Instructor Information
Ms. Christie L Adkins, M.S.

- **Office:** 118-B, Raymond C. Cavness Science Building, first floor
- **Phone:** (325) 486-6633 or 942-2189 (Bio. Dept. Office)
- **Email:** christie.adkins@angelo.edu Please type ‘Bio 2324’ in the subject line. **If the email subject line is different from that stated previous your email will not receive a reply.**
- **Office Hours:** Email Ms. Adkins (christie.adkins@angelo.edu) to request a virtual appointment on TWR 10-11AM or TR 12:30PM-2PM. (See Blackboard or my office door for my full schedule). You MUST set up any appointment via email during or outside of office hours. All office hour appointments will be held VIRTUALLY via Blackboard Collaborate.

OVERVIEW and LEARNING OUTCOMES:
Welcome to Human Physiology! In this class you will explore topics concerning the normal functions of the human body’s cells, tissues, organs, and organ systems (see schedule).

Please note: Biology 2324 and 2124 are face to face courses with an online component of the course. In other words, we will be meeting physically on campus AND completing course work online (see the **Required Course Materials** section of your syllabus for the necessary technology). Human Physiology Lecture is also a co-requisite with Biology 2124 - Human Physiology Lab. This means you must enroll in both the lecture and the lab to earn credit for each. In other words, enrollment is required in both courses.

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 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 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 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 exams, and lab activities/reports**

In other words, you should be able to:
- 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).

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.

AGAIN, PLEASE NOTE: BIOL 232 and BIOL 212 are co-requisite courses. To earn credit, enrollment in both classes this semester is required.

REQUIRED COURSE MATERIALS:

1. **Required** – Masks at all times. This is NOT negotiable.

2. **Required**– Wi-Fi and broadband internet access.

3. **Required** – Access to a desktop computer or laptop (must be able to run the Google Chrome browser)

4. **Required** – Access to a smartphone or tablet (either Apple or Android-based)

5. **Required** – You must have access to a web camera (either on a desktop computer/laptop or smartphone/tablet)

6. **NOT Required** – Chromebooks are NOT allowed for the technology that we use in lecture (or lab). The technology that we use CANNOT be accessed by a Chromebook.

7. **Required** - access to [http://blackboard.angelo.edu](http://blackboard.angelo.edu) Many course materials and assignments for lecture and lab will be distributed this way.

8. **Required** - Completion of the Biosafety Course, along with the Lab Safety and Chemical Hygiene Training Course on Blackboard. You cannot attend lab unless you take and pass the required safety training with at least a 90%. It must be completed by the 2nd lab meeting.

9. **Required** - *Top Hat Response System* – Mobile/Electronic device-driven platform that we will use for attendance, quizzes, readings, AND homework activities. There is an app for both android and apple-based smartphones and tablets so that you can take anatomy anywhere! It also works well with and without Wi-Fi, although Wi-Fi is required. I will also send you an email to join the class through Top Hat Monocle.


11. **Required** - ASU email account that you check DAILY. Call the ASU IT Dept if you need one or have forgotten how to access it (325-942-2911)

12. **Required** - Ability to create and upload Word/PDF documents to Blackboard. Other formats like JPG’s, Links to Google Docs, etc. will not be accepted.

13. **Required** - Mastering A&P (MAP) online access- available using the access code provided with the purchase of the Silverthorn Textbook bundle. Via the “My A&P Study Area” of MAP you will heavily utilize the following:
A. Interactive Physiology (IP) (accessed through Mastering A & P)
B. PhysioEx: Laboratory Simulations (accessed through Mastering A & P)

14. **Required** - All lecture presentations, handouts, outlines, exam checklists, and study tips are posted on Blackboard under Course Documents

**CLASS PREPARATION & EXPECTATIONS:**

This is a face to face course with a large online component of the course. In other words, we will be meeting physically on campus AND completing a large portion of the course work online (see the Required Course Materials section of your syllabus for the necessary technology). **You are expected to be a self-motivated, self-regulated learner. And I will be your guide on the side to assist you.** I will provide all lecture materials, outlines (if there are any), handouts, and exam discussion questions on Top Hat and Blackboard. From time to time, I will record lectures to clarify many, but not all of the concepts you are required to know. I expect you to read the assigned chapters/modules, complete homework, and other assignments to facilitate your learning. **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 lecture and lab regularly** (i.e. every time each meet)
2) **arrive prepared** (have completed any assigned interactive physiology homework modules or textbook readings for lecture)
3) **read ALL lab materials BEFORE attending lab each week.**
4) **study the material every day**
5) **practice self-assessment often** (complete ALL MAP homework activities or Top Hat quizzes/assignments)
6) **form study group.** Group learning can be a powerful and is often beneficial in a course like physiology.

This means it is largely your responsibility to learn the material presented, read the text, and complete the assignments on your own. This requires you to possess a positive attitude toward learning and a serious daily commitment to studying. **You must take an active role in your own learning by practicing and studying physiology every day.**

**READ THIS SECTION CAREFULLY**

In lecture I will make assignments, give you instructions, and clarify many, but NOT all of the concepts you are required to know. Completing the Top Hat Modules assigned will be your main mode of learning the materials. **Therefore, much of you learning (~75%) will occur outside of the formal class meetings.**

Educational research tells me that learning outside of class is more effective than learning that occurs in class. Therefore, to achieve these goals and maximize your learning, it is vital you attend assigned lectures and come prepared. This means thoroughly completing ALL Top Hat Modules (take notes while completing these), studying the assigned materials, completing coloring-book plates or other assignments, reading any on-line notes that will be posted throughout the semester, and completing any lab activities before lab. **Anatomy is not conceptually difficult, but like any science course the amount of material and unfamiliar terminology can**
make it seem unwieldy. This means it is largely your responsibility to learn the material presented, read or reference the text for clarification, and complete the assignments on your own.

CLASS FORMAT:

AGAIN...This is a face to face course with a large online component of the course. Therefore, much of the interactions between the members of the class and the instructor will occur in a virtual setting. As a member of the class, you are also:

− expected to attend and be prepared for all required lecture and lab meetings.
− expected to complete all assignments within the timeframe allotted.
− required to follow all directions/instructions, both written and spoken.
− invited to ask questions (at the proper time, of course), no matter how naive they seem to you. There are probably at least two other folks who have the same question. The only stupid question is one that isn’t thought out carefully before being asked.
− encouraged to ask for help and/or clarification. Don’t suffer in silence. I can’t help you learn if I don’t know you’re confused or if my instructions are unclear.

− To facilitate your comprehension and the study of the material, the course has been designed so that the textbook, lab manual, 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.
− To get the most from class meetings one must be prepared for them. It is your responsibility to read the text and complete the assignments related to lectures and laboratory activities BEFORE you come to class. Not only will these help to prepare you for class, you will have a better understand the material. In this way, time spent in class can be devoted to gaining a better understanding of the content, rather than being introduced to it for the very first time. **A major portion of every exam will be based directly upon these assignments and review materials.**
− **It takes time to truly understand it and to learn physiology.** Therefore, set aside time each day to review notes, read the textbook or lab guide, and do not get behind! Don’t wait for time to materialize to study...make the time to study physiology a priority.

ATTENDANCE:

**Attendance will affect your grade in the course.** You are required to be in class every day that it is scheduled (announcements will be made frequently via Blackboard and Email, if assignments are strictly online.) and are responsible for all information given. ASU requires that attendance be checked at each class meeting. Via Top Hat a randomly generated attendance code will be generated at the beginning of each class meeting. You must enter this attendance code into your Top Hat application. If you arrive late, it is your responsibility to locate and enter the attendance code. Anyone who does not enter the attendance code at each day's meeting will be counted absent. You must stay for the entire lecture to get credit for attendance. Other means of taking attendance will also be used to cross reference your presence in class. I do not give points for perfect attendance nor do I subtract points for excessive absences. **Attendance will affect your grade in this course however.** You penalize yourself on exams when you miss class simply because you are missing learning opportunities. For example, activity point opportunities given in-class cannot be made up. Plus 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 completing the course. If a situation exists which is causing you to miss class excessively, I encourage you to discuss the situation with me.
Excessive absences are required by the university to be reported to the Registrar’s Office, the Dean of Student Life and/or the department head of your declared major. If you are an athlete, the NCAA compliance officer and your coach will be contacted. Contrary to popular belief, a student who fails to attend class is not automatically withdrawn from a course and will receive a grade that represents their performance throughout the entire semester.

You will also be expected to meet the attendance requirements, by completing all posted assignments by the deadlines on Top Hat and Blackboard. This means you are required to have internet access for the entire course. Accommodations will not be made for a lack of internet access. Please inform me well ahead of time if you will need to miss an assignment for any reason, including religious holy days. NOTE: You are NOT automatically dropped if you stop attending class or stop completing assignments. **Friday, 30 April, is the last day to drop a course for the Spring 2021 session.**

**Communication:**

Class announcements will be routinely distributed via email; this means you will need to check your ASU email account **DAILY. This is NOT optional.** Please be aware that all official course correspondence will be through your ASU assigned email address only. Contact the IT dept if you need one assigned (942-2911). I will respond to email messages within 24 hours during working hours Monday through Friday. Weekend and late Friday afternoon messages may not be returned until Monday.

**WHAT YOU NEED TO STUDY:**

AGAIN...This is a face to face course with a large online component of the course. Therefore, much of the interactions between the members of the class and the instructor will occur in a virtual setting. Simply stated, these are the things you need to work on EVERY DAY. Start by organizing all your materials and making a study plan. Then implement and stick to it. See me if you need help.

**For Lecture:**

- Required access to Blackboard for announcements, scores or grades, and other course materials
- Posted lecture slides and activities via Top Hat
- Hand written or typed lecture notes that you take from Power Point slides, along with various other lecture activities (notes, clinical applications, & activities we actually do in class or online)
- Cell phones, tablets OR laptops are a requirement in face to face lectures. These will be required with the Top Hat Response System (or for typing your notes).
- Online Lessons with lecture notes and activities on Top Hat or Blackboard (these are notes or materials that we will not have time to cover in lecture, but you are still responsible for on exams (these will be announced or assigned well in advanced of an exam)

**Top Hat Modules – These reading exercises, accompanying slides, and homework activities that should be your primary focus for learning**

- Exam Checklist Discussion Application questions – Located on Top Hat. These are application questions that will help you review the material for exams. Some will be verbatim on the lecture exams.
- Lecture Videos on Blackboard – Located under “Required Videos” on Bb, they will introduce some topics. I will also record various video presentations of material and make them available for your review
- PowerPoint Presentations on Top Hat or Blackboard – Located under “Modules” or “Lessons” on Bb. These are primarily for reference. We will use these occasionally to review material not available by other means. They will also help you in answering Exam Checklist Application Discussion questions.
- Student Learning Objectives (Lecture Outlines) – Located under “Course Documents” on Bb, these are also for reference and for assistance in answering Exam Discussion questions.
For Lab:

- Complete the ASU.BioSafety: BioSafety Training course, along with the Lab Safety and Chemical Hygiene Training on Blackboard. You cannot attend lab unless you take and pass the required safety training with at least a 90%. It must be completed by the 2nd lab meeting.
- Lab Protocols on Blackboard
- Lab Activities and Exercises on Bb and Top Hat
- Lab PowerPoints with Images on Bb and Top Hat
- Lab Videos on Bb and Top Hat
- Expected results PowerPoints and Handouts on Bb and Top Hat
- More information will be provided in your lab syllabus
- All CoVid-19 polices must be followed.

HOW SHOULD I STUDY?
Because everyone learns in different ways, there are lots of ways to learn the material. This is how I would suggest that you approach the course.

1. Start with the Required Videos, if assigned. Watch the short video 9-12 minutes. It will give you an introduction to the topic.
2. Next, complete the Top Hat reading assignments, study the accompanying slides, and complete accompanying questions and/or quizzes assigned.
3. After reading through a Module on Top Hat, reference the slides for a visual representation. Learn the terms mentioned on Top Hat that are visible on the slides.
4. After reading through the Module and reviewing the corresponding slides, answer the discussion/checklist application questions. These will not be graded but will appear on the exam. Use the Student Learning Objectives (Lecture Outlines) and Selected PowerPoint Presentations (if available) on Bb for reference to assist you.
5. Complete any assignments on Blackboard (Bb).
6. Now comes the fun. You will need to commit to memory the items on Top Hat, Slides, and Discussion/Checklist Application Questions to memory. There are lots of different ways to do this, and I will help.
7. Every 2-3 days, I will update you on all assignments and due dates.

GRADE DETERMINATION:
Your grade will be based on the total point accumulation (not percentages) you earn on all homework, assignments, quizzes, and examinations in both lecture and lab. Students are responsible for keeping up with their grades and totals.

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Maximum Points Available</th>
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</thead>
<tbody>
<tr>
<td>Laboratory Exams (3@ 150 each)</td>
<td>450 Points</td>
</tr>
<tr>
<td>Lecture Exam 1</td>
<td>125 points</td>
</tr>
<tr>
<td>Lecture Exam 2</td>
<td>125 points</td>
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<tr>
<td>Lecture Exam 3</td>
<td>125 points</td>
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<tr>
<td>Lecture Exam 4</td>
<td>125 points</td>
</tr>
<tr>
<td>Top Hat and Blackboard (Bb) Activities, Quizzes, and Homework Activity Points</td>
<td>150 points (Cumulatively this is equal to 25 points more than 1 lecture exam. <strong>These are required points, not bonus</strong>)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1100 points available</td>
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</tbody>
</table>
Grading Scale
A = 900 or more
B = 800-899
C = 700-799
D = 600-699
F = 599 or less

Please note I do not curve exams or final grades, nor are they negotiable (i.e., an 899.9 pts = B; 599.9 pts = F, etc.). Grades will be changed only if you can demonstrate (with verifiable evidence) that there was an error in how the grade was calculated or an incorrect grade was entered. Once the grade is posted on Blackboard, you have only 48 hours to challenge it...(the end of the semester is too late). See ‘Re-grading Procedures’ below for a complete explanation of how to do this. All students will be treated equally and fairly, and all grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your (personal) circumstances, I never consider them to be a basis for grade assignments. The activity points serve as an incredibly generous, built-in curve. You are required to complete ALL activity points when they become available because once assigned; they cannot be made up. Therefore, you should always attend class and strive to do your best so that you may earn the grade you want. It is your responsibility to keep up with your point total. Don’t worry; I will help if you just ask!

ASSESSMENT MEASURES:
Class Participation Activities & Homework (150 points):
− The volume of material covered in this course makes it necessary for you to dedicate a sufficient amount of time each day, not only to attending class but to studying material outside of class.
− To encourage you to keep up with this material and to provide a means of self-assessment, activity quizzes, activities, and assignments will be made periodically during the semester via Top Hat and Blackboard. Participation in ALL of these activities is expected and required.
− A maximum of 150 points is allowed from Top Hat and Blackboard (Bb) activities and other homework. Because there are no make-ups or late credit for these activities, if you miss the deadline, these points cannot be made up. It is in your best interest to complete all activities correctly and on time.
− If you do not earn points on a given assignment or miss a deadline, you will have an opportunity to earn them on another but are still responsible for the material covered in the assignment. Top Hat Module assignments are online so that you can work on them at your convenience.
− The maximum number of points you can earn in this category is 150. Remember these are equivalent to 25 points more than 1 lecture exam, so DO NOT miss an activity point assignment. They are required, not bonus.
− Also, please note that Blackboard is merely a repository for grades and cannot calculate them. For example, the maximum number of points you can earn in this category is 150, even though you may have more showing in your total.

Laboratory Assessment (450 points):
Your lab performance will be assessed using 3 lab exams over materials located on Blackboard and Top Hat. These will be discussed in more detail by your lab instructor and posted in your lab syllabus.
Lecture Exams (500 points):
Your performance will be assessed by 4 lecture exams (see schedule) worth **125 points** each for a **total of 500 points** in the lecture. You are required to take all 4 exams, no exceptions.

- Lecture exams will assess your knowledge, comprehension, and application of the material presented via Top Hat and Blackboard, and other in-class or online assignments made since the previous exam.
- The exams will also assess your application of the content in the form of problems that will be assigned in advance from your **summary checklists discussion application questions** (See Top Hat) (~25%).
- The format of all the exams will be multiple-choice. Tentative exam dates are given in the schedule. Exams are designed to be completed in a 1.25-hour time frame.
- Student conferences are required for any freshman who fails any exam, quiz, or assignment or who has a combined lecture/lab grade of less than 60%. Upperclassmen are also invited to meet with me at their discretion.

Exam Days:

- Exams will be given on Top Hat on the days scheduled. (see Schedule below and Blackboard for exam days and times) The exam will be available for a 75 minute (1 hour and 15 minute) period of time, beginning and ending during your regularly scheduled lecture day and time on the dates provided (See section titled “Exam Dates” in your syllabus and on Blackboard.
- Exams may require a passcode, which I will email you in advance. If a passcode is required, you will use the code to access the exam.
- Top Hat also uses several "exam proctoring" features to ensure academic integrity...in other words...to keep you from cheating. For example, if you leave the exam for more than 5 seconds or open another screen/window more than 5 times or take a screenshot, it will automatically lock you out of the exam.
- I will be monitoring the exam remotely, so email me if you are experiencing connection problems.
- If you are using a computer/laptop/tablet, you are required to use Google Chrome or Mozilla Firefox (and connect to Wi-Fi obviously)
- If you are using a cell phone, make sure you log in directly to the Top Hat App and use Wi-Fi, if at all possible. Please do not log in to Top Hat through the web browser on your phone because you won’t be able to access the test. Ensure that you have updated to the most recent version of the app from the Apple or Google Play App Store.
- Also, if an image or question doesn’t display correctly, try refreshing the screen a couple of times. That fixes most issues.

Those students with documented special accommodations must meet with me at least 3 days prior to the exam in order to make arrangements. Failure to follow these instructions may not have accommodations available.

Make-Up Exams:
Lecture make-up exams will NOT be provided.

Re-grading Procedures:
An answer "key copy" of each lecture exam will be made available after it has been graded and returned. You are encouraged to review the "key copy" to learn from your mistakes. You are also encouraged to confer with me via the outlined procedure below if you have concerns regarding your quiz or exam once you have compared your work to the key. To report calculation or grading errors on your exam, you are **required** to
follow the **Procedures for Re-grading** shown below. Activity quizzes and assignments are not subject to re-grading, but math errors only.

1. If the error is strictly a mathematical error:
   - staple a note to your /exam which reads “math-only” & turn it in to your instructor for a grade recalculation.

2. If you believe you have found a grading error:
   - remember that a 1 pt error is at best only .0025 pts on your final course average.
   - remember the exams are photocopied immediately after you turn them in (e.g., I will know if you have changed an answer). It is an expense I wish I did not feel compelled to bear.
   - study the key before you request that any question(s) be re-graded. You must clearly state your reason(s) for thinking the question has been graded incorrectly in a neatly written, attached note. “Question X is graded wrong, or I deserve more points on question Y” are not reasons. This means I expect a clearly delineated/rational reason based on verifiable factual information that your answer is correct (i.e., from a reputable source like your text or lab manual). This means I expect a short paragraph for each error along with specific page references.

3. Staple your justification to your exam and turn it in to me. Understand I will be very fair and accurate, but the entire exam will be re-graded, AND if the resulting grade is lower than the previous, the second grade will replace the first.

4. The deadline for requesting any recalculating or re-grading is **48 hours** following the posting of the grade on Black board...No Exceptions.

**REQUIRED USE OF MASKS/FACIAL COVERINGS BY STUDENTS**

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory [Facial Covering Policy](#) to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

**ANGELO STATE UNIVERSITY – ACADEMIC INTEGRITY & HONOR CODE:**

ASU expects its students to maintain complete honesty and integrity in all work. Students are responsible for understanding and following the Academic Honor Code as outlined on the university’s web site and in the Student Handbook. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. The College of Science and Engineering adheres to the university’s Statement of Academic Integrity. [https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php](https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php)
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 human anatomy, you must formally withdraw by seeing your lecture instructor. Dropping the lecture automatically drops the lab; no separate drop slip is necessary. Failure to do this can result in a grade of F appearing on your academic transcript. Dropping the lecture automatically drops the lab. The last day to drop the course is **Friday, 30 April, 2021**.

SPECIAL NEEDS/DISABILITY STATEMENT:
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
dallas.swafford@angelo.edu  
Houston Harte University Center, Room 112

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 second week of class, so that we may further assess your situation. I will work with you to provide reasonable accommodations so that you have a fair opportunity to perform successfully in this class, but only if you take responsibility. (Right before a quiz, practical, or exam IS not taking responsibility. You must meet with me well in advance, so that I may help you.

RELIGIOUS HOLY DAY:
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence AND the first week of classes. Any make-up assignments will need to be completed and turned in in advance. If an exam is missed, see *Make-Up Exams* above. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

TITLE IX AT ANGELO STATE:
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sex discrimination, sexual misconduct, public indecency,
interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU. As a faculty member, I am a Responsible Employee meaning that I will report any allegations I am notified of to the Office of Title IX Compliance in order to connect students with resources and options in addressing the allegations reported. You are encouraged to report any incidents to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 200
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form. If you wish to speak to someone about an incident in confidence, you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345. The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above. For more information about Title IX, in general, you may visit www.angelo.edu/title-ix.

Tutoring is available for this course. Tutoring sessions are student-led and focused on helping you learn to be successful in human physiology. Sessions are regularly scheduled meetings wherein you will be able to participate in discussions about the lecture and assigned readings, slide, and homework activities. Tutoring sessions cover the following:

- Key course concepts and how to identify important material
- Clarification of lectures and text; Efficient organization of course material
- Development of possible test questions and taking mock exams
- Problem-solving techniques and Critical thinking skills
- Study skills strategies (e.g., understanding lectures, effective note-taking, textbook reading, etc.)
- They will not help you complete homework/activity assignments, but they will answer questions on concepts.

The cost is absolutely FREE to students enrolled at ASU. Tutors are former Anatomy and Physiology students who performed exceptionally well in the course. Tutors are trained to lead one-on-one or small group discussions and assist you with problematic course concepts. Preliminary results indicate students who attended Tutoring session earned, on average, one to one and a half letters grade higher on lecture exams than students who do not attend. More information will be provided later.
<table>
<thead>
<tr>
<th>DATE (Approximate Week of)</th>
<th>Biology 2324 **TOPICS in Approximate order on Top HAT</th>
<th>Top Hat Module Assignments</th>
<th>Textbook Chapter References 8th Edition of Silverthorn</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-29 Jan</td>
<td>Course Policies, Tips and Intro to Science &amp; Physiology</td>
<td>I</td>
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<tr>
<td>1-5 Feb</td>
<td>Tissues/Organ Systems, Characteristics of Life and Homeostasis</td>
<td>3, 6</td>
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<tr>
<td>8-12 Feb</td>
<td>Cell Physiology: Organization &amp; Biochemistry, Cell Structure and Function^</td>
<td>2, 3</td>
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<tr>
<td>15-19 Feb</td>
<td>Membrane Transport Processes</td>
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<td>22-26 Feb</td>
<td>Cell Metabolism &amp; Metabolic Principles</td>
<td>4,22</td>
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<td>1-5 Mar</td>
<td>Digestive Physiology</td>
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<td>8-12 Mar</td>
<td>Nervous System Physiology: Nervous Tissue &amp; Organization Overview^</td>
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<td>Membrane Potentials and Impulse Communication, Nerve Impulse Conduction</td>
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<td>15-19 Mar</td>
<td>Central Nervous System (Functional Regions)^</td>
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<td>Sensory Physiology: General and Special</td>
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<td>Peripheral Nervous System (Somatic, Enteric, Autonomic)</td>
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<td>22-26 Mar</td>
<td>Muscle Physiology and Control of Body Movement</td>
<td>12,13</td>
<td>12,13</td>
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<tr>
<td>29 Mar- 2 Apr</td>
<td>Cardiovascular Physiology: Cardiac Physiology, Blood Flow and Pressure, Blood</td>
<td>14,15,16</td>
<td>14,15,16</td>
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<td>5-9 Apr</td>
<td>Respiratory Physiology, Gas Exchange &amp; Transport</td>
<td>17,18</td>
<td>17,18</td>
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<tr>
<td>12-16 Apr</td>
<td>Kidney Physiology, Fluid &amp; Electrolyte Balance</td>
<td>19,20</td>
<td>19,20</td>
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<td>19-23 Apr</td>
<td>Reproductive Physiology</td>
<td>26</td>
<td>26</td>
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<tr>
<td>26 Apr-7 May</td>
<td>Endocrine and Immune Systems Overview</td>
<td>7,23,24</td>
<td>7,23,24</td>
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Exam dates posted above & on BB

Exam 1 = 125 points (Covers Top Hat Modules in gray, Exam #1 Discussion Questions)

Exam 2 = 125 points (Covers Top Hat Modules in green, Exam #2 Discussion Questions)

Exam 3 = 125 points (Covers Top Hat Modules in blue, Exam #3 Discussion Questions)

Exam 4 = 125 points (Covers Top Hat Modules in yellow, Exam #4 Discussion Questions)

** Topics appear in the approximate order in which they will be covered. This is the anticipated sequence of lecture topics and referenced reading assignments

^ This content is assumed knowledge covered in Bio 2323/2123 (or prior coursework)

^ Independent review of this material in conjunction with class work is highly recommended


Your Student Agreement Sheet will be a separate document located on Blackboard.