Course Name: Human Physiology & Anatomy I  
Course Number: PHGY 220  
Credit Hours: 4  
Semester: Summer 2017  
Hours: Lectures – See Below  
Instructor: Jane E. Gavin  
Office Hour: During scheduled lectures  
E-Mail: jgavin@usd.edu

Course 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 follows the text, Anatomy and Physiology, 6th edition 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. Developmental biology, histology, pathology and clinical applications/correlations will be included when appropriate. Specific topics include introductory concepts such as anatomical terminology, biochemistry and the cell 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.

Rationale  
PHGY220 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 Lectures - Outlines and Slides  
   This course will be presented using real time on-line lectures that can be accessed by clicking on a link that will be provided 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 - 7:00pm
   - Monday - Noon  
   (All central time)
   - Tuesday - Noon

Important: Our first lecture will begin at 8:30pm on Monday, May15. 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
support.blackboardcollaborate.com. Students will need a set of headphones and a current

copy of JAVA which can be downloaded @ www.java.com.

2. Laboratory Assignments
PHGY220 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, 3 of these labs will require students to submit a written report by an
assigned 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
Text: Anatomy & Physiology
Author: Marieb and Hoehn
Publisher: Pearson Benjamin Cummings
ISBN: 9780134659053 (textbook bundle)

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,
(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 which are available online from our publisher's website, www.myanandp.com. This custom textbook bundle is available only through the USD Barnes & Noble Bookstore http://usd.bkstore.com/bkstore/content. 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

Technology Skills

Students registered for PHGY220 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

<table>
<thead>
<tr>
<th>Office:</th>
<th>Slagle Hall Room 18B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>(605) 677-5028</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:helpdesk@usd.edu">helpdesk@usd.edu</a></td>
</tr>
<tr>
<td>Online:</td>
<td><a href="http://www.usd.edu/its/helpdesk/">http://www.usd.edu/its/helpdesk/</a></td>
</tr>
</tbody>
</table>

Course Objectives and Assessments

<table>
<thead>
<tr>
<th>Objective/Outcomes:</th>
<th>Assessment:</th>
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</thead>
<tbody>
<tr>
<td>Understand widely accepted anatomical terminology</td>
<td>Quizzes &amp; Exams</td>
</tr>
<tr>
<td>Understand the notion that form and function go hand in hand</td>
<td>Quizzes &amp; Exams</td>
</tr>
<tr>
<td>Demonstrate an understanding of key physiological concepts relating to body systems</td>
<td>Quizzes &amp; Exams</td>
</tr>
<tr>
<td>Understand the importance of maintaining a stable internal environment (homeostasis) within the body</td>
<td>Quizzes, Exams &amp; Laboratory Assignments</td>
</tr>
<tr>
<td>Develop an understand of the structure and function of the eukaryotic cell</td>
<td>Quizzes &amp; Exams</td>
</tr>
<tr>
<td>Investigate the four major tissues types of the body</td>
<td>Quizzes &amp; Exams</td>
</tr>
<tr>
<td>Identify the major components of the Integumentary, skeletal, muscular and nervous systems and understand their physiological processes</td>
<td>Quizzes, Exams &amp; Laboratory Assignments</td>
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</tbody>
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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” 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’ll 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.
**Required Chemistry Assessment**

You are required to take a chemistry assessment quiz by May 26. You will have 3 attempts to complete this task with the highest attempt considered. This quiz consists of 25 multiple choice questions that are designed to assess your preparedness and consequently the potential to succeed in this course. This quiz is done on D2L, is not proctored, and requires the use of Respondus lockdown browser. You have 30 mins to complete each attempt with a 2 min grace period. To prepare for the quiz, please complete the self-study module which can be accessed by clicking on the link on our D2L homepage. The required material is basically what you will need for this course and is normally covered by an introductory chemistry course. This information is also covered in chapter 2 in your textbook (excluding the macromolecules). It is highly recommended that you review the module as well as study chapter 2 prior to taking any of the attempts. When you are ready, you will find the test under the “Quizzes” tab in D2L. The quiz is worth 10pts.

**What to do with your result:**

If you score between 60 and 70 percent you are entering the course poorly prepared and should plan on spending additional study time in order to succeed in the course. It is not an impossible task, but you will have to work hard.

If you score below 60 percent then it is the consensus of the combined teaching faculty of Anatomy and Physiology that you are inadequately prepared to take this course. You should consider carefully whether you are prepared to begin this course knowing that you may be at a large academic disadvantage. If you still intend to continue, you will need to devote a lot of your study time each day to succeed. Alternatively, you can 'step out' of A&P and enroll in a basic chemistry course to improve your working knowledge of chemistry as well as your study skills.

**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 semester.

- **Chemistry Assessment Quiz:** This 10 point quiz must be completed by May 26.
- **Quizzes:** Six (6) 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 five (5) 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.
- **Final Exam:** The final is cumulative, mandatory and must be proctored. This exam counts double. The exam will open at 8am on August 2 and close at 10pm on August 5.

**Grading**

All grades will be posted on D2L.

- The chemistry quiz is worth 10 points
- Quizzes are each worth 5 points
- Laboratory Reports or Case Studies are worth 10 points
- Unit Exams worth 100 pts & Final Exam is worth 100 pts but the score is doubled.
<table>
<thead>
<tr>
<th>Course</th>
<th>#/semester</th>
<th>Points for each</th>
<th>Total # of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry Quiz</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Quizzes</td>
<td>6</td>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>Labs</td>
<td>3</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Exams</td>
<td>5</td>
<td>100</td>
<td>500</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1</td>
<td>100 x 2</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total # of points</strong></td>
<td></td>
<td></td>
<td><strong>770</strong></td>
</tr>
</tbody>
</table>

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 665 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 **May 22**. The last day to drop the course and receive a “W” on your transcript is **July 12**. 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](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/distancelearning.cfm](http://www.usd.edu/library/distancelearning.cfm) 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.
Contact information for Disability Services:
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.

PHGY220 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.
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.

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.