Course Description
Catalog Description: PHGY 230 is a 4-credit course that is a continuation of material covered in PHGY220. Lectures, laboratory work and demonstrations will enable students to understand normal and abnormal function of the human body and provide a foundation for any future healthcare course. Integration of anatomical structure as it relates to physiology will also be incorporated.

Additional 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 ed. by Marieb and Hoehn. The course contains in-depth laboratory exploration of each covered organ system. PHGY230 is 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. Developmental biology, histology, pathology and clinical applications/correlations will be included when appropriate. Specific topics addressed include nutrition and metabolism, fluid, electrolyte and acid-base homeostasis as well as endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. Independent and group learning is required in PHGY230.

Course Prerequisite
PHGY220 & 220L (C or higher grade)
Co-requisite: PHGY230L

Textbook & Materials (If you purchased the material for PHGY 220, you have what you need.)

Text with Mastering A&P
Publisher: Pearson

Mastering A&P with E-text only (no hard text)
Publisher: Pearson

Loose-leaf text with Mastering A&P
Publisher: Pearson

NOTE: If you choose to purchase a used text, you will still need to purchase a registration code for the Mastering A&P companion website (6th edition) from Pearson.

Related lecture notes, PPTs, and lecture recordings will be available on your D2L course site.

Instructional Method
This course will incorporate classroom discussions, Blackboard Collaborate sessions, online quizzes/exams and online lab work. Lecture recordings will be posted to the Content page of your D2L course site. Face-to-face meetings will include student questions, application of content and group discussion.

Expectations:
Students
- Students are expected to read, understand and abide by all policies and procedures outlined in this syllabus, as well as those in the CDE Online Orientation, which can be assessed from the “Getting Started” widget on the course homepage. The latter contains important information about the various academic, student and technical resources and services available at USD.
In terms of commitment, PHGY 230 is a four-credit hour course and therefore, per South Dakota Board of Regents (SDBOR) standards, one should expect to invest a minimum of twelve hours per week on the course (one credit hour equals one hour classroom or direct faculty instruction and two hours of out-of-class, student work.

It is the responsibility of the student to have and maintain the appropriate technology required to complete the course. Refer to “Technology Requirements” towards the end of the syllabus.

Since messages and announcements are posted to the D2L course site, students are expected to log into the course daily.

Remember that your learning experience is directly correlated to what you put into it. The more a student involves themselves in the course, the more rewarding the experience. You will get out of the course what you put into the course. Each student is ultimately responsible for their own success.

Instructor

- Students can expect the instructor to be willing to always help students understand the concepts of anatomy and physiology and to work in the development of methods to help ensure student success in the course.
- The instructor will provide timely graded assignments based on closure times. Quiz scores will be available upon submission. Exam scores will be made available after exam closes. If all students complete exam prior to exam closing, scores will be made available earlier.
- The instructor will be available for consultation and willing to answer content questions. I can also be of some help with general technical issues however it is highly recommended to address all technical issues with the USDhelpdesk.
- The instructor will provide prompt replies to emails. Please allow 24 hours for a reply during weekday. If you do not receive an email from me within 24 hours, please resend it. Emails sent over the weekend may not get a reply until Monday.
- The instructor will be accommodating to those with disabilities and those with English as their second language in accordance with USD policies.
- The instructor will show sincerity, honesty, and fairness in all aspects of this course.
- The instructor will follow and abide by all policies stated within the syllabus.

Course Objectives

The objectives of the course are as follows:

- To explore eukaryotic cell structure and function as a basis for human anatomy and physiology
- To provide a clear and organized vehicle for gaining factual knowledge and learning the fundamental principles of human anatomy and physiology
- To present terminology widely accepted for describing the anatomical organization and physiological processes of the human body
- To emphasize the relationships between form and function, the extensive interrelationships between organ systems and the mechanisms for maintaining homeostasis
- To demonstrate and practice the skills of logical thinking and applying knowledge to solve problems
- Topic specific objectives are indicated by blue arrow heads under chapter subheadings in the textbook and are included in the textbook study guides posted on D2L.
Student Learning Outcomes

The student learning outcomes are as follows:

- Identify the components and functions of the endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems.
- Apply knowledge of the components of eukaryotic cells and their functions to explain the anatomy and physiology of the studied organ systems.
- Describe the flow of information within the cell and between cells.
- Describe the regulation of cellular activities including communication, growth, division, metabolism and cellular energy production.
- Describe the tissues components and functions within each studied organ and organ system.
- Describe the importance of homeostasis, its parameters for the human and the mechanisms used by each of the studied body systems to maintain it. Describe how attempts to maintain homeostasis by individual organ systems affect the other organ systems and processes.
- Identify and describe common pathophysiology related to the studied organ systems and its underlying anatomy and physiology.
- Demonstrate the correct use of widely accepted anatomical and physiological terminology.
- Demonstrate and apply the concept that anatomical structure and physiology (function) are complimentary. Apply the above knowledge to problem solving situations.

Assessments

Mandatory Syllabus Quiz

All students are required to complete a syllabus quiz with the following conditions in order to stay enrolled in the class:

1) Must be completed by 11:59 PM, Tuesday, January 16 in order to stay enrolled in the course. Failure to do so will result in student being dropped from the course.
2) Students must respond “yes” to final question to stay enrolled in this course section.

*Any student who does not meet the mandatory syllabus quiz conditions will be promptly dropped from the course on Wednesday, Jan. 17, 2018.

Labs/Lab Quizzes

- The labs are assigned so that students get practice in researching, analyzing, critical thinking and application of the information learned in the course. The labs will demonstrate to both the instructor and student as to whether or not the student has a deeper understanding of the information learned.
- Several labs will involve the PhysioEx 9.1 lab manual/software. PhysioEx 9.1 is available on the Mastering A&P companion website.
- All assigned labs are posted in the Dropbox and will be submitted via the Dropbox on your D2L course page. Labs will not be graded but will be need to be completed in order to take the related lab quiz, thus your lab grade is earned via the related quiz. Related lab quizzes do not appear on Quizzes list until the related lab has been completed and submitted via the Dropbox.
• All labs must be submitted by due date/time for one to take the related lab quiz. Late assignments are NOT accepted which means that a student who does not submit lab by due date/time will not be allowed to take the related lab quiz thus losing those available points.

• Lab quizzes are assigned for each lab assigned and are used to evaluate your understanding of the related lab. Lab quizzes are taken un-proctored and online after the completion of assigned lab activity by specified date. Lab quizzes are accessed via the Quizzes tab on the Course Home Page.

• Lab quizzes will not show in Quiz list until related lab has been submitted.

• Lab quizzes are NOT group assignments and are meant to be taken individually. Students will typically use their completed labs to take the quiz.

• Lab quizzes will involve questions directly and indirectly from the assigned labs and will include interpretation of data and critical thinking.

• Make-up lab quizzes are not typically allowed. (This includes technical issues.)

• Since the labs are meant to reinforce material being learned, concepts from the labs will appear on various assignments and exams.

Lecture Quizzes:

• Lecture Quizzes are utilized to help you measure your understanding of some of the most important concepts. They are used to help you apply the learned information.

• Each lecture quiz will consist of 10 multiple choice questions and a full value of 10 points.

• Lecture quizzes are not proctored therefore notebooks and textbooks may be used. However, please note that I expect you to go into the quiz with knowledge. If you are not prepared to take the quiz and resort to looking up all questions, you will not have nearly enough time to complete the quiz within the allotted time allowed. Although notes and text are allowed, the majority of the quiz questions involve critical thinking and interpreting data/graphs, and therefore they will not be of much help. The quizzes will help demonstrate to the student whether or not they have a deep understanding of the concepts.

• Make-up lecture quizzes are not typically allowed. (This includes technical issues.)

Exams

• There will be six unit exams and one comprehensive final exam. Each exam will be administered via D2L and must be proctored. Students should schedule their exams with their proctors prior to arriving for exam. Total exam count for final grade will be five exams as low exam score will be dropped.

• Exams are used to measure your ability to learn, understand, comprehend, and apply basic human anatomy and physiology. The level of questions that will be used may include: knowledge-based, application, comprehension, analytical, problem-solving and critical thinking questions. Proper spelling is important for the health and safety of patients and therefore points may be deducted for incorrectly spelled words. This policy extends to all exams, quizzes, labs and all various assignments.

• Exams will be made available over a four-day period. Unit exams will have a 60-minute time limit while the final will have a 90-minute time limit. Respondus lockdown will be utilized.

• All exams must be proctored by an approved proctor. Whether or not you are required to submit a proctor form is explained as follows: (Please refer to Student Orientation Guide for full proctor policy)
• Students testing/living in Brookings, Madison, Pierre, Rapid City, Sioux Falls, and the surrounding area:
  o Are not required to use the University Center testing centers
  o Do not need to turn in a proctor form if they are testing at a University Center Testing Centers.
    However, the student MUST email the USD Vermillion Testing Center to let us know at which center
    they are testing at: testingcenter@usd.edu
  o Students must make arrangements directly with each University Center. Some BOR Testing sites require
    paperwork be filled out on their end. Please contact them within the first 2 weeks of class!
  o University Center Testing Centers:
    ▪ UC Sioux Falls Testing Center – testingcenter@sduniversitycenter.org
    ▪ Dakota State University Testing Center – proctor@dsu.edu
    ▪ South Dakota State University Testing Center – sdsu.testing@sdsate.edu
    ▪ Capitol University Center Testing Center – SDSU.CUC@sdsate.edu
    ▪ Black Hill State University Center Rapid City – BHRCTestingCenter@bhsu.edu
    ▪ Black Hills State University Center Spearfish – BHSPTestingCenter@bhsu.edu
  o Students testing anywhere else
    ▪ Must turn in a proctor form within the first two weeks of class.

• Students are not allowed to have anything with them during the exam. This includes cell phones and
  calculators. If a student is seen with any suspect materials while taking the exam, it may be dealt with as
  cheating in accordance with the dishonesty policy.

• In order to maintain integrity of exams, exams are not released to the students. If a student wishes to review
  their taken exam, schedule a review with your proctor and supply me with the name (if other than testing
  center) and email address and phone number of proctoring site two days prior to scheduled review. Review of
  exam must be completed prior to Saturday after the closing of the specific exam. (NOTE: Exams are not
  released after that time, thus are not released for final exam study.)

• All exams must be taken during scheduled time unless due to extenuating circumstances. Make-up exams will
  follow the USD Testing Policy.

• Low unit exam will be dropped, thus there will be NO makeup exams. If a student is unable to take an exam
  before or on scheduled dates, the missed exam will be used as the dropped exam.

Participation/Attendance
• It is expected that ALL assignments (graded and un-graded) are completed in full and by due date/time.
• Any live lecture is not mandatory however students should view all recorded lectures.
• Since I will typically use D2L for all messages and announcements, students should check in to the course a
  minimum of four times a week. This will help ensure that students do not miss important discussions, updates,
  and other various messages.
Course Point Total
Assessments points are broken down as follows:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Lecture Quizzes (10 pts. each)</td>
<td>60</td>
</tr>
<tr>
<td>8 Lab quizzes (10 pts. each)</td>
<td>80</td>
</tr>
<tr>
<td>6 Unit Exams (100 pts. each)*</td>
<td>600</td>
</tr>
<tr>
<td>1 Final Exam</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total points:</strong></td>
<td>940</td>
</tr>
<tr>
<td>*Total points with low exam dropped</td>
<td>840</td>
</tr>
</tbody>
</table>

Grading
Your grade is calculated by earned points divided by total possible points and will use straight percentages.
In order to maintain the standards, level of expectations, fairness, and integrity of the course:

- Grades will not be rounded, curved or changed.
- Individual extra credit or extra work for grade improvement will not be offered.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89.99%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79.99%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69.99%</td>
</tr>
<tr>
<td>F</td>
<td>59.99% and below</td>
</tr>
</tbody>
</table>

Lecture / Office Hours
- As online students typically have a wide array of schedules, all lectures will be recorded and posted on the D2L Content. Live Collaborate sessions may be made available for office hours. Live Collaborate sessions can be requested if posted office hours are not conducive to one’s schedule if request is during a time that instructor is available. I will also post times in which I will have live office hours at my office.
- The instructor will provide lecture materials related to the recording however the recording will often include material not covered in text. Therefore, it is highly recommended that all lecture recordings be viewed.
  *It is not necessary to view the lectures from start to finish in one sitting. You can watch part of the lecture and then return at a later time to continue to watch. You can pick up where you left off by simply using the slide-mark feature of Collaborate.
Technology Requirements

The University of South Dakota has established minimum technology requirements for participation in online/hybrid courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the “Getting Started” widget on the course homepage.

Aside from the requirements listed in that document, this course has two other tech requirements:

1. This course makes use of Collaborate and Collaborate Ultra for office hours, as well as the lecture recordings and possible live lectures.

2. In order to take the quizzes and exams in this course, you will be required to use the **Respondus LockDown Browser**. Respondus LockDown will be accessed after you enter the exam via your typical browser.

Desire2Learn (D2L):

D2L will be used to facilitate all aspects of the course. In D2L, you will be able to:

- Communicate with your classmates and the instructor via discussions and course mail
- View lectures, lecture notes, and lecture recordings
- Participate in virtual office hours
- View and complete self-assessment quizzes and exams
- Access all required course materials
- Access supplemental materials designed to assist your study of anatomy/physiology, such as interactive learning tools, supplemental listening, videos, etc.
- Access your course progress and grades

To access D2L, please visit the following URL: [http://d2l.sdbor.edu/](http://d2l.sdbor.edu/)

Student Resources:

The University of South Dakota provides a number of useful services to students:

- **CDE Online Orientation Guide (see link in the “Getting Started” widget on the course homepage):**
  This contains very important information related to the services provided by the University of South Dakota as well as the University policies. In it, you will find such information as:

  - Academic support services such as the library, writing center, proctor and testing information, book purchasing, etc.
  - Student support services such as advising and enrollment information, financial aid, student life, and counseling, etc.
  - Technology support services like technology requirements, ITS Help Desk contact information, discounts on computers and software, etc.
• **USD Portal** ([http://myu.usd.edu/](http://myu.usd.edu/)):
The USD Portal is your one-stop place for a majority of services offered to any student taking a USD course—like this course. You can access the following services from the “Academics” tab in the portal:
  - WebAdvisor
  - I.D. Weeks Library

• **The USD Writing Center** ([http://www.usd.edu/academics/academic-commons/writing-center.cfm](http://www.usd.edu/academics/academic-commons/writing-center.cfm)):
The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the URL above for more information.

**Plagiarism Policy:**
Plagiarism is defined as using the words and/or ideas of another and representing them to be your own, without proper credit to the author or source. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment.

Since it is impossible to evaluate a plagiarized paper, no credit can be given. At the discretion of the instructor, a student may be subject to any, or a combination, of the following:

- allowed to rewrite and resubmit the assignment for credit
- given a zero for the assignment
- assigned a reduced grade for the course
- reported to the program in which the student is majoring and that department may take additional action
- dropped from the course
- failed in the course

**Freedom in Learning:**
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact Dr. Steve Waller at Steve.Waller@usd.edu 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.

**Disability Services** – p: 605-677-6389 e: disabilityservices@usd.edu

**Important Dates**
*January 17* – Last day to add a full semester 16 week class
January 17 – Last day to drop a full semester 16 week class and receive a full tuition refund. Courses dropped AFTER this date will receive a grade of “W” and NO REFUND.
April 3 – Last day to drop a full semester (16 week) class or withdraw from all classes/University and receive a grade of “W” – NO REFUND

This syllabus is subject to change as instructor deems necessary.