Course Name: Human Physiology & Anatomy I  
Course Number: PHGY 230  
Credit Hours: 4  
Semester: Fall 2017  
Hours: Lectures – See Below  
Instructor: Jane E. Gavin  
Office Hour: During scheduled lectures  
E-Mail: jgavin@usd.edu

Course Description
PHGY230 is the second half of a two-semester, introductory human anatomy and physiology course that is organized parallel to the major organ systems of the human and follows the sequence of the text, Anatomy and Physiology, 6th edition by Marieb and Hoehn. The course contains laboratory exploration of the endocrine, circulatory, respiratory, digestive and urinary processes as well as in-depth exploration of each organ system. PHGY220 is a prerequisite for this course and it is therefore assumed that students have had prior exposure to anatomical terminology, biochemistry and cellular biology as well as the integumentary, skeletal, muscular and nervous systems. Specific topics addressed include the endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary and reproductive systems as well as metabolism and acid base balance.

Rationale
PHGY230 provides a foundation for students entering health profession fields or programs of study in which a two-semester (eight semester credits) Anatomy and Physiology with lab course is required and for those desiring further biological sciences study focused on the human body.

Description of Instructional Modes
The following instructional modes will be employed:

1. Live Collaborate Ultra, Outlines and Slides
This course will be presented using real time on-line lectures that can be accessed using the appropriate link under “Communications” and “Collaborate Ultra” on our D2L homepage. As you will note by looking at our course calendar, lectures occur early in the week to give students sufficient time to prepare for the weekly quizzes or exams. After the first week our lectures will typically be as follows:

- Sunday 8:30-9:45pm  
- Monday 2:00-3:00pm  
- Tuesday 2:00-3:00pm  
(All central time)

Important: Our first lecture will be held on Monday, August 21 at 7pm. Additional sessions or adjustments may be made during the semester as needed.

Attendance at our live lectures is not required but students are responsible for all material presented during these sessions. A recording of each lecture can be accessed in the Content section of D2L. Outlines and power point slides for each lecture will be posted on
D2L. Students are responsible for all material presented during the Collaborate (Elluminate) chats, on lecture outlines, power point slides and assigned readings. To view the hardware and software requirements for Collaborate (Elluminate), please visit https://blackboard.secure.force.com/btbb_publichome?dfprod=Collaborate. Students will need a set of head phones and a current copy of JAVA which can be downloaded @ www.java.com.

2. Laboratory Assignments

PHGY230 is a 4 credit course that includes a laboratory component which will be accomplished using PhysioEx, Interactive Physiology and PAL which can be accessed via Mastering A&P. During the semester, 4 of these labs will require students to submit a written report and/or complete a quiz by a specific date. Labs will be valued at 10 points each and will drop by 10% for each day they are late. In addition, material covered for all laboratory exercises will be assessed via exam questions. Writing assignments will be assessed using Turnitin and grade of zero will be assigned if work has been plagiarized.

3. Required Reading

In addition to Collaborate (Elluminate) lectures, outlines and slides, students are responsible for the assigned readings in the textbook. These are listed in the course schedule and correspond to the lecture material presented on D2L.

4. Discussion Boards

The discussion boards will act as the main form of communication between you and me as well as between you and fellow classmates.

**Main Thread**

If you have any questions or comments about the format of the course, quiz dates, or general topics, please post to this thread (“Main Thread”) rather than sending me an e-mail. Often several students have the same concerns and by posting to this board the entire class will have access to the response. Please, however, don’t hesitate to e-mail me with a personal concern.

**Personal Introduction**

Please introduce yourself to the class and share the following information with your peers; location, degree program, school, family (optional) and interests.

**Student Discussions**

You will be able to chat with your fellow classmates on the thread labeled “Student Discussions”. On this thread you can coordinate study groups, talk about families or just give each other words of encouragement. It’s your thread!

**Helpful Ideas**

If you find a useful website, a good way of remembering things, a book that you would recommend, please share this information with your classmates by posting it to this thread.

**Important:** Please use proper discussion board “netiquette” as outlined in the Continuing Education Orientation Guide as the entire class has access to what you post!

**Textbook**

<table>
<thead>
<tr>
<th>Text</th>
<th>Anatomy &amp; Physiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Marieb and Hoehn</td>
</tr>
<tr>
<td>Publisher</td>
<td>Pearson Benjamin Cummings</td>
</tr>
<tr>
<td>ISBN</td>
<td>9780134659053 (textbook bundle)</td>
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</table>
The text and related materials for lecture and lab are bundled in a special package by the publisher for USD. The textbook and access to Mastering A&P are required. Listed above is the ISBN for our bundle which is significantly cheaper than purchasing each component individually: Anatomy & Physiology, 6th ed., Marieb & Hoehn - Required - (ISBN 0134156412), Photographic Atlas A &P, Hubert & Heisler (ISBN 0321869257), Anatomy and Physiology Coloring Workbook 11th Edition (ISBN 0134459369), and Access for Mastering A&P - Required - (ISBN 13: 978-0-13-425747-1). With Mastering A&P you will have access to Interactive Physiology, PhysioEx 9.0, Practice Anatomy Lab 3.0 (PAL) and many study tools. This custom textbook bundle is available only through the USD Barnes & Noble Bookstore. For those planning to use materials other than those in the bundle, there will be required laboratory assignments from PhysioEx. Images on quizzes and exams may come from any of the materials assigned from the bundle. Individual components can be purchased through the My Pearson Store at http://www.mypearsonstore.com/bookstore/anatomy-physiology-0134156412 or https://www.pearsonmylabandmastering.com/northamerica/masteringaandp/students/get-registered/index.html

Technology Skills

Students registered for PHGY230 are required to have internet access and a current USD e-mail address. All course communication will be facilitated within D2L including lecture notes, slides, lab assignments, discussions and grades. Please refer to the technology requirements listed in the “On-Line Orientation Guide” which can be found on the USD Continuing Education website at http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx?la=en. For assistance with D2L or Collaborate (Elluminate), contact the USD Information Technology Services Help Desk.

USD Information Technology Services Help Desk

| Office: | Slagle Hall Room 18B |
| Phone:  | (605) 677-5028        |
| Email:  | helpdesk@usd.edu      |
| Online: | http://www.usd.edu/its/helpdesk/ |

Course Objectives and Assessments

<table>
<thead>
<tr>
<th>Objective/Outcomes:</th>
<th>Assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Identify widely accepted anatomical terminology</td>
<td>Quizzes &amp; Exams</td>
</tr>
<tr>
<td>♦ Describe the notion that form and function go hand in hand</td>
<td>Quizzes &amp; Exams</td>
</tr>
<tr>
<td>♦ Describe key physiological concepts relating to body systems</td>
<td>Quizzes &amp; Exams</td>
</tr>
<tr>
<td>♦ Identify and explain feedback systems which maintain the stable internal environment (homeostasis) within the body</td>
<td>Quizzes, Exams &amp; Laboratory Assignments</td>
</tr>
<tr>
<td>♦ Identify the major components of the endocrine, immune, respiratory, digestive and reproductive, urinary systems and understand their physiological processes. Describe the complexities of maintaining acid-base and fluid-electrolyte balance</td>
<td>Quizzes, Exams &amp; Laboratory Assignments</td>
</tr>
</tbody>
</table>

Proctoring/Testing

All exams will be taken on D2L in the presence of a proctor in a professional setting. Please refer to the rules listed in the “On-Line Orientation Packet” located on the USD Continuing Education web page at http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx?la=en. You will also find a link to the “Proctor Form” at http://www.usd.edu/~media/files/usd-online/proctor-form.ashx?la=en. Proctor forms must be submitted one week prior to the first exam. At the
beginning of the course you will need to provide your proctor with all exam dates as listed in the class schedule. Any student who takes an exam without a proctor will receive an F for the course.

Quizzes and Exams

All quizzes and exams will be taken via D2L. Dates are listed in the class schedule. It is your responsibility to present your proctor with a list of all exam dates at the beginning of the semester.

♦ Quizzes: Ten (10) prescheduled quizzes (un-proctored) will be available for you to access from 8am on Thursday until 5pm on Sunday. Often you don’t know, what you don’t know, until someone asks you! So, consider these learning tools which will prepare you for the proctored exams. Once opened, you will have 20-60 minutes to answer 10-25 multiple choice or matching questions. Feel free to use your notes or text but be prepared…. 2 minutes/question does not allow you much time to re-read the entire chapter! The highest nine (9) quizzes will count toward your final grade.

♦ Exams: Five (5) multiple choice and matching exams will be administered via D2L, in the presence of an approved proctor. Students are prohibited from having books, papers, cell phones or any other electronic device in their possession during an exam. Exams will open at 8am and remain open until 10pm. Exams may be reviewed in the presence of their proctor after first contacting me.

♦ Final Exam: The final is cumulative, mandatory, and must be proctored. This exam counts two exam grades. The exam will open at 8am on December 11 and close at 10pm on December 13.

Grading

All grades will be posted on D2L.

- Quizzes are each worth 5 points
- Laboratory assignments and quizzes are worth a total of 10 points each
- Exams are worth 100 points
- Final Exam is worth 100 points but the score is doubled.

<table>
<thead>
<tr>
<th>#/semester</th>
<th>Points for each</th>
<th>Total # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>Labs</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td>Exams</td>
<td>100</td>
<td>500</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 x 2</td>
<td>200</td>
</tr>
</tbody>
</table>

Total # of points: 790

You have the option of dropping one exam grade OR you can count the final only once. In addition, only your highest 5 quizzes will count. There will then be a possible 685 total points for the course. To determine your grade divide the total number of points earned by the total number of points possible at that point in the course. Final averages will be based upon the following:

A – 89.5% – 100%
B – 79.5% – 89.4%
C – 69.5% – 79.4%
D – 59.5% – 69.4%
F – Below 59.4%

Important: There are no make-up exams or extra credit assignments for this course. If a student is unable to take one of the scheduled exams or quizzes, it will be dropped and considered their lowest grade. There are no extensions for exams however, students may take their test early if needed.
Drop Dates

The last day to drop PHGY220 and receive full reimbursement is Aug 31. The last day to drop the course and receive a "W" on your transcript is Nov 3. For additional information please review the information in the “On-Line Orientation Guide” located on the USD Continuing Education web page @ http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx?la=en The registrar’s office can be reached at (605) 677-5339.

Library Faculty Assistance

The USD Library has assigned a Distance Education Librarian to provide services for on-line learners. More information on this unique service can be found on the USD Library website at http://www.usd.edu/library/for-distance-learners or by calling the I.D. Weeks Library reference desk @ 677-6085 or 1-800-299-5448).

Freedom In Learning

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation.

Disability Services

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For additional information please contact:
Ernetta L. Fox, Director
Disability Services
Room 119 Service Center
(605)677-6389
www.usd.edu/ds; dservices@usd.edu

Academic Dishonesty

No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:
Given a zero for that assignment.
Allowed to rewrite and resubmit the assignment for credit.
Assigned a reduced grade for the course.
Dropped from the course.
Failed in the course

From the USD Student Handbook,

“Acts of dishonesty, including, but not limited to the following:
1. Cheating, which is defined as, but not limited to the following:
   a. use or giving of any unauthorized assistance in taking quizzes, tests, or examination;
   b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
   c. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
2. Plagiarism, which is defined as, but is not limited to, the following:
   a. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment consistent with accepted practices of the discipline;
   b. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
3. Other forms of dishonesty relating to academic achievement, research results or academically related public service;
4. Furnishing information known or believed to be false to any institutional official, faculty member or officer;
5. Forgery, fabrication, alteration, misrepresentation or misuse of any document, record or instrument of identification, including misrepresentations of degrees awarded or honors received;
6. Tampering with the election of any institutionally recognized student organization;
7. Claiming to represent or act in behalf of the institution when not authorized to represent or to act."

Writing assignments will be assessed using Turnitin and grade of zero will be assigned if work has been plagiarized.

Instructor Feedback

E-mails

You can expect to receive a response to your e-mail inquiry within twenty-four hours on weekdays or within forty-eight hours on the weekends. Please do not hesitate to send a second e-mail if you do not receive a timely response.

Quizzes and Exams

Quiz and exam grades will be available 24 hours after the test closes.

Labs and Case Studies

Typically these assignments take considerable time to grade but I will make every effort to post scores within three weeks of the due date.

PHGY230 is a rigorous course with much to cover in very few weeks. You should expect to spend 12-15 hours/week in addition to lecture for this course during the semester. If you find you are still struggling after reading the text, answering chapter review exercises and attending Elluminate sessions regularly, please contact me as soon as possible.

When I have a question, who should I contact?

E-mail/ Login/Password Issues – USD Help Desk  (605) 677-5028 or helpdesk@usd.edu
D2L Issues - USD Help Desk  (605) 677-5028 or helpdesk@usd.edu
Computer Issues - USD Help Desk  (605) 677-5028 or helpdesk@usd.edu
Proctor Issues – Continuing Ed 1-800-233-7937
Anatomy & Physiology Issues – Jane Gavin @ jgavin@usd.edu

For answers to many of your questions please review the information in the “On-Line Orientation Guide" located on the USD Continuing Education web page at http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx?la=en.
The instructor reserves the right to:

- Modify the syllabus and schedule during the semester as needed.
- Remove any student from this course due to lack of participation. This is defined as the failure to complete two consecutive exams.
- Assign a failing grade for student academic misconduct.