Course Description

Catalog Description
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
PHGY220 is the first half of a two-semester, introductory human anatomy and physiology course that is organized parallel to the major organ systems of the human and generally follows the sequence of the text, Anatomy and Physiology, 6th ed. by Marieb and Hoehn. The course contains laboratory exploration of homeostasis, basic chemical, biochemical and physiological processes as well as in-depth exploration of each organ system. PHGY220 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 introductory concepts such as anatomical terminology, biochemistry, and cellular biology as well as detailed examination of integumentary, skeletal, muscular and nervous systems. The remaining body systems are covered in the complimentary course PHGY230 Human Anatomy/Physiology II.

Course Prerequisite
Chemistry 106 or equivalent
Syllabus quiz and acceptance of syllabus

Textbook & Materials (This is also used for PHGY 230.)
The text and related materials for lecture and lab are bundled in a special package by the publisher for USD and the bundle is required. ISBN: 9780134659053

ANAT&PHGY BUNDLE: (Includes textbook, workbook, body atlas and access code for Mastering Anatomy & Physiology, which includes, but not limited to, Interactive Physiology and PhysioEx 9.1 labs.

Publisher: PEARSON
ISBN: 9780134659053

Note: If you choose to purchase a used text, you will need to purchase the code for Mastering A&P 6th edition companion website.

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.

Remember that the learning is 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.

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

Ungraded Assignments:

Syllabus Quiz
1) Must be completed by 11:59 PM, Friday, May 19 for any point credit and by Monday, May 22 in order to stay enrolled in the course.
2) Students must respond “yes” to final question to stay enrolled in this course section.

Labs
• 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. Students may use the CDRom that may come with the lab manual (as part of text package), or register on the MasteringA&P* website (companion website with textboook). Registration information is available via your textbook.
• All assigned labs posted in the Dropbox 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. Related lab quizzes do not become available until the related lab has been completed and submitted via the Dropbox.
• All labs documents are located in the Dropbox. DO NOT complete/submit any documents from PhysioEx.
- Be certain to complete and submit lab early enough to allow enough time to take related lab quiz.
- All labs must be submitted by due date/time for one to take the related lab quiz. Late assignments are NOT typically 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.
- Since the labs are meant to reinforce material being learned, concepts from the labs will typically appear on various assignments and exams.

Graded Assessments:

Lecture Quizzes:
- 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.
- Since lecture quizzes are typically available for at least a week, make-up quizzes are NOT allowed. (This includes technical issues, thus it is recommended that students do not wait until the last minute to complete lecture quizzes.)

Lab Quizzes:
- 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 and will available for one day after the due date/time of the related lab.
- Lab quizzes will not show in Quiz list until related lab has been submitted. Be sure to complete lab early enough to allow for the time to take related quiz.
- 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.
- Since labs and lab quizzes are available for at least a full week, make-up lab quizzes are not allowed. This includes technical issues, thus it is recommended that students do not wait until the last minute to complete labs and lab quizzes.

Exams
- There will be six unit exams and one comprehensive final exam. Each exam will be administered via D2L and must be proctored. Students need to schedule their exams with their proctors prior to arriving for exam.
- 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 taken during scheduled time unless due to extenuating circumstances. Make-up exams will follow the USD Testing Policy.
- **All exams must be proctored by an approved proctor. Students must submit a proctor form to CE for the proctor to be approved.** If you attempt to take an exam without having your proctor approved, you will not be allowed to take the exam and will not be allowed a make-up exam.
- **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. I am willing to supply feedback on exams if requested within the one week following the exam.
- Low exam score will be dropped when determining final grades.
- **Makeup exams will NOT be offered.** If a student misses an exam for any reason, 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 by due date.
- 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.

**Grading:**
- Assessments points are broken down as follows:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 lecture quizzes</td>
<td>50</td>
</tr>
<tr>
<td>7 Lab quizzes (10 pts. each)</td>
<td>70</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>920</td>
</tr>
<tr>
<td><strong>Total points with low exam dropped:</strong></td>
<td>820</td>
</tr>
</tbody>
</table>
Your grade is calculated by earned points divided by total possible points and will use straight percentages. (Low exam is dropped after ALL assignments and exams have been completed. Reminder: There are no make-up exams. A missed exam will be considered your low exam and will be dropped.

In order to maintain the standards, level of expectations, fairness, and integrity of the course:

- Individual extra credit or extra work for grade improvement will not be offered.
- Due to the dropping of low exam, grades (including final grade) will not be rounded or curved.

**Lecture / Office Hours/Recorded lectures**

- As online students typically have a wide array of schedules, all lectures will be recorded and posted on the D2L Content page. 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.
- 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 bookmark feature of Collaborate.*

**Course Schedule**

- Please refer to the “Course Schedule” link in the “Getting Started” widget on the course homepage.

**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 three other requirements:
  1. This course makes use of Collaborate, a web-conferencing solution, for the live lectures/office hours, as well as the lecture recordings. It is recommended that you purchase a USB multimedia headset—earphones with a microphone—so that you can ask questions instead of typing them. These can be purchased online, or from your local retailer (Wal-Mart, Best Buy, Radio Shack, etc.), for around $15-$30 depending on the brand and model (Logitech is recommended).
  2. In order to take the quizzes and exams in this course, you will be required to use the Respondus **LockDown Browser**. This can be downloaded from any quiz or survey, but only needs to be installed once.
That being the case, you will need to have the appropriate permissions to install the software on the computer from which you will be taking the exam.

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](mailto: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.

- USD—Ernetta Fox (605-677-6389) [disabilityservices@usd.edu](mailto:disabilityservices@usd.edu)

**Important Dates**

- **May 23** – Last day to add a full semester 16 week class
- **May 23** – 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.**
- **July 12** – 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.*