Catalog Description
The course will provide an introduction to current topics related to clinical hematology and will focus on information required by an emphasis in Clinical Laboratory Sciences. It will meet the state requirements for a course on this topic. The hybrid course will consist of 3 units of on-line lecture and in-house, proctored exams. It will provide a theoretical and practical background in the identification of blood cell types, both normal and pathological. Chem 365 or equivalent is required. Prerequisites will be strictly enforced.

Instructors' Information
Kathleen McGuire, MT, Ph.D.
E-mail: kmcguire@mail.sdsu.edu
Department of Biology, SDSU
Office: NLS-407
Office Hours: By appointment only (email for appointment)
Phone: 619-594-7191

Course Objectives
• Define the structure and function of the components of normal blood and bone marrow
• Identify normal and abnormal blood cell types
• Identify, compare and contrast the pathological processes that occur in the blood and bone marrow
• Differentiate the normal and abnormal events of hemostasis

Required Textbook
You can purchase the textbook from the SDSU bookstore or where ever else you would like but you should have the text by the beginning of the semester.
Distance students: the bookstore may ship free of charge – BE SURE TO ASK!

Technology Requirements
Students should be comfortable using a computer and willing to browse the Internet. This class requires online class participation and in the Web assignments placed in the Clinical Hematology course on Blackboard. It is highly recommended that Mozilla Firefox be the browser used when accessing courses in Blackboard, and, particularly, when doing assignments and exams. Mozilla Firefox is available for download from Blackboard. In addition, Adobe Acrobat Reader software may be required for viewing and printing of class handouts. It can be downloaded free from the Internet. Access to powerpoint slide presentations and Flash file videos will also be needed.

All students need access to a high-speed (broadband) computer connection to the Internet (campus network or a DSL/cable modem). SDSU students can access the Internet from one of the campus student labs if a personal high-speed connection is not available. All students will need to be enrolled in the course to have access to course materials placed on Blackboard. A wired connection is recommended over wireless connections for reliability, particularly for exams and assignments!
This course will be posted on SDSU's Blackboard website. This site can be found at http://blackboard.sdsu.edu. It can also be reached from SDSU's main website, by clicking on "academics" and choosing the link for "blackboard courses". Once you have registered for the course, and you log onto Blackboard, the Clinical Hematology course will be listed and you will have access to everything posted there for this course. This will include lecture material, online interactive sessions, assignments, announcements, etc. Use the buttons on the left side of the page to navigate through the course site!

All students should read and adhere to the recommendations made in the QUIZ TAKING TIPS link available on the course site (you will find the link to download Mozilla Firefox if you do not have it here). It has been my experience that 99% of all technical failures result from not following the instructions you are given. Following the quiz-taking tip instructions will minimize technical difficulties during graded work. ANY TECHNICAL DIFFICULTIES YOU HAVE WITH BLACKBOARD – CONTACT THE BLACKBOARD HELPDESK. They will be able to help you while I can't.

The on-line portion of the course

The lecture portion of this course will consist of powerpoint presentations. Under COURSE DOCUMENTS: Two different forms of the powerpoint presentations will be posted in a folder labeled by the Week Number corresponding to the week it is to be learned. (In other words, the material you are responsible for in the first formal week of the course will be in a folder labeled WEEK 1). One of the formats of each powerpoint to be posted will be a normal powerpoint with the notes for each slide in the notes section. As I have reviewed the powerpoints for this fall, I have updated, revised, and/or corrected the notes found there so they will be the most up to date! The second format of each powerpoint will be a narrated video that will play as a lecture. These are Flash files made for Flashplayer 9. In this format, you can listen and watch the slides as you would in a normal lecture situation, except you can stop it, go backwards or forwards at will, and watch it as many times as you would like. Because I update the notes in the regular powerpoints, the audio may not be identical to the notes in the powerpoint. My suggestion is that you print the regular powerpoint 3 slides/page with the room to take notes, to use for taking notes as you listen and watch the narrated powerpoint. However, different students learn differently and you will have to decide for yourself what works for you. Because all lectures will be posted in both formats, technical difficulties should not interfere with access to course materials. ANY TECHNICAL DIFFICULTIES YOU HAVE WITH BLACKBOARD – CONTACT THE BLACKBOARD HELPDESK. They will be able to help you much better than I can.

Online sessions on Fridays: I intend to use these interactive, real-time sessions to answer questions from students, review material before the exams, analyze case studies and otherwise discuss what we are learning. As much as possible, I will capture the sessions and post them afterwards, so students that can’t attend can still review the material discussed. I expect that many students will find these sessions extremely helpful and I highly recommend arranging your schedule so that you can attend them!

FOR BIO366 STUDENTS: I made the decision to allow Bio366 students to take this course concomitantly if they wanted to despite the time conflict. I am hoping that getting online early on Fridays (at ~11:00 or so), I can still have interactive time with you before you go to Bio366. By taking both Bio366 and Bio480 in a single semester, YOU ARE ACCEPTING RESPONSIBILITY for either making this alternative time for interaction or missing these sessions completely and only reviewing them afterwards! If you are unwilling to accept the responsibility that your access to these live online sessions may be limited, and that participating in the live sessions would have been beneficial to you in this course, taking both courses in one semester is not appropriate for you and you shouldn’t do it!

Assignments: Throughout the semester, there will be several on-line assignments and the course schedule indicates when each assignment is due. Each homework assignment will be posted in blackboard under ASSIGNMENTS. Each assignment will be available for the week they are due, appearing at 8:00 AM Monday (as much as is feasible), and they will remain visible until the due date/time of 6:00 PM Sunday night. (The one exception is the first assignment – the due date is delayed because of OU enrollment taking some
You will have two opportunities to complete the homework assignment and each will be timed for 30 minutes. You have 2 tries and 2 tries only. Do not waste one of your opportunities on just looking at it! If you look at the questions with one of your attempts, and then have technical difficulties with the second, you lose all points for the assignment. So use both tries in a serious attempt to get points! The assignments will be worth a total of 100 points.

THERE WILL BE NO LATE ASSIGNMENTS ACCEPTED!!! You will have enough time to do each assignment so don’t wait until the last minute – I feel no sympathy for those who miss deadlines due to last minute technical issues or other unforeseen circumstances. I will remind you I work a normal week – M-F ~8:00 to 5:00 PM. I am not on email to receive desperate pleas for assistance evenings or on weekends!

The in-person portion of the course
THE EXAMS: To maintain the integrity of the exam process, this course will include in-person, proctored exams that will be held at SDSU each week that the course schedule indicates an exam on Saturday. The dates for the exams have now been set as:

• EXAM 1 Saturday September 28, 2013
• EXAM 2 Saturday November 2, 2013
• EXAM 3 and Final Morphology Exam Saturday December 14, 2013.

All exams will be held between 9AM and 11AM. Each exam will last between ~90 min, with the exception of the exam on December 14. The exam on December 14 will last 2 hours because of the Final Morphology Exam which is taken at the same time as Exam 3. Taking any exam at an alternative time MUST be arranged in advance and it is at the discretion of the instructor whether such an opportunity will be provided. Students who cannot attend test dates on campus can’t take this course! Any student missing an exam will be automatically dropped from the course and receive a WU as a grade.

Office hours:
I am often not in San Diego because of family responsibilities in another state. This severely restricts opportunities I have to schedule make up exams after the scheduled dates but it will not affect office hours. I will be happy to schedule face-to-face meetings when I am in town (particularly before exams) and/or skype or phone conversations with anyone who would like to speak to me at any time. Please email for an appointment.

Questions asked by email:
As much as I possibly can, I will respond to questions received by email by noon of the workday following their receipt. This means emails received on Friday, Saturday and Sunday will not be answered until Monday morning. Saturdays, Sundays, and evenings/nights are NOT workdays and I can’t make a commitment to respond to emails, including those about technical problems, during those hours. There are two exceptions to the answering questions by noon the following workday commitment:

• Questions answered in this Syllabus, the course schedule, and other documents posted on Blackboard will not be answered. PLEASE, consult this syllabus and other documents before sending an email question!
• Questions about your grade will not be answered and specific grades will not be discussed by email (it is against university policy because email is not considered a “secure” platform). ANY questions about grades MUST be addressed in person or during a phone or skype call. All such inquiries must be arranged in advance.

Course Schedule
A copy of the course schedule is posted under COURSE DOCUMENTS. As previously noted, it is imperative that every student taking this course is knowledgeable of the Saturday exams. In addition, it is your responsibility to know when weekly assignments are due. Reminders for those assignments will not be provided as they are in the course schedule.
Exams, Grades and Grading Policies
There will be a total of 480 points in the course. The final cumulative grade will be based on:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-line homework assignments</td>
<td>100 pts</td>
</tr>
<tr>
<td>Midterm Exams (3 x 100 pts each)</td>
<td>300 pts</td>
</tr>
<tr>
<td>Final Morphology Exam</td>
<td>80 pts</td>
</tr>
<tr>
<td>Total Points for Course</td>
<td>480 pts</td>
</tr>
</tbody>
</table>

The format for examinations will be different depending on the information covered on the exam. Examples of types of questions which may occur on the examinations include multiple-choice, multiple answer, matching, short answer, discussion, problem-solving, morphology identification, and case study interpretation. The morphology exam will consist of a powerpoint presentation that will show pictures of cells/smears for 30 seconds each and you will be responsible for identifying what is asked for in a fill-in-the-blank format.

There will be multiple opportunities to earn extra credit points throughout the semester – extra credit will result in each assignment in Bb looking like it is worth a few more points than it actually is. No matter how many points you are given a chance to earn on an individual assignment or exam throughout the semester, each will only be worth what I tell you it is. And the total points you earn will be divided by 480 no matter how many you are provided an opportunity to earn (so yes, you can earn more than 100%!). This will not be reflected in Bb because Bb is not easy to assign extra credit in but the grading scheme presented above will be adhered to throughout the semester. Please do not send e-mails asking why the points in Bb are not consistent with those listed here in this syllabus or with what I tell you for each assignment/exam!

Regular attendance in this on-line course is required. Students can miss up to a total of one assignment (with the concomitant loss of points) without automatically receiving a final grade of WU for the course. Missing 2 or more than assignments or one exam will result in a Final Grade of "WU" for the course.

Final Grades are determined using the following criteria:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding achievement</td>
<td>90-100%</td>
</tr>
<tr>
<td></td>
<td>92.5 – up</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>90.0 – 92.4</td>
<td>A-</td>
</tr>
<tr>
<td>B</td>
<td>Excellent performance</td>
<td>80-89%</td>
</tr>
<tr>
<td></td>
<td>87.5 – 89.9</td>
<td>B+</td>
</tr>
<tr>
<td></td>
<td>82.5 – 87.4</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>80.0 – 82.4</td>
<td>B-</td>
</tr>
<tr>
<td>C</td>
<td>Meets course requirements</td>
<td>70-79%</td>
</tr>
<tr>
<td></td>
<td>77.5 – 79.9</td>
<td>C+</td>
</tr>
<tr>
<td></td>
<td>72.5 – 77.4</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>70.0 – 72.4</td>
<td>C-</td>
</tr>
<tr>
<td>D</td>
<td>Passed, but not at expected standards</td>
<td>60-69%</td>
</tr>
<tr>
<td></td>
<td>67.5 – 69.9</td>
<td>D+</td>
</tr>
<tr>
<td></td>
<td>62.5 – 67.4</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>60.0 – 62.4</td>
<td>D-</td>
</tr>
<tr>
<td>F</td>
<td>Failure to meet class requirements</td>
<td>Less than 60%</td>
</tr>
</tbody>
</table>

(any non-adherence to this grading scheme is at the discretion of the instructor!)

Turnitin Assignments:
Students agree when taking this course that if any papers are to be submitted, they will be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting
plagiarism of such papers. You may submit your paper in such a way that no identifying information about you is included. Another option is that you may request, in writing, that your paper not be submitted to Turnitin.com. However, if you choose this option, you will be required to provide documentation to substantiate that the paper is your original work and does not include any plagiarized material.

**Cheating Policy**
Anyone cheating in any capacity will be assigned a final grade of "F" for the course. This includes plagiarism, which will not be tolerated. **No exceptions.** If you are not sure what constitutes plagiarism, ask or look it up!

**Add/Drop Policies**
The add/drop policies for all on-campus and off-campus student in BIO496 are the same as the SDSU add/drop policies. Students should refer to the SDSU academic calendar on the website (http://www.sdsu.edu/) for the appropriate add/drop dates.

**Special Need Accommodations**
If you have special needs and require special accommodations, you need to provide documentation to the instructor. Please discuss your accommodation needs with Dr. McGuire early in the semester.

*Send problems, comments, or suggestions to: kmcguire@mail.sdsu.edu.*
San Diego State University
Department of Biology, College of Sciences