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 220). 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!

Required 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, 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 which are available online from out publishers website, www.myaandp.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

Important: You are required to have the textbook by the first week of class.

Technology Requirements

Please take some time to become familiar with the information listed in the “On-Line Orientation Guide” located on the USD Continuing Education web page listed at the bottom of this page. This packet contains information regarding minimum computer requirements, Webadvisor, establishing a D2L account and e-mail address.

You will have access to the class on D2L on or before our course begins on May 15. To log on please click on the following link https://d2l.sdbor.edu. This will take you to the page where you can log into all of your online classes. A video showing how to log in can be found at http://media02.usd.edu/department_videos/2014/ctl/d2l-demo.htm. Students are required to log into PHGY 220 on
D2L as soon as they have access. Any student that has not logged in and actively participated in the course by **May 22** (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 lecture chats** (formerly Elluminate) where using the 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 more information about technology required, please review the information provided by Continuing Education at the link listed above.

Prior to the start of class, click on the following link for the online Collaborate/Elluminate orientation. [http://www.elluminate.com/Training/Documentation/Detail/104/?id=227](http://www.elluminate.com/Training/Documentation/Detail/104/?id=227) 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 and Pre-approved Proctor Map found at the bottom of this page.

**Requirements & Expectations**

PHGY 220 is a rigorous course with the expectation that students spend at least 12-15 hours per week focused on this course. Live lectures, held on 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 Elluminate sessions regularly, reading the text, and using the study material available on Mastering A&P, you find that you are still struggling, please contact me as soon as possible.

**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 (Elluminate) lectures.
3. Complete and submit the 3 **required case studies or lab reports**.
4. Complete all quizzes and exams as scheduled.

**Getting Started**

**On or before May 15:**

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. Using the link provided on our D2L course homepage, log into our **first live lecture at 8:30pm on May 15** or listen to the recorded session. To follow along, you will need headphones and the slides that have been posted under “Content”. Our **second lecture will begin @ 7pm on May 16** and third lecture @ 7pm on May 17.
2. Complete our **1st Lecture Quiz** which will open at 8am on Thursday and close at 5pm on Sunday.
3. Complete the **Syllabus Quiz** with a score of at least 80% prior to midnight **May 26**. You will have unlimited attempts. The syllabus quiz is required but does not count toward your final grade.
4. Complete **Chemistry Quiz** prior to midnight on **May 26**. You will have three attempts.
5. 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 the Discussion Board where you can post comments and questions for all to see. It can also be used as a method to get to know each other a little better. 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 May 15, 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 Summer 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

USD Portal, Webadvisor, ID and Passwords
http://www.usd.edu/continuing-and-distance-education/frequently-asked-questions.cfm#Q10

Proctor Form
http://www.usd.edu/cde/upload/Proctor-Form.pdf.

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

Pre-Approved Proctors – Map
https://www.google.com/maps/d/viewer?mid=zoU691ToLjgs.kWtFmczoWtXU&msa=0&dg=feature

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

Add Drop Form
http://link.usd.edu/300

USD Barnes & Noble Bookstore
http://usd.bkstore.com

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