Description

Directed readings are available for graduate students who need to conduct an independent review of the literature in a topic not addressed by the curriculum of the department. Students must complete a statement of understanding and expectation and must have the topic approved by their major professor and either the graduate coordinator or the department chair. Selected readings are appropriate for topics related to thesis research or for topics that provide a foundation for comprehensive examinations for non-thesis track students.

Contact Information

Dr. Melissa C. Johnson

Email: mcavalli@westga.edu
Office: Biology Room 215
Phone: 678-839-4043

My office is located on the 2nd floor of the biology building inside office suite room 210 near the men's restrooms. During Spring 2021 meetings will be available in person or virtually.

All official University communication will be through your UWG email, so you should check it regularly for university specific updates. Please use the email system located within CourseDen for all course related questions. I will check CourseDen at least once in the morning and once in the afternoon Monday-Friday. In case of emergency, you may email my westga.edu account located above. I will respond to your emails within 48 hours (or less) Monday-Friday. Emails received on weekends and holidays will be answered starting at 8 am on the following business day, e.g. Monday morning following a weekend. You may also ask questions to me and your classmates via the General Discussion Board on CourseDen, and I will answer discussion board posts following the timeline provided for email communication.

Office Hours

In person in my office or virtually through Blackboard Collaborate Ultra in CourseDen

During Spring 2021, office hours will be available in person or virtually through Blackboard Collaborate Ultra found on the course page in CourseDen and linked in all modules on CourseDen. You may also ask questions through CourseDen email or the General Discussion Board.

- Monday & Wednesday: 1:00 pm-2:00 pm
- Tuesday: By appointment only 12:00 pm-2:00 pm
- Thursday: 8:30 am-10:00 am
- Friday: By appointment only 8:30 am-12:30 pm

Meeting Times

Discussion Meetings with Dr. Johnson

Once every 2 weeks or more frequent as necessary
In person or Virtually as needed

I am available to meet with you at a minimum of once every 2 weeks to discuss your progress on your research paper assignment. We will set up a mutually agreeable meeting time for these discussions.

Materials

Mobile device/Laptop/Computer

You will need access to a device and internet to submit all assignments through CourseDen.

Computer Software
• MS Word (free to all UWG students through the ITS Student Helpdesk for personal computers) OR PDF creating software/app/browser extension—used to upload assignments. Google Docs WILL NOT upload to CourseDen directly (you must convert the file first)!
• Adobe Reader for PDF files (available as free download from https://get.adobe.com/reader/) OR other PDF reading software/app/browser extension

Assigned Readings

Chapter 13 from Histology Textbook—paying attention to sections related to oral cavity

Chapter 21 from Human Physiology Textbook—paying attention to sections related to oral cavity (Let Dr. Johnson know if you need her to scan this as a PDF for you.)

Minimum of 3 additional primary research articles found through independent research

Availability: Online in CourseDen, Textbook from another course, or Library

Price: free

Outcomes

Description of Course:

This course is designed to improve students’ skills for reading scientific literature (primary research articles), independent research skills of finding relevant scientific sources, and written discussion of the material covered in the independently researched sources. Material to be discussed in this course is related to the normal function and histology of the oral cavity, specifically the gingiva and teeth and describing at least one pathology of the oral cavity/gingiva/teeth and how it(they) changes the oral cavity function and/or histology.

Course Objectives:

1. Describe the normal function and histology of the oral cavity, including gingiva and teeth.
2. Describe at least one pathology of the oral cavity and how it affects function and/or histology.
3. Critically read and analyze primary scientific literature, i.e. journal articles and other independently researched supplemental sources.
4. Develop a written research paper based on assigned readings and primary scientific literature to strengthen written communication of scientific concepts.

Expectations: You are expected to meet with Dr. Johnson virtually at a minimum of once every 2 weeks to discuss the assigned readings and the progress you have made on your research paper assignment. You are responsible for logging into the course on CourseDen on a regular basis—logging in daily is strongly encouraged. All course content will be provided through CourseDen. The research paper assignment will be submitted through CourseDen.

Research Paper Assignment Dropbox: The research paper assignment submission folder may be found on the Assessments tool tab in CourseDen. This assignment dropbox will provide the specific instructions for the research paper. Remember all files submitted to the assignment dropbox MUST be MS Word or PDF files. Google Docs will not upload directly to CourseDen! In-text citations and reference list must be in AMA style. No direct quotations longer than 5 words from the original sources are allowed! Turnitin/Grademark will be used to identify acts of plagiarism on all research paper assignments and to provide you with feedback on your research paper assignment. More specific instructions are provided in the Assignments section of the syllabus & on the research paper assignment page found in CourseDen.

Evaluation

This course is graded based on the percentage of the total points accumulated versus the total points possible to be earned from all assignments throughout the course. Each assignment has a set number of points possible. Your total points earned will be divided by the total points possible (90 points) to determine your final percentage of points earned according to the table below.

Additional information regarding how to calculate your grades may be found in the Additional Items section of the syllabus.

Criteria

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Points Possible to be Earned</td>
<td></td>
<td></td>
<td>90 points available to be earned from research paper assignment</td>
</tr>
<tr>
<td>Research Paper</td>
<td>90 points</td>
<td>Research Paper</td>
<td>This assignment is administered in CourseDen.</td>
</tr>
</tbody>
</table>

Breakdown
Assignments

Assignments are typically graded within 7 days of assignment submission. Any delays will be communicated to you through announcements on CourseDen.

Please review the Late Assignment Policy found in the Course Policies section of the syllabus.

Research Paper Assignment

You will be responsible for a cohesive research paper based on textbook reading material and independently researched supplemental sources. The assignment is worth 90 points based on the Research Paper Rubric below. The Research Paper is due by 11:59 pm on April 30, 2021 electronically as a MS Word or PDF file via the Research Paper Assignment Dropbox on CourseDen. Google Docs will not upload directly to CourseDen. The research paper must use AMA style for citations within the research paper text and for the references at the end of the research paper (see references for AMA style within the research paper assignment instructions located on CourseDen). All information should be paraphrased (<50% of text should be identical to the original source as verified by Turnitin/GradeMark within CourseDen). No direct quotations longer than 5 words from the original sources are allowed.

- Research Paper Format:
  - 2000-2500 words (not including reference list)
  - 12 point font (Arial or Times New Roman preferred)
  - Double-spaced with 1 inch margins
  - No abstract
  - No title page
  - Proper paraphrasing and original source citations are required. No direct quotations longer than 5 words from original sources are allowed. Citations in AMA style (see resources in Course Overview, Policies, and Resources module on Course Den for tools to aid you with AMA style)

- Research Paper Assignment Criteria:
  - Write a research paper with a logical organization of ideas addressing oral cavity function and histology following the specific topic criteria below. Simply writing the answers to the bullets below without organizing them into appropriately ordered paragraphs with meaningful transitions from one idea to the next is not sufficient and will result in a poor score for the Theme section of the assignment rubric located at the end of the assignment instructions.
  - Describe the normal function and histology of the oral cavity, including the gingiva and teeth.
  - Describe at least 1 pathology of the oral cavity and how it changes function and or histology of the oral cavity.
  - Incorporate at least 3 additional sources (primary research journal articles preferred) that discuss oral cavity function, histology, and/or pathologies. Make sure to follow AMA style for in-text citations and the reference page.
  - An introduction and conclusion paragraph should be included in your research paper. You may use headings within your paper, but make sure that you use appropriate transitions to maintain flow of the paper. Your conclusion may also include where you think more research is needed to fully understand normal oral cavity function, histology, and/or pathology.

Assignment Deadline: MS Word or PDF file submitted to Honor’s & Graduate Student Research Paper Assignment Dropbox by Friday, April 30, 2021 at 11:59 pm

A research paper which is completed after the submission deadline will lose 5 points per day after the submission deadline. This means that an assignment which is 24 hours or less late will lose 5 points from the 90 possible points, 24-48 hours late will lose 10 points from the 90 possible points, etc.

Research Paper Assignment Grading Rubric:

<table>
<thead>
<tr>
<th>Points Rating Scale</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Theme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well organized, demonstrates logical sequencing and structure (11-15 points possible).</td>
<td>Well organized, but demonstrates illogical sequencing or structure (6-10 points possible).</td>
</tr>
<tr>
<td><strong>Background/Foundation</strong></td>
<td>All parts of the assignment are addressed and detailed conclusions are reached from the evidence offered (11-15 points possible).</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Inclusion of 3+ additional source(s) found through independent research &amp; citations as appropriate</strong></td>
<td>3 or more current research articles are included in the discussion and all information in the summary is cited within the text appropriately (if necessary) in AMA format (11-15 points possible).</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>Adheres to 2000 word minimum criteria and is not over 2500 words.</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>12 point or less font, double spacing, and AMA style are correct.</td>
</tr>
<tr>
<td><strong>Grammar</strong></td>
<td>There are 2 or less grammatical errors (11-15 points possible).</td>
</tr>
</tbody>
</table>

| **Total Points (90 points possible)** | | | | |

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**Schedule**

**Discussion Meeting & Assignment Schedule**

<table>
<thead>
<tr>
<th>When</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion Meetings</strong>&lt;br&gt;At a minimum of once every 2 weeks</td>
<td>Meet with Dr. Johnson in person or virtually to discuss assigned readings and progress on research paper assignment.</td>
<td></td>
</tr>
<tr>
<td><strong>Research Paper Due</strong>&lt;br&gt;By 11:59 pm on Friday, April 30th</td>
<td>Submit your research paper to the assignment dropbox in CourseDen</td>
<td></td>
</tr>
</tbody>
</table>

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**Course Policies and Resources**

These are policies enforced by Dr. Johnson specific to this course. Some of these policies are providing additional information to Institutional Policies found elsewhere in the syllabus.

**Late Assignments**

Late assignments will receive a **5 point deduction from the total points possible for the assignment per day** after the deadline for the assignment. This means that an assignment which is 24 hours or less late will lose 5 points, 24-48 hours late will lose 10 points etc.
For example, if you turned in the Research Paper within 24 hours of the posted assignment deadline the maximum points that you could earn for the assignment would be 85/90 because of the 5 point deduction for the late submission. If it was 24-48 hours late, then the maximum points that you could earn for the assignment would be 80/90, and so on.

Communication Etiquette

Communication in an online environment takes special considerations. Do not use acronyms or text message abbreviations. Be careful what you say to someone on the discussion tool because everyone in the class will see it, and it cannot be retracted! Please abide by the following netiquette rules:

- Be sensitive and reflective to what others are saying.
- Do not use all caps. It is equivalent to screaming.
- Do not post outbursts of extreme emotion or opinion. Be respectful of the opinions of others.
- Think before you hit the post (enter/reply) button. You cannot take it back!
- Do not use offensive language.
- Use clear subject lines.
- Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional.

General communication etiquette with Dr. Johnson or any of your professors:

- When in doubt about how you should speak, write, or act, always err on the side of formality. You will never offend or annoy someone by being overly formal and polite.
- While you are in college, your coursework is your job. You should behave as you would in a professional work environment.
- When addressing your professors in person:
  - Always address them as “Professor Last Name” or “Dr. Last Name.”
  - Do not call them by their first names or anything else unless they explicitly ask you to do so.
- When writing an email to your professor:
  - Begin the email with “Dear Professor Last Name,” “Dear Prof. Last Name,” or “Dear Dr. Last Name.” Do not begin the email “Hi” without addressing your professor by their title and surname.
  - Write in complete sentences with correct spelling, grammar, and punctuation.
  - Proofread your email before sending it.
  - Be alert to the tone of your message. Any email to a professor or teaching assistant should sound like a formal letter, not a text message or a demand to a customer service representative.
  - For example, you should write:

    Dear Professor Last Name,

    I cannot come to your office hours this week. Are you available at any time on Monday instead?

    Sincerely,

    Jane

    - Do NOT write:

      Hi,

      I need to talk to you about the test. Can I come by Mon? Thx Jane

    - Do NOT write:

      Hello,

      I’m a senior and I need your class to graduate. BanWeb says I need permission. I need you to enroll me immediately.

      Jane

Accessibility Services & ADA

In terms of the Americans with Disabilities Act, Accessibility Services in the Counseling Center will help you understand your rights and responsibilities and assist you with requesting and arranging accommodations. If you need adaptations or accommodations because of a disability or chronic illness, please email me a copy of your eSAR from Accessibility Services in the Counseling Center by the end of the first full week of class. **No** accommodations will be given to a student who has not provided me an eSAR.

See the Academic Support section under the Institutional Policies heading in the syllabus below for additional information.

Fair Use
The materials in this course and on the online course resources (CourseDen) are only for the use of members enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.

**UWG Honor Code & Academic Integrity**

All students are expected to uphold the standards of academic integrity as outlined in the University's Honor Code located in the UWG Student Handbook (https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php). Be sure to properly cite and paraphrase sources in your assignments and exams to avoid plagiarism. Self-plagiarism (submitting an assignment from another class or resubmitting an assignment that you did for a previous attempt at this class) is a form of plagiarism.

The professor has the discretion of deciding the proper course of action based on the severity of the offense. All offenses will result in the student receiving a grade of zero for the assignment in question. Further penalties, such as failing the entire course, will be issued as warranted on a case-by-case basis. All offenses and penalties will be reported to the Department Chair and the Office of Academic Affairs.

See the Honor Code section under the Institutional Policies heading in the syllabus below for more information.

### Institutional Policies

#### Academic Support

**Accessibility Services:** Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services (https://www.westga.edu/student-services/counseling/accessibility-services.php).

**Center for Academic Success:** The Center for Academic Success (http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

**University Writing Center:** The University Writing Center (https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

#### Online Courses

UWG takes students’ privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the UWG Online (https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the Online/Off-Campus Student Guide (http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the UWG Cares (http://www.westga.edu/UWGcares/) site. Online counseling (https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

#### Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal
their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook (https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

**UWG Email Policy**

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student’s responsibility to check his or her email.

**Credit Hour Policy**

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

**HB 280 (Campus Carry)**

UWG follows University System of Georgia (USG) guidance: [http://www.usg.edu/hb280/additional_information#](http://www.usg.edu/hb280/additional_information#)

You may also visit our website for help with USG Guidance: [https://www.westga.edu/police/campus-carry.php](https://www.westga.edu/police/campus-carry.php)

**Mental Health Support**

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the Counseling Center. Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in Health Services. To report a concern anonymously, please go to UWGcares.

**ELL Resources**

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [ELL resource page](https://www.westga.edu/police/campus-carry.php) for more information.

**COVID-19**

**Proctored Exams/Online Instruction**: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student’s personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

**Face Coverings**: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

**Student FAQs**: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php).
The information below provides additional information related to the course, and many expand on information that is mentioned in previous sections of the syllabus.

**Important Spring Semester Dates**
- Classes Start = Saturday, January 9, 2021
- Drop/Add Period = January 9, 2021-January 15, 2021 (ends at 11:59 pm on Jan. 15)
- Withdraw with W Period = January 16-April 2, 2021
- Dr. Martin Luther King Jr. Holiday = Monday, January 18, 2021
- Spring Break = March 15-19, 2021
- Reading Day = Tuesday, May 4, 2021
- Last Day of Class = Monday, May 3, 2021
- Final Exam Week = May 5-11, 2021
- Spring Graduation = May 12, 2021

**Assignment Dates**
Here is a table providing due dates for all assignments in the course.

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Dropbox</td>
<td>Research Paper</td>
<td>Due at 11:59 pm on Friday, April 30, 2021</td>
</tr>
</tbody>
</table>

**Assignments & Point Values**
Here is a table showing all assignments and their point values, which are also described above in assignments.

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Tab</td>
<td>Research Paper</td>
<td>90</td>
</tr>
</tbody>
</table>

**Total Points Possible**
90

**Course Grade Calculation**
To determine your grade in the class, you will divide the number of points that you earned for all of the assignments by the total number of points possible (90). The following table gives you the range of points that you will need to earn for each letter grade, which is also described above in the evaluation section.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>89.5-100%</td>
<td>80.6-90</td>
</tr>
<tr>
<td>B</td>
<td>79.5-89.4%</td>
<td>71.6-80.5</td>
</tr>
<tr>
<td>C</td>
<td>69.5-79.4%</td>
<td>62.6-71.5</td>
</tr>
<tr>
<td>F</td>
<td>0.694%</td>
<td>0.625</td>
</tr>
</tbody>
</table>