Course Name: Human Physiology & Anatomy I
Course Number: PHGY 220
Credit Hours: 4
Semester: Spring 2018
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.

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 the option to purchase our book as a hardcover, loose-leaf or as digital text based upon your preference and budget. 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. If you have a used or rented book, I’ve provided a link where you can purchase just the access card for Mastering. In addition many students find the optional Coloring Workbook (listed below) to be a great study aid.

Three options for purchase (choose only one):


Additional:

- Mastering A&P access card – ISBN: 9780134257471 (use this option if you have a used textbook and just need Mastering)
Description of Instructional Modes

The following instructional modes will be employed:

1. Live Collaborate Ultra, Outlines and Slides
   This course will be presented using real time on-line lectures that can be accessed using the appropriate link under “Content” 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 two weeks our lectures will typically be as follows:
   
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td>7:00pm</td>
<td>Noon</td>
<td>Noon</td>
</tr>
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   (All central time)

   Important: Our first lecture will be held on Monday, January 7 @ 7:30 pm. 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. After the lecture has occurred, a recording 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 Ultra sessions, lecture outlines, power point slides and assigned readings.

   To view the hardware and software requirements for Collaborate Ultra, please visit https://blackboard.secure.force.com/btb_securehome?dfprod=Collaborate. Students will need a set of head phones 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 case studies, PhysioEx, Interactive Physiology, and PAL. PhysioEx and PAL are accessed using Mastering A & P. Instructions for each lab can be found on D2L under “Assessments”, “Dropbox”. There are no written assignments. Learning will be assessed via 5 point lab quizzes that will open on Thursday after each lab has been assigned.

3. Required Reading
   In addition to lectures, outlines, and slides, students are responsible for any specifically assigned readings in the textbook.

4. Discussion Boards
   The discussion boards will act as the main form of communication within the class.
   
   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!
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 Ultra 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>
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Course Objectives and Assessments

<table>
<thead>
<tr>
<th>Objective/Outcomes:</th>
<th>Assessment:</th>
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<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>
</tr>
</tbody>
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Proctoring/Testing

All exams must be taken on D2L either at a USD Testing Center or in the presence of an approved proctor in a professional setting while using Respondus Monitor. 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 will need to provide your proctor with all exam dates as listed in the class schedule. Exams must be scheduled at least 48 hours in advance. Any student who takes an exam without a proctor present, not in a professional setting and if applicable, without the use of Respondus Monitor, will receive a failing grade for the course.

Required Chemistry Assessment

You are required to complete a chemistry assessment quiz by January 18. 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, but requires the use of Respondus lockdown browser. You’ll 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 in 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 “Assessment”, “Quizzes”. 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 on the class calendar. It is your responsibility to present your proctor with a list of all exam dates at the beginning of the semester.

Quizzes:

In addition to the 10 point Chemistry Assessment Quiz, there will be nine (9) lecture quizzes and nine (9) lab quizzes as shown in the course calendar. These are un-proctored. 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; feel free to use your notes or text.

Exams:

Five (5) multiple choice and matching exams will be administered via D2L, either at a USD Testing Center or using Respondus Monitor while 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. A grade of zero will be assigned if any of the above are in your possession during a test. This grade cannot be dropped. Any student who takes an exam without a proctor present, not in a professional setting and if applicable, without the use of Respondus Monitor, will receive a failing grade for the course.

Final Exam:

The final is cumulative, mandatory, and must be proctored, taken in a professional setting and if applicable, using Respondus Monitor. This exam counts as two exam grades. The exam will open at 8am on April 29 and close at 10pm on May 1.

Grading

Grades will be posted on D2L. The chemistry assessment quiz is mandatory and worth 10 points. The 9 lecture and 9 lab quizzes are each worth 5 points and all 5 unit exams are worth 100 points. The final exam will be counted twice so at the end of the course you will have 7 exam grades, each worth 100 points for a total 700 exam points. I will only count the highest of 6 of the 7 exam grades. In addition, only the highest 8 lecture and 8 lab quizzes will count. There will then be a possible 690 total points for the course. To determine your grade divide the 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 a test early if needed.
PHGY220 is a rigorous course with much to cover in very few weeks. **You should expect to spend 9-12 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 viewing Collaborate sessions regularly and on a timely basis, please contact me as soon as possible.

**Drop Dates**

The last day to drop PHGY220 and receive full reimbursement is **Jan 16**. The last day to drop the course and receive a “W” on your transcript is **April 1**. 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/for-distance-learners](http://www.usd.edu/library/for-distance-learners) 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. For additional information please contact:

- Ernetta L. Fox, Director
- Disability Services
- Room 119 Service Center
- (605)677-6389
- [www.usd.edu/ds; dservices@usd.edu](http://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 exam or 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.”

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.

When I have a question, who should I contact?

USD Help Desk (605) 677-5028 or helpdesk@usd.edu
   Email/Login/Password Issues
   Computer Issues

USD Testing Center 1-800-233-7937
   Proctor or Testing Issues

Jane Gavin jgavin@usd.edu
   Anatomy & Physiology Issues

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.