PHGY 230: Human Physiology and Integrated Anatomy II

Welcome Letter

My name is Jane Gavin and I would like to welcome you to our on-line Human Physiology and Integrated Anatomy course (PHGY 230). I have been with the University of South Dakota since 2003 when I was hired to teach Gross Anatomy in the School of Medicine and serve as the Director of the Body Donation Program as well as the Gross Anatomy Laboratory located on the Vermillion campus. Prior to this, I taught Anatomy & Physiology for 10 years at a small private college in upstate New York. I currently reside just north of Atlanta, Georgia and teach our PHGY online courses full time. I am passionate about both Anatomy and Physiology and I can’t wait to spark the same in all of you!

Textbook Information

Text: Anatomy & Physiology
Author: Marieb and Hoehn
Publisher: Pearson Benjamin Cummings

We will be using the 6th edition of Marieb’s Anatomy & Physiology. You have three options for purchase which are listed below (hardcover, loose-leaf, or digital text). All come with access to Mastering A&P, a site developed by the publisher which provides simulated labs and study tools that accompany our text. You will need Mastering A & P to complete some of our labs so if you have a used or rented book, I’ve provided a link where you can purchase just the access card. In addition, many students find the optional Coloring Workbook to be a great study aid.

Three options for purchase (choose one):

Additional:
- Mastering A&P access card (no text) – ISBN: 9780134257471

Technology Requirements

Please take the time to become familiar with the information listed in the “On-Line Orientation Guide” (see link below) located on the USD Continuing Education web page. This guide contains information regarding minimum computer requirements, Webadvisor and establishing a D2L account, and e-mail address.

You will have access to our class on D2L on or before our course begins on January 8. To log on to D2L, click on the following link https://d2l.sdbor.edu. More information can be found at http://media02.usd.edu/department_videos/2014/ctl/d2l-demo.htm. Students are required to log into PHGY 230 on D2L as soon as they have access. Any student that has not accessed and actively participated in the course by January 17 (the last day a class can be dropped and a student receive a 100% tuition refund) will be dropped by the instructor.
General Course Information

Typically with online courses you don't have the advantage of watching the instructor draw really bad stick figures or tell goofy stories but the Division of Continuing Education has subscribed to a wonderful program which will truly bring our course to life. Our course will be held via live Collaborate Ultra lecture chats and using posted slides and notes, I will present the lecture material. Students are expected to access these lectures in real time or listen to all of the recorded session. Every attempt will be made to accommodate the wide range of student schedules by presenting these live chats at various times during the early part of the week. To participate in these chats you will need to purchase a set of headphones for your computer. An inexpensive brand ($5-$10) is just as effective as high end headphones. You are asked to attend at least two live sessions prior to the second exam. For technology requirements, please review the information provided by Continuing Education in the “On-Line Orientation Guide”.

Important: Prior to the start of class, click on the following link for the online Collaborate Ultra information. https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/About_Collaborate. You will need the latest version of Java.

All quizzes and exams will be taken using D2L but only exams need to be administered in the presence of an approved proctor. Please review the Testing & Proctor FAQ using the link found at the bottom of this page.

Requirements & Expectations

PHGY 230 is a rigorous course with the expectation that students spend at least 12-15 hours per week focused on this course. Lecture recordings from Sunday, Monday and Tuesday, should be accessed within 48 hours of each session to remain up-to-date and to hear current announcements. If after listening to these sessions regularly, reading the text and using the study material available on Mastering A&P, you find you are still struggling, please contact me as soon as possible.

Important: During the semester students will be expected to:

1. Log into D2L at least three times per week.
2. Participate in or review the recordings for all live Collaborate Ultra lectures.
3. Complete and submit the 4 required case studies or lab reports.
4. Complete all quizzes and exams as scheduled.

Getting Started

On or before January 8:

1. Log onto D2L and familiarize yourself with our course site
2. Purchase the textbook and access to Mastering A & P

During the first week:

1. Log on for our first live lecture at 7pm on January 8 or listen to the recorded session. The link for this live session can be found on our D2L homepage under “Communications” and “Collaborate Ultra”. You will need headphones and the slides that have been posted under “Content”. Our second lecture will begin @ 8:30pm on January 9.
2. Complete our 1st Lecture Quiz which will open at 8am on Thursday (1/11) and close at 5pm on Sunday (1/14).
3. Complete the Syllabus Quiz with a score of at least 80% prior to midnight on Jan 19. You will have unlimited attempts. The syllabus quiz is required but does not count toward your final grade.
4. Post your own introduction by adding to the “Personal Introduction” thread under “Discuss”.


D2L Course Tabs  *(The following tabs are located at the top of our D2L homepage)*

**Content**
- This will take you to content pages which contain the *links for recorded lectures* as well as all lecture materials such as *notes & slides*.

**Assessments**
- This tab will allow you to access your *Grades, Quizzes and the Dropbox* where you will find your lab assignments.

**Communications**
- This will take you to *Collaborate Ultra and the Discussion Boards* where you can post comments and questions for all to see. Please remember that proper etiquette is expected.

Windows on the Home Page

**USD Getting Started**
- This box contains links to various materials such as the Syllabus, Schedule as well as the First Week Checklist, Online Readiness Check, Welcome Letter, Proctor Form, Online Orientation Packet, Chemistry Study Module and the link to the live lectures.

**News**
- You should check this *daily* for new information about lectures, quizzes, exams and labs.

**Calendar**
- This will list upcoming events such as quizzes, exams or labs.

Instructor Feedback

**E-mails** - You can expect to receive a response to your e-mail inquiry typically within 24 hours on weekdays or within 48 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.

If you have questions or concerns prior to January 8, please contact me @ *jgavin@usd.edu*. Once the course has begun, *all correspondence should occur within D2L* using the mail option.

Welcome to the class and I look forward to spending the Spring with you!

Cheers,
Jane
Additional Links:

Online Orientation Guide
http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx?la=en

Online Readiness Check
https://www.psychdata.com/s.asp?SID=146780&source=web

Quick Links for USD Portal, Webadvisor, ID, and Passwords
http://www.usd.edu/technology

Proctor Form
http://www.usd.edu/~media/files/usd-online/proctor-form.ashx

Testing & Proctor FAQ
http://www.usd.edu/usd-online/testing-center/testing-center-frequently-asked-questions

Technology
http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx?la=en

USD Barnes & Noble Bookstore
http://www.usd.edu/student-life/bookstore

Mastering A & P Registration
https://www.pearsonmylabandmastering.com/northamerica/masteringaandp/students/get-registered/index.html