages must be numbered.

All pages must have one inch top/bottom, and left/right margins, and Papers must be double-spaced, with 12 point fonts.

Assignments may be tweaked somewhat from that which is presented in your syllabus. Any changes to be made will be discussed with the class before this is done.

All sources of information used in your paper must be documented. This is true whether you are quoting or paraphrasing; whether you are making direct reference to the material, or using it in a general and indirect way. Sources here refer to written as well as non-written materials, such as audio or video recorded interviews, personal conversations, etc. It is a criminal offense to use other people's information without giving them the credit. It is called plagiarism. A source must be cited by author(s), year (and page numbers if quoting) in the passage in which it is used.

Please proof read and spell check your document. With word processors now possessing both grammar and spell check, I consider it highly unprofessional to submit documents with incorrect spelling and blatant grammatical errors.

Papers that do not adhere to these guidelines may not be reviewed.

Classroom Etiquette

Smoking is not permitted in any University building. Eating or drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library. Lab top use will not be permitted during lectures. It will be permitted for student presentations. Please be respectful of the opinions shared by others. Students must be present for all group presentations. Marks will be deducted accordingly.

Online Etiquette

A key distinguishing feature of online courses is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Make sure to use proper grammar and spelling in online forums. Be respectful of the opinion shared by others in your forums.

Disclaimer: It is your responsibility to read and understand the University's policies, laws, rules and procedures that could affect your grade for a course. They may not be specifically outlined in the course syllabus, but are contained in the *St. George's University Student Manual*.

SENSATION & PERCEPTION LECTURE OUTLINE*

Week	Dates	Topic	Assignment Due
1	21 st – January	Introduction to course	
	23 rd	Introduction to perception	
2	28 th	Perceptual processes	
	30 th	Perceptual processes	
3	4 th February	Neural processing	Forum # 1
	6 th	Neural processing	
4	11 th	Cortical organization	Quiz 1 (neural processes)
	13 th	Cortical organization	
5	18 th	Perceiving objects	
	20 th	Perceiving objects	
6	25 th	Visual Attention	Quiz 2 (cortical organization)
	27 th	Visual Attention	
7	3 rd March	Taking Action	
	5 th	Taking Action	
8	MIDTERM	March 9th to 13th	
9	17 th	Faculty Online Training	Forum 2
	19 th		
10	24 th	Motion	
	26 th	Motion	
11	31 st	Color	Short Answer Questions
	2 nd April	Color	

12	7 th	Depth & Size	
	9 th	Depth & Size	Movie Analysis
13	14 th	Hearing	
	16 th	Hearing	Forum # 3
14	21 st	Speech Perception	
	23 rd	Speech Perception	Experiment
15	28 th	Cutaneous Senses	
	30 th	Cutaneous Senses	
16	5 th May	Chemical Senses	Forum # 4 (Course Eval)
	7 th		

Please note: Your assignments will be due on a Thursday



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: PSYC 211 Theories and Perspectives on Learning
Number of Credits: 3
Days and Times: 5.30 to 6.45 PM, Mon & Wed
Semester and Year: Spring 2020
Classroom Location: WH – B1A
Pre-requisite(s): NA

Course Lecturer Name(s): Ian Baptiste
Course Director Name: NA

Course Lecturer(s) Contact Information: ibaptist@sgu.edu; x3651
Course Director Contact Information: [Click or tap here to enter text.](#)

Course Lecturer(s) Office Hours: 10:00 AM to 12:30 PM Mon, Tue, Wed & Thurs
Course Director Office Hours: [Click or tap here to enter text.](#)

Course Lecturer(s) Office Location: Caribbean House
Course Director Office Location: [Click or tap here to enter text.](#)

Course Support: Technology-enhanced learning through the use of the SAKAI course management software, and the Exemplify testing platform. Readings specific to each topic are posted on SAKAI. These include PowerPoint presentations (PPTs) on every topic (they serve as study guides). Augmenting the PPTs are pdfs of selected textbook chapters, journal articles, and links to instructional audio-visuials.

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course does not present a single, incontestable conception of learning. Instead, it offers different perspectives on the phenomenon, paying attention to the applicability of each perspective in different spheres of human endeavour. Each student is then left to compare and contrast the different perspectives to arrive at a personal conceptualization of learning that s/he can defend and apply. The course uses the Flipped Classroom method of delivery. Students are expected to review the course topics prior to class and come prepared to reveal what they have learned and areas of struggle, BEFORE THE INSTRUCTOR

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

INTERVENES. When the instructor intervenes it is to reinforce students' learning and to address gaps in students' knowledge and understanding.

Course Objectives:

To conceptualize learning such that the phenomenon may be applied to a range of human endeavors, including but not limited to: everyday life (cooking, shopping, recreation, and so on); counseling and other psychological services; and formal education and training.

Student Learning Outcomes:

Students who successfully complete this course would be able to do the following:

1. Describe select behaviorial, cognitive and developmental perspectives on learning,
2. Discuss the applicability of these perspectives to a range of human endeavors,
3. Discuss the relationship between learning, and related terms such as cognition, behavior change, maturation, development and performance, and
4. Articulate and defend their own conception of learning.

Program Outcomes Met By This Course:

Upon completion of the course, students should be able to execute the following program goal:

1. Utilize psychological knowledge in the understanding of self, and how it relates to others.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: We will not be using a textbook for this course. Required readings will be provided via class handouts and postings on Sakai. You are strongly advised to take your own notes. You are more likely to succeed in this course if you supplement the lectures and course materials with your own personalized notes.

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

Students are graded as follows: class discussants (2 per student); one team presentation (team effort), a midterm and a final exam.

- | | |
|---|-----|
| 1. Two 5-minute individual discussants (10% each) | 20% |
| 2. Midterm exam | 15% |
| 3. One team video analysis | 35% |
| 4. Final exams | 30% |

Course Requirements:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Click or tap here to enter text.

DATE	TOPIC
Week 1 Jan 20, 22	Course introduction Connectionism
Week 2 Jan 27, 29	Connectionism
Week 3 Feb 3, 5	Classical Conditioning
Week 4 Feb 10, 12	Operant Conditioning
Week 5 Feb 17, 19	Avoidance & Punishment
Week 6 Feb 24, 26	Learning Motor Skills
Week 7 Mar 2, 4	Gestalt theory
Week 8 Mar 09 -11	Midterm week – no classes Midterm Exam
Week 9 Mar 16, 18	Social Cognitive Theory
Week 10 Mar 23, 25	Genetic epistemology
Week 11 Mar 30, Apr 01	Activity theory
Week 12 Apr 06, 08	CHAT
Week 13 Apr 13, 15	Apr 13 – Easter Monday – no class Course review
Week 14 Apr 20, 22	Course review
Week 15 Apr 27, 29	Team Presentation
Week 16 May 6-10	Final exams week – no classes Final exam

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

GUIDELINES FOR SUBMITTING WRITTEN ASSIGNMENTS

1. Submit your paper electronically, as a WORD attachment, in the designated assignment drop box on SAKAI.
2. In creating a FILE NAME, begin with your surname or (in the case of a group assignment) your group's name followed by a BRIEF description of the document—with no spaces between—and end with a date. For example, if Group 1 was submitting a proposal on Abortion on May 2, 2014, it might be names:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Group1ProposalAbortionMay2-2014,

3. Follow the most current APA Style Manual when submitting your work. All sources of information used in your paper must be documented according to APA style.
4. Proofread and spell check your document. With word processors now possessing both grammar and spell check, it is considered highly unprofessional to submit documents with incorrect spelling and blatant grammatical errors.
5. Papers that do not adhere to these guidelines may not be reviewed.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: PSYC 302 Abnormal Psychology
Number of Credits: 3
Days and Times: Tuesdays and Thursdays, 5:30 PM - 6:45 PM
Semester and Year: Spring 2020
Classroom Location: St. Andrew Hall (middle room)
Pre-requisite(s): PSYC 206

Course Lecturer Name(s): Hazel Da Breo, PhD; Donnette Narine, M.A.
Course Director Name: N/A

Course Lecturer(s) Contact Information: hdabreo@sgu.edu; dnarine1@sgu.edu
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: By appointment
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: N/A
Course Director Office Location: N/A

Course Support: Ms. Nikisha Thomas, nstomas@sgu.edu, ext. 3692

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course reviews the major psychiatric disorders as defined in the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM-5). The salient diagnostic features of the mental disorders are highlighted. Major theories of the etiology of mental illness are reviewed, and neurobiological correlates of abnormal behavior are emphasized when possible. Both psychotherapeutic and biological treatment options and outcome measures for mental illness are covered. Clinical cases and clinical videos illustrating psychopathology are utilized to enhance learning.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Enumerate the symptoms of the major psychiatric disorders and apply the DSM-5 diagnostic criteria to clinical scenarios in order to differentially diagnose psychiatric diseases.
2. Describe the psychological/environmental and neurobiological contributions to psychiatric illness.
3. Specify the major biological and psychological treatment approaches for each of the major mental disorders.
4. Develop conversancy in ethical/legal issues relevant to psychiatric patients.

Student Learning Outcomes:

1. Describe the pros and cons of psychiatric classification.
2. Identify and discuss ethical/legal/cultural issues related to mental disorders.
3. Differentiate among diagnoses within the diagnostic categories of mental disorders.
4. Explain how etiology informs treatment, with reference to the importance of an integrated treatment approach.

Program Outcomes Met By This Course:

PO-2 Understand and apply basic research methods in psychology including research design, data analysis, and interpretation to relevant issues in the work environment, country and wider region

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Abnormal Psychology, (2015, 13th Edition) by Ann M. Kring et al.

Supplementary Readings/Resources: Electronic versions of course notes are available on Sakai. Where appropriate, additional reference materials will be provided, and students will be advised accordingly.

Course Grading Requirement:

Quizzes	15%
Group Presentation	15%
Forum (Diagnosing a Fictional Character)	20%
Individual Research Assignments	30%
Final Exam	20%

Course Requirements:

Students are expected to

- be prepared for class
- offer thoughtful contributions to class discussions
- conduct themselves in ways that are appropriate to a respectful, academic environment

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:
PSYC 302 Spring 2020

Date	Topics	Activities	Instructor
Week 1 Jan 21 & 23	Introduction to Abnormal Psychology		Narine
	Psychiatric Classification and Assessment		Narine
Week 2 Jan 28 & 30	Theories of Behavior		Narine
	Theories and Techniques	Quiz 1	Narine
Week 3 Feb 4 & 6	Laws, Ethics and Mental Illness		Narine
Week 4 Feb 11 & 13	Eating Disorders		Narine
	Sleep-Wake Disorders		Narine
Week 5 Feb 18 & 20	Depressive Disorders		Narine
	Bipolar and Related Disorders	Quiz 2	Narine
Week 6 Feb 25 & 27	Substance-Related and Addictive Disorders		Narine
Week 7 Mar 3 & 5	Neurocognitive Disorders	Quiz 3	Narine
Week 8 Mar 9–13	MIDTERM WEEK	Forum	Narine
Week 9 Mar 17 & 19	Anxiety Disorders		Da Breo
	Trauma and Stressor-Related Disorders		Da Breo
Week 10 Mar 24 & 26	OCD and Related Disorders		Da Breo
	Somatic Symptom, Dissociative Disorders and Related Disorders	Research I	Da Breo
Week 11 Mar 31 & Apr 2	Personality Disorders		Da Breo
Week 12 Apr 7 & 9	Gender Dysphoria, Sexual Dysfunction + Paraphillic Disorders		Da Breo
			Da Breo
Week 13 Apr 14 & 16	Schizophrenia and Related Disorders		Da Breo
Week 14 Apr 21 & 23	Disruptive, Conduct, and Impulse-Control Disorders	Research II	Da Breo
Week 15 Apr 28 & 30	Neurodevelopmental Disorders		Da Breo
Week 16 May 4–8	FINAL WEEK	Final Exam	Da Breo

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The *St. George's University Student Manual (2019/2020)* states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students’ absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

For each day that a student's paper/written assignment is late, the student's grade on it will be lowered by a refined letter grade (i.e. B+, B, B-, C+,...), up to the third day, after which time it will not be accepted and will earn a grade of zero.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom/Online Etiquette Procedure:

Every student is entitled to full participation in class without interruption. Disruption of the class by inconsiderate behavior is not acceptable. All electronic devices should be turned off (or put in silent mode). Students are not permitted to wear headphones or work on laptops during class time. All laptops must remain closed.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

PSYC411 INTRO TO PSYCHOPATHOLOGY COURSE SYLLABUS

ST. GEORGE'S UNIVERSITY SCHOOL OF MEDICINE

Dr. Vineeta Ramnauth, Co-Course Director
Dr. Brenda Kirkby, Co-Course Director

Version of January 2020 pending approval by the Dean of Basic Sciences

This version will supersede any previous editions of this document.

The University reserves the right to change or amend the rules and regulations at any time. The new rules and regulations will be applicable to all registered students.

Table of Contents

SECTION A: COURSE INFORMATION.....	3
PSYC411 INTRO TO PSYCHOPATHOLOGY – COURSE DESCRIPTION.....	3
GOALS AND OBJECTIVES	3
Block 1	3
Block 2.....	6
Block 3.....	8
Block 4.....	11
FACULTY, STAFF, AND CONTACT INFORMATION	14
COURSE MATERIAL	15
COMPONENTS OF THE COURSE.....	16
LECTURES	16
DIRECTED LEARNING ACTIVITIES (DLAs).....	16
INTERACTIVE MULTIPLE-CHOICE QUESTION (IMCQ) SESSIONS.....	17
ONLINE ACTIVITIES: GRADED EXAMSOFT QUIZZES & NON-GRADED SAKAI PRACTICE QUIZZES.....	17
WRITTEN (ELECTRONIC) EXAMINATIONS	18
COURSE ASSESSMENTS & ASSESSMENT POINTS	19
STUDENT SUPPORT	19
DIRECTED SELF-STUDY / GROUP STUDY	20
COURSE AND INSTRUCTOR CRITIQUE	20
SECTION B: SGU SOM POLICIES AND PROCEDURES	21
GOALS AND OBJECTIVES OF THE MD PROGRAM	21
EXPECTATIONS OF STUDENTS	23
COURSE PARTICIPATION POLICY.....	23
GENERAL RULES FOR ELECTRONIC EXAMINATIONS	25
APPENDIX A: SPECIFIC RULES FOR ELECTRONIC EXAMINATIONS.....	27

SECTION A: COURSE INFORMATION

PSYC411 INTRO TO PSYCHOPATHOLOGY – COURSE DESCRIPTION

Intro to Psychopathology (PSYC 411) is a 3-credit course presented over 16 weeks as part of the discipline-based Preclinical Science curriculum of St George's University School of Medicine, Grenada. It is designed to provide a fundamental basis for understanding psychopathology. It is one of the final prerequisite courses for the third-year Preclinical Sciences students, and a central component of the Charter Foundation Program. The course reviews the major psychiatric disorders as defined in the 5th edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). The salient diagnostic features of the mental disorders are highlighted. Major theories of the etiology of mental illness are reviewed, and neurobiological correlates of abnormal behavior are emphasized. Both psychotherapeutic and biological treatment options for mental illness are covered. Clinical cases and clinical videos illustrating psychopathology are utilized to enhance learning. The course is divided into four 4-week blocks.

GOALS AND OBJECTIVES

The PSYC411 Intro to Psychopathology course embraces the mission of the Doctor of Medicine Program of St George's University School of Medicine and the 4-year outcome objectives pertaining to knowledge, clinical skills, and professional attitudes. These are listed in Section B: SGU SOM POLICIES AND PROCEDURES. The Intro to Psychopathology course specifically addresses objectives pertaining to knowledge: 1ai, 1aiii, 1b, 1c, and 1d. Furthermore, the Intro to Psychopathology course prepares students to meet the AAMC's Entering Medical Student Core Competency pertaining to Human Behavior: "Applies knowledge of the self, others, and social systems to solve problems related to the psychological, socio-cultural, and biological factors that influence health and well-being."

OVERALL COURSE OBJECTIVES

The overall course objectives for PSYC411 Intro to Psychopathology are for students to be able to:

1. Enumerate the symptoms of the major psychiatric disorders and apply the DSM-5 diagnostic criteria to clinical scenarios to differentially diagnose psychiatric diseases.
2. Describe the psychological/environmental and neurobiological contributions to psychiatric illness.
3. Specify the major biological and psychological treatment approaches for each of the major mental disorders.
4. Develop conversancy in ethical/legal issues relevant to psychiatric patients.

LECTURE OBJECTIVES

Through consistent and proactive participation during the activities and exercises presented in this course, a student should be able to:

Block 1

Overview of Psychopathology

- Define the terms "psychopathology" and "mental disorder".
- Describe the array of symptoms displayed by mentally ill people.

- Distinguish between internal and external triggers of symptoms of mental illness.
- List justifications for in-patient hospitalization rather than out-patient treatment.
- Describe the difference in the work performed by a psychiatrist, clinical psychologist, and psychiatric social worker.
- List obstacles to treatment faced by mentally ill people.
- Identify the three major theories of mental illness that have dominated history and describe the treatment approach derived from each theory.
- State the importance of Benjamin Rush in the field of Abnormal Psychology.
- Define “deinstitutionalization” and state the reason for it.
- Describe the historical importance of *chlorpromazine*.
- Describe the current conceptualization of mental illness, including the biopsychosocial model of illness.

Theories of Behavior I

- Describe the major principles underlying the biological (organic) perspective of human behavior.
- Describe the major principles underlying the cognitive perspective of human behavior.
- Identify the cognitive distortions of overgeneralization, excessive responsibility, arbitrary inference, selective abstraction, catastrophizing, and dichotomous thinking.
- Describe the major principles underlying the Behavioral perspective of human behavior.
- Identify each component of a classical conditioning scenario including identifying the unconditioned stimulus and response, the neutral stimulus, and the conditioned stimulus and response.
- Distinguish between stimulus generalization and stimulus discrimination in classical conditioning.
- Describe the phases of classical conditioning, including acquisition, extinction, spontaneous recovery, re-extinction, and re-learning.
- Distinguish between positive and negative reinforcement and positive and negative punishment.

Theories of Behavior II

- Explain how timing, frequency, and consistency influence the effectiveness of operant conditioning
- Describe the phenomenon of learned helplessness and explain its relationship to depression.
- Describe the phenomenon of shaping (successive approximations).
- Distinguish between punishment and operant extinction.
- Distinguish between continuous and intermittent schedules of operant conditioning, including the four types of intermittent schedules.
- Describe the major advantage of using a ratio schedule compared to an interval schedule.
- Describe the effect of a variable schedule on the extinction process
- Define vicarious learning.
- Describe the major principles underlying the psychodynamic perspective of human behavior.

- Differentiate the actions of the id, ego, and superego.
- Identify the defense mechanism that best explains a given behavior.

Treatment Techniques I

- Define psychotherapy.
- Describe the technique of cognitive therapy.
- Describe the techniques of behavioral therapy.
- Distinguish between the techniques of systematic desensitization, exposure therapy, and flooding.
- Describe a token economy and identify the operant principles utilized.
- Describe aversion therapy, including covert sensitization.
- Describe the process of biofeedback.
- Describe vicarious learning.
- Describe the general features of psychodynamic therapy.
- Distinguish between transference and countertransference, both positive and negative.
- Describe techniques for accessing the unconscious and give the rationale for revealing the contents of the unconscious.
- Define the term “catharsis” and identify how catharsis is achieved using psychodynamic therapy.
- Describe the general features of humanistic therapy and explain the term “unconditional positive regard”.
- Describe the goals and process of traditional group therapy, family therapy, and marital therapy.
- Describe how self-help (support) groups differ from group therapy.

Treatment Techniques II

- Identify the 4 major class of psychotropics and the conditions that they are typically used to treat
- Identify the major neurotransmitter(s) affected by each major class of medications
- Identify the common side effects of each major class of medication
- List reasons for medication non-compliance by mentally ill patients
- Describe the general timeframe for psychotropics to have a therapeutic effect
- Describe the process of electroconvulsive therapy (ECT) and the indications for its use
- List the major side effects of ECT
- State the effectiveness of ECT
- Describe other brain stimulation techniques including repetitive transcranial magnetic stimulation, magnetic seizure therapy, vagus nerve stimulation, and deep brain stimulation
- Define psychosurgery
- Describe the purpose of a prefrontal lobotomy and state its current status as a treatment procedure

Psychiatric Classification & Assessment

- List the benefits and concerns of psychiatric classification systems
- Describe the basic features of the DSM-5 psychiatric classification system

- Apply the following diagnostic specifiers when diagnosing a patient: “Provisional”, “Unspecified”, “Prior History” and “In Remission”
- Explain what is meant by a Z-Code condition
- Describe the diagnostic interview
- State the difference between a structured and unstructured interview
- State the purpose of a Mental Status Exam (MSE)
- List the two components of the MSE and identify the type of information that should be included in each
- State the purpose of the WAIS, WISC, and WPPSI and when to use each test
- Describe, in general, how FSIQ is determined on the Wechsler IQ tests
- State the difference between objective and projective psychological tests and describe common tests of each type
- Describe the purpose of neuropsychological testing and list some of the skills assessed
- Distinguish between an MSE and a neuropsychological assessment
- Describe the type of information gathered through behavioral, cognitive, and bodily inventories

Trauma/Stressor-related Disorders

- Describe the typical psychological, behavioral and physiological changes associated with stress.
- Identify the physiological basis underlying a stress reaction.
- Describe treatment approaches for stress-related problems.
- Explain the Yerkes-Dodson law.
- List the essential diagnostic criteria for each Trauma/Stressor-related Disorder (Posttraumatic Stress Disorder [PTSD], Acute Stress Disorder [ASD], Adjustment Disorder, Reactive Attachment Disorder [RAD], and Disinhibited Social Engagement Disorder [DSED]).
- Clinically differentiate between the Trauma/Stressor-related disorders (including any subtypes) based on clinical presentation.
- Identify the causes of the Trauma/Stressor-related disorders and list treatment strategies.
- Describe how RAD differs from DSED.

Block 2

Mood Disorders & Suicide Management

- List the essential diagnostic criteria for each Depressive Disorder (Major Depressive Disorder, Persistent Depressive Disorder, Premenstrual Dysphoric Disorder, and Disruptive Mood Dysregulation Disorder).
- Clinically differentiate between the depressive disorders (including subtypes) based on clinical presentation.
- Describe the monoamine hypothesis of depressive disorders.
- Describe the role of the HPA axis in producing mood symptoms.
- List the biological and psychological treatment options for each depressive disorder, including experimental options.
- Identify side effects associated with antidepressant drugs.

- Describe the general age of onset, course, outcome/consequences and differentials for the depressive disorders.
- List the essential diagnostic criteria for each bipolar disorder (Bipolar I, Bipolar II, and Cyclothymia).
- Clinically differentiate between the bipolar disorders based on clinical presentation.
- Describe the general course, outcome/consequences and differentials for the bipolar disorders.
- Describe the monoamine hypothesis of bipolar disorders.
- List the pharmacological treatment options for each bipolar disorder.
- List demographic risk factors of suicide.
- In the assessment of suicide risk, identify key questions to ask when somebody appears to be in depressed state.
- State the appropriate course of action to take with a suicidal patient based on a judgment of low, medium and high risk of suicide.

Anxiety Disorders and Obsessive-Compulsive & Related Disorders

- State the role of the HPA axis in the development of anxiety.
- Explain the role of classical conditioning in the development of anxiety.
- Describe the cognitive-behavioral approach for the treatment of anxiety.
- List the 2 common types of medications used to treat anxiety disorders.
- List the essential diagnostic criteria for each Anxiety Disorder (Panic Disorder, Agoraphobia, Specific Phobia with subtypes, Social Anxiety Disorder, Generalized Anxiety Disorder, Separation Anxiety Disorder, and Selective Mutism).
- Clinically differentiate between the Anxiety Disorders (including subtypes) based on clinical presentations.
- Describe a panic attack.
- Describe the biological and psychological treatments for each Anxiety Disorder.
- List the essential diagnostic criteria for Obsessive-Compulsive Disorder (OCD).
- State the difference between an obsession and a compulsion and specify the purpose of the Y-BOCS.
- Describe specific brain abnormalities seen in OCD.
- Describe the specific biological and psychological treatments for OCD.
- Clinically differentiate between OCD and OCD-Related disorders, including Body Dysmorphic (covered in a Disorder, Hoarding Disorder, Trichotillomania and Excoriation Disorder).
- Distinguish Body Dysmorphic Disorder from normal vanity.
- Describe the treatments for each of the OCD-Related disorders.

Eating Disorders

- State the essential diagnostic criteria of the Eating Disorders (Anorexia Nervosa, Bulimia Nervosa and Binge-Eating disorder), including any subtypes.
- Clinically differentiate between the Eating Disorders (including any subtypes).
- Identify the two main components of a “binge” and define “purge” as per the DSM-5.
- Describe the general epidemiology of eating disorders (e.g., gender, prevalence, age of onset).

- Describe cultural and biological factors that may contribute to the development of Eating Disorders.
- Describe the treatment approaches, including stating when hospitalization is necessary, for eating disorders.
- Differentiate between Anorexia, Bulimia and Binge-Eating disorder in their initiation of treatment and state the general outcome for Eating Disorders.
- List the potential medical consequences of Eating Disorders.

Sleep-Wake Disorders

- State the essential diagnostic features of Insomnia Disorder, Hypersomnolence Disorder, Narcolepsy, Obstructive Sleep Apnea Hypopnea, Central Sleep Apnea, Circadian Rhythm Sleep-Wake Disorder, and the Parasomnias and differentiate them based on clinical symptomatology.
- Contrast the essential diagnostic features of the following parasomnias: Nightmares versus Sleep Terrors; Restless Leg Syndrome vs Periodic Limb Movements vs REM Sleep Behavior Disorder.
- Contrast the two subtypes of Non-REM Sleep Arousal Disorder (i.e., Sleep Walking Type and Sleep Terror Type)
- List the two major assessment techniques used to diagnose sleep-wake disorders.
- Identify the etiology and associated biology of each sleep-wake disorder where specified.
- Describe the treatment for each Sleep-Wake disorder.

Block 3

Somatic Symptom & Related Disorders and Dissociative Disorders

- State the cause of Somatic Symptom & Related disorders.
- Identify the essential diagnostic criteria for each Somatic Symptom & Related disorder (Somatic Symptom Disorder, Conversion Disorder, Illness Anxiety Disorder, and Factitious Disorder).
- Differentiate between the Somatic Symptom & Related Disorders based on clinical symptomatology.
- Describe the major treatment approach for Somatic Symptom & Related Disorders.
- Describe the two types of Factitious Disorder.
- Identify 5 indicators of factitious illnesses.
- Describe the character profile of somebody with a Factitious Disorder.
- Define malingering (and malingering by proxy) and contrast these conditions with Factitious disorders.
- Describe the concept of dissociation.
- List the essential diagnostic criteria for each dissociative disorder (Dissociative Amnesia with and without dissociative Fugue, Dissociative Identity and Depersonalization/Derealization disorder) and differentiate them based on clinical symptomatology.
- Distinguish between the 3 types of memory loss associated with Dissociative Amnesia.
- Distinguish between an organically-based amnesia and Dissociative Amnesia based on results from a Mental Status Exam.
- Describe a fugue state.

- Describe the difference between depersonalization and derealization.
- State the general cause of dissociative disorders.
- Describe the major treatment approach to dissociative disorders.

Schizophrenia Spectrum & Other Psychotic Disorders

- List the 5 psychotic domain symptoms and specify which are “core” domain symptoms.
- Clinically differentiate between types of delusions (e.g., a delusion of control versus a delusion of reference) based on clinical presentation.
- Differentiate between the types of loose associations (e.g., word salad versus clang association) based on clinical presentation.
- Distinguish between a positive and negative symptom and give an example of each.
- List the essential diagnostic criteria for schizophrenia.
- Define the “Active Phase” of schizophrenia.
- List Bleuler’s 4 As of schizophrenia and contrast those symptoms with Schneider’s first-rank symptoms.
- Describe the epidemiology, associated features, onset, course and outcome of schizophrenia.
- Describe the dopamine hypothesis of schizophrenia and state how it relates to both positive and negative symptoms.
- List the common neurostructural, neurofunctional, and neuropsychological problems seen in schizophrenia.
- Describe the general etiology of schizophrenia.
- List the common medications used to treat psychotic disorders and distinguish between traditional and atypical antipsychotics in their mechanisms of action, clinical benefits and side effects.
- Differentiate between the types of extrapyramidal symptoms (parkinsonism, akathisia, tardive dyskinesia, dystonia and neuroleptic malignant syndrome) based on clinical symptoms and time of onset after initiation of antipsychotic medication.
- Describe the role of ECT and psychotherapy in the treatment of schizophrenia.
- State the current status of the prefrontal lobotomy.
- State the essential diagnostic criteria for the Schizophrenia Spectrum Disorders (Schizophreniform Disorder, Brief Psychotic Disorder, Delusional Disorder and Schizoaffective Disorder), including any subtypes.
- Clinically differentiate between the Schizophrenia Spectrum Disorders (including subtypes) based on clinical presentation (including the time course of symptoms).
- Distinguish between a bizarre and a non-bizarre delusion.
- Differentiate Schizoaffective Disorder from a mood disorder (e.g., Major Depressive Disorder with Psychotic Features).
- Describe the variant of delusional disorder in which a delusion appears to be “socially-transmissible” and how it may be treated.

Personality Disorders

- Define a personality disorder.
- State the general cause of personality disorders and describe the general onset and course of personality disorders.
- Identify and describe the 3 major clusters of Personality Disorders.

- State the essential diagnostic criteria for the DSM-5 Personality Disorders and differentiate between them based on clinical symptomatology.
- Describe the general treatment approach to Personality Disorders and state the specific treatments (when given) for individual personality disorders.
- Describe the general outcome of Personality Disorders and explain the difference in outcome (and the reason for it) for Dependent personality and Avoidant personality disorders compared to other Personality Disorders.
- State the difference between Antisocial Personality Disorder (ASPD) and a “psychopath”.
- State the health hazard associated with Obsessive-Compulsive Personality disorder.
- Identify the psychiatric diagnoses most associated with Borderline, Histrionic and Schizotypal personality disorders.
- Differentiate the following personality disorders from other DSM-5 mental disorders:
 - Paranoid Personality Disorder from Delusional Disorder, Persecutory type.
 - Schizotypal Personality Disorder from Schizophrenia.
 - Narcissistic Personality Disorder from Bipolar I Disorder and Delusional Disorder, Grandiose type.
 - Avoidant Personality Disorder from Social Anxiety Disorder.
 - Obsessive-Compulsive Personality Disorder from Obsessive-Compulsive Disorder.

Disruptive, Impulse-Control, and Conduct Disorders

- List the essential diagnostic features for the Disruptive, Impulse-Control & Conduct Disorders (i.e., Oppositional Defiant Disorder [ODD], Conduct Disorder [CD], Intermittent Explosive Disorder [IED], Pyromania and Kleptomania).
- Distinguish between ODD, CD, IED, ASPD, Disruptive Mood Dysregulation Disorder and Adjustment Disorder with Disturbance of Conduct.
- Describe the two subtypes of CD.
- Describe the etiology, epidemiology, psychosocial risk factors, onset, course, treatment and outcome of ODD and CD.
- Differentiate Pyromania vs. arson and Kleptomania vs. shoplifting.
- Describe the typical sequence of events involved in an impulsive act and describe the neurotransmitters involved.
- List the treatment approaches for impulse control problems.

Neurodevelopmental Disorders I & II

- List the essential diagnostic symptoms of the Neurodevelopmental Disorders (Attention-Deficit/Hyperactivity Disorder [ADHD], Autism Spectrum Disorder [ASD], Intellectual Disability [ID], Specific Learning Disorder [SLD], and Tourette’s Disorder), including any subtypes of the disorders.
- Describe the general conceptualization (including etiology/neuropathology) of ADHD.
- Describe the epidemiology, onset, course (including commonly associated cognitive and behavioral features), and outcome for ADHD.
- Describe the assessment tools for ADHD.
- List the psychological and pharmacological treatments available for ADHD, including side effects and contraindications of medications.
- State the etiology and neuropathology of ASD.
- Describe the epidemiology, onset, course, treatment and outcome of ASD.

- Describe the associated behavioral, physical and cognitive profile of ASD.
- Define savantism, distinguish between a talented and a prodigious savant, and identify the hypothesized neuroanatomical substrate of savantism.
- Describe the general functional abilities of each level of ID.
- List the general causes and management strategies of persons with ID.
- Describe the development, course, and management of SLD.
- Identify the etiology and neuropathology of Tourette's Disorder and describe its management.
- Classify a tic as motor or vocal and as simple or complex.

Block 4

Gender Dysphoria, Sexual Dysfunctions, and Paraphilic Disorders

- List the essential diagnostic features of Gender Dysphoria and clinically differentiate this condition from the Sexual Dysfunctions and Paraphilic Disorders.
- Describe the onset, course, hypothesized cause, and management of GD.
- Describe the difference between the sexual problems seen in disorders classified as Sexual Dysfunctions compared to those classified as Paraphilias.
- State the essential disturbance for a diagnosis of each of the Sexual Dysfunctions and clinically differentiate them.
- Identify the general cause of a Sexual Dysfunction.
- Use the specifiers "life-long", "acquired", "situational" and "global" as they apply to a Sexual Dysfunction.
- State the general treatment approach for Sexual Dysfunctions and give examples of what this treatment involves.
- List specific treatments for Delayed Ejaculation.
- Describe the general profile of somebody with a Paraphilic Disorder (e.g., gender, age of onset) and the typical course of these disorders.
- State the essential disturbance for a diagnosis of each Paraphilic Disorder and describe the typical features associated with each deviance.
- State the hypothesized etiology of Paraphilic Disorders.
- State the difference between a Transvestic Fetish and GD behaviors.
- List the treatments for Paraphilic Disorders.
- State the status of homosexuality in relation to DSM-5 classification.

Substance-Related Disorders

- Describe the epidemiology and associated features of substance users.
- Identify the neurocircuitry underlying the reinforcing effects of substances.
- List 5 drug-related brain changes that contribute to drug addiction.
- List the genetic and psychosocial risk factors of drug addiction.
- Describe the pharmacological and psychological treatment approaches to drug addiction.
- Describe the role of support groups in the treatment of drug addiction.
- List the key symptoms of "Substance Use" disorder.
- Define intoxication and withdrawal (as per the DSM-5) and describe, in general, the withdrawal syndrome.

- Describe the general symptoms of intoxication and withdrawal for each of the 4 major classes of substances (*i.e.*, *sedatives, stimulants, hallucinogens and related substances, and the opioids*).
- List the specific treatments for drug addiction for each class of drug.
- Identify the specific drug that causes a cluster of behavioral symptoms in a clinical scenario.
- List associated cognitive effects of excessive use of sedatives.
- Explain the concept of cross-tolerance of sedatives and apply the concept in clinical scenarios.
- Describe the delirium tremens and state its cause.
- Describe the process of aversion therapy using *disulfiram* for alcohol dependence.
- Define formication and list drug-related conditions that most likely produces this symptom.
- Distinguish between the effects of classic hallucinogens (LSD), cannabis (e.g., marijuana), and the dissociative anesthetics (e.g., phencyclidine [PCP]).
- List the health risks of opioid use, overdose, and withdrawal.
- Differentiate between methadone and buprenorphine as replacement therapy medications.
- Describe treatment of acute opioid overdose.

Neurocognitive Disorders I & II

- List the essential diagnostic criteria for a delirium.
- Distinguish between an illusion and a hallucination.
- Describe ways to test for symptoms of a delirium.
- Identify common causes of a delirium.
- Describe the general underlying neuropathology of a delirium.
- Describe the general course of delirium, including the time course, resolution of symptoms, and prognosis.
- Distinguish between the medications used to treat most deliriums compared to treatment of a sedative-withdrawal delirium.
- List common non-pharmacological methods to manage a delirium.
- List the essential features of an amnesia and differentiate it from a dissociative amnesia.
- Describe the difference between a retrograde and anterograde amnesia.
- Describe the typical memory deficits seen in amnesia, including the temporal gradient.
- Describe short-term memory (capacity and duration) and state how a typical amnesic would perform on short-term memory tests.
- Name the brain structure most implicated in amnesia.
- Define the term confabulation.
- Describe the importance of Patient H.M. in the scientific understanding of memory.
- State the cause of Korsakoff's amnesia and how to treat it.
- Describe the general treatment of amnesic patients.
- Differentiate between types of internal and external mnemonic strategies.
- Define dementia.
- Describe the typical profile of a demented patient regarding age of onset, course, and prognosis.
- Differentiate between delirium, amnesia and dementia based on clinical symptoms.

- State the diagnostic criteria for Alzheimer’s Dementia (AD)
- Describe the epidemiology and general clinical progression of AD.
- Describe the neuropathology of AD (i.e., common neuroanatomical, neurofunctional, neurochemical and histopathological changes).
- Compare the onset and progress of early-onset AD compared to late-onset AD.
- State the prognostic value of APOE genetic testing.
- List the two major types of medications FDA-approved for AD and describe their difference in action, side effects, efficacy, and target patient population.
- Describe non-pharmacological interventions to help manage AD patients.
- List experimental treatments for AD.
- Describe the major clinical differences between AD and other dementias (Vascular, Frontotemporal [e.g., Pick’s], Parkinson’s, Lewy Body, Huntington’s, and Creutzfeldt-Jakob) based on key differences in symptoms and/or patient history.
- State the DSM-5 definition of a neurocognitive disorder (NCD) and list the 3 possible DSM-5 diagnoses related to NCDs.
- State the difference between a “Major” NCD and a “Mild” NCD, as per DSM-5.
- State how an amnesic disorder and a dementia would be diagnosed using DSM-5.

Law, Ethics & Mental Illness

- List the three essential components of informed consent with a competent patient.
- Identify the ethical and legal principle(s) that support the process of informed consent.
- State the essential criteria for determining decision-making capacity (competence) of a patient.
- Describe the process of substitute decision making if a patient is deemed incompetent, including the concept of “substituted judgment”.
- Describe the professional obligation of confidentiality and the importance of this standard.
- Describe the right of family members to access patient information.
- State two major exceptions to the obligation of confidentiality and give examples of each.
- State the importance of the Tarasoff case and differentiate between the “*Duty to Warn*” and the “*Duty to Protect*” verdicts.
- List the steps to take after a patient threatens harm to a specific person.
- Describe the 2 major circumstances under which psychiatric hospitalization (civil commitment) procedures are allowed without a person’s consent.
- Describe the concepts of *parens patriae* and *police power* and how they provide legal justifications for the involuntary psychiatric hospitalization of patients.
- State the importance of the *O’Connor v. Donaldson* case.
- Describe the general steps in a civil commitment process.
- Name the standard that a judge uses to determine a person’s dangerousness.
- Give an example of treatment in the “least restrictive environment” if a judge who is overseeing a civil commitment hearing determines that a psychiatric patient is dangerous. Describe the sequence of steps in a judicial process after a criminal offense by a mentally ill person.
- Describe the essential features of a competency to stand trial hearing and the consequences of a competent versus incompetent verdict.
- Describe the M’Naghten, Irresistible Impulse, and American Law Institute standards for insanity.

- Describe the consequences of a successful versus unsuccessful insanity plea.
- Describe the insanity defense in terms of its success rate, the crimes its used for, and the consequence of being found insane.
- State the difference in consequence to a patient between a verdict of *Guilty but Mentally Ill* and an *insanity* verdict.
- State how the death penalty applies to individuals with Intellectual Disability compared to other mental illnesses (e.g., Schizophrenia).
- Describe the essential elements of a *Competency-to-be-Executed* assessment and state what happens if a patient is found incompetent to be executed.

FACULTY, STAFF, AND CONTACT INFORMATION

ADMINISTRATIVE QUESTIONS

For all administrative questions, contact psyc411@squ.edu.

COURSE LEADERSHIP TEAM

PSYC 411	Department	Email Address
Dr. Vineeta Ramnauth, Co-Course Director	Physiology, Neuroscience, and Behavioral Sciences	vnarain1@squ.edu
Dr. Brenda Kirkby, Co-Course Director	Physiology, Neuroscience, and Behavioral Sciences	bkirkby@squ.edu

TEACHING FACULTY

PSYC 411	Department	Email Address
Dr. Dirk Burkhardt	Physiology, Neuroscience, and Behavioral Sciences	dburkhardt@squ.edu
Dr. Brenda Kirkby	Physiology, Neuroscience, and Behavioral Sciences	bkirkby@squ.edu
Dr. Vineeta Ramnauth	Physiology, Neuroscience, and Behavioral Sciences	vnarain1@squ.edu
Dr. Randy Waechter	Physiology, Neuroscience, and Behavioral Sciences	rwachte@squ.edu
Ms. Arlette Herry	Dean of Basic Sciences Office: Academic Advising, Support and Development Unit	awildman@squ.edu

SUPPORT STAFF

PSYC 411	Department	Email Address
Ms. Cecilia George-McSween, Executive Secretary	Physiology, Neuroscience, and Behavioral Sciences	cgeorge@sgu.edu
Ms. Shennel Boca, Secretary	Physiology, Neuroscience, and Behavioral Sciences	sboca@sgu.edu

COURSE MATERIAL

COPYRIGHT

Copyright 2020 St. George's University. All rights reserved.

All course material, whether in print or online, is protected by copyright. Course materials, in part or in their entirety, may not be copied, distributed or published in any form, printed, electronic or otherwise.

As an exception, students enrolled in the course are permitted to make electronic or print copies of all downloadable files for personal and classroom use only, provided that no alterations to the documents are made and that the copyright statement is maintained in all copies.

Lecture recordings are explicitly excluded from download and creating copies of these recordings by students and other users is strictly prohibited.

COURSE WEBSITE

The PSYC411 Intro to Psychopathology course offers a website through Sakai, SGU's learning management system. This site is used for COMMUNICATION (including Announcements), COURSE TOOLS (including Syllabus, Resources, Tests & Quizzes, Gradebook), and a link to Lecture Recordings.

To login, go to [myCampus Secure Login \(Carenage\)](#), type in your user ID and password, and click on MyCourses.

ELECTRONIC RESOURCES

Distribution of course material is in electronic format. In accordance with Committee for Technology-based Teaching and Learning (CTTL) recommendation, students are provided with unlocked PDF files, which may be annotated for personal use. This format facilitates active learning, as it allows highlighting and annotations, using a variety of platforms, operating systems and annotation software. Copyright restrictions regarding the duplication of materials apply (see copyright statement above). The Resources folder contains multiple subfolders in which students will find course material.

RECOMMENDED TEXTBOOK

Abnormal Psychology: The Science and Treatment of Psychological Disorders (2018, 14th Edition) by Ann M. Kring and Sheri L. Johnson

REQUIRED ELECTRONIC EQUIPMENT

Laptop

Students need a personal laptop as specified by SGU Examination Services. It is the responsibility of each student to ensure his/her laptop is in full working condition, as specified by Examination Services, and keep it up to date and equipped for the SGU wireless network at all times.

Clickers

An Audience Response System (clicker) is used as a formative assessment method during lectures. Students are recommended to bring their clicker to every scheduled teaching session to fully participate in lectures.

COMPONENTS OF THE COURSE

LECTURES

Lectures are an essential component of the PSYC411 course. They are designed to provide students with an outline of what they are expected to know, to prioritize important aspects of course content, to clarify complex material, and to make relevant connections to clinical contexts. Most lectures will focus more on difficult concepts than on self-explanatory facts.

Many of the lectures are delivered as live lectures. Some lectures are delivered through on-line recordings of full-length lectures from previous terms. The delivery of on-line lectures allows students greater flexibility for when and where the lectures are viewed and promotes self-directed learning. Content from all lectures, whether live or on-line, are testable material.

The posted lecture slides may not be comprehensive and do not replace the need to read textbooks. It is an important learning exercise for students to read textbooks and glean valuable information related to course objectives. Lecture slides are not intended to be used in isolation, but rather as a complement to the lecturer's narrative.

Each lecture contains formative assessments, usually in the format of clicker questions. These questions are not included in the lecture notes and will not be posted on Sakai.

DIRECTED LEARNING ACTIVITIES (DLAs)

Pre-requisite knowledge or simple content may be presented online as short videos. If used, these videos will be available via the course management site and can be viewed at any time. The videos are designed to focus on key topics that are pre-requisite knowledge or where it is beneficial to review core knowledge before its application in lecture. Content from DLAs are examinable.

INTERACTIVE MULTIPLE-CHOICE QUESTION (IMCQ) SESSIONS

Interactive Multiple-Choice Question (IMCQ) sessions aim to enhance a student's test-taking skills and increase their exposure to USMLE-style-multiple-choice single-best-answer questions, which is the standard style for all electronic examinations at St George's University School of Medicine. These sessions strive to improve students' approach to answering MCQs and emphasize the link between questions and course objectives. As a learning tool, IMCQs provide students with valuable formative feedback enabling them to modify their approach to learning course content and to identify weaknesses that require remediation.

There are 4 non-credit IMCQs during the semester. They comprise approximately 15 questions. Each question is presented for 2 minutes. The student is encouraged to discuss the question and answer choices with classmates to help improve critical clinical thinking and reasoning process. The faculty member then thoroughly debriefs the question with an emphasis on the cognitive processes, logic, and rationale used to answer the questions. Debriefing focuses on the salient points within each question that lead to the correct answer choice and on the process of eliminating distracters as viable answer choices.

Questions used during IMCQ sessions are posted with the answer key on the course Sakai site after delivery.

ONLINE ACTIVITIES: GRADED EXAMSOFT QUIZZES & NON-GRADED SAKAI PRACTICE QUIZZES

GRADED EXAMSOFT (E-SOFT) QUIZZES

There will be 4 graded E-Soft quizzes throughout the semester. These quizzes will be released and retracted at designated dates and times, typically at 8pm on the Tuesday evening preceding each examination week and closed at 8am on the following Tuesday morning. Students should refer to the official schedule of course activities. E-Soft quizzes are open-book and taken anytime and at any venue within the available window that the quiz is available to complete.

Content: Each E-Soft quiz contains 10 questions. The content of E-Soft quizzes is similar in focus and difficulty as Exam questions. E-Soft quizzes may contain cumulative questions.

E-Soft Quiz Duration: Students have 20 minutes to answer the questions.

Scoring of E-Soft Quiz: Students must complete the quiz and upload the results before the specified deadline to earn the 2 points associated with each quiz (2 points x 4 quizzes = 8 possible points). Accuracy is not considered.

NON-GRADED SAKAI PRACTICE QUIZZES

Practice quizzes will be provided on Sakai for each block of material. These do not count for credit and can be taken as many times as desired. They can be completed at any time or any venue.

WRITTEN (ELECTRONIC) EXAMINATIONS

Written electronic examinations are in multiple-choice-single-best-answer format, following the guidelines of the National Board of Medical Examiners (NBME). The NBME offers the United States Medical Licensing Examination (USMLE), a three-step examination for medical licensure in the United States, which is sponsored by the Federation of State Medical Boards (FSMB) and NBME.

Style of Administration: Exams are administered by computer using ExamSoft. Students must ensure that their laptops conform to the minimum specifications required by ExamSoft.

Question Format: The vast majority of questions are in clinical vignette format. Most questions are higher-order questions rather than first-order questions. The time allocation per question is 90 seconds.

Protocol: Detailed information about exam protocol is electronically circulated before each exam. The information should be carefully reviewed upon circulation.

Quantity: There are 4 exams in this course. These are held during weeks 4, 8, 12, and 16 of the semester. Each exam has 50 multiple-choice questions for a total of 200 points.

Content: Exam questions derive from the list of lecture objectives. The focus of exam material is on important concepts and clinically/medically relevant facts discussed in lecture. Emphasis is placed on knowledge regarding the diagnosis, etiology and treatment of mental illness.

Cumulative Nature of Exams: Each examination has a cumulative component. The approximate breakdown of cumulative questions is as follows:

Exam 2:	2
Exam 3:	4
Exam 4:	6-8

Exam Duration: Each exam is 75 minutes.

Exam Mastery Reports: Mastery Reports detailing exam strengths/weaknesses based on topic (e.g., anxiety disorders) and question type (e.g., diagnosis vs. treatment-related) are emailed to students through ExamSoft.

Pre-Examination Question Review by Faculty

Prior to each examination, the Course Director reviews all test items with teaching faculty to help ensure the validity and high quality of all questions.

Post-Examination Review by Faculty

After each examination, the Course Director and teaching faculty review the overall examination statistics, the statistics for each item, and student feedback on each question. A decision is then made about the validity and reliability of each examination item and the overall examination.

Note: For quality control across all courses offered by St George's University School

of Medicine, the Assessments Committee regularly monitors and reviews all examination items used in School of Medicine examinations.

COURSE ASSESSMENTS & ASSESSMENT POINTS

Course assessments may be summative (counting towards points in the Gradebook), formative (giving feedback to students to optimize their learning strategies with minimal or no points counted toward the Gradebook), or both. Formative assessments in this course include in-class clicker questions, Sakai practice quizzes, and ExamSoft quizzes. Summative assessments in this course include written (electronic) examinations.

The total assessment points that can be earned in the course are listed in the table below:

Assessment	# Points	Point Breakdown	% of Course
Exam 1`	50	50 MCQs x 1 point	24%
Exam 2	50	50 MCQs x 1 point	24%
Exam 3	50	50 MCQs x 1 point	24%
Exam 4	50	50 MCQs x 1 point	24%
E-Soft quizzes	8	2 points per E-Soft quiz	4%
Totals	208		100%

Grades are awarded based on percentage scores. The following table is intended to help students determine their letter grade based on raw points earned in the PSYC411 course:

PSYC411

Raw Points	Percentage %	Letter Grade
208	100	A+
187-207	89.5-99.99	A
176-186	84.5-89.49	B+
166-175	79.5-84.49	B
155-165	74.5-79.49	C+
145-154	69.5-74.49	C
135-144	64.5-69.49	D
≤134	<64.5	F

To pass the course with a D grade, the student needs at least 135 points. **A student earns an F grade with 134 points or less.**

Disclaimer: To protect against any errors in the calculation of the equivalent raw points above, grades will be determined purely based on the officially-published grading scale (in percentage scores) in the Sakai gradebook listed in the scoring and grading policy (see below).

STUDENT SUPPORT

OFFICE HOURS

Office hours by the teaching faculty are offered as open office hours (walk-in) or by appointment. The available hours (open or appointments) for the different faculty members will be posted weekly on Sakai. **All appointments should be made directly with the faculty member. Students should contact individual faculty members by email to make appointments (unless otherwise specified).**

DIRECTED SELF-STUDY / GROUP STUDY

In addition to studying independently, students are encouraged to form their own study groups of 3 to 5 active members. Study groups are recommended to meet about once a week to discuss difficult course concepts. Active participation in these group study discussions may be useful to students' successful understanding, application, and mastery of course material.

COURSE AND INSTRUCTOR CRITIQUE

Students are expected to attend all classes and other related academic activities as defined for each course by the Course Director. One such academic activity is participation in the St. George's University Course and Instructor Critique Program. Student participation in the evaluation process is mandatory.

Students enrolled in a course are expected to complete all required faculty and course evaluations. Failure to complete all required course and instructor critiques will mean that students did not fulfill all course requirements. The Critiques Coordinator will notify students when evaluation periods have begun and send periodic reminders to ensure that critiques are submitted within the allotted time frame.

The Importance of Evaluation: Evaluation is a necessary component of any course. Just as students anticipate a fair and accurate evaluation of their performance and achievement in a course, SGU requires that faculty and course evaluations be completed each term. Continual evaluation and assessment of faculty ensures that the instructional program not only remains consistent, but also improves to meet the needs and expectations of students.

Feedback: At the beginning of each term, Course Directors address the class and summarize the results of the course and instructor critiques from the previous term. In this summary, Course Directors report areas that students rated highly and areas that received the lowest ratings. For areas receiving low ratings, the Course Director details what changes were made to address students' concerns, thus ensuring that course evaluation influences course design and delivery.

SECTION B: SGU SOM POLICIES AND PROCEDURES

Policies applicable to the course are published in the following documents:

- [Student Manual](#) (General and School of Medicine sections, including the Honor Code)
- Course Syllabus

If there is a conflict between policies and procedures detailed in Section B of this syllabus and those detailed in the Student Manual, then the policies and procedures in the current Student Manual supersede.

GOALS AND OBJECTIVES OF THE MD PROGRAM

The PSYC411 Intro to Psychopathology course embraces the mission of the Doctor of Medicine Program of St George's University School of Medicine:

Mission

St. George's University School of Medicine provides a diverse, multicultural and international environment that empowers students to learn the medical knowledge, clinical skills and professional behaviors to participate in healthcare delivery to people across the world.

FOUR-YEAR OUTCOME OBJECTIVES

1. Medical Knowledge

- Apply the multidisciplinary body of basic sciences to clinical analysis and problem solving using:
- The knowledge of normal structure, function, physiology and metabolism at the levels of the whole body, organ systems, cells, organelles and specific biomolecules including embryology, aging, growth and development.
- The principles of normal homeostasis including molecular and cellular mechanisms.
- The etiology, pathogenesis, structural and molecular alterations as they relate to the signs, symptoms, laboratory results, imaging investigations and causes of common and important diseases.
- Incorporate the impact of factors including aging, psychological, cultural, environmental, genetic, nutritional, social, economic, religious and developmental on health and disease of patients, as well as their impact on families and caregivers.
- Utilize the important pharmacological and non-pharmacological therapies available for the prevention and treatment of disease based on cellular and molecular mechanisms of action and clinical effects. Identify and explain factors that govern therapeutic interventions such as clinical and legal risks, benefits, cost assessments, age and gender.
- Apply the theories and principles that govern ethical decision-making in the management of patients.

- h. Evaluate and apply clinical and translational research to the care of patient populations.

2. Clinical Skills

- a. Communicate effectively with patients, their families and members of the health care team.
- b. Obtain a comprehensive and/or focused medical history on patients of all categories.
- c. Perform physical and mental status examinations on patients of all categories appropriate to the patient's condition.
- d. Document pertinent patient health information in a concise, complete and responsible way.
- e. Select appropriate investigations and interpret the results for common and important diseases and conditions.
- f. Recognize and communicate common and important abnormal clinical findings.
- g. Develop a problem list and differential diagnosis based on the history, physical findings and initial investigations.
- h. Apply effective problem-solving strategies to patient care.
- i. Perform routine and basic medical procedures.
- j. Provide patient education for all ages regarding health problems and health maintenance.
- k. Identify individuals at risk for disease and select appropriate preventive measures.
- l. Recognize life threatening emergencies and initiate appropriate primary intervention.
- m. Outline the management plan for patients under the following categories of care: preventive, acute, chronic, emergency, end of life, continuing and rehabilitative.
- n. Continually reevaluate management plans based on the progress of the patient's condition and appraisal of current scientific evidence and medical information.

3. Professional Behavior

- a. Establish rapport and exhibit compassion for patients and families and respect their privacy, dignity and confidentiality.
- b. Demonstrate honesty, respect and integrity in interacting with patients and their families, colleagues, faculty and other members of the health care team.
- c. Be responsible in tasks dealing with patient care, faculty and colleagues including health-care documentation.
- d. Demonstrate sensitivity to issues related to culture, race, age, gender, religion, sexual orientation and disability in the delivery of health care.
- e. Demonstrate a commitment to high professional and ethical standards.
- f. React appropriately to difficult situations involving conflicts, non-adherence and ethical dilemmas.
- g. Demonstrate a commitment to independent and lifelong learning, including evaluating research in healthcare.

- h. Demonstrate the willingness to be an effective team member and team leader in the delivery of health care.
- i. Recognize one's own limitations in knowledge, skills and attitudes and the need for asking for additional consultation.
- j. Participate in activities to improve the quality of medical education, including evaluations of courses and clerkships.

EXPECTATIONS OF STUDENTS

- a. Participate in all scheduled classes on time
- b. Actively participate appropriately in all class activities and be present for the duration of the entire activity
- c. Bring a fully functional personal "clicker" to all learning activities and respond to all "clicker" polls
- d. Complete all assessments and examinations on the course at the scheduled dates and times
- e. Check SGU email daily; this is the only official email account that is used to relay messages between University and students
- f. Check course management site daily for announcements and updates
- g. Check posted results of assessments on time
- h. Report illness through the medical self-report system on myCampus Secure Login (Carenage) of the SGU website
- i. Voice commendations and concerns through SGA class representatives
- j. Use support services available; faculty consultation hours, designated Academic Advisors, Dean of Students Office, Department of Education Services, Psychological Services Center.
- k. Participate in the course and instructor evaluations
- l. Comply with all requirements outlined in the course syllabus
- m. Abide by the University Code of Conduct outlined in the Student Manual
- n. Carry your student ID card at all times on campus

COURSE PARTICIPATION POLICY

As stated in the Student Manual: "Students are expected to attend all classes and clinical rotations for which they have registered. A particular course may define additional policies regarding specific attendance or participation."

RULES OF CLICKER USAGE

Each student has a registered clicker and is responsible for the activity of that clicker registered through the audience response system. Appropriate use of clickers during class is expected. Students should only use the clicker registered in their name and should be aware of their clicker status (location, functionality) in all learning activities, as its use in class indicates the presence of the student registered to the clicker. To earn participation credit, students must attend their assigned class activities (assigned by College, cohort or any other means outlined

in the syllabus or course management site) and will only earn credit for participation in their assigned activities. Misrepresentation of participation records is a violation of the honor code and students may face academic penalties for attempting to misrepresent their participation record for their assigned learning activities.

Attempting to earn participation credit for an activity that has been partially attended, or for which the student has not attended, will result in referral to the Dean of Basic Sciences Office for disciplinary action and students may be subject to academic penalties and further disciplinary consequences.

Any student using more than one clicker, or using another person's assigned clicker, will be referred to the Dean of Basic Sciences office for disciplinary action and may have the academic penalties applied that have been outlined in the course syllabus.

Random clicker checks will be carried out during the term. After the last clicker assessment, a sign-out system will be used to verify student presence and compare it with the participation records from the audience response system. Anyone who is registered as participating through the audience response system, but who is not present for sign-out, will be referred to the Dean of Basic Sciences Office for consideration of the reasons, and possible disciplinary action.

Any student leaving a learning activity early, e.g. prior to the full debrief after the last clicker assessment of the lecture, will not be considered as fully participating. Although students are expected to make every effort to participate in all required academic activities, they must participate in at least 80% of required course activities to earn credit for the course. Any student trying to claim credit for participation, by clicking in on the first and last clicker assessment, but who has left prior to sign-out during checks is in violation and will be flagged during a clicker check. Any student who has clicked in during a clicker check but is not present and signed out, irrespective of the reason for the absence, is in violation and will be flagged during a clicker check.

It is the responsibility of every student to have a registered clicker, to ensure that the student knows where it is and that it is in working order and functional during course activities, and to check the course gradebook weekly to detect any problems with his or her participation records. Failure to do so may result in the loss of participation credit or flagging of the student during clicker checks, for which the student will be held responsible.

Those students flagged during random clicker checks will receive an e-mail inviting them to explain, in writing and in person, the reasons for the discrepancy between the audience response system and the sign-out data. They will be referred to the Dean of Basic Sciences office for determination of the appropriate academic penalty. They may then be further referred to the Judiciary Office for potential disciplinary action.

It is the responsibility of each student to bring their own (and only their own) individually assigned clicker for the Premedical Sciences- SOM program to every class session and respond to questions presented during that session. Students are responsible for ensuring that their clicker is registered before the start of classes and fully functional; they should request assistance in testing clicker functionality in case there is any doubt.

Factors that are essential for full clicker functionality include a fully charged battery and setting

the correct channel for transmission of the signal. A student is responsible to check full functionality of their individual clicker regularly by monitoring the green LED response after successful response transmission.

Students actively or passively (either for their own, or for someone else's benefit) involved in fraudulent attempts to manipulate examination or participation / submission records may be dismissed for violation of the honor code.

A student caught in possession of multiple clickers inside a class venue may be dismissed for violation of the honor code.

MEDICAL EXCUSES

A student who is medically unfit to take an examination is advised to follow the procedures outlined in the Student Manual to obtain a valid medical excuse.

GENERAL RULES FOR ELECTRONIC EXAMINATIONS

All SOM examinations will be offered in computer-based form at only. There will be no paper alternatives. Students must bring a computer with the appropriate specifications to these examinations.

Examinations are governed by the Examination Policies and Procedures of St George's University and the Electronic Examination Policies and Procedures (Student Manual and below). All students are responsible for knowing and complying with the University's Code of Conduct.

According to the Student Manual, "students must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this Code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted."

In case of a suspicion indicating that the integrity of an examination might have been compromised, the Course Director, in consultation with the faculty and the administration, may nullify the examination and announce a new date for a replacement examination within a period of seven working days after the original.

An examination announcement will be posted on the course website prior to each examination. It will outline the specific policies and procedures governing this examination and will indicate, when the last student will be allowed into the examination venue. After this time, no late comers will be admitted.

Students who fail to appear in time for an examination without a validated and approved reason (medical, catastrophic event or emergency), as stipulated by the Student Manual, will receive a grade of zero ("0") for the examination. All electronic examinations are sequestered and are not available subsequently for individual review.

To get feedback on their strengths and weaknesses in the electronic examinations, students

will receive an Examination Report, available through their Exam Soft account.

APPENDIX A: SPECIFIC RULES FOR ELECTRONIC EXAMINATIONS

The Office of Institutional Advancement is responsible for the administration of all electronic examinations for the SGUSOM. Students must bring a computer with the appropriate specifications to examinations. <https://mycampus.sgu.edu/group/office-of-institutional-advancement/welcome>

Examinations are governed by the Examination Policies and Procedures of St George's University and the Electronic Examination Policies and Procedures (Student Manual and below). All students are responsible for knowing and complying with the University's Code of Conduct.

According to the Student Manual, "students must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this Code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted."

In case of a suspicion indicating that the integrity of an examination might have been compromised, the Course Director, in consultation with the faculty and the administration, may nullify the examination and announce a new date for a replacement examination within a period of seven working days after the original.

An examination announcement will be posted on the course website prior to each examination. It will outline the specific policies and procedures governing this examination and will indicate, when the last student will be allowed into the examination venue. After this time, no late comers will be admitted.

Students who fail to appear in time for an examination without a validated and approved reason (medical, catastrophic event or emergency), as stipulated by the Student Manual, will receive a grade of zero ("0") for the examination.

All electronic examinations are sequestered and are not available subsequently for individual review. To get feedback on their strengths and weaknesses in the electronic examinations, students will receive an Examination Report, available through their ExamSoft account.

The following examination policies and procedures have been submitted for implementation in the Student Manual and are the examination policies for the PSYC 411 course. Once published, the syllabus may simply refer to the Student Manual:

Electronic Examination Procedures

The following policies and procedures supplement the general guidelines outlined in the University Examination Policies and Procedures in the SGU Student Manual. Each examinee is responsible for reviewing and adhering to these policies.

<https://mycampus.sgu.edu/group/office-of-institutional-advancement/welcome>

Prior to Examination Day:

1. Each student is required to have a laptop for taking computer-based examinations at SGU. Examinees must ensure that their laptops meet the current

system requirements, as published by Examination Services at the Office of Institutional Advancement (OIA).

2. NOTE: Some of the latest operating system updates may jeopardize the compatibility with electronic examinations. Examinees are encouraged to seek guidance from Examination Services at OIA, prior to installing updates.
3. Examinees must ensure that they meet the requirements to access the university network at any time and should confirm access prior to examinations.
4. Examinees must set the clock on their laptops to the correct local time and time zone (Grenada: Atlantic Standard Time AST = UTC-4; UK: Greenwich Mean Time GMT = UTC, or British Summer Time BST = UTC+1).
5. For examinations using ExamSoft, examinees are responsible for downloading and registering the required version of Examplify on their laptop prior to examination day.
6. Examinees are notified via the electronic course management system of all examination related information, including venue assignments, time sequence of examinations (including the download window, time when students enter the assigned venue, and when the doors are closed), and examination specifications (e.g. number of questions, duration etc.).
7. For examinations using ExamSoft, examinees are required to download the examination during the allocated time window (see time sequence in the examination notification above).
8. Examinees who are not eligible to take an examination (e.g. students who have withdrawn from course work, or students on an approved leave of absence) are not permitted to download the examination.
9. Examinees experiencing technical difficulties are encouraged to visit Examination Services at OIA for assistance prior to the examination day. An examinee who needs a loaner laptop must adhere to the loaner laptop policy provided by OIA.

On Examination Day:

1. Examinees are expected to assemble outside their assigned venue and ready to enter by the time stated in the examination announcement (see notification prior to examination day above).
2. Examinees must adhere to the instructions given by the Chief Proctor, or the proctors acting under his/her supervision.
3. Examinees are required to enter their assigned venue only (see notification prior to examination day above) and must take their assigned seat.
4. All examinees scheduled to sit a computer-based examination are required to bring their laptops and all necessary accessories (mouse, Ethernet cable and power cord/battery charger), for use on examination day.
5. All examinees who present themselves to sit a University examination are required to display a current SGU student identification card to access the

examination venue. The SGU ID is the only acceptable form of ID. Any examinee who fails to present this ID will be required to complete a Missing/Lost Identification Form and to present a government-issued photo ID to access the examination venue.

6. Once seated, examinees must place their ID clearly visible on the left side of the desk they are seated at.
7. Permitted items - only the following items are allowed in the examination venue:
 - a. Laptop and accessories
 - b. SGU ID
 - c. Completely clear (see-through) bottle of plain water, which must be placed outside the examination venue for all examinations
 - d. Items explicitly permitted for a specific examination (see announcement), or approved by the Disability office
8. Items that are explicitly NOT permitted inside the examination venues include:
 - a. Cell phones
 - b. iPods/ iPads
 - c. Wrist watches
 - d. Calculators
 - e. Paging devices
 - f. Recording/filming devices
 - g. Reference materials (book, notes, papers)
 - h. Backpacks, briefcases, or luggage
 - i. Beverages or food of any type
 - j. Coats, outer jackets, headwear
 - k. Jackets/sweaters with pockets
 - l. Hooded jackets/sweaters
 - m. Note: Sweaters and jackets with hoods are not allowed.
9. Examinees need to be prepared to turn their pockets inside out for inspection.
10. Any prohibited items found inside the examination venue will be confiscated.
11. Examinees are assigned a seat (either by posting of individual seat assignments outside the venue, on the website, or by the Chief Proctor or an authorized representative at the venue).
12. Examination conditions are in effect at all times inside the examination venue, from the time the first examinee has entered, until the last examinee has left the examination venue. During examination conditions, no communication of any kind is permitted between examinees. Access to any files or programs other than those explicitly specified by the Chief Proctor is not permitted.
13. No examinee is permitted to enter the examination venue after the doors have been closed (in preparation of the password announcement; see notification prior to examination day above).
14. White boards, dry erase markers and erasers are provided. Examinees are not allowed to write on the white boards prior to starting the examination.

15. Examinees' eyes must be visible at all times. Hair long enough to cover the eyes and ears must be pulled back.
16. An examinee who is experiencing problems should seek immediate attention from a proctor.
17. Some problems may be solved immediately and on site, but more severe problems may require relocation of an examinee or even termination of the examination.
18. A bathroom break is the only allowed break during an examination. Examinees may not eat, smoke or communicate with anyone other than an assigned proctor during a bathroom break. Examinees must get the attention of a proctor, get permission, sign out and back in and be accompanied by a proctor.
19. No bathroom breaks are permitted for 30 minutes after the assessment password has been provided and no examinee may leave the examination during this time period.
20. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she is considered to have concluded the examination. He/she will not be allowed back into the examination venue to resume the examination.
21. To start the examination, the Chief Proctor will provide examinees with the assessment password and give the start signal "START NOW" (or "BEGIN NOW").
22. Once the start signal has been announced, examinees are required to proceed with their exam without delay.
23. Examinees are allowed to exit the examination venue when they have completed their examination and displayed the upload confirmation screen (in case of ExamSoft examinations), or whatever procedure has been specified by the Chief Proctor. During the last 10 minutes of an examination, examinees may be instructed to remain seated until dismissed.
24. It is the responsibility of every examinee who downloaded an ExamSoft examination but is unable to take the examination on examination day, to contact Examination Services at the OIA immediately, to facilitate the process of removal of the examination from their personal computer.
25. All examination activity is logged and any log file demonstrating irregular activity, such as attempting to disable or tamper with security features, is subject to academic disciplinary action.

After the Examination:

1. An examinee may not attempt to reproduce a test or a test item by any means, including but not limited to reconstruction through memorization and/or dissemination of examination materials by any means.

2. Communications about specific test items, cases, and/or answers with another examinee, potential examinee, or any other person at any time before, during, or after an examination, are strictly prohibited.
3. Every examinee is required to fully cooperate in investigations regarding any examination irregularities, whether committed or observed by themselves or others.
4. Violation of any policy or procedure outlined in this document is reported as an examination irregularity to the Dean of Students and to the Course Director. In the case of NBME examinations, irregularity reports are also sent to the National Board of Medical Examiners, with potential consequences outlined on their website. The Dean of Students decides on subsequent disciplinary action and the Course Director determines the implications for examination scores and course grades.



ST. GEORGE'S UNIVERSITY

SCHOOL OF MEDICINE

SPRING 2020

Pauline G. Smith, MPH, FRSPH, Course Director

Email: psmith3@sgu.edu

Temitayo Olagbemi, MD

Email: tolagbem@sgu.edu

Office: Academic Advising, Development and Support (AADS) Services, David Brown Building

The university reserves the right to change or amend the rules and regulations at any time. The new rules and regulations will be applicable to all students registered.

TABLE OF CONTENTS

Public Health (PUBH 302) Course Syllabus	1
Section A: Course Information	4
Public Health - Course Description.....	4
Goals and Objectives.....	4
Goals.....	4
Objectives.....	4
SGU School of Medicine Mission	5
SGU School of Arts and Sciences Mission	5
Faculty, Staff and Contact Information	5
Administrative Questions	5
Visiting Speakers	5
Course Material	6
Copyright.....	6
Course Website	6
Electronic Resources	6
Required Textbooks.....	7
Required Electronic Equipment	7
Components of the Course	7
Lectures.....	7
Oral presentation	9
Written report.....	9
Dicussion blog	10
Public Service Announcement.....	10
Case studies.....	11
Course and Instructor Critique.....	11

Mid-term and Final Exams	11
Assessment Points	12
Student Support.....	12
Office Hours.....	12
Additional Academic Support	12
Section B: SGU SOM Policies and Procedures	13
Student Responsibilities.....	13
Attendance Policies and Procedures.....	13
Course Participation	13
Rules of Clicker Usage	14
Scoring and Grading Policies and Procedures	14
Grading.....	14
Plagiarism.....	14
Grading Scale.....	15
Reporting of Errors.....	15

SECTION A: COURSE INFORMATION

PUBLIC HEALTH - COURSE DESCRIPTION

The course is a three (3) credit course taught over a 16-week term. The course content will build on the foundations of scientific knowledge, including the biological and life sciences and the concepts of health and disease. Through a multidisciplinary approach, students will explore the determinants of health and the philosophical and organizational foundations of the professional practice of public health. It also provides an integrated overview of the field by surveying epidemiology, biostatistics, preventive medicine, environmental health, social and behavioral aspects of health and health policy. It also introduces students to the core public health functions of assessment and policy. The course will include didactic lectures, case study, online discussions and oral presentations.

Students will be required to apply core public health knowledge towards critiquing the available scientific literature, evaluating case-based scenarios to engage in analysis and problem solving, discussing current and significant local and global public health events, and effectively communicating health education and promotion strategies across the disease spectrum.

The material to be covered in this course is based primarily on PowerPoint slides and additional information taken from other reference texts.

GOALS AND OBJECTIVES

The Public Health (PUBH302) course embraces the mission of St. George's University's School of Arts and Sciences and of the Doctor of Medicine Program of St George's University School of Medicine Continuum.

GOALS

This course will contribute to the development of healthcare professionals, who will demonstrate multidisciplinary knowledge and competence in dealing with global health issues, desire for lifelong learning, evidence-based practice, interdisciplinary team work, and professional and ethical behavior in practice in order to improve and sustain healthy populations.

OBJECTIVES

1. To understand the history, and philosophy of public health as well as its core values, concepts and functions across the globe and in society.
2. To describe the basic concepts, methods, and tools of public health data collection, use and analysis and why evidence-based approaches are an essential part of public health practice.
3. To explain the concepts of population health, and the basic processes, approaches, and interventions that identify and address the major health-related needs and concerns of populations.
4. To examine the underlying science of human health and disease, including opportunities for promoting and protecting health across the life course.
5. To discuss the socioeconomic, behavioral, biological, environmental and other factors that impact human health and contribute to health disparities.

6. To apply the fundamental concepts, and features of project implementation, including planning, assessment and evaluation.
7. To describe the fundamental characteristics and organizational structures of the US health system as well as the differences between systems in other countries.
8. To analyze basic concepts of legal, ethical, economic and regulatory dimensions of health care and public health policy and the roles, influences, and responsibilities of the different agencies and branches of government.
9. To apply basic concepts of public health-specific communication, including technical and professional writing and the use of mass media and electronic technology.

SGU SCHOOL OF MEDICINE MISSION

The mission of St. George's University Doctor of Medicine degree program is to provide an international, culturally diverse environment in which students learn the knowledge, skills and attitudes required for postgraduate training in the health profession, while being inspired to develop compassion, curiosity, tolerance and commitment to patients and society, dedication to life-long learning and an understanding of the vital role of research in healthcare.

SGU SCHOOL OF ARTS AND SCIENCES MISSION

St. George's University is committed to the total development of the student. The School of Arts and Sciences offers undergraduate students a broad-based education that lays a durable foundation for critical and independent thinking in a multicultural world. Our programs cultivate the pursuit of academic excellence and ethical behavior to develop a sense of community, responsibility, and leadership that equips our students to excel in their chosen careers.

FACULTY, STAFF AND CONTACT INFORMATION

ADMINISTRATIVE QUESTIONS

For all administrative questions (including notification of absence from classes or booking an appointment with a lecturer) contact our departmental secretaries SFlavigny@sgu.edu, Ms. Sherine Flavigny and TCobb@sgu.edu, Tessa Cobb who will forward the question to the relevant personnel unless answered.

Faculty and staff are not obligated to respond to emails after Friday at 4:00 pm.

VISITING SPEAKERS

From time to time visiting speakers may collaborate with teaching faculty for instruction in this course.

COURSE MATERIAL

COPYRIGHT

Copyright 2017 St. George's University. All rights reserved.

Course material, whether in print or online, is protected by copyright. Course materials, in part or in their entirety, may not be copied, distributed or published in any form, printed, electronic or otherwise.

As an exception, students enrolled in the course are permitted to make electronic or print copies of all downloadable files for personal and classroom use only, provided no alterations to the documents are made and that the copyright statement is maintained in all copies.

COURSE WEBSITE

Public Health (PUBH302) course offers a website through MyCourses (Sakai), our learning management system. This site is used for COMMUNICATION (including Announcements, Calendar and Discussion Forums), COURSE TOOLS (including Syllabus, Resources, Tests & Quizzes and Gradebook).

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

To login, go to [myCampus Secure Login \(Carenage\)](#), type in your user ID and password, and click on MyCourses.

ELECTRONIC RESOURCES

Distribution of course material will be in electronic format. Links to external websites are included, where appropriate. In accordance with Committee for Technology based Teaching and Learning (CTTL) recommendation, students are provided with unlocked PDF files, which may be annotated for personal use. This format facilitates active learning, as it allows highlighting and annotations, using a variety of platforms, operating systems and annotation software. Copyright restrictions regarding the duplication of materials apply (see copyright statement above).

Resources folder contains multiple subfolders in which you will be able to find the course material provided.

Please note: electronic versions of course materials posted on the course website are the most up-to-date versions. Due to reproduction deadlines, distributed paper versions may vary from posted electronic versions. It is the responsibility of each student to check on the latest available electronic versions for updates and corrections.

REQUIRED TEXTBOOKS

There is no required textbook. Course resources, including readings, lectures and videos will be available on the Sakai site.

Course Materials: The course schedule, assignments, and syllabus are available on Sakai.

Supplementary Readings:

1. Mary-Jane Schneider. 2016. Introduction to Public Health.

REQUIRED ELECTRONIC EQUIPMENT

Laptop

Students need a personal laptop as specified by SGU Examination Services. It is the responsibility of each student to ensure his/her laptop is in full working condition, as specified by Examination Services, and keep it up to date and equipped for the SGU wireless network at all times.

Clicker

An Audience Response System (clicker) is used to assess student participation and performance in instructional sessions. Its use reflects the participation and performance of the student to whom the device is registered. Misrepresentation of participation and/or performance through the misuse of clickers constitutes academic dishonesty and may result in the dismissal of any student committing such a violation of the Student Code of Conduct.

Throughout the term, a student may use only a single clicker, which has been registered to their name. Clicker devices are not to be shared with any another student, temporarily re-registered under a different name, or used on behalf of any other student. Each student is responsible for the registration of their individual clicker and is further responsible to keep it in full working condition at all times during the course. Any problems with the device should be reported to the Course Director on the day the problem occurs and adequate steps should be taken to resolve the issue, e.g. battery replacement, or repair or replacement of device.

Students are required to bring their clicker to every scheduled teaching session.

COMPONENTS OF THE COURSE

LECTURES

Meetings: 8:30-9:45 am on Tuesdays and Thursdays

Lectures are an essential component of the PUBH 302 course. They are designed to provide students with an outline of what they are expected to know, to prioritize important aspects of course content and to clarify complex materials.

The class schedule may change due to lecture availability. Students will be updated on any changes made.

WEEK	DATE	CONTENT	PRESENTER	ACTIVITY DUE
1	Tues 21 st Jan	Course Introduction	Olagbemi	
	Thur 23 rd Jan	Discussion and research on diverse background of health	Olagbemi	
2	Tues 28 th Jan	Library workshop	Paparo	
	Thur 30 th Jan	Historical perspective of Public Health	Smith	
3	Tues 4 th Feb	Public Health Core Values, Concepts and Functions Across the Globe and in Society	St. Cyr	
	Thur 6 th Feb	Determinants of Diseases	Keku	
4	Tues 11 th Feb	Panel Discussion	Lepis	
	Thur 13 th Feb	Science of Health and Disease Health across the ages	Olagbemi	
5	Tue 18 th Feb	Group PSA recording (Group 1)	Smith	
	Thur 20 th Feb	Group PSA recording (Group 2)	Smith	Blog post
6	Tues 25 th Feb	Group PSA recording (Group 3)	Smith	
	Thur 27 th Feb	Group PSA recording (Group 4)	Smith	
7	Tues 3 rd Mar	Group PSA recording (Group 5)	Smith	
	Thur 5 th Mar	Review (Jeopardy)	Smith	
8	Tues 10th Mar Thur 12th Mar	Mid-term Exam		
9	Tue 17 th Mar			
	Thur 19 th Mar			
10	Tues 24 th Mar			
	Thur 26 th Mar	Online Course on COVID-19	Smith	
11	Tue 31 st Mar	Health Program Planning, Implementation, Monitoring and Evaluation Health	Glasgow	
	Thur 2 nd Apr	Environmental Exposures in Public Health Public	Mark	
12	Tue 14 th Apr	Public Health Data Collection	Smith	
	Thur 16 th Apr	Health Ethics	Macpharson	
13	Tue 21 st Apr	Group Discussion	Smith	Blog post
	Thur 23 rd Apr	Health Policy and Management	Greaves	
14	Tue 28 th Apr	Leadership in Public Health	LaCrette	
	Thur 30 th Apr	Assigned Oral Presentations	Smith	Written report
15	Tue 5 th May	Assigned Oral Presentations	Smith	
	Thur 7 th May	Assigned Oral Presentations	Smith	
16	Tues 12th May Thur 14th May	Final Exam		

POWERPOINT PRESENTATION

Students will be required to present on a community medicine topic which will be both instructor and peer assessed.

The seminar presentation is a culminating experience for the course and is designed to share your knowledge and application of competencies from the course in the form of a 20-minute presentation. This assessment is intended to be a group course performance product where each group will select a particular community issue and apply guidelines (noted below) to develop a presentation (power point format).

Students are required to assume the role of a health care provider and design and present their respective presentations to serve as training for a general public audience. For the respective disease burden, each seminar should include the following knowledge areas as part of the presentation.

Guidelines for seminar presentation topic should include the following:

- Background on the disease
- Transmission, Signs and Symptoms
- Diagnosis
- High Risk Groups
- Prevention Strategies
- Case Management

WRITTEN REPORT

Group oral presentation should be accompanied by a written report.

The standard format for the review paper must consist of the following:

1. Title page
2. Abstract
3. Introduction
4. Body of the review
 - a. Background on the disease
 - b. Transmission, Signs and Symptoms
 - c. Diagnosis
 - d. High Risk Groups
 - e. Prevention Strategies
 - f. Case Management
5. Discussion
6. Conclusion
7. References

Format Standards for Written Work:

- A title page should include the topic, name of course, names of group members and the date submitted.
- Submit work using double-space, 1–inch margins, and 12-point typeface (Times New Roman or Arial).
- Number pages and use a simple header on all pages.
- Edit and proofread all work. Do not solely rely on spell and grammar check.
- Always keep a copy of your work.
- References are required in work that includes citations, quotes, or other people’s ideas. APA (American Psychological Association) referencing should be used <http://www.apastyle.org>.
- The maximum work count for each review paper is 3,000 words with minimum of 15 cited references within the past 5 years of publication.

DICUSSION BLOG

Online discussions are a great tool to extend classroom conversations and learning through continued student engagement with class material online. The course will be accompanied by two public health-related cases with accompanied discussion question(s) which will require students to submit responses. Students are encouraged to critically assess and provide informed opinions on the discussion question. All blog submissions are required to be a minimum of 250 words in length. Students will also have to read every posting and reply to a minimum of 2 posts in a manner that can lend further insight, and/or offer a different perspective. Responses should be a minimum of 100 words in length. Any reference to existing publications must be cited appropriately.

Benefits of using online blog discussion:

- Builds class community by promoting discussion on course topics
- Allows time for in-depth reflection- students have more time to reflect, research & compose their thoughts before participating in the discussion
- Facilitates learning by allowing students to view and to respond to the work of others
- Develops thinking and writing skills

PUBLIC SERVICE ANNOUNCEMENT

In groups, students will prepare a Public Service Announcement (PSA) on a health issue. The goal is to raise awareness on the particular disease the group has chosen. The PSA will be recorded via video and the assessment will be done in groups.

CASE STUDIES

Classes will regularly include case studies and discussions related to the topics previously covered. These Case Studies will be posted on Sakai. All students are expected to read each case scenario and all related readings in advance of the session, and come to class prepared to be an active participant in the discussion.

COURSE AND INSTRUCTOR CRITIQUE

Students are expected to attend all classes and other related academic activities as defined for each course by the course director. One such academic activity is participation in the St. George's University (SGU) Course and Instructor Critique Program.

Student Participation in the Evaluation Process is Mandatory

When requested, students enrolled in a course are expected to complete all required faculty and course evaluations. Failure to complete all required course and instructor critiques will mean that students did not fulfill all course requirements. The critiques coordinator will notify students when evaluation periods have begun and send periodic reminders to ensure that critiques are submitted within the allotted time frame.

The Importance of Evaluation

Evaluation is a necessary component of any course. Just as students anticipate a fair and accurate evaluation of their performance and achievement in a course, SGU requires that faculty and course evaluations be completed each term. Continual evaluation and assessment of faculty ensures that the instructional program not only remains consistent, but also improves to meet the needs and expectations of students.

Feedback

At the beginning of each term, course directors address the class and summarize the results of the course and instructor critiques from the previous term. In this summary, course directors will report areas that students rated highly and areas that received the lowest ratings. For areas receiving low ratings, the course director details what changes were made to address students' concerns, thus ensuring that course evaluation influences course design and delivery.

MID-TERM AND FINAL EXAMS

The midterm and final exams will be cumulative and will cover assigned readings, lecture material and any material that guest speakers may contribute in class.

ASSESSMENT POINTS

The total assessment points that can be earned in the course are listed in the table below:

Assessment	%
Online blogs	5
PSA	15
Midterm	20
Final exam	20
Oral presentation	15
Group paper	20
Participation and attendance	5
Total	100

Disclaimer: To protect against any errors in the calculation of the equivalent raw points above, grades will be determined purely based on the officially published [grading scale \(in percentage scores\)](#) in the Sakai gradebook listed in the scoring and [grading policy \(see below\)](#).

STUDENT SUPPORT

OFFICE HOURS

Appointments can be made through the department secretaries or through the Acuity Scheduling website <https://app.acuityscheduling.com/schedule.php?owner=13307077&calendarID=2486425>

ADDITIONAL ACADEMIC SUPPORT

DES Supplemental Learning (contact Ms. Lisa Findley, DES)

Learning strategists: (DES) Dr. Mondel George MGeorge8@squ.edu

Writing Lab: Ms. Krystal Da Breo kdabreo1@squ.edu

SECTION B: SGU SOM POLICIES AND PROCEDURES

Policies applicable to the course are published in the following documents:

- [Student Manual](#) (General and School of Medicine sections, including the Honor Code)
- Course Syllabus

STUDENT RESPONSIBILITIES

- Attend classes regularly and on time
- Bring fully functional personal clicker to all scheduled sessions
- Respond to all clicker questions presented in class and participate in all formative assessments / assignments
- Check SGU email daily; this is the only official email account that is used to relay messages between University and students.
- Check course website daily for announcements and updates
- Submit online assessments and assignments on time
- Check posted results of assessments on time
- Actively participate in all class activities
- Report illness through the medical self-report system on [myCampus Secure Login \(Carenage\)](#) of the SGU website
- Voice commendations and concerns through class representatives
- Ask for help early if struggling
- Participate in course and instructor evaluations

ATTENDANCE POLICIES AND PROCEDURES

As stated in the Student Manual: "Students are expected to attend all classes for which they have registered. As such, attendance of 80% of lectures is required."

COURSE PARTICIPATION

The school considers participation to be an essential component of professionalism and expects students to attend all educational activities. Required educational activities include but are not limited to lectures, small group discussions and assignments. Missing educational activities is strongly discouraged. Failure

to participate in learning activities may adversely affect grades; if a student misses greater than 20% of required academic activities, the student risks failing the course.

RULES OF CLICKER USAGE

It is the responsibility of each student to bring their own (and only their own) individually assigned clicker to every class session and respond to questions presented during that session. Students are responsible for ensuring that their clicker is registered before the start of classes and fully functional; they should request assistance in testing clicker functionality in case there is any doubt.

Factors that are essential for full clicker functionality include a fully charged battery and setting the correct channel for transmission of the signal. A student is responsible to check full functionality of their individual clicker regularly by monitoring the green LED response after successful response transmission.

Students actively or passively (either for their own, or for someone else's benefit) involved in fraudulent attempts to manipulate examination or participation / submission records may be dismissed for violation of the honor code.

A student caught in possession of multiple clickers inside a class venue may be dismissed for violation of the honor code.

SCORING AND GRADING POLICIES AND PROCEDURES

Grades are awarded objectively based on the percentage of points earned in the course relative to the maximum number of points available in the course. The total number of points available and a breakdown of how these points can be earned are listed in Section A (Course Specific Information) of this document. No additional points are available. Grades are awarded based on the official grading scale of St George's University School of Medicine (see below).

GRADING

At the end of term, the overall performance of a student will be determined as a percentage score, made available to the Registrar's Office and entered into the official St George's University data base.

This percentage score is the basis for the determination of individual grades to appear in a student's transcript, based on the current grading policy of St George's University School of Medicine.

Completion of the minimum required formative assessments is a requirement for satisfactory completion of a course. Students who do not meet the requirement may receive an overall "F" grade for the course.

In case the assessment score of a student is 69.5% or above, but the student does not meet the formative assessment criteria to pass the course, a failing score of 69.4% will replace the student's original percentage score. This constitutes the highest possible failing score, which will be reported to the Registrar's Office for recording of the student's grade.

PLAGIARISM

Plagiarism may be monitored using specialized software after submission of coursework to the Turnitin DropBox. Students are required to adhere to and follow the SGU [Student Manual](#) for SOM.

GRADING SCALE

The current grading scale of St George's University School of Medicine is based on percentage scores as follows:

The following table is intended to help you to determine your letter grade based on raw points earned in the PUBH 302 course:

Percentage %	Letter Grade
100	A+
89.5 - 99.99	A
84.5-89.49	B+
79.5-84.49	B
74.5 -79.49	C+
69.5-74.49	C
64.5-69.49	D
below	F

In order to pass the course the student will need 69.5 points or above, and has to meet all participation criteria (group participation and submission of minimum number of formative assessments). A student fails the course with 69.4 points or less.

REPORTING OF ERRORS

Errors in published scores for electronic examinations (and other course assessments manually entered into the gradebook) must be reported to the Course Director for validation within 48 hours of their publication.

For Online Assessments, where results are accessible upon submission, errors must be reported before the deadline.

Technical errors reported after the deadline will not be considered.

SCHOOL OF ARTS AND SCIENCES

SPRING 2020 PRE-REGISTRATION SCHEDULE

Courses in Red were Cancelled

Crse Prefix	Crse No	Cr	Course Title	Days	Sect	Start	End	Instructor	CRN	SYLLABI SAVED
ACCT	103	3	Introduction to Financial Accounting	Mon & Wed		5:30 PM	6:45 PM	Troy Noel	20068	YES
ACCT	204	3	Financial Accounting	Tue & Thur		1:00 PM	2:15 PM	Troy Noel	20069	YES
ACCT	302	3	Accounting Placement	Field Work				N. Joseph/T. Noel/R. Peters	20710	
ACCT	305	3	Intermediate Accounting	Tue & Thur		10:00 AM	11:15 AM	Ronald A. Peters	20379	YES
ACCT	307	3	Accounting Information Sys. & Risk Analysis	Tue & Thur		1:30 PM	2:45 PM	David Shaw	20535	YES
ACCT	351	3	Managerial Accounting	Mon & Wed		5:30 PM	6:45 PM	Ronald A. Peters	20072	YES
ACCT	401	3	Cost Accounting	Tue & Thur		3:00 PM	4:15 PM	Ronald A. Peters		YES
ACCT	409	3	Cost Accounting & Financial Audit	Mon, Wed, Fri		12:30 PM	1:20 PM	David Shaw	20534	YES
ARTS	103	3	Introduction to Theatre Arts	Fri		1:00 PM	4:00 PM	Francis U. Peters	21550	
ARTS	205	3	Drawing	Tue		5:30 PM	8:00 PM	Asher Maines	21416	YES
BIOL	101	4	Anatomy & Physiology for Health Science I	Mon, Wed, Fri		8:30 AM	10:00 AM	Olufemi Obadina	20245	YES
BIOL	200	3	Botany	Mon & Wed		4:00 PM	5:15 PM	Leon Radix	20949	YES
BIOL	201	3	Natural History of Grenada	Mon & Wed		1:30 PM	2:45 PM	Steve Nimrod/Roxanne Graham	21330	YES
BIOL	202	4	Anatomy & Physiology for Health Science II	Mon, Wed, Fri		8:30 AM	10:00 AM	Feimatta Sowa	20438	YES
BIOL	211	3	Conservation & The Environment	Tue & Thur	0	1:00 PM	2:15 PM	Leon Radix	20386	YES
BIOL	211	3	Conservation & The Environment	Tue & Thur	1	4:00 PM	5:15 PM	Paula Spiniello	21551	
BIOL	215	3	Biology & Diversity of Life	Tue & Thur		4:00 PM	5:15 PM	Roxanne Graham	20951	YES X 2
BIOL	217	3	Grenada Wildlife and Habitats	Mon & Wed		11:30 AM	12:45 AM	Leon Radix	20726	YES
BIOL	220	4	General Biology	Mon, Wed, Fri	0	11:30 AM	12:20 PM	Roxanne Graham	20005	
BIOL	220		General Biology Lab	Fri	0	1:30 PM	3:20 PM	Roxanne Graham	20005	
BIOL	220	4	General Biology - Post Bac	Tue & Thur	1	2:30 PM	3:45 PM	Kafi James	20670	YES X 2
BIOL	220		General Biology Lab	Wed	1	1:30 PM	3:20 PM	Kafi James	20670	
BIOL	221	4	Human Biology	Mon, Wed, Fri		9:30 AM	10:20 AM	Cristofre Martin	20006	
BIOL	221		Human Biology Labs	Fri		10:30 AM	12:30 PM	Cristofre Martin	20006	YES
BIOL	300	3	International Natural Resource Issues	Mon & Wed		1:30 PM	2:45 PM	Patricia Rosa	21552	YES
BIOL	303	4	Biomedical Anatomy	Mon, Wed, Fri		8:30 AM	9:20 AM	Eugene Rennie	20007	
BIOL	303		Biomedical Anatomy Lab	Fri		1:00 PM	4:00 PM	Eugene Rennie	20007	YES
BIOL	320	3	Genetics	Tue & Thur		4:00 PM	5:15 PM	Mary Maj	20008	YES
BIOL	321	3	Molecular Biology	Tue & Thur		8:30 AM	9:45 AM	Felicia Ikolo	20009	YES
BIOL	331	1	Molecular Biology Lab	Tue	0	11:30 AM	1:30 PM	Felicia Ikolo	20009	YES
BIOL	331	1	Molecular Biology Lab	Thur	1	2:30 PM	3:45 PM	Felicia Ikolo	20009	
BIOL	344	3	Cell and Developmental Biology	Mon & Wed		11:30 AM	12:45 PM	Cristofre Martin	20971	YES
BIOL	400	4	Ecological Field Studies	Tue & Thur Fri		10:00 AM 8:30 AM	11:15 AM 12:30 PM	Patricia Rosa		YES
BIOL	401	3	Microbiology	Tue & Thur		10:00 AM	11:15 AM	Joanna Rayner	20011	
BIOL	401	1	Microbiology Lab	Mon		8:30 AM	10:30 AM	Joanna Rayner	20011	YES

BIOL	401	1	Microbiology Lab	Mon		1:30 PM	3:30 PM	Joanna Rayner	20011	
BIOL	407	4	Senior Internship	Field Work				Patricia Rosa/Paula Spiniello	20941	YES
BIOL	420	4	Capstone I					Patricia Rosa/Paula Spiniello		YES
BIOL	441	3	Physiology	Mon, Wed, Fri		9:30 AM	10:20 AM	Thomas Thesen	21272	YES
BIOL	441	1	Physiology Lab	Thur		1:00 PM	5:00 PM	Thomas Thesen	21272	
BIOL	460	4	Human Anatomy	Mon, Wed, Fri		8:30 AM	9:20 AM	Deon Forrester	20013	
BIOL	460		Human Anatomy Lab	Mon & Wed		1:30 PM	3:20 PM	Deon Forrester	20013	YES
BIOL	460		Human Anatomy Lab	Mon & Wed		1:30 PM	3:30 PM	Deon Forrester	20013	
BIOL	460		Human Anatomy Lab	Tue		1:45 PM	2:30 PM	Deon Forrester	20013	
BUSI	204	3	Principles of Marketing	Tue & Thur		11:30 AM	12:45 PM	Naline Joseph	20076	YES
BUSI	206	3	Quality Customer Care/Service	Mon, Wed, Fri		11:30 AM	12:20 PM	Naline Joseph	20396	YES
BUSI	207	3	Personal Finance and Investing	Tue & Thur		1:00 PM	2:15 PM	Zanifa Payne	21466	YES
BUSI	210	3	Business Law	Tue & Thur		2:30 PM	3:45 PM	Lucy Eugene	20711	YES
BUSI	220	3	Business Mathematics	Mon, Wed, Fri		10:30 AM	11:20 AM	David Shaw	20094	YES
BUSI	300	3	Business Placement	Field Work				N. Joseph/R. Peters/T. Noel	20098	
BUSI	301	3	Organizational Behavior	Mon, Wed, Fri		10:30 AM	11:20 AM	TBA	20242	YES
BUSI	303	3	Business Ethics	Mon, Wed, Fri		9:30 AM	10:20 AM	Anthony Andall	20100	YES
BUSI	304	3	International Business	Mon, Wed, Fri		1:30 PM	2:20 PM	Reccia Charles	20101	YES
BUSI	306	3	Corporate Finance	Tue & Thur		11:30 AM	12:45 PM	Zanifa Payne	20102	YES
BUSI	310	3	Human Resource Management	Tue & Thur		1:00 PM	2:15 PM	Anthony Andall	20973	YES
BUSI	319	3	Quantitative Methods	Tue & Thur		4:00 PM	5:15 PM	Curlan Gilchrist	20111	YES
BUSI	327	3	International Trade Regulation	Tue & Thur		10:00 AM	11:15 AM	Lucy Eugene	20713	YES
BUSI	402	3	Investment Analysis	Tue & Thur		4:00 PM	5:15 PM	TBA	21554	YES
BUSI	403	3	International Marketing	Tue & Thur		1:00 PM	2:15 PM	Reccia Charles	20399	YES
BUSI	404	3	Research Methods in Business	Mon, Wed, Fri		12:30 PM	1:20 PM	Shawn Best	20116	YES
BUSI	405	3	Entrepreneurship	Tue & Thur		10:00 AM	11:15 AM	TBA		YES
BUSI	409	3	Strategic Management	Tue & Thur		2:30 PM	3:45 PM	Shawn Best	20122	YES
BUSI	414	3	Operations Management	Mon, Wed, Fri		4:30 PM	5:20 PM	Shawn Best	20126	YES
BUSI	417	3	Managing Across Cultures	Tue & Thur		11:30 AM	12:45 PM	Reccia Charles	21553	YES
BUSI	419	3	International Internship	Field Work				N. Joseph/T. Noel, R. Peters	20999	
BUSI	422	3	Conflict & Negotiation	Tue & Thur		11:30 AM	12:45 PM	Rachael Ross	20403	YES
BUSI	424	3	Sales Management	Tue & Thur		2:30 PM	3:45 PM	TBA	20405	YES
BUSI	438	3	Sustainable Tourism Planning and Development	Mon, Wed, Fri		10:30 AM	11:20 AM	Naline Joseph	21555	YES
BUSI	481		Independent Study						21210	
CHEM	001	3	Foundation Chemistry	Mon, Wed, Fri		2:30 PM	3:20 PM	Tobias Clement	20014	YES
CHEM	001	1	Foundation Chemistry Lab	Tue		3:00 PM	5:00 PM	Tobias Clement	20014	
CHEM	122	3	General Chemistry I	Mon Wed		2:30 PM 3:30 PM	3:20 PM 5:20 PM	Winthrop Wiltshire	20015	YES
CHEM	122	3	General Chemistry I - Pre med & 6yr MD	Mon & Wed	1	10:30 AM	11:45 AM	Trevor Wild man	21469	
CHEM	123	1	General Chemistry I Lab	Mon		4:30 PM	7:00 PM	Kafi James	20016	YES
CHEM	124	3	General Chemistry II	Tue & Thur	0	4:30 PM	5:45 PM	Winthrop Wiltshire	20017	YES
CHEM	124	3	General Chemistry II - Pre med & 6yr MD	Tue & Thur	1	10:00 AM	11:15 AM	Trevor Wild man	21379	
CHEM	125	1	General Chemistry II Lab	Wed		4:00 PM	7:00 PM	Kafi James	20018	YES

CHEM	130	4	General Concepts in General Chemistry I (Jan 20 - March 9)	Mon, Tue, Wed, Thur, Fri		1:00 PM	2:15 PM	Trevor Wild man	21556	
CHEM	219	4	General Concepts in Organic Chemistry I (March 9 - May 8)	Mon, Tue, Wed, Thur, Fri		1:00 PM	2:15 PM	Richard Jacques	21557	YES
CHEM	222	3	Organic Chemistry I	Mon Wed		2:30 PM 3:30 PM	4:20 PM 4:20PM	Richard Jacques	20019	YES
CHEM	223	1	Organic Chemistry I Lab	Wed		4:30 PM	7:30 PM	Richard Jacques	20020	YES
CHEM	224	3	Organic Chemistry II	Mon, Fri Wed		4:30 PM 10:30 AM	5:20 PM 11:20 AM	Teddy Ikolo	20021	YES
CHEM	225	1	Organic Chemistry II Lab	Mon		5:30 PM	7:30 PM	Teddy Ikolo	20022	YES
CHEM	300	3	Biochemistry for Life Sciences	Tue & Thur		10:00 AM	11:15 AM	Teddy Ikolo	21212	YES
CHEM	300	1	Biochemistry for Life Sciences - Lab	Fri		11:30 AM	12:45 PM	Teddy Ikolo	21212	YES
CHEM	450	3	Biochemistry	Mon, Wed, Fri		10:30 AM	11:20 AM	About Ghalayini	20023	YES
CHEM	451	1	Biochemistry Lab	Thur		11:30 AM	2:00 PM	About Ghalayini	20539	YES
CHEM	451	1	Biochemistry Lab	Tue		2:30 PM	3:45 PM	About Ghalayini	20539	YES
COMH	201	3	Community Health	Tue & Thur		8:30 AM	9:45 AM	Lauren Orlando	20117	YES
COMM	200	3	Introduction to Mass Communication	Tue & Thur		2:30 PM	3:45 PM	Queen Annie Gill	21558	
COMM	204	3	Public Speaking	Tue & Thur	0	10:00 AM	11:15 AM	Queen Annie Gill	21571	
COMM	204	3	Public Speaking	Tue & Thur	1	1:00 PM	2:15 PM	Ronald Charles	21559	YES
COMM	204	3	Public Speaking	Tue & Thur	2	5:30 PM	6:45 PM	Ronald Charles	21560	
COMP	106	3	Computer Graphics	Tue & Thur		2:30 PM	3:45 PM	Senthilkumar Somasundaram	20408	YES X 2
COMP	111	3	Computer Concepts & Application	Tue & Thur	0	11:30 AM	12:45 PM	Teah Cummings	20538	
COMP	111	3	Computer Concepts & Application	Tue & Thur	1	1:00 PM	2:15 PM	Cindy-Ann Alexander	20550	
COMP	111	3	Computer Concepts & Application	Tue & Thur	2	2:30 PM	3:45 PM	Chrislyn Charles-Williams	20551	YES
COMP	111	3	Computer Concepts & Application	Tue & Thur	3	4:00 PM	5:15 PM	Frederick Belfon	20977	
COMP	111	3	Computer Concepts & Application	Tue & Thur	4	5:30 PM	6:45 PM	TBA	20846	
COMP	200	3	Network Technology	Tue & Thur		1:00 PM	2:15 PM	Aleksandr Myllari	20626	YES
COMP	202	3	Computer & Information Systems	Tues & Thur		8:30 AM	9:45 AM	Chrislyn Charles-Williams	20181	YES
COMP	205	3	Introduction to Programming	Mon & Wed		4:00 PM	5:15 PM	Tatiana Myllari	21166	YES X 2
COM	225	3	Introduction to Android Development	Tue		5:30 PM	8:00 PM	Keston Bhola	21210	YES
COMP	226	3	Advanced Android Development	Tue		5:30 PM	8:00 PM	Keston Bhola	21514	
COMP	301	3	PC Hardware & Operating System	Mon & Wed		5:30 PM	6:45 PM	Senthilkumar Somasundaram	20410	YES X 2
COMP	305	3	Advanced Programming I	Mon & Wed		11:30 AM	12:45 PM	Tatiana Myllari	20594	YES X 2
COMP	311	3	Management Technology & Innovation	Mon & Wed		8:30 AM	9:45 AM	Michael Roberts	20625	YES
COMP	312	3	IT Entrepreneurship	Thur		5:30 PM	8:00 PM	Glendon Languaine	20794	YES
COMP	402	3	System Design and Implementation	Tue & Thur		10:00 AM	11:15 AM	Thompson Cummings	20750	YES
COMP	405	3	Information Technology Project	Tue & Thur		11:30 AM	12:45 PM	M. Roberts/Senthilkumar Somasundaram	20885	YES X 2
COMP	406	3	Information System Security	Mon & Wed		1:00 PM	2:15 PM	Keston Bhola	20412	YES X 2
COMP	407	3	Information System Analysis	Tue & Thur		4:00 PM	5:15 PM	Thompson Cummings	20976	YES
COMP	410	3	Service Learning	Tue		11:30 AM	2:00 PM	Thompson Cummings	21172	YES
COMP	412	3	E-Commerce	Tue & Thur		8:30 AM	9:45 AM	Michael Roberts	20414	YES
COMP	420	3	Database System	Mon & Wed		10:00 AM	11:15 AM	Keston Bhola	20197	YES X 2
ECON	100	3	Principles of Economics	Mon, Wed, Fri		4:30 PM	5:20 PM	Gregory Renwick	20709	YES

ECON	201	3	Microeconomics	Tue & Thur		5:30 PM	6:45 PM	Lennox Andrew	20136	YES
ECON	202	3	Macroeconomics	Mon, Wed		5:30 PM	6:45 PM	Gregory Renwick	20139	YES
ENGL	002	3	Foundation English	Mon, Wed, Fri	0	9:30 AM	10:20 AM	Pauline Waldron	21167	
ENGL	002	3	Foundation English	Mon, Wed, Fri	1	12:30 PM	1:20 PM	Leonie St. Juste	21082	YES
ENGL	002	3	Foundation English	Tue & Thur	2	4:00 PM	5:15 PM	TBA	21004	
ENGL	107	3	College English I	Tue & Thur	0	4:00 PM	5:15 PM	June Douglas	21281	
ENGL	107	3	College English I	Mon, Wed, Fri	1	8:30 AM	9:20 AM	Leonie St. Juste	21282	YES
ENGL	107	3	College English I	Tue & Thur	2	2:30 PM	3:45 PM	Pauline Waldron	21283	
ENGL	107	3	College English I	Mon, Wed, Fri	3	10:30 AM	11:20 AM	June Douglas	21284	
ENGL	205	3	Business Communication	Mon & Wed		5:30 PM	6:45 PM	Ronald Charles	20898	YES
ENGL	213	3	College English II	Tue & Thur	0	5:30 PM	6:45 PM	Queen Annie Gill	21285	
ENGL	213	3	College English II	Mon, Wed, Fri	1	11:30 AM	12:20 PM	Leonie St. Juste	21286	YES
ENGL	213	3	College English II	Tue & Thur	2	11:30 AM	12:45 PM	Pauline Waldron	21287	
ENGL	213	3	College English II	Mon, Wed, Fri	3	8:30 AM	9:20 AM	June Douglas	21288	
ENGL	323	3	Organizational Communication	Tue & Thur		11:30 AM	12:45 PM	Antonia MacDonald/Queen Annie Gill/Reccia Charles	20420	YES
ENGL	335	10	Foundations for Communication - EMP	Mon, Wed, Thur Fri		8:30 AM 1:00 PM	10:10 AM 2:40 PM	TBA	21561	YES
ENGL	336	4	Foundations for Medical Communication - EMP	Tue Thur Fri		4:00 PM 12:00 PM 10:30 AM	5:15 PM 1:15 PM 11:20 AM	TBA	21562	YES
ENGL	337	3	Integrated Medical Communication - EMP	Mon Thur		12:00 PM 11:30 AM	1:15 PM 12:45 PM	TBA	21563	YES
ENGL	338	1	Applied Medical Communication - EMP	Tue		10:30 AM	11:20 AM	TBA	21564	YES
FREN	101	3	Introductory French I	Tue		2:30 PM	4:30 PM	Mae Breedy-Patterson	21383	YES
FREN	201	3	Intermediate French I	Tue & Thur		1:00 PM	2:15 PM	Mae Breedy-Patterson	21239	YES
GENL	105	1	Introduction to University Life - (Jan 20- Mar 9)	Mon	0	8:30 AM	10:20 AM	TBA	20048	
GENL	105	1	Introduction to University Life (Jan 22 - Mar 11)	Wed	1	5:30 PM	7:20 PM	Lornadale Charles	20118	YES
GENL	105	1	Introduction to University Life	Fri	2	11:00 AM	1:00 PM	Lornadale Charles/Krystal Da Breo		
GENL	302	2	Community Service I	Field Work				Dionne Gittens	20049	
GENL	400	1	Professional Development	Mon		2:30 PM	3:20 PM	Lornadale Charles	20876	YES
MATH	001	3	Foundation Mathematics	Tue & Thur	0	8:30 AM	9:45 AM	TBA	20054	YES
MATH	001	3	Foundation Mathematics	Tue & Thur	1	5:30 PM	6:45 PM	TBA	20855	
MATH	120	3	College Math	Tue & Thur	0	8:30 AM	9:45 AM	TBA	20540	
MATH	120	3	College Math	Tue & Thur	1	5:30 PM	6:45 PM	TBA	20541	YES X 2
MATH	120	3	College Math	Mon, Wed, Fri	2	4:30 PM	5:20 PM	TBA	20921	
MATH	131	3	Math for Physical Sciences (post bac & Biol Students)	Tue & Thur		8:30 AM	9:45 AM	Winthrop Wiltshire	20902	YES
MATH	203	3	Mathematics for IT	Mon & Wed		2:30 PM	3:45 PM	Tatiana Myllari	20860	YES X 2
MATH	220	3	Statistics	Tue & Thur	0	1:00 PM	2:15 PM	Curlan Gilchrist	20057	YES X 2
MATH	220	3	Statistics	Tue & Thur	1	5:30 PM	6:45 PM	Aleksandr Myllari	20499	
MBIO	205	3	Principles of Ocean Science	Tue & Thur		8:30 AM	9:45 AM	Clare Morrall	20875	YES
MBIO	207	3	Caribbean Living Oceans	Mon & Wed		10:00 AM	11:15 AM	Steve Nimrod	20721	YES
MBIO	308	3	Tropical Marine Ecology	Tue & Thur		11:30 AM	12:45 PM	Clare Morrall	21566	YES

MBIO	415	4	Ichthyology & Fisheries Science	Tue & Thur Fri		2:30 PM 1:30 PM	3:45 PM 3:30 PM	Steve Nimrod	21565	YES
MBIO	XXX	4	Freshwater & Estuarine Ecology	Mon & Wed Fri		11:30 AM 8:30 AM	12:45 PM 12:30 PM	Paula Spiniello		
MUSI	101	1	Chorale Ensemble I	Fri		4:30 PM	6:15 PM	Rose-Ellen Duncan	20059	
MUSI	102	3	Music Appreciation	Mon, Wed, Fri		11:30 AM	12:20 PM	Rose-Ellen Duncan	21301	YES
MUSI	111	1	Choral Ensemble II	Fri		4:30 PM	6:15 PM	Rose-Ellen Duncan	20516	
MUSI	121	1	Chorale Ensemble III	Fri		4:30 PM	6:15 PM	Rose-Ellen Duncan	20530	
NURS	106	3	Introduction to Professional Nursing	Mon & Wed		3:00 PM	4:15 PM	Jennifer Solomon		YES
NURS	201	3	Microbiology for Nursing	Mon & Fri		9:30 AM	10:45 AM	Avi Bahadoor - Yetman	21333	YES X 2
NURS	201	1	Microbiology for Nursing Lab	Fri		1:00 PM	3:30 PM	Avi Bahadoor - Yetman	21333	
NURS	214	4	Nursing Practicum II	Wed		12:00 PM	7:00 PM	Kathleen Collier	21332	YES
NURS	300	3	Adult Health Nursing I	Tue & Thur		2:30 PM	3:45 PM	Jule Lindsay	21329	

NURS	300	1	Adult Health Nursing I Lab	Tue & Thur		5:30 PM 12:00 PM	6:30 PM 2:00 PM	Kathleen Collier	21329	YES
NURS	320	4	Gerontological Nursing with Practicum	Tue & Thur		11:30 AM	12:45 PM	Jule Lindsay	21476	YES
NURS	315	3	Specialized Nursing & Informatics	Tue & Thur		2:30 PM	3:45 PM	Jennifer Solomon	21388	YES
NURS	324	4	Practicum IV	Wed		7:00 AM	2:30 PM	Kathleen Collier	21389	YES
NURS	326	3	Collaboration and Communication in Healthcare	Tue & Thur		9:30 AM	10:45 AM	Jennifer Solomon	21385	YES
NURS	402	3	Adult Health Nursing II - 20-64 Yrs	Mon Fri		1:30 PM 3:30 PM	2:45 PM 4:45 PM	Jule Lindsay	21386	YES
NURS	402	1	Adult Health Nursing II - 20-64 Yrs Lab	Mon Fri		3:00 PM 1:00 PM	5:00 PM 3:00 PM	Kathleen Collier	21386	
NUTR	201	3	Nutrition	Tue & Thur		5:30 PM	6:45 PM	Karlene Gibbs	20061	YES
PCLN	301	1	Learning Strategies for Pre-Profes. Programs - CFP	Tue Thur	0	11:30 AM 10:30 AM	12:20 PM 11:20 AM	Kiku Tupper & Mondel George	21479	
PCLN	301	1	Learning Strat. For Pre-Prof Program - FTV, PVET	Tue Fri	1	11:30 AM 9:30 AM	12:20 PM 10:20 AM	Cherrise Mahabir-Cletus & Peter Slinger	21478	YES
PCLN	301	1	Learning Strat. For Pre-Prof Program - PMED	Tue Fri	3	11:30 AM 9:30 AM	12:20 PM 10:20 AM	Renee Thomas/Alyson Reuben	21477	
PCLN	302	3	Communication for the Health Professional I	Wed Fri		8:30 AM 11:30 AM	9:20 AM 12:20 PM	Karina Daniel	21481	YES
PCLN	303	3	Communication for the Health Professional II	Mon & Wed		10:30 AM	11:45 AM	Jill Paterson	21482	YES
PCLN	380	2	Clinical Cases	Fri	0		5:00 PM 3:00 PM	Glenda DeRiggs-Ventour	21483	YES
PCLN	391	3	Interpreting Health Science Research	Tue & Thur		8:30 AM	9:45 AM	Ian Baptiste	21484	YES
PHYS	200	4	Physics for Life Sciences	Tue & Thur		8:30 AM	9:45 AM	Ramsay Saunders	20938	YES
PHYS	200		Physics for Life Sciences	Wed		10:30 AM	12:30 PM	Ramsay Saunders	20938	
PHYS	201	4	General Physics I	Tue & Thur		10:00 AM	11:15 AM	Alister James/R.Saunders	20025	YES
PHYS	201		General Physics I Lab	Tue		2:30 PM	4:30 PM	Alister James/Ramsay Saunders	20025	
PHYS	202	4	General Physics II	Mon, Wed Wed		1:30 PM 2:30 PM	2:20 PM 3:20 PM	Alec St. Bernard/R.Saunders	20026	YES
PHYS	202		General Physics II Lab	Thur		3:00 PM	5:00 PM	Alec St. Bernard/R. Saunders	20026	
PHIL	107	3	Critical Reasoning	Mon & Wed		9:30 AM	10:45 AM	Oliver Benoit	21567	YES
PHIL	201	3	Moral Philosophy	Mon, Wed, Fri		4:30 PM	5:20 PM	Asher Maines	21568	YES
POLI	205	3	Caribbean Government & Politics	Mon, Wed, Fri		1:30 PM	2:20 PM	Damian Greaves	21390	YES
PSYC	201	3	Introduction to Psychology	Tue & Thur		4:00 PM	5:15 PM	TBA	20066	YES
PSYC	202	3	Social Psychology	Mon, Wed, Fri		11:30 AM	12:20 PM	Wendy Romain	20484	YES
PSYC	205	3	Health Psychology	Tue & Thur		2:30 PM	3:45 PM	Donnette Narine	20124	YES
PSYC	206	3	Psychology of Personality Theories	Tue & Thur		4:00 PM	5:15 PM	Justina Aire	21391	
PSYC	210	3	Sensation and Perception	Tue & Thur		8:30 AM	9:45 AM	Wendy Romain	20432	YES
PSYC	211	3	Principles and Theory of Learning	Mon & Wed		5:30 PM	6:45 PM	Ian Baptiste	20512	YES
PSYC	302	3	Abnormal Psychology	Tue & Thur		5:30 PM	6:45 PM	Donnette Narine/TBA	20162	YES
PSYC	307	3	Developmental Psychology	Mon & Wed		4:30 PM	5:45 PM	Justina Aire	20515	
PSYC	311	3	History and System of Psychology	Tue & Thur		11:30 PM	12:45 PM	Akasha Pete Saunders	20142	
PSYC	405	4	Essentials of Psychological Testing	Mon, Wed, Fri		3:30 PM	4:20 PM	TBA	21222	
PSYC	408	3	Industrial and Organizational Psychology	Tue & Thur		1:00 PM	2:15 PM	Justina Aire	20689	

PSYC	410	3	Psychology Field Experience	Fri		8:30 AM	11:30 AM	TBA	21290	
PSYC	411	3	Introduction to Psychopathology	Tue & Thur		6:00 PM	7:15 PM	B.Kirkby/V.Narine-Ramnauth	21485	YES
PUBH	302	3	Public Health	Tue & Thur		8:30 AM	9:45 AM	Pauline Smith	21418	YES
SOCI	201	3	Introduction to Sociology	Tue & Thur		2:30 PM	3:45 PM	Wendy Crawford-Daniel	20146	YES
SOCI	301	3	The Family	Mon, Wed, Fri		9:30 AM	10:20 AM	Lornadale Charles	21488	YES
SOCI	302	3	Classical Social Theory	Tue & Thur		10:00 AM	11:15 AM	Oliver Benoit	21569	YES
SOCI	303	3	Social Structure & The Caribbean Society	Mon, Wed, Fri		8:30 AM	9:20 AM	Damian Greaves	21000	
SOCI	306	3	Globalization & Development	Tue & Thur		2:30 PM	3:45 PM	Gregory Renwick	21417	YES
SPAN	101	3	Introductory Spanish I	Mon, Wed, Fri		1:30 PM	2:20 PM	Caron Juerakhan	20153	YES
SPAN	102	3	Introductory Spanish II	Mon, Wed, Fri		12:30 PM	1:20 PM	Caron Juerakhan	21224	YES
SPAN	201	3	Intermediate Spanish I	Mon, Wed, Fri		2:30 PM	3:20 PM	Caron Juerakhan	20905	YES
SSCI	201	3	Introduction to Caribbean Studies	Tue & Thur		9:30 AM	10:45 AM	Antonia MacDonald	20642	YES
SSCI	202	3	Introduction to Empirical Research	Tue & Thur		11:30 PM	12:45 PM	Wendy Crawford-Daniel	21570	YES
SSCI	406	3	Popular Culture	Wed		4:00 PM	7:30 PM	Antonia MacDonald	21489	YES
SSCI	411	3	Empirical Research Project	Mon, Wed, Fri Wed		11:30 AM 12:30 PM	12:20 PM 1:20 PM	Wendy Crawford-Daniel	21293	YES
SSCI	412	3	Social Science & Medicine	Mon, Wed Wed		3:45 PM 4:45 PM	4:35 PM 5:35 PM	Damian Greaves	20067	YES
SSCI	480	3	Independent Studies in Social Sciences	Fri		2:30 PM	5:15 PM	Lornadale Charles	20152	
VSCI	301	2	Introduction to Veterinary Science & Medicine	Mon, Wed		9:30 AM 1:30 PM	10:20 AM 3:30 PM	Mercedes Velazquez	20285	YES
VSCI	400	3	Basic Animal Physiology	Mon, Wed & Thur		12:30	1:20 PM	Hector Zerpa	20972	YES



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: SOCI 201 – Introduction to Sociology
Number of Credits: 3
Days and Times: Tues & Thurs; 2:30-3:45pm
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): [Click or tap here to enter text.](#)

Course Lecturer Name(s): **Wendy Crawford-Daniel**
Course Director Name: **Wendy Crawford-Daniel, Ph.D**

Course Lecturer(s) Contact Information: wcrawford@sgu.edu; 3152
Course Director Contact Information: wcrawford@sgu.edu; 3152

Course Lecturer(s) Office Hours: Mon, Wed, Tues & Thurs; 9:00am – 11:00am
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Ballsier Building - upstairs
Course Director Office Location: N/A

Course Support: **Nikisha Thomas; nstomas@sgu.edu; 3692**

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to introduce sociology both to those who will go on to specialize in this discipline or any area of social science, and those for whom this course will be their formal exposure to the subject. It will introduce students to the basic concepts of sociology and the major sociological perspectives. The course is therefore largely theoretical and conceptual in nature and foundational in intent. It also examines Caribbean culture, the nature of Caribbean society, and some of its most important institutions and will assist in a more critical and analytical treatment of contemporary social issues.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

1. Demonstrate an understanding of sociological perspectives and methods using a range of concepts, theories and approaches.
2. Analyze the various structures of power/stratification of society.
3. Critically analyze the structure of Caribbean social institutions.
4. Identify, describe and explain the basic social components of Caribbean society.

Student Learning Outcomes:

1. Identify, describe and explain basic concepts of Sociology.
2. Demonstrate an understanding of 3 classical sociological perspectives and 3 methods of Sociology.
3. Analyze the structures of power/stratification of society.
4. Critically analyze the structure of Caribbean social institutions.
5. Use a range of sociological concepts, theories and perspectives to critically analyze contemporary social issues.

Program Outcomes Met By This Course:

Students should be able to:

- PO.1 Apply classical and contemporary sociological perspectives to explain complex social issues and problems; particularly, Caribbean social reality.
- PO.2 Demonstrate their critical thinking skills to sociological analysis.
- PO.3 Employ sociological research methods to investigate and explain social issues.
- PO.4 Provide the foundation needed in building students intellectual capacity to articulate perspectives related to various sociological issues and the methodologies used for researching those issues. Provide the foundation needed in building students intellectual capacity to articulate perspectives related to various sociological issues and the methodologies used for researching those issues.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
B+ = 84.5 - 89.4%
B = 79.5 - 84.4%
C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%
F = 65% or less

Course Materials:

Text: Tischler, H.L. (2007). Introduction to Sociology. (9th Ed.) Wadsworth: Australia.

Supplementary Readings/Resources: Barrow, C. & Reddock, R. (2001). Caribbean sociology: Introductory Readings. Ian Randle. Kingston: Jamaica

Giddens, A. (2001). Sociology (6th Ed.) Polity Press. Cambridge: U.K

Mustapha, N. (2006). Sociology for Caribbean students. Vol. 1, Society and Culture. Ian Randle. Mona: Jamaica

Course Grading Requirement:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Papers:	55 points
Presentation:	35 points
Participation:	10 points

Course Requirements:

During the first half of the semester students will be required to prepare individual reaction papers, and conduct mini research undertakings on the topics covered. That will cover 40% of the student's overall mark

During the second half of the semester students will work in small groups to research and present to the class, one of each of the topics listed on the schedule. You are expected to apply the theories discussed in the first half of the semester to your chosen topic. You are also expected to get creative in doing so and evidence of research and critical thinking is essential aspects of the presentations. The presentation along with the write up on the topic will account for 50 percent of the student final grade.

Students are required to attend each of the presentations, read and prepare questions to administer to the presenters. Attendance and participation at group presentations will account for 10% of your final grade.

Schedule of final presentations will be provided during the first half of the semester.

Course Schedule:

Timetable: Spring 2020- Tuesdays and Thursdays 2:30 - 3:45

Course Information, Course Assignments

- **What is Sociology**
- **The Branches of Sociology**
- **The Origin and Development of Sociology**

Assignment (5 pts)

- **Sociology as a Science:**
- **World View**
- **Caribbean Sociological Perspectives/Sociology and Human Rights (guest – Dr. Wayne Sandiford)**
-

Assignment (5 pts)

- **Functionalist and Neo Functionalist (5 pts)**
- **Conflict Theory Marxist and Neo-Marxist (5 pts)**

Assignments (10 pts)

Interpretive Theories: Symbolic Inter-actionist; Phenomenology; Ethno-methodology

Assignment (5 pts)

Sociological Research:

- **Social Research Designs**
- **Ethics and Research**

Assignment (5 pts)

Multiculturalism and Diversity

Assignment (5 pts)

Class-Based Theories of Stratification

- **Types of social stratification**
- **Types and patterns of social mobility**

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

- **Social stratification in the Caribbean (Haiti)**
Assignment (5 pts)

Mid-Term Exam Week

- **Library Visit – Conducting Library Research (Library)**

Crime and Violence – Drugs, Alcohol & Juvenile Justice

Culture and Society

Caribbean/Grenada Cultural Heritage (Guest)

Immigration and Migration

Education and Health

Aging,

Death, Dying and Bereavement

Presentations

Presentations

Presentations

Review

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Choose an item.

GENERAL COURSE INFORMATION

Course Code and Title: SOCI301: The Family
Number of Credits: 3
Days and Times: Mondays, Wednesdays, Fridays (9:30 a.m. – 10:20 a.m.)
Semester and Year: Spring, 2020
Classroom Location: SAH – Middle Room
Pre-requisite(s): None

Course Lecturer Name(s): Ms. Lornadale L. Charles, MA
Course Director Name: Dr. Oliver Benoit, PhD

Course Lecturer(s) Contact Information: Ms. Lornadale L. Charles, MA
Course Director Contact Information: obenoit@sgu.edu, PhD

Course Lecturer(s) Office Hours: By Appointments only
Course Director Office Hours: NA

Course Lecturer(s) Office Location: By Appointments only
Course Director Office Location: NA

Course Support: Ms Phillip nphillip2@sgu.edu +1 444 4175 ext 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course will provide an overview of the family as a key social institution of society that is constantly changing. It will examine the nature of these changes and implications for the future of the family, and by extension the society. The course is organized in six (6) thematic sections: historical and theoretical perspective of the family; different types of families; intimate relationships; family crisis; parenting; alternative families; and family policy.

Course Objectives:

1. Develop concepts, theories and historical development of the family.
2. Write critically about the nature of the family, and family issues Apply the fundamental categories

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

of social theory to the analysis of social problems.

3. Enable identification with critical problems related to family life as the family undergo social changes.
4. Demonstrate an understanding for broader social changes in society.

Student Learning Outcomes:

1. Develop an overview of the family as a key social institution of society
2. Examine the nature of the changes and implications for the future of the family
3. Develop an understanding of historical and theoretical perspective of the family; different types of families; intimate relationships; family crisis; parenting; alternative families; and family policy

Program Outcomes Met By This Course:

- GE PO-1 Apply classical and contemporary sociological perspectives to explain complex social issues and problems, particularly Caribbean social reality.
- GE PO-2 Apply their critical thinking skills to sociological analysis.
- GE PO-3 Apply sociological research methods to investigate and explain social issues.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
B+ = 84.5 - 89.4%
B = 79.5 - 84.4%
C+ = 74.5 - 79.4%
C = 69.5 - 74.4%
D = 64.5 - 69.4%
F = 65% or less

Course Materials:

Text: Click or tap here to enter text.

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

- Three Papers 2 at 10% final Paper 20% (40%)
- Attendance 30%
- Participation Before Pre Mid-term 12.5%
- Participation Post Most Mid-term 12.5%
- In class Group Activity Pre Mid-term 5%

Course Requirements:

Students will be required to submit four papers, 3-5 pages (double space) on each of the thematic areas (40 %).

Attendance and participation in class discussions will account for 60%

Course Schedule:

Click or tap here to enter text.

Jan. 20.- Wk. 1	What is Family?
	Introduction to the Concept of family
	Class Discussion on Family Arrangements – Share information about your own family
Reading:	Gittins - <i>The Family in Question</i> – Ferguson 1 – 11

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Jan. 27. - Wk. 2 <u>Family and Kinship Relations</u>
Sentiments and Expectations of family relations
Ideal-Type images of the American family
Core kinship characteristics
<u>Reading:</u> Bernard, Jessi.1981. <i>The Good-Provider Role</i> . American Psychological Ass.

-
Feb. 3 – Wk. 3 <u>The Economics of Caribbean Family Relations (18-19 Century)</u>
North American Family Formation
1. <u>Reading</u> Moitt, Bernard. 2001. <i>Marriage, Family Life, Reproduction. Women and Slavery in the French Antilles</i>

Feb. 10 - Wk. 4 <u>Historical Change and Caribbean Family (Early 20th.Century)</u>
<u>Reading:</u> MacDonald,Malcolm.1938. <i>Lack of Family Life</i> . The Moyne Report.

RESPONSE PAPER # 1 due Feb 13

Feb. 17 - Wk. 5 <u>Economic Change in the USA- the Good Provider Husband Family Arrangements</u>
<u>Reading:</u> Zinn – <i>Feminist Rethinking</i> 11-20. I Ferguson # 2

Feb. 24 - Wk. 6 <u>Britain’s Class System & the Production of Deviant Mothers</u>
<u>Reading:</u> Spensky, Martine.1992. <i>Producers of Legitimacy</i>

March 2. – Wk. 7 <u>Defining Family Arrangements Versus Marriage</u>
<u>Reading.</u> Douglas, Claude..2003. <i>Collective Childcare. When the Village was Extended Family</i>

RESPONSE PAPER # 2 due March 12

March 09 - Wk. 8: **MID-TERM EXAMS**

March 16 Wk. 9 **NO CLASSES**

March 23 - Wk. 10 <u>Coupling & Partnering in the Caribbean & USA</u>
Readings: Cohabitation, How women experience battering, Grounds for Marriage, how relationships succeed or fail, Single Parent families

March 30 - Wk. 11 <u>Coupling & Partnering in the Caribbean & USA (Continue)</u>
<u>Reading:</u> Smith, Raymond. 1987. <i>Hierarchy and the Dual Marriage System in West Indies Society</i>
Shayl Griffith & Wendy Grolnick. 2013. Parenting in the Caribbean: a look at structure and autonomy support.
Left Behind: The Experiences of Children of the Caribbean Whose Parents Have Migrated. Mona Dillon and Christine A. Walsh 2012.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

April 6 - Wk. 12 Family Stability in Cohabitation /Non-Marital Arrangements
GOOD FRIDAY HOLIDAY (APRIL 10)
<u>Readings:</u> Romantic Love Whyte – <i>Choosing Mates - the American Way</i> Ferguson #10
Liquid love? Dating apps, sex, relationships and the digital transformation of intimacy Mitchell Hobbs, Stephen Owen, Livia Gerber

April 13 - Wk. 13 Controversial Family, Sexual Intimacy & Reproduction Issues
EASTER MONDAY HOLIDAY (APRIL 13)
<u>Reading.</u> - Bazelon, Emily. October 2016. <i>Family Planning</i> , The New York Times

April 20 – Wk. 14 Family Crises, Separation, Divorce. Aging & Death
<u>Reading</u> - Singletary, Donald. 1985. <i>You New Women Want It All</i>

April 27 – Wk. 15
Course wrap up and evaluation

RESPONSE PAPER # 3 due May 6

May 11 – Wk. 17 – FINAL

Appendix

Post Mid-term online Discussion

Discussion Board Rubric and Participation in Class (online) Discussions Scoring information

Your messages should be significant thus helping the discussion to move forward. There are a variety of ways you can do this (**see below**) including generally in some combination over the course of the week or within a posting:

- i. Providing concrete examples, perhaps from your own experience (s).
- ii. Describing possible consequences or implications.
- iii. Challenging something that has been posted in the discussion – perhaps by playing “devil’s advocate.”
- iv. Posing a clarifying question.
- v. Suggesting a different perspective or interpretation.
- vi. Pulling in related information from other sources – books, articles, websites, other courses, etc.

Please note that your participation score for a given week will be based on the number and quality of messages you post to that week’s discussion. Participation will be evaluated in terms of quality as well as quantity, based on the following scale:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Criteria	Excellent	Good	Fair	Poor
Timeliness and Quantity of discussion responses.	3/4 or more Postings well distributed throughout the week.	2/3 postings distributed throughout the week.	2/3 postings Postings not distributed throughout the week.	1/2 postings Postings not distributed throughout the week.
Responsiveness to discussion topic and demonstration of knowledge and understanding from assigned readings.	Readings were Understood and incorporated into discussion as it relates to the topic.	Readings were understood and incorporated into discussion as it relates to topic.	Little use made of the readings.	Little or no use made of readings postings have questionable relationship to discussion question and or readings they are non - substantive.
Ability of postings being able to move discussion forward.	Two or more responses add significantly to the discussions identifying important relationships" offering a fresh perspective or critique of a point offers supporting evidence.	At least one posting adds significantly to the discussion.	At least two postings supplement or add moderately to the discussion.	Postings do little to move discussion forward.
POINTS	4	3	2	1

Protocol for posting threads and contributing to an online discussion are as follows:

- ❖ Postings should be evenly distributed during the discussion period (not concentrated all on one day or at the beginning and/or end of the period).
- ❖ Maximum post per week by student three, minimum two.
- ❖ Postings should be a minimum of one short paragraph and a maximum of two paragraphs.
- ❖ Avoid postings that are limited to 'I agree' or 'great idea', etc. If you agree (or disagree) with a posting, then say why you agree by supporting your statement with concepts from the readings and by bringing in a related example or experience.
- ❖ Address the questions as much as possible (don't let the discussion stray).
- ❖ Try to use quotes from the articles that support your postings/points. Also include page numbers when you do that.
- ❖ Use proper netiquette (proper language, grammar, typing, etc.)

Scoring

Three discussion scores for a particular discussion will be relatively common. It is important to note that Four-point discussion scores, will be more difficult because of the type and number of messages required; this will require deeper, more critical thought about the content.

Finally, make sure your posted comments are CRISP :

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Considerate You may have strong views and will want to express those views. That is great. But remember that others may have equally strong views that are the polar opposite of your views. Feel free to question, challenge, or disagree with anything in the discussion, but do so in a respectful, considerate way.

Reflective An asynchronous discussion may lack the spontaneity of a live discussion. But this can be an advantage. There is more time to think before responding. Take the time to think about the ideas that have been expressed (in the readings and the discussion) from the perspective of your own experience. Then add your own comments and insights.

Interactive Remember that you are a participant in a discussion and talk with one another. Cut and paste parts of previous messages into your message. The idea is to be **inter active**, not just active.

Succinct Get to the point. Short, focused messages are usually more effective than long comments.

Pertinent Comments and questions should be related to the discussion topic. There will be times when you want to talk with someone about something unrelated to the topic. That is fine, but this is not the place to do that. When you enter into our weekly discussion, please remember that you are in a classroom, not a chat room.

I hope this helps you, if you need any clarity please feel free to contact me.

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The *St. George's University Student Manual (2019/2020)* states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Unless otherwise indicated, submit your written assignments electronically (i.e., in the designated assignment drop box on SAKAI), as a WORD attachment. If there is no designated drop box on SAKAI, send it to my SGU email. However, late submission of assignments may not be accepted.

As far as possible, follow the most current APA Style Manual when submitting your work:

Include a title page with the title of the paper, the name(s) of the person(s) who wrote the paper, and the date submitted,

A header must appear at the top of each page,

All pages must be numbered,

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

All pages must have one inch top/bottom, and left/right margins, and Papers must be double-spaced, with 12 point fonts.

All sources of information used in your paper must be documented. This is true whether you are quoting or paraphrasing; whether you are making direct reference to the material, or using it in a general and indirect way. Sources here refer to written as well as non-written materials, such as audio or video recorded interviews, personal conversations, etc. It is a criminal offense to use other people's information without giving them the credit. It is called plagiarism. A source must be cited by author(s), year (and page numbers if quoting) in the passage in which it is used.

Please proof read and spell check your document. With word processors now possessing both grammar and spell check, I consider it highly unprofessional to submit documents with incorrect spelling and blatant grammatical errors.

Papers that do not adhere to these guidelines may not be reviewed.

Classroom/Online Etiquette Procedure:

Classroom Etiquette

Smoking is not permitted in any University building. Eating or drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library.

Online Etiquette

A key distinguishing feature of online courses is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

Tone Down Your Language

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting our statement.

In general, avoid humor and sarcasm. These frequently depend either on facial or tone of voice cues absent in text communication or on familiarity with the reader.

If someone states something you find offensive, mention it directly to the instructor. Remember the person may be new to online learning. What you find offensive may be an unintended and can be corrected by the instructor.

Test For Clarity

Messages may often appear perfectly clear to you as the writer but turn out to be confusing by another reader. One way to test for clarity is to read your message aloud to see if it flows smoothly. Be concise when possible when contributing to a discussion. If you have several points you want to make, it may be a good idea to post them individually in more focused messages rather than a single, all-encompassing message.

Think carefully about the content of your message before contributing to the discussion. Once sent to the group, there is no taking it back. Although grammar and spelling may not be graded, they do reflect on you, and your audience might not be able to decode misspelled words or poorly constructed sentences. Acronyms and Emoticons are popular to use. Remember that online courses require professional writing. Be discerning with your use of "texting" writing.

Citations and Other Etiquette Sources

Many of the points made here were taken from The Core Rules of Netiquette excerpted from the book Netiquette, by Virginia Shea.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: SOCI 302 – Classical Social Theory
Number of Credits: 3
Days and Times: Tuesdays & Thursdays; 10:00am-11:15am
Semester and Year: Spring 2020
Classroom Location: online
Pre-requisite(s): SOCI201

Course Lecturer Name(s): Oliver Benoit
Course Director Name: **Oliver Benoit**

Course Lecturer(s) Contact Information: obenoit@sgu.edu; 3251
Course Director Contact Information: **obenoit@sgu.edu; 3251**

Course Lecturer(s) Office Hours: 11.30- 1.30 pm Tuesdays and Thursdays
Course Director Office Hours: **online appointment, please email**

Course Lecturer(s) Office Location: Ballsier Building - upstairs
Course Director Office Location: Ballsier Building - upstairs

Course Support: **Nikisha Thomas; nstomas@sgu.edu; 3692**

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is designed to give students an overview of the study of sociological theory so that they can better understand the social world. By analyzing a variety of theories, it is hoped that students will develop a theoretical perspective about social reality and a critical orientation toward sociological theory. Students will discuss the works and ideas of some early enlightenment thinkers (Auguste Comte, Saint Simon, Herbert Spencer, Emile Durkheim, Karl Marx Weber, and George Herbert Mead). Emphasis will be placed on some major themes such as modernity, nationalism, industrialization, social order, and the process of human interaction.

Course Objectives:

1. Develop critical thinking about social issues.
2. Understand the central concepts and arguments in social theory
3. Apply the fundamental categories of social theory to the analysis of social problems.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

4. Understand the development and intellectual legacy of social theory.

Student Learning Outcomes:

1. Students will demonstrate their knowledge of classical sociological theory through written papers.
2. Students will learn to apply classical sociological theory to Caribbean societies through written papers and class discussion.
3. Students will learn to compare and contrast the various sociological perspectives and how these perspectives account for the emergence of modern society.

Program Outcomes Met By This Course:

PO-1: Apply classical and contemporary sociological perspectives to explain complex social issues and problems, particularly Caribbean social reality.

PO-2: Apply their critical thinking skills to sociological analysis.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Hadden, Richard W. (1997) Sociological Theory: an introduction to the classical tradition. Broadview Press (ISBN 1-55111 095-4)

Calhoun, C. et. al (2007) Classical Sociological Theory. Blackwell Publishing

Supplementary Readings/Resources: [Click or tap here to enter text.](#)

Course Grading Requirement:

Paper 1	25%
Paper 2	25%
Paper 3	25%
Paper 4	25%

Course Requirements:

Students will be required to submit five (5) short papers, 3-5 pages (double space) on each of the thematic areas.

Course Schedule:

Week 1.

Introduction to the course

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Introduction to social theory.
Framework within which current issues could be examined.

Readings.
Calhoun, Introduction

Week 2.
Enlightenment and Modernity
Kant, I.(1784) What is Enlightenment?
Thomas Hobbes (1588-1679) Individual as selfish.
Comte and Spencer reaction.
John Locke (1632-1704) Optimist view of human nature

Readings:
Hadden, Richard W. (1997) Pages 15-38
Farganis, James (1996) Pages 29-41
Calhoun, Craig (2007) classical Sociological Theory Pages 39-43

Paper 1

Karl Marx
Week 3.
Introduction to Karl Marx
The Manifesto of the Communist Party

Week 4
Economic and Philosophical Manuscripts of 1844
The German Ideology
Alienation, Consciousness, Historical Materialism, class struggle

Readings:
Calhoun C. (2007) Pages 73-86
Hadden, Richard W. (1997) Pages 39-84
Farganis, James (1996) Pages 42-58

Paper 2

Emile Durkheim
Week 5
Introduction to Durkheim
Durkheim and social facts

Week 6
Suicide
Durkheim on Morality

Week 7
Anomie and Modernity
Mechanical and Organic Solidarity, Division of Labour

Readings:
Hadden, Richard W. (1997) Pages 85-124
Calhoun C. (2007) Pages 131-193

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 8
Mid-Term
Mid-Term

Week 9
No Class

Week 10
Anomie and Modernity (Ctd)
Mechanical and Organic Solidarity, Division of Labour
Sociological Methods

Readings:
Hadden, Richard W. (1997) Pages 85-109

Week 11
Suicide
Morality, education and religion.
Science and religion: Authority and society

Readings:
Hadden, Richard W. (1997) Pages 109-124

Paper 3

Week 12
Max Weber
Introduction Max Weber
Theories and Methods, social action
Rationalisation and bureaucracy
Power, Domination, Legitimation, and Authority

Week 13
Class, status, and Party
The Protestant Ethic and the Spirit of Capitalism

Readings:
Calhoun C. (2007) Pages 203-273
Hadden, Richard W. (1997) Pages 125-168
Farganis, James (1996) Pages 108-145

Georg Simmel

Week 14
Individual and Society
The Metropolis and Mental life

Readings:
Calhoun C. (2007) Pages 300-314
Farganis, James (1996) Pages 147-157

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 15
Charles Cooley

Introduction to Cooley
Symbolic Interaction

George Herbert Mead
Paper 4
Week 16
Introduction to Mead
The Social Self

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

N/A

Classroom/Online Etiquette Procedure:

N/A

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University *School of Arts and Sciences*

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: SOCI-306-Globalization & Development
Number of Credits: 3
Days and Times: Tuesday and Thursday 2.30-3.45
Semester and Year: Spring 2020
Classroom Location: B1B
Pre-requisite(s): None

Course Lecturer Name(s): Gregory Renwick
Course Director Name: N/A

Course Lecturer(s) Contact Information: Balisier Building ext 3361
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Wed, Fri 2.30-4.30; Tues, Thurs 4.00-6.30
Course Director Office Hours: TBA

Course Lecturer(s) Office Location: Balisier Building
Course Director Office Location: Balisier Building

Course Support: Ms. Phillip

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course focuses on the processes of Globalization and Development through the lens of a variety of disciplines namely, politics, sociology and economics. We will first attempt to establish a working definition of the two processes and their symbiotic relationship in the light of the now popular declaration that globalization may have failed to live up to expectations.

In this globalizing world, many are convinced that instead of promoting development globally the gaps between developed and developing countries appear to have widened.

The course will examine many of the debates -mainly those that are still unresolved referring to why countries remain poor, is the free trade gospel coming to an end, are borders going back up, the erosion of culture and heritage.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Objectives:

- 1.Enable students to discuss and describe appropriate measures or indicators of development.
- 2.Understand the complexities of economic growth, economic development, sustainable development, and other concepts of sustainability.
- 3.Understand the significance of employment, migration, human capital development, rural development, international trade, and foreign aid and investment on economic development.
4. To equip students with the ability to appraise the effects of environmental degradation. economic transition and environmental degradation.
- 5 The effects of of globalization on sustainable economic development , the international division of labour. and wealth disparities globally.

Student Learning Outcomes:

1. Students will be able to conceptualize globalization and its key terms, debates, and processes.
2. Employing a multidisciplinary perspective, students will be able to demonstrate an advanced level of knowledge regarding a particular region of the world and the impact of global processes on local lived realities in that region, and vice versa.
3. Students will be able to use their study abroad experience to inform their understanding of global processes.
4. Students will be able to employ a multidisciplinary perspective on a global problem or process.
5. Students will be able to design and carry out independent research, linking to Globalization studies, debates, issues and/or theories.

Program Outcomes Met By This Course:

SOC-PO-1 Apply classical and contemporary sociological perspectives to explain complex social issues and problems, particularly Caribbean social reality.

SOC-PO-2 Apply their critical thinking skills to sociological analysis.

SOC-PO-3 Apply sociological research methods to investigate and explain social issues.

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: Roberts, Hite and Chorev, 'The Globalization and Development Reader, 2nd Edition', Wily and Blackwell Publishers, 2015

Supplementary Readings/Resources: Relevant handouts

Course Grading Requirement:

Assignments	20%
Mid Semester paper (individual)	30%
Presentation & Final Paper (Group paper)	40%
Class participation	10%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

1. Students will be required to complete assigned readings in a timely manner
2. Submit assignments in a timely manner.
3. Participate in classroom discussion.
4. Be courteous and respectful of other participants' contribution.
5. Attend and be punctual in attendance for class.

Course Schedule:

WEEKS	TOPIC	READINGS
Week 1	INTRODUCTION-MEANING OF DEVELOPMENT	Todaro, M.P. (1994) <i>Economic Development</i> (5 th ed). N.Y, Longman Publishers (chap 1.)
Weeks 2-3	APPROACHES TO DEVELOPMENT & SOCIAL CHANGE	Gerschenkron, A. (1962) Economic Backwardness in Historical Perspective. In <i>The Globalization and Development Reader</i> , (Chap. 4, pp 62-78). Rodrik, Dani (2011). The Globalization Paradox: Democracy and the Future of the World Economy. In the <i>Globalization and Development Reader</i> , (Chap. pp 417 – 437).
Week 4	DEPENDENCY	Frank, Andre G. (1969). The Development of Underdevelopment. In <i>The Globalization and Development Reader</i> , (chap. 7 pp 105 – 125).

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Week 5	THE GLOBAL ECONOMY - TRADE	<p>Todaro, M.P. (1994) <i>Economic Development</i> (5th ed). (pp 407 – 411).</p> <p>Friedman, T.L. (2005) It's a flat world after all. In <i>The Globalization and Development Reader</i> (chap 16 pp 263 – 276).</p>
Weeks 6 -7	THE GLOBAL ECONOMY - FINANCE	<p>Readings:</p> <p>St. Clair L. (2000). The trans-national capitalist class and the discourse of globalization. In <i>The Globalization and Development Reader</i> (chap 18, pp. 304 – 317).</p>
WEEK 8:		<p>Midterm assignment. Hardcopy submission</p>
Weeks 9 -10	GLOBALIZATION & CLUTURE	<p>Sachs J. (2000). Notes on a New Sociology of Economic Development in Harrison E.L. & Huntington S.P. (Eds) <i>Culture Matters</i> (pp 29 0 43)</p> <p>UNESCO Extea wp no.1 (2010) <i>Culture and Development</i>, Bilbao, Spain, Maidar Marana (pp 2 – 8).</p>
Week 11	POVERTY TRAPS/INEQUALITIES	<p>UNDP (2015) <i>Income Inequality & the Condition of Chronic Poverty</i>.(chap. 6)</p>
Week 12	THE ENVIRONMENT AND GLOBALIZATION	<p>Todaro, M.P. (1994) <i>Economic Development</i> (chap. 10 pp 325 – 333).</p>
Week 13	THE ANTI- GLOBALIZATION MOVEMENT	<p>Roberts, J.T (2011) Multipolarity and the New World (Dis) Order. In <i>The Globalization and Development Reader</i> (Chap 29 pp 426 – 500).</p>

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

		United Nations (ECLAC) 2017, <i>Latin America and the Caribbean in the World Economy-The region amid the tensions of globalization</i>
Weeks 14-15	GENDER AND DEVELOPMENT	Moser, C (2003). <i>Gender Planning and Development-Theory, Practice and Training</i> , Routledge Publishers. London, (Introduction) Various handouts
Week 16	Presentation	Final Papers' submissions

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Late submission of assignments will result in an automatic mark reduction unless there was prior notification and approval.

Classroom/Online Etiquette Procedure:

Smoking is not permitted in any University building. Eating or drinking (except water) is strictly prohibited in any campus lecture hall, classroom, laboratory, or library. Mobile devices should be off or muted.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting our statement.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Tentative Class Schedule:

- ✚ Weeks 1-3
- ✚ Greeting and goodbyes
- ✚ Introducing oneself and others
- ✚ The articles
- ✚ Clothes and colors
- ✚ Describing yourself and others
- ✚ Describing the class room
- ✚ The family
- ✚ Group activity: Describing someone in your group/favorite professor

- ✚ Weeks 4-7
- ✚ Parts of the body
- ✚ Numbers: Age, dates, birthdays...
- ✚ Countries and nationalities
- ✚ Personal information
- ✚ The present tense/Daily activities
- ✚ Reading Comprehension: Los amigos hispanos: Nora Morales
- ✚ Listening Comprehension: Los números
- ✚ Revision/Quiz 1 [wk 4]
- ✚ Revision for Mid-term exam

- ✚ **Week 8**
- ✚ **Midterm Exam**

**** The following topics will be done online and emailed to me.
There will be extra notes to make them easier to understand and
there will be recordings on Panopto. I will post notices on SAKAI
with the topics for each week.**

- ✚ Likes/dislikes, sports/activities
- ✚ Future plans
- ✚ Time
- ✚ Estar + gerund: Activities in progress
- ✚ Ser, estar: Location of people, places and things...
- ✚ Reading Comprehension: En el banco/En el hotel/En la tienda
- ✚ Listening Comprehension: La hora
- ✚ Weather
- ✚ Classes/subject
- ✚ Preferences/desires
- ✚ Questions/Situations
- ✚ Reading Comprehension: Los pasatiempos de la profesora Martínez

- ✚ **Final Exam: This exam will be edited so that students would be able to do it at home and email it to me.**

SPAN 102 Tentative Class Schedule:

Weeks 1-4: Holidays and celebrations
Condition and emotion
Grammar [demonstratives...]
Daily life/daily activities
Quiz 1 [oral] Week 4

Project #1: Choose a Spanish speaking country and write about their celebrations and holidays in **Spanish**. No less than two pages. **Deadline: week 7.**

N.B. No midterm nor final exams.

Weeks 4-7: Classes and careers
Abilities [saber/poder]
Knowing people, place and facts [saber/conocer]
Future plans [los planes y los deseos]
Quiz 2 [written] **Deadline: Wednesday, Week 6**
Submission of Project 1 Wednesday, Week 7

Project # 2: Choose a **Spanish** singer **and** actor and write about his/her life and work in **SPANISH**. ****Deadline: week 14** [Two different persons]

Weeks 9-11 Residence/Furniture
Past Tense
Speaking about the past
Revision
**** Quiz 3** [oral] Week 11

Weeks 12-14 Neighborhood
Grammar: Expressing obligations: tener que, deber...,
Making comparisons: más/menos que...
Reading Comprehension Exercises
**** Quiz 4** [written] **Deadline: Wednesday, Week 12**
Submission of Project 2 Wednesday, Week 14

Weeks 15-16 Pending Assignments

**** The only changes are: Quiz 3 which will be a written exam instead of an oral exam. And the deadline will be Friday of week 13 instead of week 12. Also the deadline for project 2 will be Wed of week 15 instead of week 14.**



St George's University

School of Arts and Sciences

Department of Humanities and Social Sciences

Course Code and Title:	SPAN 201 - Intermediate Spanish
No. of Credits:	Three (3)
Days and times:	2:30 to 3:20, Mon, Wed, Fri
Pre-requisite(s):	SPAN 102 or its equivalent
Course Lecturer:	Caron Glenda Juerakhan
Contact information:	Email: glenda_juerakhan@yahoo.com

COURSE CURRICULUM INFORMATION

Course Description

Span 201 reviews key elements of Introductory Spanish and provides a solid grammatical base and a rich and useful vocabulary within the context of Hispanic culture. It seeks to help the students acquire the necessary skills to enable them to communicate orally and in writing satisfactorily in Spanish about everyday situations and to understand different articles in Spanish. Emphasis will be placed on the following language skills: listening, speaking, reading and writing.

General objectives

This course is intended to equip the students with the following:

- ❖ Positive attitudes to foreign language learning, to speakers of the language and their cultures.
- ❖ Essential language skills for effective communication in Spanish.
- ❖ A sound base for further study and use of the language in practical, everyday situations relating to work and leisure.

Course Objectives

After successful completion of this course, students should be able to:

- ❖ understand and communicate with reasonable accuracy in Spanish at an intermediate level on a variety of topics, using the simple present and past tenses, as well as the future tense;
- ❖ demonstrate adequate grammatical accuracy both orally and in writing;
- ❖ use the subjunctive mood with reasonable accuracy;
- ❖ read and respond to authentic language taken from texts and oral messages;
- ❖ write reports in Spanish using adequate vocabulary and grammatical structures;
- ❖ demonstrate knowledge and appreciation of certain aspects of Latin American and Spanish culture.

❖ Teaching Methodology and Activities

Communicating in Spanish in the class room as much as possible will be encouraged.

- ❖ Listening and reading comprehension exercises
- ❖ Role-play
- ❖ Writing short essays on a variety of topics
- ❖ Doing research and writing reports on a variety of topics
- ❖ Lectures

Course Assessment

Testing techniques will bear a close relationship to the objectives, methodology and language skills identified. Grades will be based on the following:

❖ Attendance	10%
❖ Participation	10%
❖ Course work	20% (4 quizzes)
❖ Assignment/Project	30 %
❖ Assignment/Project	30%
❖ Total	100%

SAS Grading Scale Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

Course materials

Handouts on SAKAI with each topic: notes and exercises
Ultimate SPANISH. Beginner – Intermediate, Living Language
Dos Mundos [Any edition]

Class Procedure

The aim of this Spanish course is to develop the ability to understand native spoken and written Spanish and to increase the communication skills in everyday situations. More emphasis will be placed on communicative competence rather than grammatical perfection. Class time will be devoted almost exclusively to activities that will allow the students to practice the skills of understanding and interacting in Spanish.

Course Schedule

SPAN 201 CLASS SCHEDULE

Week 1 [Repaso];

Grammar: The preterite tense
Regular and irregular verbs
Questions on past events

Week 2-4

Food and drink [national/Hispanic]
National dishes and drinks
Reading Comprehension
[Food and drink cont'd]
The family [Questions/paragraphs on the family]
Reading Comprehension

Quiz 1: [Oral] week 4

Quiz 2: [Written] Choose a Spanish speaking country and write about the different types of food and drinks. [No less than 200 words] **Deadline week 6**

Topic for project 1: Write a paper on Hispanic families. Difference between English speaking families [in the Caribbean] and Hispanic families. Include culture, life style.... [No less than 2 pages] **Deadline: Week 7**

Week 5-7

Grammar: The Imperfect tense, exercises/questions
Paragraph: ¿Qué hacías durante las vacaciones de verano cuando eras joven?
Grammar: Direct object Pronouns
Grammar: Making negative statements and questions
Reading Comprehension

Topic for Project 2: Choose a Spanish Speaking country and write about the effects of climate change and possible solutions in that country. [No less than 2 pages]. **Deadline: Week 14**

Week 9 /10

The environment

Climate change and global warming

Reading Comprehension [Global Warming]

Week 11

Grammar: Present perfect tense

Travel/Transport

Quiz 3: [Written] TAKE HOME **Deadline: week 11**

Week 12-14

Grammar: Por/para

Grammar: Present subjunctive

Grammar: Expressing likes: gustar/encantar

Submission of project 2

Revision. **Quiz 4** [Oral] week 14

Week 15-16

Pending Assignments

Supplementary Materials

Websites: mhhe.com, Encarta.com, transparent.con, univision.com,

Television: Univisión, Cubavisión

POLICY INFORMATION

Attendance Policy

Students must attend all classes unless there is a valid excuse. Participation in class as well as attendance is very important and will be graded.

Plagiarism Policy

Papers and presentations are expected to be your original work, with appropriate credit given to the sources used as references.

Sources should be documented using the APA Style Manual.

Plagiarism and other instances of academic dishonesty will result in failing the course along with possible disciplinary action by the Dean of Students' Office.

(TURNITIN)

Assignment Submission policy

All assignments must be handed in on time. Failure to do so will result in a deduction of marks at the lecturer's discretion.

Cell phone and Pagers policy

Before entering the class, students are required to turn off all cell phones, beepers and any other form of technologies that could disrupt class.

Disruptive Behavior

Every student is entitled to full participation in class without interruption. Disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where differences of opinion arise. Students who engage in disruptive behavior are subject to disciplinary action by the Dean of Students, as per the *Student Manual*.

Food and Drink policy

There should be no eating and drinking during class.

Students with Disabilities and Special Challenges

A student who has a disability or a special challenge that requires some modification of the seating or other class requirements must contact the course director so that appropriate arrangements can be made.

Disclaimer: It is your responsibility to read and understand the polices, laws, rules and procedures that while they could affect your grade for the course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: SSCI 201: Introduction to Caribbean Studies
Number of Credits: 3
Days and Times: Tuesdays and Thursdays: 9:30 - 10:45 am
Semester and Year: Spring 2020
Classroom Location: Superdorm 1
Pre-requisite(s): None

Course Lecturer Name(s): Dr. Antonia MacDonald
Course Director Name: Dr. Antonia MacDonald

Course Lecturer(s) Contact Information: amacдона@sgu.edu, 444 4175, ext.. 3259
Course Director Contact Information: amacдона@sgu.edu, 444 4175, ext. .3259

Course Lecturer(s) Office Hours: Wednesdays – 1:00- 3:00 p.m.
Course Director Office Hours: Wednesday, 1:00 – 3:00 p.m.

Course Lecturer(s) Office Location: Ground Floor, Ballsier Building
Course Director Office Location: Ground Floor, Ballsier Building

Course Support: Nichole Phillip, nphillip2@sgu.edu, ext. 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This interdisciplinary course is a survey of the social, cultural, economic, historical, political and technological forces that have shaped and are influencing the development of the Caribbean region. The course is pan-Caribbean in perspective but emphasizes the experiences of the Anglophone Caribbean and its Diaspora.

Course Objectives:

This course

1. Introduces the student to the social, cultural, economic, political, technological and environmental issues that affect Caribbean society.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Introduces the student to the political and historical dimensions of Caribbean culture
3. Introduces the student to the social, cultural, economic, political, technological and environmental issues that affect Caribbean society.
4. Provides the student with knowledge that allows them to analyze and debate how the relationships between the various aforementioned issues impact on twenty-first century Caribbean life.
5. Provides the students with the competence in a broad range of theories and methods appropriate to interdisciplinary work in Caribbean Studies
6. Provides the student with skills and knowledge that prepare them well for more specialized course work in the various majors in the School of Arts and Sciences
7. Prepares the student with the skills to critically assess and effectively engage institutions, culture, and social structure and practices.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Explain key concepts in Caribbean Sociology, Politics, Economics and Culture.
2. Discuss the socio-historical backgrounds of Caribbean Society.
3. Understand the impact of race and class in the formation of Caribbean society.
4. Apply a variety of theoretical perspectives to analyze Caribbean society.
5. Analyze the ways in which Caribbean society and culture influence and are influenced by societies and cultures outside the region.
6. Define Diaspora and explain its impact on Caribbean society.
7. Apply knowledge and understanding of ICTs in the development of modern Caribbean societies.
8. Identify the natural resources of the Caribbean and explain the key issues involved in the sustainable uses of those resources
9. Apply knowledge and understanding of international organizations to important issues in modern international relations
10. Identify the major health issues affecting the Caribbean

Program Outcomes Met By This Course:

SOCPO – 1: Apply classical and contemporary sociological perspectives to explain complex social issues and problems, particularly Caribbean social reality.

SOCPO – 2: Apply their critical thinking skills to sociological analysis.

SOCPO – 3: Apply sociological research methods to investigate and explain social issues.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: - Assigned readings from novels, journals and newspapers

- Film, Art

Supplementary Readings/Resources: Where appropriate, additionally material will be provided in lectures, or will be placed in a Reading Folder on Sakai.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Grading Requirement:

4-Part Game Changer project – 20 marks

Quiz 1 - 20 marks

Quiz 2 – 20 marks

Quiz 3 – 30 marks

Research Paper – 10 marks

Course Requirements:

Students will be required to:

- (i) be prepared for class by doing the necessary readings;
- (ii) (ii) contribute thoughtful ideas to class discussions and engage in constructive debate;
- (iii) conduct themselves in ways that are appropriate to a respectful academic environment
- (iv) be respectful of the opinions of other
- (v) be responsible team-members

Course Schedule:

This is a DRAFT schedule

Week	Topic	Assignment
Week 1 Jan 21, 23	Course Overview. Caribbean Game changers; people who are making or have made a difference.	Identify the Caribbean game changers in the powerpoint slide show and discuss why they are regarded as game changers.
Week 2 Jan. 28, 30	Claiming Caribbean Identity: Where are we? Who are we?	<ol style="list-style-type: none"> 1. On a blank map of the Caribbean, identify the different islands. 2. Read Nicholas Laughlin's article: "Caribbean Identity" 3. Due date for the Electronic Submission of Game Changer # 1. Details of this assignment will be provided to you in "Resources" folder on SAKAI
Week 3 Feb 4,6	The Genesis of Caribbean society. The Pre-Columbian Caribbean – The Early Settlers	Prepare for class discussion Chapter 1 of Beverley Steele's <i>Grenada: A History Of Its People</i>
Week 4 Feb. 11, 13	The Colonial encounter Caribbean slave society	View and discuss following video https://www.youtube.com/watch?v=RTReDD0RaPs
Week 5 Feb, 18, 20	Social and political relations in Caribbean Slave society Education in Caribbean Slave society	Prepare for class discussion Gad Heuman's "The Social structure of Caribbean slave society"
Week 6 Feb. 25, 27	Making our own History: Reform , Revolt, Reactions. Emancipation and Federation	- Feb. 23- Due date for the Electronic Submission of Game Changer # 2. Details of this assignment will be provided to you in "Resources" folder on SAKAI
Week 7 March 3, 5	Guest Lectures on:	- Read Hilary Beckles's article: The Hate and the Quake"

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

	<ul style="list-style-type: none"> - The Haitian Revolution - The Fedon Rebellion <p>Speaker – Dr. Nicole Phillip-Dowe (UWI Open Campus)</p>	<ul style="list-style-type: none"> - Quiz 1. Online quiz. Due: March 1
Week 8 March 9 - 13	MID TERM WEEK	
Week 9 March 17, 19	<p>Overview of Part II of the course:- Creating and Influencing: The Caribbean in the World .</p> <p>Guest lecture on the Grenada Revolution: Speaker – Nicole Phillip-Dowe (UWI Open Campus)</p>	Read and prepare for class discussion, Merle’s Collins poem “ Callaloo”
Week 10 March 24, 26	The Caribbean in the Digital Age Guest Lecture by Mr. Michael Roberts (Dept. Of Info. Tech)	March 23: Due date for the Electronic Submission of your Research Paper. Details of this assignment will be provided to you in “Resources” folder on SAKAI
Week 11 March 31, April 2	Environmental issues affecting the Caribbean and sustainable Development. Guest lecture by Mr. Stephen Nimrod (Dept. Of Biology. . .)	<ul style="list-style-type: none"> - Pop Quiz on Sustainable Development - March 29- Due date for the Electronic Submission of Game Changer # 3. Details of this assignment will be provided to you in “Resources” folder on SAKAI.
Week 12 April 7, 9	The History of Tourism in the Caribbean Guest Lecture on Tourism in the Contemporary Caribbean. Speaker: Mrs Naline Joseph (Dept. Of Business)	April 9 – Quiz 2 (In-class activity)
Week 13 April 14, 16	The Creative Caribbean: Caribbean Literature, Music and Festivals	Discuss the following extracts: Samuel Selvon’s <i>The Lonely Londoners</i> Merle Hodge’s <i>Crick Crack Monkey</i> Discuss Louise Bennett’s ‘No little twang’ View and discuss the video on Jonkonnu
Week 14 April 21, 23	International Associations, Affiliations and Alliances: Caribbean International Relations.	Read and prepare posted powerpoint slides on the roles and functions of selected international associations

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

	Guest Lecture by Dr. Reccia Charles (Dept. Of Business)	
Week 15 April 28, 30	Caribbean Health Guest Lecture by Dr. Damian Greaves (Dept. Humanities. .)	April 26 - Deadline for the submission of Game Changer# 4 - Details of this assignment will be provided to you in “Resources” folder on SAKAI
Week 16 May	WEEK OF FINAL EXAMS – Quiz 3	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George’s University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments are due on time. For each day that an assignment is late, the student's grade on it will be lowered by one (1) letter grade.

All assignments must be completed in order to get a passing grade in the course.

Unless otherwise indicated, submit your written assignments electronically (i.e., in the designated assignment drop box on SAKAI), as a WORD attachment. If there is no designated drop box on

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

SAKAI, send it to my SGU email.

As far as possible, follow the most current APA Style Manual when submitting your work:

Classroom/Online Etiquette Procedure:

Active class participation is expected. This active participation will assist in your ability to learn and apply the information presented. Students are expected to turn off all cell phones, tablets, pagers, or any other device that may disrupt the class. Please do not sleep, do work for other classes, or carry on conversations with friends, as this is disrespectful to your instructor and your classmates. If you need to leave in the middle of the class, please offer the courtesy of notifying us before the class begins. Behaviour in violation of the student Code of Conduct (see Student Manual) will be reported to the Dean of Students Office.

Online Etiquette:

A key distinguishing feature of online behavior is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of face-to-face conversation are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

Tone Down Your Language

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting your statement.

Policy/Procedure Related to the Department:

N/A

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: SSCI 202 – Intro to Empirical Research
Number of Credits: 3
Days and Times: Tues & Thurs; 11:30 – 12:45
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): N/A

Course Lecturer Name(s): Wendy Crawford-Daniel
Course Director Name: Wendy Crawford-Daniel

Course Lecturer(s) Contact Information: wcrawford@sgu.edu; 3152
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Tues, Wed, Thurs; 9:00am-11:00am
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Ballsier Building - upstairs
Course Director Office Location: N/A

Course Support: Nikisha Thomas; nstomas@sgu.edu; 3692

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is a department core: required of all students enrolled in Humanities and Social Sciences. Student will be introduced to the scientific social research process. The research process begins with an understanding of the scientific nature of empirical research and issues such as selecting researchable topics; framing research problems; crafting research purposes, questions and hypotheses; distinguishing between and among different research approaches; and ethical issues in research. This course focuses on the theoretical understanding of the skills necessary for undertaking empirical research: i.e., skills associated with defining research questions, providing the rationale for undertaking research, researching peer-reviewed literature on research topics, sample selection, and recruitment, instrumentation, data collection, data analysis and ethical issues at every stage of the research process and reporting of results. In addition to

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

lectures and classroom exercises, students undertake small field projects to demonstrate an understanding of every stage of the research process.

Course Objectives:

- 1) Develop and frame a researchable topic from scientific literature
- 2) Articulate a research problem via a review of pertinent literature,
- 3) Craft research purposes (including questions and hypotheses) to address different social issues
- 4) Design a complete research proposal including a thorough literature review of a social issue

Student Learning Outcomes:

Click or tap here to enter text.

Program Outcomes Met By This Course:

PO.1. Apply classical and contemporary sociological perspectives to explain complex social issues and problems; particularly, Caribbean social reality

PO.2. Demonstrate their critical thinking skills to sociological analysis.

PO.3. Employ sociological research methods to investigate and explain social issues

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: • Neuman, Lawrence W. (2006). Social Research Methods Qualitative and Quantitative Approaches, 6th Edition. Pearson Education, Inc. USA

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

- 1) **Preliminary research design:** Design a research proposal and in doing so attend to quality and ethical issues. Deliverables: research topic; social rationale; research problem; the research purpose, questions and/or hypotheses; research approach(es); significance of the study; delimitations; research quality and ethical considerations (20%)
- 2) **Write Literature Review:** Relevant and current info, theoretical component, references (30%)
- 3) **Produce a Complete Research Proposal:** To include topic selection, research question/hypothesis, Rationale for topic selection/social significance of topic, literature review, proposed methodology, rationale for choice of methodology, design of research proposal: sampling plan, instrumentation plan, data analysis plan. (40%):
- 4) **Class Presentation of Research Proposal and budget** (10%)

Course Requirements:

Class presentations & completion of research proposal is crucial.

Course Schedule:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Schedule

Course Information/Orientation, Introduction of Class Members; Course Assignments - What is Scientific Research

Wk 1

Norms of the Scientific Community

Discussion of Research Ideas

Develop a Research Topic

Wk 2

Steps in the Research Process

IRB- Research and Ethics – Guest (SGU IRB)

Wk 3

Review of Literature

Ethical Issues – in Lit Review

Library Visit – (Conducting Research using data bases)

Wk 4

Research Design

Quantitative

Wk 5

Research Designs

Qualitative

-

Wk 6

Mixed methodology

Experimental Designs

Quasi Experiments

Mapping

Wk 7

Mid-Term Week

Lit Review Due

Wk 8

Sampling Methods

Ethical Issues in Sampling

Wk 9

Instrumentation Plan

Development of Research Instruments (Questionnaires and Interview Schedules)

Wk 10

Analysis Plan

Quantitative Analysis

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Wk 11
Qualitative Analysis

Wk 12
Research Proposal Writing

Wk 13
Presentation of Proposal Wk 14

Presentation of Proposal Wk 15

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: SSCI 406: Caribbean Popular Culture and Identity
Number of Credits: 3
Days and Times: Wednesdays, 4:00 – 7:00 pm.
Semester and Year: Spring 20120
Classroom Location: B2A
Pre-requisite(s): senior standing

Course Lecturer Name(s): Dr. Antonia MacDonald
Course Director Name: N/A

Course Lecturer(s) Contact Information: amacдона@sgu.edu, 444 4175, ext.3259
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Wednesdays 11:00 – 3:00 p.m.
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Ground Floor, Ballsier Building
Course Director Office Location: N/A

Course Support: Nichole Phillip, nphillip2@sgu.edu, ext. 3823

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This interdisciplinary seminar course brings together Caribbean History and Literature and Politics in the consideration of how identity is constituted in the Caribbean and its Diaspora. Using popular culture as the critical lens through which identity is reflected, this course explores the various ways in which identity and the socio-cultural relationships that constellate around it, are negotiated

Course Objectives:

This course

1. Provides students with an understanding of the historical, literary and political factors that shape Caribbean identity.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

2. Explores popular culture as everyday history and ongoing identity formation
3. Creates the context for students to think critically about the different ways in which identity is reflected in Caribbean popular culture
4. Broaden and deepen students' cultural literacy, including visual and textual literacy.
5. Teaches students the importance of cultural diversity in Caribbean society
6. Develops in students, critical thinking and writing skills through guided readings, interventions and class debates.

Student Learning Outcomes:

Upon successful completion of this course, the student will be able to:

1. Identify the intersections between Caribbean literature, history and politics as these relate to identity.
2. Discuss the socio-cultural impact of slavery on identity formation and the movement towards nationalism.
3. Discuss the impact of 19th century colonialism and neo-colonialism on Caribbean identity.
4. Identify the factors shaping the formation of Afro and Indo-Caribbean identity.
5. Apply a variety of theoretical perspectives to analyse Caribbean society.
6. Discuss Caribbean identity in the context of globalization.
7. Identify and discuss the phenomenon of creolization.
8. Discuss the ways in which the various Caribbean diasporas are continually shaping and reshaping Caribbean identity.
9. Discuss the relationship between culture and socio-historical backgrounds of Caribbean Society
10. Analyse the impact of race and class on the formation of Caribbean culture
11. Analyse the ways in which Caribbean society and culture influence and are influenced by societies and cultures outside the region.
12. Analyse the ways in which writers and artists have influenced and participated in artistic and social movements and have shaped trends in Caribbean artistic expression.

Program Outcomes Met By This Course:

SOCPO – 1: Apply classical and contemporary sociological perspectives to explain complex social issues and problems, particularly Caribbean social reality.

SOCPO – 2: Apply their critical thinking skills to sociological analysis.

SOCPO – 3: Apply sociological research methods to investigate and explain social issues.

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: Assigned articles, readings from novels, newspapers items
- Films, Art

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Supplementary Readings/Resources: Where appropriate, additionally material will be provided in lectures, or will be placed in a Reading Folder on Sakai or tap here to enter text.

Course Grading Requirement:

Midterm exam – 30 marks

Final exam – 30 marks

Critical Intervention / research paper– 25 marks

Group presentations – 15 marks

Course Requirements:

Students will be required to:

- (i) be prepared for class by doing the necessary readings
- (ii) contribute thoughtful ideas to class discussions and engage in constructive debate
- (iii) conduct themselves in ways that are appropriate to a respectful academic environment
- (iv) be respectful of the opinions of other
- (v) be responsible team-members

Course Schedule:

This is a draft schedule and may be subjected to change

Week	Topic	Assignment
Week 1 Jan 22	Defining Culture, Defining Identity	Readings: Mathew Arnold’s Preface to <i>Culture and Anarchy</i>
Week 2 Jan. 29	Language and Identity: Caribbean English Its history and Character	Readings: Peter Roberts’s <i>West Indians and Their Language.</i> (Chapter 4) Godfrey Chaucer’s Prologue to <i>The Canterbury Tales</i> Louise Bennett: “No Little Twang” “Jamaica Language” https://www.youtube.com/watch?v=0ZjPeMGiOpk
Week 3 Feb 4,6	Playing with Words: Language and the performance of Caribbean Identity	Readings: Peter Roberts - “Big words as a form of popular oral culture: sources and Development”
Week 4 Feb. 12	Caribbean Literature: Constructing, Deconstructing and Reconstructing Culture	Readings: Marlene NourBese Phillip “ Discourse on the dialogic of Language” Extract from Earl Lovelace’s <i>Salt</i>
Week 5 Feb. 19	Caribbean Film and Art: Cultural Identity performed through the Arts Guest Lecture: Asher Mains	Readings: Gwen Unger “Understanding Contemporary Caribbean Art Outside of the Latin American Framework”
Week 6 Feb. 26	Performing Cultural Identity through carnivals and masquerades	Readings: Antonia MacDonald “Jab-Jab is we Ting: A sociopolitical analysis of Jab Job mas in Grenada”

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Week 7 March 4	Performing Cultural Identity through festivals and pageants	
Week 8 March 9 -13	MID TERM WEEK	
Week 9 March 18	Music as an expression of Caribbean identity: Singing and dancing in a strange land Guest Presenter: Prof. Emeritus Peter Roberts	
Week 10 March 25	Caribbean Music in a global space	Readings Don Marshall: “Rhianna, as global icon and Caribbean threshold figure” Nadia Ellis:” Out and Bad: Towards a queer performance hermeneutics in Jamaican Dancehall” Jocelyne Giabault “ Audible entanglements: Nation and Diaspora in Trinidad’s calypso music scene.”
Week 11 April 1	Dance as an expression of Caribbean Identity	Read and prepare for class discussion: Antoinette Stines “Does The Caribbean Body Daaance Or Daunce? An exploration of Modern Contemporary Dance from a Caribbean Perspective” <ul style="list-style-type: none"> • • Afro-Caribbean Dance: An exploration. Practical Activity conducted by Aklemia Lucas • Viewing of Alvin Ailey’s Video – Revelations”
Week 12 April 8	Sports and Caribbean Identity	April 11 - Due date for Intervention/ Research paper.
Week 13 April 15	Religion and Caribbean Identity	Group presentations on Afro-Caribbean religions Assessment activity
Week 14 April 22	Food as a cultural indicator of Caribbean Identity – Part I	An Introduction to Food & Identity: From the Everyday to Ritual and Beyond https://foodandidentity.wordpress.com/

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George’s University Student Manual*.

Week 15 April 28, 30	Food as a cultural indicator of Caribbean Identity – Part II	Group presentation on Caribbean Cuisine. Practical Session
Week 16 May	WEEK OF FINAL EXAMS –	

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Assignments are due on time. For each day that an assignment is late, the student's grade on it will be lowered by one (1) letter grade

All assignments must be completed in order to get a passing grade in the course.

Unless otherwise indicated, submit your written assignments electronically (i.e., in the designated assignment drop box on SAKAI), as a WORD attachment. If there is no designated drop box on SAKAI, send it to my SGU email.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

Classroom/Online Etiquette Procedure:

Active class participation is expected. This active participation will assist in your ability to learn and apply the information presented. Students are expected to turn off all cell phones, tablets, pagers, or any other device that may disrupt the class. Please do not sleep, do work for other classes, or carry on conversations with friends, as this is disrespectful to your instructor and your classmates. If you need to leave in the middle of the class, please offer the courtesy of notifying us before the class begins. Behavior in violation of the student Code of Conduct (see Student Manual) will be reported to the Dean of Students Office.

Online Etiquette:

A key distinguishing feature of online behavior is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of face-to-face conversation are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

Tone Down Your Language

Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting your statement.

Policy/Procedure Related to the Department:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of **Humanities and Social Sciences**

GENERAL COURSE INFORMATION

Course Code and Title: SSCI 411 – Empirical Research Project
Number of Credits: 4
Days and Times: Mon, Wed, Fri; 11:30am-12:20pm, 12:30-1:20
Semester and Year: Spring 2020
Classroom Location: TBA
Pre-requisite(s): SSCI 202 & Senior Standing

Course Lecturer Name(s): Wendy Crawford-Daniel
Course Director Name: Wendy Crawford-Daniel

Course Lecturer(s) Contact Information: wcrawford@sgu.edu; ext.3152
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Mon, Tue, Wed, Thurs; 9:00am-11:00am
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Ballsier Building - upstairs
Course Director Office Location: N/A

Course Support: Nikisha Thomas; nstomas@sgu.edu; 3692

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course is for students in their final year. Students will carry out a field research project using the proposal designed at the Introduction to Empirical Research course. The course will allow students to revise and improve upon their proposal, carry out an extensive literature review, select the sampled population and conduct data collection among them. They will be required to conduct data analysis and write up a complete research report. Students will also be required to conduct the IRB training and undertake the online training in ethic in research to attain the ethical certificate. Students will receive training in SPSS for the analysis of their data.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Conduct an extensive Literature Review on topic of interest
Collect and analyse data
Write up research report
Present research findings

Student Learning Outcomes:

Click or tap here to enter text.

At the end of the course students must be able to:

Prepare a research proposal and submit for IRB approval

Complete the ethical training and certification

Conduct a comprehensive literature review

Collect data in the field

Enter and analyse data collected

Write up a research report

Present research findings

Program Outcomes Met By This Course:

PO.1. Apply research methodologies to investigate social problems/issues

PO.2. Demonstrate their critical thinking skills to sociological analysis of social problem/issues.

PO.3. Employ sociological research methods to investigate and explain social issues

SAS Grading Scale: Grades will be assigned as follows:

A = 89.5% or better

B+ = 84.5 - 89.4%

B = 79.5 - 84.4%

C+ = 74.5 - 79.4%

C = 69.5 - 74.4%

D = 64.5 - 69.4%

F = 65% or less

Course Materials:

Text: • Neuman, Lawrence W. (2006). Social Research Methods Qualitative and Quantitative Approaches, 6th Edition. Pearson Education, Inc. USA

Supplementary Readings/Resources: Click or tap here to enter text.

Course Grading Requirement:

- 1) Preliminary research design: 20%
- 2) Progress report: 20%
- 3) Final report: 60%

Course Requirements:

Students must have completed Introduction to Empirical Research

Students must have an approved research proposal

Students must have access to SPSS program

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Schedule:

Monday & Wednesday: 11:30- 12:20

Wednesday: 12:30 – 1:20

Friday: Field Work

Wk 1

General Ethical Issues in Empirical Research Project:

Discussion of Research Ideas

Develop a Research Topic

Wk 2

Review of Research Proposals

Developing a Research Proposal

Assignment due - Research Proposal

Wk 3

Review of Literature

Ethical Issues in using Literature

(Conducting Research using data bases)

Wk 4

Research Designs – Quantitative:

Sampling

Sampling exercise

Wk 5

Types of Research Designs – Qualitative

Ethical Issues in Design

Mixed methodology and Participatory Research - Mapping

Wk 6

Experimental Designs

Quasi Experiments

Wk 7

Mid-Term Week

Research Design & Lit Review Due

Wk 8

Data Collection Methods

Ethical Issues in Data Collection Methods

Interviewing - Structured/Unstructured

Quasi Experiments

Wk 9

Designing Questionnaire/Interview for Project

Report on Questionnaire Design, Experimental Design

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Wk 10
Ethical Issues in Questionnaire and Experimental Design
Report - Project Status Report

Wk 11
Analyzing Data
SPSS – quantitative analysis
Thematic – qualitative analysis

Wk 12
Reporting of Data and Writing up Results

Wk 13-15
General Ethical Issues in Research Projects
Project Consultation (18)

Wk 14-
Project Consultation & Presentation

Wk 14-15
Schedule
Project Consultation (18)

Wk 14-
Project Consultation & Presentation
Wk 14-15

POLICY INFORMATION

Plagiarism policy: Academic Integrity

The St. George's University Student Manual (2019/2020) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carenage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

Click or tap here to enter text.

Classroom/Online Etiquette Procedure:

Click or tap here to enter text.

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



St. George's University

School of Arts and Sciences

Department of Choose an item.

GENERAL COURSE INFORMATION

Course Code and Title: SSCI:412 Social Sciences & Medicine
Number of Credits: 3 credits
Days and Times: Monday: 3:45- 4:35 p.m. ; Wednesday: 4:45 – 5:35 p.m.
Semester and Year: Spring 2020
Classroom Location: SOM Path Lab -North
Pre-requisite(s): N/A

Course Lecturer Name(s): Damian E. Greaves
Course Director Name: N/A

Course Lecturer(s) Contact Information: dgreaves@sgu.edu ; Tel. Ext. 3653
Course Director Contact Information: N/A

Course Lecturer(s) Office Hours: Tues.&Thurs:10:00 a.m. -1:00 p.m. ;Fri: 1:00 p.m.- 4:00 p.m.
Course Director Office Hours: N/A

Course Lecturer(s) Office Location: Ballsier Building, Upper Floor
Course Director Office Location: N/A

Course Support: Nikisha Thomas: nthomas@sgu.edu; 6392

Course Management tool: To learn to use Sakai, the Course management tool, access the link <https://apps.sgu.edu/members.nsf/mycoursesintro.pdf>

COURSE CURRICULUM INFORMATION

Course Description:

This course examines the social aspects of health and illness and is particularly relevant to current political controversies related to health care policies of various nations and regions. It intends to introduce students to the systematic study of illness, health, medicine and medical treatments through the use of sociological perspectives. Throughout the semester, we will attempt to obtain a deeper understanding of the social reaction to and interaction with illness, disease and wellness. At the micro-, meso- and macro-level approaches we will dissect and deconstruct the various manifestations of health and illness that exist on a mutually reliant continuum between the individual and health care systems. The course will also compare systems of health care to broaden students' understanding of social and political factors which relate to accessibility, quality, and cost of services and treatments.

Course Objectives:

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

1. Students should understand the discipline of social sciences, its basic concepts and its role in contributing to our understanding of health, illness and healthcare.
2. Students should analyze regional and global diversity issues and inequalities in health, illness and health care
3. Students should produce research on a health-related issue from multiple perspectives and create written work that expresses their findings.

Student Learning Outcomes:

Click or tap here to enter text.

1. Outline the relevance of social science disciplines to medicine and health.
2. Discuss current events related to medicine and health care
3. Analyze the significance of race, ethnicity, sexual orientation, class and nationality to health care accessibility, cost and quality of care, and the outcomes of care.
4. Students will produce written research papers to examine health care issues from multiple perspectives.

Program Outcomes Met By This Course:

Students should be able to:

SOC – PO-1 Apply classical and contemporary sociological perspectives to explain complex social issues and problems; particularly, Caribbean social reality

SOC – PO -2 Demonstrate their critical thinking skills to sociological analysis.

SOC – PO -3 Employ sociological research methods to investigate and explain social issues

SAS Grading Scale: Grades will be assigned as follows:

- A = 89.5% or better
- B+ = 84.5 - 89.4%
- B = 79.5 - 84.4%
- C+ = 74.5 - 79.4%
- C = 69.5 - 74.4%
- D = 64.5 - 69.4%
- F = 65% or less

Course Materials:

Text: The Sociology of Health, Illness, and Health Care: A Critical Approach by Rose Weitz, (5th edition).

Medical Sociology by William C. Cockerham, (10th edition)

Supplementary Readings/Resources: Journal articles, videos and other relevant material provided during the course of the semester

Course Grading Requirement:

Evaluation Criteria	Deadline for Submission	Percentage of Grade
Forum Discussion 1	Feb. 10 th .	15
Midterm Reaction Paper 1	March 4 th	25
Forum Discussion 2	April 29 th	20
Individual Reaction Paper	May 4 th	30
Attendance & Participation	N/A	10
*TOTAL		100%

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Course Requirements:

Mandatory attendance and participation in classes and completion of all class assignments

Course Schedule:

Module ONE: SOCIAL FACTORS, ILLNESS & ITS MEANING		
Date	Topic/Reading	Presenter
JAN Mon 20 th - Fri.24 th	Welcome – Syllabus, Outline of the course, Policies & Procedures; Team Building Introduction	Greaves
Mon 27th	What is sociology of health & illness and why study it?	Greaves
Wed. 29th	Contributions of the social sciences to health & medicine Weitz: pages 3-8 Weitz: Chapters 3&4	Greaves
Module TWO: HEALTH CARE DISPARITIES		
FEB. 3rd	Social Construction of Health & Illness	Greaves
Wed. 5th	Health Inequalities and Inequities Case Study Analysis/Discussion	Greaves
Mon 10 th	Health Social Movements Weitz: Chapter 6: First Forum Discussion due	Greaves
Wed 12 th	Complementary & Alternative Medicine	Arlette Wildman
Module Three: Health, Medicine and the Environment		
Mon 17 th	The Development of Scientific Medicine	Bidaisee
Wed 19 th	Introduction to Environmental Health	Glasgow
Mon 24 th	Module Four: Health Systems Health Systems -The Building Blocks	Greaves
Wed 26 th	Health System Governance and Leadership	Greaves

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

March Mon 2 nd	Module Five : Health Policy Public Policy for the Public's Health	Greaves
Wed 4 th	Health in All Policies	Greaves
Wed. 4 th	Midterm Reaction Paper Due	Greaves
	March 9th -13th MIDTERM Exams	Greaves
Mon. 16 th	Universal Health Care	Greaves
Wed. 18 th	Veterinary Health & Medicine	Kabuusu
	Module Six -The Patient	
Mon 23 rd	Cultural Competency and Sensitivity Issues in Bioethics	Kotze
Wed 25 th	Primary Care: Putting People First	Smith
Mon 30 th	Patient Centered - Care	Greaves
April Wed.1 st	Physician/Patient Relationship	Greaves
Mon. 6 th	Integrating Health & Social Services	Greaves
	Module Seven - Physicians & The Profession of Medicine	Greaves
Wed. 8 th	The Profession of Medicine	Greaves
Mon.13 th	Medicine as Social Control	Greaves
Wed.15 th	Physician Satisfaction & Dissatisfaction	Greaves
Mon 20 th	Complementary & Alternative Medicine	Greaves
Wed 22 nd	Health System Governance & Leadership	Greaves
Mon 27 th	Health Social Movements	Greaves
Wed 29 th	Deadline for Forum Discussion 2 Public Policy for the Public's Health	Greaves
Mon 4 th - 8 th	Course Review	
	FINAL Exams: May 11th. - May. 15th (No Final Exams for This Course)	

POLICY INFORMATION

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Plagiarism policy: Academic Integrity

The *St. George's University Student Manual (2019/2020)* states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated” (p. 48).

Plagiarism also includes the unintentional copying or false accreditation of work, so double check your assignments **BEFORE** you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University's Honor Code. Plagiarism and cheating will be dealt with very seriously following the university's policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

Attendance Policy:

Attendance Requirement

The St. George's University Student Manual (2019/2020) states as follows:

“Students are expected to attend all classes and or clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly. Students' absence may adversely affect their academic status as specified in the grading policy. If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed. A particular course may define additional policies regarding specific attendance or participation” (p. 9).

Examination Attendance

The St. George's University Student Manual (2019/2020) states as follows:

“All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students. Students who feel they are too sick to take an examination or other required activity on a specific day must submit the online SAS medical excuse, which is available on Carepage. Students are only allowed two such excuses a year. Upon consultation with the Director of University Health Service, the third excuse will result in a mandatory medical leave of absence. The policies regarding make-up examinations are at the option of the Course Director” (p.46).

For additional specific examination policies and procedures, refer to the St. George's University Student Manual (2019/2020), pages 31 through 37.

Student Accessibility and Accommodation Services Policy:

The St. George's University Student Manual (2019/2020) states as follows:

“A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the Student Accessibility and Accommodation Services (SAAS) located in the Dean of Students Office. It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request. If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations” (p. 8).

Assignment Submission Procedure:

You are to submit one (1) individual reaction paper, two forum discussions – one each half of the semester - and one team policy paper for grading. Deadlines for submission are on the course schedules. Topics provided for reaction papers require your perspective/reaction on the issues raised. Please note that reaction papers ought not to exceed 3-5 pages (exclusive of title and references pages). Reaction papers require no less than five references, three of which ought to be scholarly references (from peer reviewed journals).

The two discussion forums require students to submit succinct and concise responses to

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

recommended topics and should range between 550 - 600 words. Each student must also respond to at least two of his/her colleagues' submissions. Your responses ought not to exceed one paragraph. All forum discussions ought to be submitted in the designated discussion box on your SAKAI accounts.

Team policy papers should not exceed 8-12 pages (exclusive of title and reference pages). You are allowed to focus on any specific aspect of the health care delivery system of a particular country or region (e.g.: health financing, leadership, management, organization, access to services, human resources, health information, models of health care delivery etc.) No less than ten (10) references will be accepted, with at least five (5) being scholarly references. (Rubric attached)

Unless otherwise indicated, submit your written assignments electronically (i.e., in the designated assignment drop box on SAKAI), as a WORD attachment. If there is no designated drop box on SAKAI, send it to my SGU email. Only one individual should submit on behalf of the group.

As far as possible, follow the most current APA Style Manual when submitting your work:

Include a title page with the title of the paper, the name(s) of the person(s) who wrote the paper, Include a title page with the title of the paper, the name(s) of the person(s) who wrote the paper, and the date submitted,

A header must appear at the top of each page,

All pages must be numbered,

All pages must have one inch top/bottom, and left/right margins, and

Papers and forum discussions must be double-spaced, with 12 point fonts.

Absolutely no papers or forum discussions will be accepted via email.

All sources of information used in your paper must be documented. This is true whether you are quoting or paraphrasing; whether you are making direct reference to the material, or using it in a general and indirect way. Sources here refer to written as well as non-written materials, such as audio or video recorded interviews, personal conversations, etc. It is a criminal offense to use other people's information without giving them the credit. It is called plagiarism. A source must be cited by author(s), year (and page numbers if quoting) in the passage in which it is used.

Please proof read and spell check your document. With word processors now possessing both grammar and spell check, I consider it highly unprofessional to submit documents with incorrect spelling and blatant grammatical errors.

Papers that do not adhere to these guidelines may not be reviewed.

Classroom/Online Etiquette Procedure:

Policy/Procedure Related to the Department:

Click or tap here to enter text.

Disclaimer: It is the responsibility of the student to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the *St. George's University Student Manual*.

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.



ST GEORGE'S UNIVERSITY
SCHOOL OF VETERINARY MEDICINE
INTRODUCTION TO VETERINARY SCIENCE AND MEDICINE (2 Credits)
VSCI301 / Spring 2020

I. Course Faculty and Staff Information

Course Director & Instructor

Dr. Mercedes Velazquez de Zepa
Office: Veterinary Office Building (SGU campus map: # 48)
email: mvelazqu@sgu.edu
Office hours: by appointment

Additional Instructors:

Dr. Austin Kirwan, SVM
Assistant Dean for UK Clinical Affairs,
barnlodge@aol.com

Camille Coomansingh, SVM
Instructor Department of Pathobiology
ccoomansingh@sgu.edu

Dr. Rolf Larsen, SVM
Professor Vet. Theriogenology
rlarsen@sgu.edu

Dr Alfred Chikweto
Associate Prof. Department of Pathobiology
achikweto@sgu.edu

Dr. Euan Allan, SVM
Assistant Professor of Immunology, PTHBPathobiology
eallan1@sgu.edu

Dr. Hector Zepa Gonzalez
Associate Prof. Vet. Physiology
hzerpago@sgu.edu

II. Course location

Mondays and Wednesdays: KBT West.

III. Prerequisite and/or co-requisite courses

Students must be enrolled in SGU's Pre-veterinary or the Foundation program.

IV. Required resources

none

V. Recommended resources

The **recommended** textbooks for this course are:

-*Saunders Manual of Small Animal Practice* by Birchard Sherding, 2rd Edition; W.B. Saunders Company, 1999.

-*Merck Veterinary Manual* by Susan E. Aiello & Michael A. Moses, 11th Edition; Elsevier, 2016
<https://www.merckvetmanual.com>

-*Infectious Diseases of the Dog and Cat* by Crig E. Greene, 2nd Edition; W.B. Saunders Company, 1998.

VI. Other requirements

none

VII. Course rationale

This introductory course to Veterinary Science and Medicine offers an overview of the veterinary profession for future veterinary students in the SVM-DVM program.

VIII. Course goals

This course familiarizes students with basic concepts related to the veterinary profession. Students will acquire a basic and introductory working knowledge of the clinical practice, health and safety, infectious diseases, preventive medicine and therapeutic principles. The students will be exposed to clinical scenarios to illustrate the impact of the veterinary profession in the animal welfare and health.

IX. Course Learning Outcomes

Upon completion of the Introduction to Veterinary Science and Medicine course, students should be able to:

1. Describe the areas of impact in veterinary medicine including examples of clinical practice and structure of the veterinary clinic.
2. Recognize the principles of the clinical examination and its relevance to the diagnosis and therapeutic approaches.
3. Recognize the importance of health and safety and the different hazards that a veterinarian can be exposed in his/her work environment.
4. List the characteristics of relevant infectious diseases, parasitological diseases, and relevant pathologies in small and large animals.
5. Distinguish the influence of reproduction in veterinary medicine.
6. Identify basic concepts related with therapeutic and its clinical relevance.
7. Recognize the basic principles of veterinary surgery.

X. Lecture Learning Outcomes

Detailed lecture learning outcomes have been designed for every section and are found in the course handouts, which will be posted on Sakai.

XI. Course Schedule

The lecture schedule is appended at the end of the syllabus document.

XII. Grading and assessment policy

There will be a midterm and a final exam. The midterm and the final examinations will be based only on modular questions. Modular examinations expect a student to demonstrate in-depth and detailed knowledge about the material covered. All examinations are sequestered. Exams may contain multiple choice (single best answer), true/false, and fill-in blanks. Examination questions come from material covered in lectures, handouts, and any other sources the instructors indicate.

All rules and regulations concerning examinations including EXAMSOFT are detailed in the SGU Student manual.

Assessment	Content	Date	POINTS
Midterm	Lectures 1-13	Mar 12 th 2020	50
Final Exam	Lectures 14-25	May 7 th 2020	50
TOTAL POINTS			100

Letter Grade	Percentage
A+	89.5 % or better
B+	84.5% - 89.4%
B	79.5% - 84.4%
C+	74.5% - 79.4%
C	69.5% - 74.4%
D	64.5% - 69.4%

XIII. Recommended study strategies

Every learner is different, and these are only general recommendations:

1. Pre-reading material before a lecture;
2. Revising lecture material within 24 hours of the given lecture, ensuring that the material is understood;
3. For exam preparation, self-challenge is crucial: explain the learned material to yourself first without having to refer to your handouts and notes. Use the lecture objectives for this purpose. Then work in small groups and repeat this process. Vocalization is an important element to check and improve your own knowledge and understanding of concepts. Prepare as if you were going to take oral exams.

XIV. Instructor's expectations of the student

Students are always expected to adhere to the Professionalism Policy (see XVII) and demonstrate respect not only towards SGU faculty and staff, but also towards their fellow students and the general public.

XV. Professionalism statement

The policy relating to SGU's Student Policies, Procedures and Non-Academic Standards is detailed in the SGU student manual 2018/2019.

XVI. Attendance policy

The policy relating to class attendance is detailed in the SGU 2018/2019 student manual.

XVII. Policy regarding missing examinations and/or failure of submission of assignments

The policy relating to missing examinations is detailed in the SGU Student Manual 2018/2019.

XIII. ExamSoft policy

You MUST have your ID card to enter the exam hall. You must have your computer with updated wireless access via the Bradford system and set the time to the LOCAL time in Atlantic Standard Time. ExamSoft is able to track testing behaviors, i.e. testing time, testing location, and any deviations from the honor code will be strictly punished by receiving a zero for the exam and reporting to the SGU Disciplinary board. Please refer to the SGU Honor Code in the student

handbook. If you have a computer problem, go to the Office of Institutional Advancement (OIA) prior to the exam to get a loaner laptop for 24 hours. If you have a problem downloading the exam on exam day you will be moved to a secondary location to have the issue addressed by IT and take your exam. You will receive a white board for the exam, you may NOT write anything on the board prior to the examination start. There is a timer in ExamSoft so you can monitor your time, there will be NO extensions. You cannot leave the exam venue until you have confirmed upload of your examination. You should also check your email afterwards to ensure that your answer file has been uploaded. When not provided for in this paragraph, students are referred to the student handbook.

XIX. Copyright policy

PLAGIARISM POLICY: ACADEMIC INTEGRITY

The St. George’s University Student Manual (2018/2019, page 28) states as follows:

“Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.” Plagiarism also includes the unintentional copying or false accreditation of work—so double check your assignments BEFORE you hand them in.

Be sure to do good, honest work, credit your sources and reference accordingly and adhere to the University’s Honor Code. Plagiarism and cheating will be dealt with very seriously following the university’s policies on Plagiarism as outlined in the Student Manual.

Your work may be subject to submission to plagiarism detection software, submission to this system means that your work automatically becomes part of that database and can be compared with the work of your classmates.

XX. Attendance Policy:

At discretion of Course Director.

XXI. Assignment Submission Policy:

At discretion of Course Director.

XXII. Classroom Etiquette:

At discretion of Course Director.

XXIII. Online Etiquette:

At discretion of Course Director.

Disclaimer: It is your responsibility to read and understand the policies, laws, rules and procedures that while they could affect your grade for a course, have not been specifically outlined in the course syllabus. These are contained in the St. George’s University Student Manual.

Appendix: Lecture Schedule Spring 2020

LECTURE SCHEDULE, TOPIC, INSTRUCTORS, and VENUES.

WEEK	DATE	DATE	TIME	TOPIC	SESSION	FACULTY	Lecture Venue
1	20-Jan	Monday	9:30 - 10:20	Introduction, syllabus presentation. Assignment	Lecture	Dr. Velazquez	KBT West
	22-Jan	Wednesday	1:30 - 3:20	Definition of Veterinary Medicine and Science. One Health one Medicine. Areas of Veterinary Medicine	Lecture	Dr. Velazquez	KBT West
2	27-Jan	Monday	9:30 - 10:20	Health and safety	Lecture	Dr. Velazquez	Founders Anex 4
	29-Jan	Wednesday	1:30 - 3:20	Ethics	Lecture	Dr. Kirwan	KBT West
3	3-Feb	Monday	9:30 - 10:20	Animal Handling and Restraint	Lecture	Dr. Velazquez	KBT West
	5-Feb	Wednesday	1:30 - 3:20	Clinical Practice and organization of a Veterinary clinic. Structure of a Veterinary Clinic. General practice, Clinical examination	Lecture	Dr. Velazquez	KBT West
4	10-Feb	Monday	9:30 - 10:20	Behaviour	Lecture	Dr. Melissa Bain	KBT West
	12-Feb	Wednesday	1:30 - 3:20	Reading day			
5	17-Feb	Monday	9:30 - 10:20	Most Important infectious diseases in small animals. Hepatitis, Distemper, Kennel Cough, Leptospirosis and Rabies	Lecture	Dr. Velazquez	KBT West
	19-Feb	Wednesday	1:30 - 3:20	Visit to GSPCA	Lab	Dr Velazquez	GSPCA
6	24-Feb	Monday	9:30 - 10:20	Most Important infectious diseases in small animals. Hepatitis, Distemper, Kennel Cough, Leptospirosis and Rabies	Lecture	Dr. Velazquez	KBT West
	26-Feb	Wednesday	1:30 - 3:20	Visit to SAC	Lab	Dr Sylvester	SAC
7	2-Mar	Monday	9:30 - 10:20	Preventive Medicine. Vaccination. Principles & Strategies	Lecture	Dr. Velazquez	Founders Anex 4
	4-Mar	Wednesday	1:30 - 3:20	Visit to LARF	Lab	Dr Velazquez/ Dr Karasek	LARF
8	9-Mar	Monday	9:30 - 10:20	Mid Term Week			
	12-Mar	Thursday	1:30 - 3:20	INTRO TO VET MID TERM			
9	16-Mar	Monday	9:30 - 10:20	Dual Degree Program/VSRI/GVHT	Lecture	Dr. Allan	KBT West
	18-Mar	Wednesday	1:30 - 3:20	Nutrition	Lecture	Dr. Velazquez	KBT West
10	23-Mar	Monday	9:30 - 10:20	Therapeutic Principles: Diagnosis based treatments, routes of administration, frequency, toxicity	Lecture	Dr. Zerpa	KBT West
	25-Mar	Wednesday	1:30 - 3:20	Therapeutic Principles: Diagnosis based treatments, routes of administration, frequency, toxicity	Lab	Dr. Zerpa	KBT West
11	30-Mar	Monday	9:30 - 10:20	Reproduction	Lecture	Dr. Larsen	KBT West
	1-Apr	Wednesday	1:30 - 3:20	Reproduction	Lecture	Dr. Larsen	Charter Hall Lab
12	6-Apr	Monday	9:30 - 10:20	Tick-borne diseases: Small and large animals	Lecture	Dr. Velazquez	KBT West
	8-Apr	Wednesday	1:30 - 3:20	Reading day			
13	13-Apr	Monday	9:30 - 10:20	Easter Monday			
	15-Apr	Wednesday	1:30 - 3:20	Parasitology: Small and Large animals	Lecture	Camille Coomasingh	KBT West
14	20-Apr	Monday	9:30 - 10:20	Parasitology: Small and Large animals	Lab	Camille Coomasingh	Charter Hall Lab
	22-Apr	Wednesday	1:30 - 3:20	Pathology and necropsy	Lab	Dr. Chikweto	Pathology and Necropsy Lab
15	27-Apr	Monday	9:30 - 10:20	Principles of surgery	Lecture	Dr. Velazquez	KBT West
	29-Apr	Wednesday	1:30 - 3:20	Review	Lecture	Dr. Velazquez	KBT West
16	4-May	Thursday	1:30 - 3:20	Finals week			
	7-May	Thursday	1:30 - 3:20	INTRO TO VET FINAL			

I wish you a great success ahead.



**ST GEORGE'S UNIVERSITY
SCHOOL OF VETERINARY MEDICINE
DEPARTMENT OF ANATOMY, PHYSIOLOGY & PHARMACOLOGY
BASIC VETERINARY PHYSIOLOGY SYLLABUS (3 Credits)
VSCI400 / Spring 2020**

I. Course Faculty and Staff Information

Course Director & Instructor

Dr. Hector Zerpa, SVM
Associate Prof. Vet. Physiology, SVM
Tel: 444 - 4175 ext 3852;
Email: hzerpaGo@sgu.edu
Office Hours: by appointment

Instructors

Dr. Ulrike Zieger
Prof. Vet. Physiology, SVM
Office: Veterinary Office Building (SGU campus map: # 48)
Tel: 444 - 4175 ext 3328
email: uzieger@sgu.edu
Office Hours: by appointment

Dr. Rhea St. Louis
Instructor Prof. ANPH SVM
Office: Veterinary Office Building (SGU campus map: # 48)
Tel: 444 - 4175 ext 3331
email: rstloui2@sgu.edu
Office Hours: by appointment

Dr. Rolf Larsen
Prof. Theriogenology, Sr. Assoc Dean
Office: Dean of Veterinary Medicine Office SVM (SGU campus map: # 21)
Tel: 444-4175 x3795
rlarsen@sgu.edu
Office Hours: by appointment

Dr. Anne Marie Corrigan
Prof. Small Animal Medicine and Surgery, SVM
Office: Cassia Building (SGU campus map: # 17)
Tel: 444-4175 x3441
email: acorrigan@sgu.edu
Office Hours: by appointment

II. Course location

KB Taylor Hall West

III. Prerequisite and/or co-requisite courses

Students must be enrolled in SGU's Pre-veterinary or the Foundation program.

IV. Required resources

none

V. Recommended resources

- The recommended textbook for this course is:

Physiology of Domestic Animals by O.V. Sjaastad, K. Hove & O. Sand, 3rd Edition; Scandinavian Veterinary Press, 2016

- A very good and concise (human) textbook, i.p. for visual learners, is: *Principles of Anatomy and Physiology* by G.J. Tortora & B. Derrickson, 14th edition, Wiley & Sons Inc., New York, 2012.

VI. Other requirements

none

VII. Course rationale

This course is an introductory course in animal physiology which prepares future veterinary students for the SVM-DVM program, i.p. the Veterinary Physiology 1 and 2 courses.

VIII. Course goals

This course familiarizes students with basic concepts of animal physiology, using a system's approach. Students will acquire basic working knowledge of physiological functions in health and basic understanding of interrelationships between various body systems. The student will be exposed to consequences and signs of these system's malfunctions and to simple clinical cases.

IX. Course Learning Outcomes

Upon completion of the Basic Animal Physiology course, students should be able to:

1. describe the fundamental mechanisms underlying normal function of cells, tissues, organs, and organ systems of animals, commensurate with the requirements for a student entering the DVM program.
2. integrate knowledge about the physiological functions of organ systems to explain basic mechanisms of whole-body homeostasis.
3. apply knowledge of physiological mechanisms and their regulation to explain the pathophysiology underlying some commonly seen diseases in veterinary practice.

X. Lecture Learning Outcomes

Detailed lecture learning outcomes have been designed for every section and are found in the course handouts, which will be posted on Sakai.

XI. Alignment of Course Learning Outcomes with SGU-SVM Program Learning Outcomes

(please note that this table contains only those Program Level Learning Outcomes, which are relevant for the VSCI400 course).

SVM Program Learning Outcomes	Course Learning Outcome #
A. Core Medical Knowledge	
1. Recall, understand, and adequately utilize multidisciplinary knowledge of basic structures and functions of healthy animals.	1, 2, 3
2. Analyze homeostasis and disturbances thereof.	1, 2, 3
3. Recall, understand, and adequately utilize knowledge of etiology, pathogenesis and pathology of common infectious, non-infectious, and zoonotic diseases.	3
4. Explain the relationship between disease processes and clinical signs.	3

XII. Course Schedule

The lecture schedule is appended at the end of this syllabus document.

XIII. Grading and assessment policy

The assessment of this contained 4 tests: 1st quiz, midterm, 2nd quiz and a final exam. The midterm and final examinations will contain modular and comprehensive questions. Modular examinations expect a student to demonstrate in-depth and detailed knowledge about the material covered. Detailed lecture learning outcomes are included in each handout. The comprehensive examinations serve to reinforce the knowledge acquired and tested previously, and will focus on broader concepts, integration and clinical applications. All examinations are sequestered. Exams may contain multiple choice (single best answer), true/false, and fill-in blanks questions. Examination questions come from material covered in lectures, handouts, and any other sources the instructors indicate. All rules and regulations concerning examinations including EXAMSOFT are detailed in the SGU Student manual.

Assessment	Content	Date	POINTS
Quiz 1	Lectures 01-10	12 Feb	20
Midterm	Lectures 01-20	12 Mar	45
Quiz 2	Lectures 21-29	07 Apr	20
Final	Lectures 01-45	07 May	60
TOTAL POINTS			145

Letter Grade	Percentage	Number Grade
A+	100	4
A	90-99	4
B+	85-89	3.5
B	80-84	3
C+	75-79	2.5
C	70-74	2
D	65-69	1
F	< 65	0

XIV. E-value use for outcomes assessment evaluation

N/A

XV. Recommended study strategies

Every learner is different, and these are only general recommendations:

1. pre-reading material before a lecture;
2. revising lecture material within 24 hours of the given lecture, ensuring that the material is understood;
3. for exam preparation, self-challenge is crucial: explain the learned material to yourself first without having to refer to your handouts and notes. Use the lecture objectives for this purpose. Then work in small groups and repeat this process. Vocalization is an important element to check and improve your own knowledge and understanding of concepts. Prepare as if you were going to take oral exams.

XVI. Instructor's expectations of the student

Students are expected to adhere to the Professionalism Policy (see XVII), and demonstrate at all times respect not only towards SGU faculty and staff, but also towards their fellow students and the general public.

XVII. Professionalism Statement

The policy relating to SGU's Student Policies, Procedures and Non-Academic Standards is detailed in the SGU student manual 2019/2020.

XVIII. Attendance policy

The policy relating to class attendance is detailed in the SGU 2019/2020 student manual.

XIX. Policy regarding missing examinations and/or failure of submission of assignments

The policy relating to missing examinations is detailed in the SGU Student Manual 2019/2020.

XX. ExamSoft policy

You MUST have your ID card to enter the exam hall. You must have your computer with updated wireless access via the Bradford system and set the time to the LOCAL time in Atlantic Standard Time. ExamSoft is able to track testing behaviours, i.e. testing time, testing location, and any deviations from the honour code will be strictly punished

by receiving a zero for the exam and reporting to the SGU Disciplinary board. Please refer to the SGU Honour Code in the student handbook. If you have a computer problem, go to the Office of Institutional Advancement (OIA) prior to the exam to get a loaner laptop for 24 hours. If you have a problem downloading the exam on exam day you will be moved to a secondary location to have the issue addressed by IT and take your exam. You will receive a white board for the exam, you may NOT write anything on the board prior to the examination start. There is a timer in ExamSoft so you can monitor your time, there will be NO extensions. You cannot leave the exam venue until you have confirmed upload of your examination. You should also check your email afterwards to ensure that your answer file has been uploaded. When not provided for in this paragraph, students are referred to the student handbook.

XXI. Copyright policy

The Plagiarism Policy is detailed in the SGU Student Manual 2019/2020. Please note that ***"... materials (such as slides, handouts and audio/video recordings) provided to students who are taking courses at St. George's University (SGU) are the intellectual property of the Faculty and/or Administration of SGU. Students are free to use these materials solely for the purpose of group or individual study. Reproduction in whole or in part is prohibited"***.

Appendix: Lecture Schedule Spring 2020

Tentative Lecture Schedule: Basic Animal Physiology (VSCI400) – Spring 2020

VSCI400 / Spring 2020

Week 1	Mon	20 Jan	Muscle & Nerve	H Zerpa
	Wed	22 Jan	Muscle & Nerve	
	Thu	23 Jan	Muscle & Nerve	
Week 2	Mon	27 Jan	Muscle & Nerve	
	Wed	29 Jan	Muscle & Nerve	
	Thu	30 Jan	Muscle & Nerve	
Week 3	Mon	3 Feb	Hematology	U Zieger
	Wed	5 Feb	Hematology	
	Thu	6 Feb	Hematology	
Week 4	Mon	10 Feb	Hematology	
	Wed	12 Feb	Quiz 1	
	Thu	13 Feb	free	
Week 5	Mon	17 Feb	Endocrine	U Zieger
	Wed	19 Feb	Endocrine	
	Thu	20 Feb	Endocrine	
Week 6	Mon	24 Feb	Endocrine	
	Wed	26 Feb	Respiration	H Zerpa
	Thu	27 Feb	Respiration	
Week 7	Mon	2 Mar	Respiration	
	Wed	4 Mar	Respiration	
	Thu	5 Mar	Review	HZ & UZ
Week 8	Thu	12 Mar	Midterm	
Week 9	Mon	16 Mar	Gastrointestinal	R St. Louis
	Wed	18 Mar	Gastrointestinal	
	Thu	19 Mar	Gastrointestinal	
Week 10	Mon	23 Mar	Gastrointestinal	
	Wed	25 Mar	Reproduction	R Larsen
	Thu	26 Mar	Reproduction	
Week 11	Mon	30 Mar	Reproduction	
	Wed	1 April	Reproduction	
	Thu	2 Apr	Reproduction	
Week 12	Tue	7 Apr	Quiz 2	
Week 13	Mon	13 Apr	Holiday	
	Wed	15 Apr	Renal	A. Corrigan
	Thu	16 Apr	Renal	
Week 14	Mon	20 Apr	Renal	
	Wed	22 Apr	Renal	
	Thu	23 Apr	Cardiovascular	H Zerpa
Week 15	Mon	27 Apr	Cardiovascular	

	Wed	29 Apr	Cardiovascular	
	Thu	30 Apr	Cardiovascular	
Week 16	Mon	4 May	Review	all faculty
Week 16	Thu	7 May	Final	