Biology 2424.010 Human Physiology
Course Lecture Syllabus - Fall 2017

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or your message may not receive a reply.
Office Hours: TR 8:30-9:30. W 11-2 conferences may also be arranged by appointment

Overview: Welcome to Human Physiology! ... the study of the normal functions of the cells, tissues, organs, and systems of the human body. You are about to embark on a fascinating journey that will take you through an amazing exploration of the human body. Today we know more about the body than ever before and it is truly an exciting time to be taking this class. Just think how you’ll be able to impress and educate your friends with your vast knowledge of how the human body works at the end of this course! In this class you will explore topics concerning the normal functions of the human bodies’ cells, tissues, organs, and organ systems (see schedule). This course serves a variety of academic majors and activities are planned to accommodate special interest topics in each discipline. The specific topics of content are traditional fundamentals with treatments that vary, depending on the needs of the participants.

As a successful student of human physiology you should achieve the following Student Learning Outcomes:
⇒ describe and explain the normal function of the cells, tissues, organs, and organ systems of the human body to help prepare you for a career in your chosen field (e.g. to gain content knowledge and comprehension).
⇒ connect what you have learned to your own academic field (e.g. to make physiology relevant to your own academic endeavors).
⇒ apply what you have learned to evaluate various case-studies, analyze controversial topics, and to solve problems relevant to physiology and to your field (e.g. to learn how to ask questions, work with others, and apply information you have learned in different situations).

A successful student in Human Physiology should be able to achieve the following course and state core related learning outcomes:
- locate, identify, and functionally describe the structures of the human body at all levels of organization (i.e. recall content) = CT1, EQS1, EQS2 – Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- develop understanding of the functional relationships of anatomical structures to one another (at all levels of organization) in health and communicate the acquired knowledge in written form. (i.e. comprehend the material). CS1 – Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- perform laboratory investigations in which numerical physical and chemical physiological data pertaining to tissue function are collected, classified, and analyzed in order to reach an informed conclusive interpretation about relevant clinical scenarios and “real-world” applications. EQS1 – Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports work effectively with others to support and accomplish a shared goal = CS1, TW2 – Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- connect what she/he is learning to her/his own field (i.e. to make physiology relevant to your own academic endeavors). Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports

For State, and Accreditation purposes this course will assess your ability to:
- CT1: Gather, analyze, evaluate, and synthesize information relevant to a question or issue
- CS1: Develop, interpret, and express ideas through effective written communication.
- EQS1: Manipulate and analyze numerical data and arrive at an informed conclusion.
- EQS2: Manipulate and analyze observable facts and arrive at an informed conclusion.
- TW2: Work effectively with others to support and accomplish a shared goal.
Physiology requires a deeper conceptual understanding of the material rather than the simple memorization of facts you may have encountered in anatomy. To achieve these objectives and help maximize your learning, it is vital that you:

1) attend class,
2) arrive prepared,
3) study the material every day, and
4) practice some form of self-assessment often.

To facilitate your comprehension and study of the material, the course has been designed so that both the textbook, lab experiences and online resources (PhysioEx and Interactive Physiology (I.P.)) will be an integral part of your learning experience in human physiology. Successful students are those who use these resources to their fullest potential regularly and complete all assignments which utilize them. Lectures and lab activities you attend are designed to discuss, explain, and apply assignments made for these resources. The maximum benefit of doing them comes from attending labs and lectures upon which these are based.

To get the most from class meetings one must be prepared for them. The required course materials discussed in this syllabus serve as the basic content outline for the course, so it is your responsibility to read the text and complete the assignments related to lectures and laboratory activities BEFORE you come to class. The ASU Blackboard Coursepages for lecture and lab will be used to distribute information and materials pertaining to these assignments. It is important to monitor these pages regularly and frequently. Not only will these help to prepare you for class, they will help you gain a better understanding of the material being presented. In this way, time spent in class can be devoted to gaining a better understanding of the course content, rather than being introduced to it for the very first time. Additionally, remember that a significant portion of every exam will be based directly upon these assignments and review materials included in each of them.

Reading assignments for lecture and laboratory activities are important and vital. While not common, it is possible that some content on an exam may have been covered by a reading assignment, rather than in class, so well, that it is not necessary to devote precious class time to it. It is also recommended that you bring your textbook and lab protocols and data, to class, as a valuable reference so you may follow along more easily as these are covered in class.

Like the course you took in anatomy to get you here… there is a large volume of information to process in this course. The challenge here is somewhat different from your previous experiences with human anatomy. Human physiology is a course which delves into the many ways in which the cells, tissues, organs and the organ systems function or actually "work".

Fundamentally at a variety of levels, the following questions are being considered

- What makes the cells, tissues, organs, etc., work the way they do?
- What is normal and what is not?
- How does your body maintain this and what happens if it does not?

This is explored in a systematic “biological manner” using the discoveries made in physiology, through science, through history.

It takes time to truly understand it and to learn physiology. Like human anatomy it is a discipline best examined in small bites which are more easily digested and assimilated, rather than chunks of great size upon which one may choke! Use some time each day to study and learn - while the nourishment of your mind this course offers, can be consumed in manageable bites.

So, reading the textbook is extremely important… maybe, even, ten times more important than in anatomy! Yes. Read that previous sentence again. Lectures in this course are planned by your instructor with the expectation that you are not going to be hearing or thinking about most of the content covered in class for the very first time.

To meet this expectation you must read. The expectation is that you read text assignments and complete electronic software assignments (such as Mastering A and P, PhysioEx, and Interactive Physiology) - not for memorization, but for comprehension. You will know what you may need to work on harder or pay more attention to in class -- if you have studied the material BEFORE the in-class or in-lab work and also have used the assessment activities provided for your use outside of class meetings. That is your first job in this course. After classes and between scheduled lecture and lab sessions, it will also help your understanding of physiology tremendously when you attend lecture and review your notes faithfully. Studies devoted to determining the value of reviewing course material correctly, carefully and completely every day clearly show that this works - but only if you do it 1) faithfully, 2) seriously and 3) consistently. That doesn’t mean waiting consistently until a day or two before an exam is coming and seriously attempting to cram consistently for every exam!

The reference material you must have for this course includes items which may be used at your convenience, when it suits you best, also to provide valuable feedback through a method known as self-assessment. By completing designed self-assessment activities you may preview the kinds of questions you can expect to see on exams. But even more important is the opportunity to learn from these activities what you may need to review again and clarify with your instructor so you have time to do this well in advance of an upcoming exam or quiz. Experience has shown that you will perform MUCH BETTER in this class if you take the time regularly to check yourself to assess your understanding of the course material (both lecture AND lab) by using the resources available in your textbook, lab manual and electronic simulations and tutorials online (and on CD ROM), AND asking your lecture and lab instructor(s) questions about anything you may have difficulty with.

Do the worksheets and answer the review questions for every activity – even if you know you don’t have to turn them in. They
might still be used to make-up lab or lecture exams or quizzes. Each chapter in the textbook and every lab activity you will perform has questions for review that accompany them. There are also lab items organized as “Weekly Bundles” with study checklists posted on the Bio 2424 ASU Human Physiology Lab Blackboard course page you will be required to use in preparing for executing lab instructional activities each week. Your lab instructor will tell you more about these as the semester progresses.

This really works. BUT… ONLY IF YOU DO IT!

So then… As a member of the class you are also invited to:

(can be used twice)

Ask questions, no matter how naive they seem to you. There are probably at least two other folks who have the same question. I will do my best to answer them and to offer you guidance in obtaining a satisfactory solution. Office hours and opportunities to communicate via e-mail are available outside of class to make this easier for you. Again, this only works if you do it each time you have need of clarification.

Don’t suffer in silence. I can’t help you learn if I don’t know you’re confused or if instructions are unclear.

Form study groups. Group learning can be powerful and is often beneficial in a course like physiology. Besides that, new friendships can be formed too! SI Leader Developed study sessions and supporting materials will be offered throughout the semester to facilitate this too.

Required Supplies:


No Laboratory Manual to purchase is required this semester. But, you MUST BE ABLE to access the ASU Blackboard Course page for the laboratory portion of this course AND check it frequently for all information, lab protocols, assignments, review guides, etc. Essentially ANYTHING for lab you will need, in the way of printed information, references, or instructions related to lab will be posted on/accessed through this page.

2. Access to the website www.masteringaandp.com is required. Mastering A&P Software (MAP) available online requires access codes provided with purchase of the Silverthorn Textbook bundle. (Additional information is provided following the tentative course schedule in this syllabus. (SEE page10 for registration information) This is also available for purchase, separately if you are using a used copy of the textbook or a previous edition. This is a different product than that used in Bio 2423.

A separate access code and registration is required this semester. You cannot use the same MAP items that were used for Human Anatomy. See page 11 of this syllabus and consult with your instructor for additional information about Mastering A&P (MAP)

Through the MAP Website discussed above you will also have access to two additional required websites:

a) PhysioEx 9.1: Laboratory Simulations Software.

b) Interactive Physiology 10.0 (IP10) and IP2 (tutorial software) (Both are available through the Mastering AandP.com website)

3. You will also need to bring a ScanTron answer sheet with you each time an exam is given (or any other activity that requires one). Scantron answer sheets may be purchased at the ASU Bookstore and WILL NOT BE PROVIDED FOR YOU. Buy and bring your own.

4. This semester we will be using Top Hat. This is a new course in Top Hat and will have to be subscribed to, individually, as a new course. The Join Code for our lecture section only – will be given in class. You will find it to be very similar to versions used in Human Anatomy and/or other courses at ASU. This software accesses your cell phone (or laptop/tablet) during class attendance taking and other class activities. It is a required item and will be used beginning on the second day of class. If you have questions consult with me and or Top Hat.com.

5. You will also need an inexpensive calculator that does basic math functions. Cell phones will NOT BE ALLOWED to be used as calculators on quizzes or exams. It’s best not to count on having a calculator available or borrowing one from someone else in your class.

6. You are also required to have internet access and an ASU addressed e-mail account you check regularly. All communications made via e-mail are done through the ASU e-mail system. Your instructor is not responsible for communicating with you through any other third party e-mail service such as hotmail, gmail, etc. - nor should you expect them to.

ASU provides internet access AND e-mail accounts at no additional cost to you, at any of the computer labs on campus. These will make it possible for you to use resources available online AND to communicate with your instructor and classmates.

* Access to the ASU Blackboard Course pages for this site IS REQUIRED and is provided by ASU along with personal e-mail and internet access

* Additional Learning Resources are available at the following webpage(s) for important references and useful resources: Remember too that ASU Blackboard – may be accessed via ASU Ramport
Final Course Grade Determination and Assessment Measures: How well you succeed in meeting the expectations described above, achieve the learning outcomes and master understanding of human physiology, will be reflected in your course grade. Your grade in this course will be determined by your performance on lecture exams, laboratory exams, and learning activities assessments.

Due to the volume of students we have, it is your responsibility to keep up with your grades. ASU Blackboard will be used to permit monitoring of grades. Grades will be posted to the ASU Blackboard Course page and you will have access to them immediately after they have been posted. In most cases an e-mail will be sent and/or an announcement made through the ASU Blackboard to notify you when this is done.

Your Final Grade in the course is a composite of your grades in both lab and lecture and will be calculated as the following scheme shows:

Lecture = 600 points or 60% of your Final Grade broken down as follows:

<table>
<thead>
<tr>
<th>Lecture Exam</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Exam 1</td>
<td>125 total possible points</td>
</tr>
<tr>
<td>Lecture Exam 2</td>
<td>125 total possible points</td>
</tr>
<tr>
<td>Lecture Exam 3</td>
<td>125 total possible points</td>
</tr>
<tr>
<td>Lecture Exam 4</td>
<td>125 total possible points</td>
</tr>
<tr>
<td>Total of All Other Class Activities</td>
<td>150 total possible points</td>
</tr>
</tbody>
</table>

LECTURE TOTAL 650

Laboratory =

<table>
<thead>
<tr>
<th>Lab Exam</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Exam 1</td>
<td>150 total possible points</td>
</tr>
<tr>
<td>Lab Exam 2</td>
<td>150 total possible points</td>
</tr>
<tr>
<td>Lab Exam 3</td>
<td>150 total possible points</td>
</tr>
</tbody>
</table>

LAB TOTAL 450

TOTAL OF ALL POSSIBLE COURSE POINTS = 1100 possible points

The calculations above indicate a bonus opportunity which is in effect every time an exam, assignment or in class activity is earned. The simplest way to keep track of one’s grade status is to monitor the Bb Gradecenter features of both the lab and lecture Bb Coursepages. Use the scale below to compare your progress with attaining the number of points required to earn each letter grade. There will be no additional adjustments or “curves” applied. Any adjustment is already “built in to the course” since the course offers the possibility to earn 1100 possible points. In essence then the course offers an opportunity to earn 200 “bonus points”. See below.

Letter grades will be assigned according to the following scale:

900 = 90% and up = A
800-899 = 80.0-89.9% = B
700-799 = 70.0-79.9% = C
600-699 = 60.0-69.9% = D
< 599.9 = 59.9% or less = F

Due to the more than ample number of points which may be earned throughout the course there will be no additional adjustments, "curves", or other opportunities to modify a final grade in any other manner. Therefore final grades are non-negotiable and are based strictly upon the final total of all possible points earned in the course at its conclusion AND the corresponding letter grade scale shown above. It is also, therefore, advised that students take advantage of every opportunity to earn all available points and to earn the maximum number of points available on every opportunity. Monitor your grade status regularly and carefully throughout the semester.
**Lecture Exam Format / Blueprint:** All questions will be of the objective format. The lecture exams themselves will consist of two parts. They will cover material covered or assigned up to that point or since the last major exam.

**Part I – Objective Questions:** Based on content/objective information contained primarily from your text and online lecture notes, powerpoint slidesets, MAP reviews, In-Class Activities (ICA’s), Exam Checklists provided by your instructor, and on End-of-Chapter (EOC) question assignments made from the textbook. Reviews of material presented in the Interactive Physiology (IP) tutorials and assignments and PhysioEx related content. Note also, that quizzes for IP 10, PhysioEx, and Mastering A & P are a potential source of questions modified to make up quiz and exam questions. The questions for this part of the exam will be multiple choice/scantron and will make up about 70-75% of each lecture exam.

**Part II -** The second part of the lecture exam will come from information presented in lecture and from reading assignments in the text that assess an ability to put to practical use what one has learned, rather than simple “straight factual recall” or rote memorization. Questions for this part of the exam and will make up 25-30% of each lecture exam, and are all of the objective format type (matching/multiple choice/Scan-tron). Through the ASU Blackboard course page you will be provided with a list of possible questions and/or scenarios, as a supplement to those found in the other assigned resources mentioned above. On the exam many of these will be taken *verbatim* from the exam checklist, textbooks, lab protocols exam practice questions and online quizzes for this course. This part of the exam will also include specific references to potential exam questions based upon End of Chapter Review questions (called EOCs) as noted in the course schedule from the Silverthorn textbook and in Interactive Physiology tutorials and PhysioEx simulations.

**Lecture Exam Days:** On exam days, Scantron form 882-ES (green) answer sheets WILL NOT BE provided. You will need to bring a scantron form each time there is an activity such as a lecture which requires one, pencil (with a good eraser) and you may use a calculator you bring with you. *Cell phone calculators are not allowed. Cell phones and any other personal communications devices, tablets, laptops, etc., “smartwatches” etc. MUST BE TURNED OFF and not on your person.*

You will be expected to **adhere to the following guidelines:** Place all your books, backpacks, purses, caps, etc. at the front of the room OR neatly under your seat. If you have something of value that you’re concerned about leaving here, do not bring it on test day. Wear no hats or sunglasses.

Electronic devices such as cell phones, pagers, personal sound systems, laptops / tablets, recording devices, etc. are not allowed. You will be asked to leave if you have them on your person / they go off during an exam and subject to a grade of zero. (see statement below). **NO EXCEPTIONS.**

You will be asked to choose a seat for the exam so that you are not sitting next to anyone that you normally do and whenever possible with an empty seat on each side. in front of and behind you. No talking is allowed once the exam is handed out. You will also not be allowed to leave during the exam. If you leave, you will have to turn in your exam. **Visit the restroom BEFORE you begin the quiz or exam. Please see me during office hours well before the first exam, if you anticipate any problems with the procedures outlined above. If you arrive late for an exam you cannot be given additional time to finish. So… please be on time.**

In-Class Activities, Quizzes, & Exam Preparation / Tentative Reading, and End of Chapter (EOC) Assignments / Using Your Textbook:

It is strongly recommended that you attempt to work ahead of lecture and laboratory meetings and not get behind. Weekly lecture and lab assignments requiring completion of activities outside of class will be required to be well prepared to complete lab assignments within the time allotted in-lab sessions each week. This course requires a daily study commitment including attention to laboratory information as well as lecture information. It is designed to integrate both parts of the course together, so studying for one helps you understand information in the other and vice versa. A significant portion of the total number of course points one can earn have been allocated to these activities. Therefore it is always to your advantage to complete these and to devote the time and effort needed to earning every possible point by attending to this component of the course, rather than wishing you had done so at the end of the course when there are no longer opportunities to do so.

The *reading assignments are NOT optional* and should be completed, *BEFORE* the lecture or lab session in which they will be addressed and studied well in advance of the exam. **READ THAT LAST SENTENCE AGAIN!**

Always read for understanding and comprehension of the physiological topics we are exploring, *not for specific memorization of facts,* but for lasting understanding of physiological processes and an ability to apply them.

Lecture Make-Up Exams:

- Lecture make-up exams will NOT be provided, but read on…
- If you miss a lecture exam for any reason you will be **required** to take a comprehensive make-up exam or a grade of zero (0) will be entered for the exam missed. The grade earned on the comprehensive exam will serve as the replacement for the missed exam. You must notify me within **48 hours** if you miss an exam and need to take the Comprehensive Replacement Exam.
There will be one, and only one, comprehensive exam given during the final exam period. This exam will cover any/all material presented and assigned from the beginning of the semester, and thus includes any material covered on the first three major exams.

The format will be 75-100 multiple choice questions.

If you are required to take the comprehensive exam to make-up (replace) a missed exam, that score, replaces the zero grade on only one exam: Exam I or II or III.

All students are required to take the Lecture Exam IV. Your score on the optional comprehensive exam CAN NOT replace the score for major lecture exam IV. The Comprehensive Replacement Exam can only replace one of the first three lecture exams, and only as a make-up for a missed exam with a grade of 0. Failure to follow the procedures outlined for “lecture make-up exams” will result in denial of the opportunity to take a make-up exam and result in a score of zero for the exam in question. Students will not be permitted more than one make-up exam per semester in this manner.

Exam Grade Review / Regrading Procedures:
An answer key of each exam will be provided during instructor office hours, along with the return of exam answers sheets, which you are encouraged to review. Students are also encouraged to confer with me if there are any questions regarding exams once they have compared their exam to the key. Questions regarding scoring should be reported to me immediately for consideration by following the Procedures for Regrading shown below:

1. If the error is strictly an addition and/or division error:
   - attach a note to your exam which reads “math only” and highlight the error
   - turn in your exam to me personally

2. If you believe you have found a true grading error:
   - remember that I am more than happy to review and correct any questionable scoring BUT only if you follow these steps!
   - be sure you have studied the key before you request that any question(s) be regraded.
   - you must highlight the error and clearly state your reason(s) for thinking the question has been graded incorrectly in an attached note.
   - “Question X is graded wrong or I deserve more points on question Y” are not reasons. A clearly delineated and thoughtful reason with verification from a published reference, such as your text, lab manual, website, etc. MUST BE given.
   - turn in your exam to me personally

3. Understand that I will be very fair but I will re-grade the entire exam AND if the resulting grade is lower than the previous, the second grade will replace the first.

4. The deadline for requesting any re-grading is 5 pm one week following the announced availability / return of your exam during the fall or spring semester and by the end of the next class meeting day in a summer semester. No Exceptions.

Class Participation Activities:
Periodically, throughout the course, in both lecture and lab, activities will occur such as quizzes, discussions, in-class activities, etc.. Outside of class assignments (“homework”) or group work may also be assigned and collected for grading. The scores earned on each of these throughout the semester will be averaged and will account for 10% of the final grade in the course. (See page 4 of this syllabus)

For in class activities – students must be present to earn points. For assignments, students are expected to complete them and when appropriate, take a quiz in class as announced or complete a related in class activity and hand them in at the required due date, on time. No make-ups for in-class participation or missing or late assignments will be allowed due to absence or tardiness. On activities requiring Top Hat, students are also expected to have a valid subscription to the service and their cell phones with them in order to participate. This a required item for this course. No Exceptions.

Discuss any situations you feel may cause tardy arrival or absence from class in advance of the occurrence with your instructor – well in advance.

Laboratory Sessions and Policies:
The instructor for your particular lab will discuss specific lab related policies at your first lab meeting.

Consult the Bio 2424 Lab Syllabus provided in your lab section and also posted on ASU Blackboard for specific information and Policies related to labwork in this course also.

Exam dates for your particular lab section are noted by week on the lab schedule posted on the Bio 2424 Common Lab Bb Coursepage.

Further details about lab exams will be given as the date of the first exam approaches, but do not hesitate to ask for additional information as you see fit. You will also be given additional information during the first lab meeting of the semester. Be sure to attend!

Lecture Attendance:
The university requires that attendance be taken, since you are expected to be in class every day and are responsible for all information given and assigned. Attendance will be checked in two ways during each class meeting:

1) by way of participation in a class activity which requires attendance to complete and/or
2) via a list of your ASU CID# number that will be circulated during each class (lecture and lab) meeting. You must initial the space beside your name on at least one of the circulating rosters for the day's class. If you arrive late it is your responsibility to sign the attendance sheet at the conclusion of the class. Anyone who does not initial the sheet at each day's meeting will be counted absent for that day. (An absence is defined as any time you miss a lecture for a non-sanctioned university sponsored event).

3) University policy permits students to miss classes in observance of religious holidays which may not be observed campus wide by the university community. Should you have concerns regarding how your observance may affect your ability to participate in some aspect of the course due to absence you are encouraged to discuss those concerns with your instructor prior to the absence in order to minimize its potential effects.

**Points are not given in this class for perfect attendance, nor are points subtracted for excessive absences; but attendance will affect your grade in this course.** You penalize yourself on exams when you miss class simply because you are missing learning opportunities. On average, students who miss a single lecture class score 6-8% lower than the class average on exam scores. This decreases about another 6-8% for missing two classes. Missing more than two lecture classes virtually guarantees a very poor exam score.

In general it is true that students who exhibit erratic attendance do not perform to their full potential and may be perceived as having a lack of interest in learning and/or completing the course. If a situation exists which is causing you to miss an excessive amount of class I strongly encourage you discuss the situation with me as soon as possible, so I will be able to appraise your situation and offer advice and guidance as necessary. Contrary to popular belief, a student who fails to attend class is not automatically withdrawn from a course and will receive a grade which represents their performance throughout the entire semester whether they were there or not.

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**Academic Honesty/Plagiarism/Cheating & ASU Student Honor Code:**

_The Angelo State University Student Handbook_ contains information regarding guiding and governing of student related issues. ASU recently adopted new policies concerning student conduct. Every student is expected to read and become familiar with, and abide by the rules regarding student conduct where academic issues are concerned. It is the policy of Angelo State University that all students are expected to "engage in all academic pursuits in a manner that is beyond reproach"... and to "maintain complete honesty and integrity in their experiences both in and out of the classroom". Students in this class are expected to submit work in accord with the guidelines of academic honesty provided by the _The Angelo State University Student Handbook_ in addition to any assignment specific guidelines or policies provided by the course instructor. The student(s) found to be submitting a completed assignment, exam, report, paper, etc., that is shown to be in offense to any of the policies given below, as well as student(s) who assisted or who were otherwise involved in the violation such as those who may have allowed their work to be copied, etc. will not receive credit for the activity, assignment etc. Furthermore, any student observed by the instructor to be willfully copying from another student during an exam/quiz or otherwise engaged in using devices not allowed by the instructor during an examination will not receive credit for the examination/quiz, (i.e. a grade of “0” will be entered). All incidents constituting violation of the ASU Student Honor Code will be reported to the appropriate administrative authority. In each case of suspected academic dishonesty the student will also be subject to further disciplinary action by the university and dismissal from the course. In each case of suspected academic dishonesty the student will also be subject to further disciplinary action by the university and dismissal from the course. -- see the ASU Student Honor Code posted at [http://www.angelo.edu/forms/pdf/honorcode5.pdf](http://www.angelo.edu/forms/pdf/honorcode5.pdf), or as a physical copy in all administrative offices on campus or at the ASU Porter Henderson Library)

**Religious Holy Day Observeance Policy:** A student who intends to observe a religious holy day, in addition to any traditionally observed by the university during the semester should make that intention known in writing to the instructor during the first week of the semester and one week prior to the absence. If this submission is completed, a student who is absent from classes for the observance of a religious holy day shall be allowed to take make up missed exams or assignments scheduled for that day in accordance with syllabus policy.

**Withdrawal From the Course:** Contrary to what many students believe, you are not automatically withdrawn from a course if you cease to attend lectures or labs. If you wish to discontinue participation in a course you must formally withdraw from the course. Failure to do this can result in a grade of F appearing on your academic transcript. A written form is required to do so and may be obtained after consultation with your instructor. **The last day to withdraw from classes for the Spring 2017 semester is November 3rd.**

**Students with Disabilities:** Angelo State University is committed to the principle that no qualified person shall, on the basis of disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of the University, as required by the Americans with Disability Act of 1990. However, Angelo State University does not waive the published degree requirements for students. All students at Angelo State University must have the capacity and ambition to undertake, with reasonable assistance from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degree or
certification programs which they are pursuing. If you believe your success in the course is at risk due to a disability, it is your responsibility to arrange a meeting with me by the end of the 1st week of class, so that we may further assess your situation and arrange communication with the Dean of Student Life and your academic advisor and/or department head. Any and all accommodations will require documented, verifiable evidence from an accredited professional for your specific disability. **Persons with disabilities which may warrant academic accommodations must contact the ASU Student Life Office, Room 112**

University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

**Electronic devices such as cell phones, pagers, iPods, etc. are not allowed to operate (i.e. ring/play/talk) during formal lecture or lab class meetings.** They are considered by the Biology Department to be a disruption as well as a distraction to your fellow students and to the instructor. This statement in this document will be considered your first warning.

This policy also includes “text messaging”, during class meetings. You will also NOT be allowed to have any of these devices during exams either. **No exceptions.** After an initial warning, **five points will be deducted** from your point total for each time they ring/chime/etc...or you talk on them during a class lecture or during lab sessions. Expect to be asked to leave class if you insist on violating this policy. Expect also to be given a grade of zero on exams or quizzes if these devices create any kind of disturbance during a session. If you carry them during a quiz or exam you will automatically receive a ZERO AND you will be immediately dismissed from class. On quiz or exam days turn them off and leave them in your backpack or better yet, don’t bring them to class.

If the disruptive behavior continues, you will be reported to the Dean of Student Life and your major’s Department Head for disrupting class and disciplinary action. Laptops/tape recorders are fine for use during lectures, **so long as they do not distract others**, but are not permitted during exams/ quizzes, etc. Please discuss the use of these devices with your instructor in class before using them. Your instructor reserves the right to change this policy at any time during this course.

For **“A” students only.** I would like for every student in this class to earn an A. Read that again...Shocking isn’t it? Yes, I sincerely believe you have the potential to do well in this class. I will do everything in my power to help you earn the grade you want, but you’ll have to do your part too - which means **studying** for complete understanding and **learning** beyond just memorizing the facts. A lot of students after an exam say, “but I knew the material,” and are truly bewildered by a grade lower than they anticipated. Your experiences in the anatomy course – prior to this one – taught you there’s a big difference between understanding something you hear and/or read and knowing it.

“**Knowing it**” really means much more than being able to simply recall facts and memorized information. Understanding is what has to come first, but knowing is beyond even that. Knowing requires being able, without reference, to (1) repeat what you hear/read, accurately and completely, AND (2) use what you’ve heard/read to figure out things you’ve never seen before at all! Knowing requires a degree of familiarity and usefulness of the material that cannot occur overnight. Physiology is a discipline that cannot be mastered and used to it’s utmost without knowing and being able to use and apply what you are learning to the “real world”. Cramming doesn’t work. The faculty who teach this course suggest you spend “quality time” with physiology every day. Students often ask for a guideline of how much time is required to achieve this. Unfortunately, there is no secret or “magic formula” for this. If you are faithfully using the methods suggested, it will take as much time as YOU need, to feel well-prepared and to earn the kinds of scores on assessment activities and exams that will satisfy you. The general rule of 3 hrs of study a week for each hour of course credit is no joke. Such experiences have led to the classification of a person carrying 12 semester hours as a full-time student. So...to put it differently, **75% of what you accomplish is MOSTLY done on your own.** Time in class and in lab is intended to guide, facilitate, and clarify your learning of course content. This may be vastly different from your experience in high school or other courses. Our suggestion: get a calendar, mark all your exam dates on it, and prepare a weekly schedule of study/play/work time.

**To become an “A” student it takes 1) hard work, 2) self-discipline, and 3) thoughtful and efficient time management.**

If you feel you need further assistance, please feel free to come by my office. You are welcome to visit as often as you like. Office hours are scheduled directly for this purpose, but additional times may be arranged also. All you have to do, is ask. Like your experiences in Human Anatomy that brought you to this course, you can expect to be challenged. But, also, you can expect to be amazed and to have fun as you become more personally aware of “your physiology” and applying it to normal and abnormal functions of the human body.
### Bio 2424.010 Human Physiology – Fall 2017

Anticipated Tentative Sequence of Lecture Topics and Referenced Reading Assignments

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**Tentative Lecture Exam Dates (Subject to Change as Necessary)**

- **Lecture Exam I** – Friday September 22nd
- **Lecture Exam II** – Friday October 20th
- **Lecture Exam III** – Wednesday November 15th
- **Lecture Exam IV** – Monday December 11th
  - 11:00 A.M. – 1:30 P.M.

**Topics appear in the approximate order in which they will be covered.**
In this course you will be using MasteringAandP™, an online tutorial and homework program that we will use to help you “master” the course material and as a easy to use means of self-assessment. Remember also, grades in these activities will be used as an “averaged in” component 10% of the final course grade. They may then, negatively affect your grade if you don’t complete them. Follow the instructions below carefully and completely to register and enroll for access.

What You Need:

✓ A valid ASU email address (Use your ASU e-mail address when prompted)
✓ A student access code (Comes in the Student Access Kit available separately in your school’s bookstore. Otherwise, you can purchase access online at www.masteringaandp.com.)
✓ The ZIP code for your school: _____76909_________
✓ A Course ID: MAPGRIFFIN34062 (This is ours for the course titled MAPFALL17GBIO2424)

1. Register
   - Go to www.masteringaandp.com and click New Students under Register.
   - Click Continue under Step 1.
   - License Agreement and Privacy Policy: Click I Accept to indicate that you have read and agree to the license agreement and privacy policy.
   - Select the appropriate option under “Do you have a Pearson Education account?” and supply the requested information as listed above. Upon completion, the Confirmation & Summary page confirms your registration. This information will also be emailed to you for your records. You can either click Log In Now or return to www.masteringaandp.com later.

2. Log In
   - Go to www.masteringaandp.com.
   - Enter your Login Name and Password and click Log In.

Enroll in Your Instructor’s Course (SEE ABOVE) and/or Access the Self-Study Area
Upon first login, you’ll be prompted to do one or more of the following:

- Join your online course by entering your instructor’s MasteringAandP Course ID (SEE ABOVE).
- Enter your ASU Student ID. Your instructor may request that you enter a special Student ID for this course. If so, be sure to enter this information EXACTLY as instructed.

Congratulations! You have completed registration and have enrolled in your instructor’s MasteringAandP course. To access your course from now on, simply go to www.masteringaandp.com, enter your Login Name and Password, and click Log In. If your instructor has created assignments, you can access them in the Assignments Due Soon area or by clicking View All in this area. Otherwise, click on Study Area to access self-study material. Assignment may be made at the end of this first week – for next week, so try this ASAP and make sure you can do so successfully before then. If you have problems the best thing to do is use the information in the section below to get help from the people managing this webpage. You may also contact me and I’ll help as much as I can.

Support
Access Customer Support at www.masteringaandp.com/support, where you will find:

- System Requirements
- Answers to Frequently Asked Questions
- Additional contact information for Customer Support, including Live Chat
I, ________________________________ (print your name), have read the information contained in the Biology 2424.010 Human Physiology course syllabus for the Fall 2017 Semester at Angelo State University and fully understand the expectations, requirements, and regulations for completing this course successfully. In addition, I pledge to maintain the highest standards of academic honesty, integrity, and discipline while I am enrolled in this course.

LAB section (day & time) (required): ________________________________.

Academic major (required): ________________________________________.

Classification (required): ________________________________________.

ASU ID# ________________________________________________________.

Hometown ________________________________________________________.

ASU Email and other addresses you check regularly (required):
______________________________________________________________.

Phone # (optional) _________________________________. In some rare cases I have found it necessary to contact a student.

I acknowledge that I understand and am responsible for the material contained in the syllabus.

SIGNATURE: _____________________________________________________.

TODAY’S DATE: ______________________.