

APPLIED HUMAN PHYSIOLOGY WITH LAB

APK 2105C -- 4 CREDITS -- SPRING 2021

INSTRUCTOR:

Diba Mani, Ph.D.

Office: FLG 131

Email: dmani@ufl.edu

Preferred Method of Contact: Canvas

Pronouns: they/them/theirs; she/her/hers

OFFICE HOURS:

Mondays Period 3 (9:35-10:25 AM EST). Online; details posted on Canvas.

TEACHING ASSISTANTS:

Steph Lapierre (Coordinator): slapierre@ufl.edu

Zeel Desai: ze.desai@ufl.edu

Christian Garcia: christiankgarcia@ufl.edu

Brady Holmer: holmerb1@ufl.edu

Vini Mariani: vmariani@ufl.edu

Marisa Mulvey: mmulvey@ufl.edu

Kevin Murray: kevmurra@ufl.edu

Mustafa Ozdemir: ozdemirm@ufl.edu

Eddie Rios: eduardoerijos@ufl.edu

Brandon Roberts: rbrandon.roberts@ufl.edu

MEETING TIME/LOCATION: This is a hybrid course with asynchronous online lectures and in-person lab sessions, which are mandatory and held weekly; these are led by graduate teaching assistants (TAs). This may change pending circumstances throughout the semester, and will be announced via Canvas, at minimum. In the case that an issue arises, this course has been structured to be flexible in moving any in-person activities online. Although lectures are pre-recorded so that you may watch them at your convenience, please refer to the “Course Schedule” below for the weekly timeline to follow. There are twenty sections for this course; you must attend your section. Please confirm your section, day, and time through One.UF rather than this syllabus.

CLASS #	SECTION #	LAB DAY & TIME	LAB LOCATION	LAB INSTRUCTOR (TA)
10691 26279	3H60 3H6A	T Period 1-2 (7:25 AM - 9:20 AM)	FLG 105-N	Marisa Mulvey
10701 26314	7590 590A	W Period 6-7 (12:50 PM - 2:45 PM)	FLG 105-N	Marisa Mulvey
10705 26321	8212 212A	W Period 1-2 (7:25 AM - 9:20 AM)	FLG 105-S	Vini Mariani
10698 26305	5658 658A	W Period 3-4 (9:35 AM - 11:30 AM)	FLG 105-S	Marisa Mulvey
10750 26278	2H85 2H8A	W Period 9-10 (4:05 PM - 6:00 PM)	FLG 105-S	Mustafa Ozdemir
10700 26312	7589 589A	R Period 5-6 (11:45 AM - 1:40 PM)	FLG 105-N	Christian Garcia
10704 26319	8210 210A	R Period 7-8 (1:55 PM – 3:50 PM)	FLG 105-N	Christian Garcia
10702 26315	7785 785A	R Period 8-9 (3:00 PM - 4:55 PM)	FLG 105-S	Mustafa Ozdemir
10703 26316	7990 990A	F Period 4-5 (10:40 AM - 12:35 PM)	FLG 105-N	Brady Holmer
10699 26308	7588 588A	F Period 4-5 (10:40 AM - 12:35 PM)	FLG 105-S	Mustafa Ozdemir

This course is taught both in-person (labs) and virtually (lectures). This may change pending circumstances throughout the semester, and will be announced via Canvas, at minimum. If there is any chance that you may have been exposed to COVID-19 within a 14-day period throughout the semester, you should contact your lab instructor (see “COVID-Related” below) immediately. If you have not been “cleared” to return to campus, per UF’s “Screen, Test, & Protect” initiative (<https://coronavirus.ufhealth.org/screen-test-protect-2/>), please do not attend labs in-person until you do.

COURSE DESCRIPTION: This physiology course will introduce students to the functions of the human body at the cellular, tissue, organ, systemic, and organismal levels with heavy emphasis on mechanisms of action.

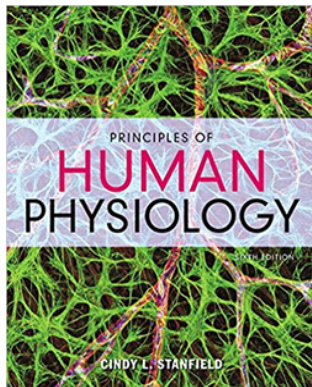
PREREQUISITE KNOWLEDGE AND SKILLS: Sophomore, Junior, or Senior status. Any previous experiences in the following areas may be helpful to students: medical terminology, anatomy, physics, chemistry, and/or biology. Students do *not* need to have taken any of these courses to be successful in this course.

Students enrolling in this course must have at least the following minimum technical skills to succeed:

- Using the learning management system, Canvas
- Using e-mail with attachments
- Microsoft Office: Word, PowerPoint
- Using Zoom video conferencing
- Downloading and installing software such as Google Chrome with extension for HonorLock and Pearson Mastering A&P

REQUIRED AND RECOMMENDED MATERIALS: For this course, students must access two resources: (1) the textbook, and (2) Mastering A&P website (where lab modules will be completed). There are a couple options regarding how to gain access to these required course materials.

Textbook: Stanfield, Cindy L. *Principles of Human Physiology*. 6th edition. Mobile, AL: Pearson, 2017.



Mastering A&P online program access. Students may “opt-in” to acquire access via link in Canvas for a reduced price and pay for these materials through their UF student account, which gives access to an e-version of the textbook and access to Mastering A&P. To do this, log into your Canvas account and navigate to the APK 2105C course homepage. On the left-hand side of the window, select “My Lab and Mastering”, and then follow the prompts accordingly. Students who do not choose this option will be

able to purchase an access code through the UF Bookstore. Both options provide access to the same online materials. There may also be a discounted, loose-leaf print version of the textbook available at the UF Bookstore for students who would like a physical text for the course. Copies of the textbook are available through the UF library system course reserves.

If you already have a copy of the textbook, you will still need to purchase the access code that provides you access to My Lab and Mastering/Mastering A&P; there is not a way to purchase an access code without the e-textbook, these materials are bundled together.

COURSE FORMAT:

Lectures, assignments, office hours, and examinations for this class are all conducted online. The lab component of this course is scheduled as in-person once weekly.

Lectures: Students will watch pre-recorded lecture videos. It is recommended that you read the textbook in advance of this and then take good notes during the lectures. You may pause and repeat the recordings as often as you'd like. Use the "chaptering" feature in Mediasite (where the lecture videos are stored) to hold your place when you pause.

Labs: Students will meet in-person with their lab instructor and peers during their scheduled lab time (two consecutive periods, as listed in One.UF). Labs are taught by your graduate TA, who will lead you through short lectures relevant to lab topics and small group discussions. As your labs are managed by your TA, they should be your first point of contact regarding lab matters.

PhysioEx lab modules will be completed through Mastering A&P (accessed via Canvas). Students will perform simulations and then answer a series of questions within Mastering A&P, which they will download and submit as a "lab report" within Canvas > Assignments. Again, graduate TAs are the primary resource for the lab component of the course (activities, quizzes, and related grades).

Exams: You will take a total of four exams, accessible via Canvas > Quizzes. These exams are proctored with a required lock-down browser called Honorlock. Students must have functioning webcam and microphone on a computer (either laptop or desktop), as well as a stable internet connection in a cleared space, ideally at a desk or table.

PURPOSE OF COURSE: The purpose of this course is to introduce students to physiology (the study of how the body's structures function) and to present information and engage students in a way that promotes critical and creative thinking within the context of health and movement studies. Students will be asked to identify important structures of the human body and to integrate the functions of these basic structures

together at all levels of the hierarchical organization (molecular, cellular, tissue, organ, and organ system) so that the information can be applied to novel, clinical scenarios. This applied method of teaching physiology is intended to enhance the long-term retention of the concepts covered and prepare students for future courses and experiences which may require health or movement-based communication and problem solving.

COURSE LEARNING OBJECTIVES: Biological science courses provide instruction in the basic concepts, theories and terms of the scientific method in the context of the life sciences. Courses focus on major scientific developments and their impacts on society, science and the environment, and the relevant processes that govern biological systems. Students will formulate empirically testable hypotheses derived from the study of living things, apply logical reasoning skills through scientific criticism and argument, and apply techniques of discovery and critical thinking to evaluate outcomes of experiments. The following table describes the UF General Education student learning outcomes (SLOs) and the specific learning objectives for APK 2105C. By the end of this course, students should be able to:

General Education SLOs	APK 2105C Course Goals	Assessment Method
<p>Content: Demonstrate competence in the terminology, concepts, methodologies, and theories used within the discipline.</p>	<ul style="list-style-type: none"> • Describe the basic structures as well as the basic and more complex functions of the cell, the endocrine, nervous, muscular, cardiovascular, respiratory, and renal systems • Name and give examples of key physiological themes and basic regulatory mechanisms for sustaining life/health (e.g. homeostasis, negative and positive feedback) • Explain how major systems of the body are integrated and how these interactions influence homeostasis 	<ul style="list-style-type: none"> • Lecture exams • Online homework • Online lab modules
<p>Communication: Communicate knowledge, ideas, and reasoning clearly and effectively in written or oral forms appropriate to the discipline.</p>	<ul style="list-style-type: none"> • Use correct anatomical, physiological, scientific, and medical terminology to describe and explain physiological phenomena, experiments used to study such phenomena, and how disease or injury impacts those 	<ul style="list-style-type: none"> • Lab discussions • Lab reports

	processes	
Critical Thinking: Analyze information carefully and logically from multiple perspectives, using discipline specific methods, and develop reasoned solutions to problems.	<ul style="list-style-type: none"> • Predict how perturbations (e.g., disease, experimental manipulations) will alter physiological function and identify the mechanisms of action involved • Generate and interpret various graphical representations of physiological data 	<ul style="list-style-type: none"> • Lab discussions • Lecture exams • Lab modules • Lab reports

COURSE AND UNIVERSITY POLICIES:

UF STUDENT COMPUTING REQUIREMENTS: Since this course has some, or all, contents online, and per the UF student computing requirements, UF does not recommend students relying on/regularly using tablet devices, mobile phones, or Chromebook devices as their primary computer, as these may not be compatible with specific platforms used in this course or other UF courses (<https://it.ufl.edu/policies/student-computing-requirements/>). Access to a fast, secure internet network will be necessary for this course. If a student is in an area with limited internet access, UF students can access eduroam for free with their GatorLink log-in credentials. If you have any problems connecting to eduroam, you can contact the UF Computing Help Desk.

There are more than 100 Wi-Fi hotspots in Florida, including several state university campuses and community colleges. You may connect to eduroam in other states as well. You don't have to sit in a car: many locations have open spaces and communal rooms available so you can get online while socially distancing and following CDC guidelines in an air-conditioned space. In Florida, all UF/IFAS Research and Education Centers (REC) are equipped with eduroam, so if you live in a rural area of your county, you can visit an REC to securely watch course videos and take care of your academic needs.

ATTENDANCE POLICY:

Lecture: There is no attendance for lectures of this course, as all lectures are all pre-recorded and available in Canvas. Saving, sharing, or posting the pre-recorded lectures anywhere or with anyone is strictly prohibited and will be processed as an Honor Code violation.

Lab: Although attendance will not be taken during the weekly lab session, the access code for a discussion-based quiz will be presented by your lab instructor during your assigned lab time. It is important that you attend the lab section for which you are enrolled, as your access to Canvas > Quizzes is based on your enrolled section. If you have to miss your lab for any reason, please make arrangements with your TA to gain access to the locked quiz virtually and/or at an alternate time.

- Complete a “Make-Up or Accommodation Request Form”, available in Canvas > Orientation, and send it to your TA as soon as possible, prior to your missed lab.
- Communicate via your own UFL e-mail account or Canvas messaging.
- Remember to provide documentation to support your reason for requesting the change and include information about your assigned section number, day, and time.
- Follow the appropriate format for correspondence (see “Personal Conduct Policy” below).
- Once approved, make sure that you have the URL (Zoom) for the pre-recorded lab lecture and know the access code and time for the quiz you will be completing on your own (not in-person with the rest of the lab group).

Please keep in mind that the arrangements should be made with the TAs *before* your missed section. More than one un-made-up lab will result in a partial letter grade penalty. For example, if you earned a B+ in the course, but missed two labs that were not made-up by attending another section, you would receive a B in the course. The following are not valid excuses for missing lab: work, volunteer position, personal travel/vacation.

If an issue arises with a lab instructor not arriving for a scheduled class session and you’ve waited 15 minutes after the scheduled start time, please contact the lab TA and primary course instructor, Dr. Mani, via UFL e-mail immediately.

PERSONAL CONDUCT POLICY: Students are expected to exhibit behaviors that reflect highly upon themselves and our University:

- Read and refer to the syllabus.
- Arrive to live sessions (lab) on time.
- Do not use social media or other external internet browsing during live sessions.
- Follow the guidelines for appropriate behavior in virtual environments (i.e. name visible, non-offensive background (whether virtual or not), appropriate dress during live sessions).
- Submit assignments by the deadlines. If you miss a deadline, please recognize that requesting an exception to submitting is unfair to your classmates and instructor.
- Show respect for the course instructor and classmates by not holding personal conversations during class time (your graduate TAs are the instructors of the lab component of this course and should be respected as such).
- Use professional, courteous standards for any web exchanges (i.e. emails).
 - Descriptive subject line
 - Address the reader with the proper title and name spelling
 - Be concise but provide sufficient detail in the body of the message
 - Give a respectful salutation

- Avoid undefined acronyms
- UF students are bound by The Honor Pledge, which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies behaviors that are in violation of this code and the possible sanctions.
 - Any use, access, or handling of technology during an exam will result in a zero on the exam and potential failure of the course.
 - Honor code violations of any kind will not be tolerated, whether on lab activity, homework, or assessments. Sanctions will be determined by the course instructor for violators.
 - All allegations, regardless of severity, will be reported to the Dean of Students Office for University-level documentation and processing.
 - Any and all lecture video links are specific for students currently registered for the web-based lectures of APK 2105C only. Sharing or posting of the lecture videos anywhere is strictly prohibited and will be processed as an Honor Code violation. Students who are aware of such sharing/posting of the lecture videos are obligated to disclose that information to their course instructor.
- You are obliged to report any condition that facilitates academic misconduct to appropriate personnel.

The use of software to promote academic integrity through plagiarism detection is advocated for. Although not required, Turnitin is an excellent resource for this and reference/citation assistance.

MAKE-UP POLICY: Make-up assessments will be given at the discretion of the instructor (TA for lab activities (as a first resort)). To schedule a make-up exam, please fill out the “Make-Up or Accommodation Request Form” posted in Canvas > Orientation and submit it to your course instructor with appropriate time *before* the missed exam - documentation will be required at the time of submission.

Please make travel and scheduling arrangements accordingly, as you are absolutely **not** permitted a make-up exam for personal travel/vacations, work, or volunteering conflicts. Some students will encounter multiple exams in one day; this is not a permissible reason for a make-up exam. Only overlapping UF course exam times will be considered for accommodated exam scheduling.

Again, examples of unexcused missed exams include:

- Extracurricular activities
- Out of town/vacation
- Sleeping in
- Sports
- Technological issue due to procrastinated assignment upload
- Volunteering
- Work
- Mixing up the exam time
- Forgetting about time zone differences

In the case you **miss an exam due to an unexcused reason**, all may not be lost! If you contact the course instructor within 24 hours of the start time of the missed exam, you will be allowed to take the exam with a **50% penalty**. This is a serious grade deduction but reasonable, as grades for the rest of the students in the class are expected to be published 24-48 hours from the original exam time. Contacting the instructor more than 24 hours after the start time of the missed exam will result in a **zero on the exam**. Please reach out to the instructor via UFL e-mail in this situation. It is your responsibility to check your e-mail frequently to schedule to receive a [penalized] exam extension.

If you have a serious emergency or life event, please contact the Dean of Students Office (www.dso.ufl.edu) and they will contact your instructor so that you do not have to provide documentation to individual instructors to make-up an exam. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

HONORLOCK SYSTEM REQUIREMENTS (EXAM PROCTORING): Exams will be proctored using HonorLock. You will not need to sign-up or schedule a testing time, nor will you need to create an account. To ensure your device is compliant with HonorLock, a series of pre-assessment checks must be performed before gaining access to the exam. Please do so in advance of the exam; we are unable to further accommodate for individual technological issues that may detract from your exam time. Specifications necessary for HonorLock to work are listed below:

- **System compatibility and setup:**
 - HonorLock is only supported through *Google Chrome web browser* on Mac, PC (no other mobile devices or tables are supported)
 - Students must install the *HonorLock Extension* within Chrome
 - HonorLock will not support Windows 8, Windows 8.1, Mac OSX 10.11 and Mac OSX 10.12. You can find the updated *Minimum System Requirements* and a system compatibility test at www.honorlock.com/support.

- **Additional considerations using HonorLock for exams:**
 - You will need to take the exam on a desktop computer or laptop with a webcam and microphone set up on your chosen device. This will not work on mobile devices or tablets, including iPads and smart phones.
 - You need to make sure that the **camera is facing YOU at all times** – if the camera does not stay facing you or if you are out of frame, the exam will pause, preventing you from continuing, even midway through. This will detract from your exam time.
 - You need to open Canvas on the **Google Chrome internet browser** and to download the *HonorLock Chrome Extension*. Other internet browsers will **not** be compatible with HonorLock.
 - Make sure you have a stable Internet connection wherever you are taking the exam (i.e. good Wi-Fi).
 - A 360-degree scan of your testing room/environment will be required. If you are using a laptop, you will need to pick up your laptop and rotate it for the room scan, including your examination surface (i.e. desk, table), floor space, your lap, etc. The testing environment should be cleared of any clutter, no notes, or textbooks laying out. These could constitute a violation of the Honor Code (i.e. academic dishonesty).
 - Make sure the room you are taking the exam in is well-lit and that you are by yourself. Rooms that are not bright enough may get flagged as “blurry” or “unclear”. Avoid posters or photographs on the wall behind you; try to minimize noise (i.e. talking aloud). These will also flag your exam, which will be reviewed by a member of the instructor team for the course to confirm or refute any academic dishonesty.
 - You must have a valid and clear photo identification (ID) card (Gator ID, driver’s license, passport) to show at the start of the exam. Make sure the image is clear.
 - Only one screen (i.e. cannot have multiple monitors) and one tab (i.e. the tab that is being used for the exam) in Chrome is allowed. HonorLock has an integrity algorithm that can detect search-engine use, so do not attempt to search for answers, even if it is on a secondary device.
 - An HonorLock Practice Quiz will be set up under Quizzes in Canvas. **Please go through this practice test well in-advance of taking the exam.** This practice quiz allows you to go through all the pre-assessment checks so you will know what to expect when taking the exam itself. Take the practice quiz on the device you intend to take the exam on, in the same environment (building, room, etc).
 - **Failure to meet the items above may result in a 0 grade.** If you encounter any issues with the testing platform or the exam, you should immediately contact HonorLock for assistance. If this fails, you need to

email your course instructor right away with specific details (i.e. screenshots of your chat conversation with HonorLock with time stamps) of what occurred so that they can assist you as quickly as possible.

INCLUSION, DIVERSITY, EQUITY, AND ACCESS (IDEA): All individuals, irrespective of their gender, gender identity, gender expression, sexual identity, sexual orientation, race, ethnicity, religious affiliation, physical or mental ability, political affiliation, or any other perceived generalized differentiator, are welcome in this course. It is expected that we treat each other with respect and as equals. Treat one another as you want to be treated so that we can have valuable discussions in this course. Intolerant, inflammatory, or insulting behavior or speech is not acceptable and may lead to dismissal from the course. Please do reach out for assistance regarding accommodations – I do not want inaccessibility to keep anyone from the opportunity to learn and grow.

ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations. Homework assignments and lab modules are intentionally accessible for at least 2-4 weeks prior to the due date to account for those who may need more time for completion.

Students registered with the DRC: It is strongly recommended that you submit all of your lecture exam requests through the DRC in the *first week of classes* to ensure that they are approved in time. Unless you've made special arrangements with the DRC, exams will be taken in Canvas similar to other students but with your specific accommodations (i.e. extended time, use of screen reader).

TEMPORARY COVID-19 ADJUSTMENTS: As this has an in-person lab component, it is possible that you may require temporary accommodations due to COVID-19. This will require the involvement of the DRC. Directly contact the DRC via: <https://disability.ufl.edu/outreach/updates/covid/> and be ready to provide documentation for evaluation. All COVID-19 related concerns should be handled via the DRC. As noted previously, if there is **any** chance that you may have been exposed to COVID-19 within a 14-day period, please contact your TA immediately. Should you fall ill and experience severe symptoms that prevent you from completing your coursework, please reach out to the Dean of Students Office, who will evaluate your documentation (i.e. recent physician's note) and then reach out to your course instructor directly.

PREFERRED NAME: It is important to the learning environment that you feel welcome and safe in this class, and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your name on the class roster.

You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.

Please do keep your preferred name (first and last, if possible) visible when engaging in course activities online.

PRIVACY (FERPA): Aspects of course content may be audio and visually recorded for students in the class to refer back to. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. By enrolling in this course, you will be required to have audio and video enabled for your group presentation. If you do not want your image in any recording pertaining to course content (i.e. presentations, demonstrations), please let me know within the first couple weeks of class so that we may seek an accommodation. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

COURSE EVALUATIONS: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>.

GETTING HELP:

Health and Wellness

- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575
- Counseling and Wellness Center: <https://counseling.ufl.edu/>, 352-392-1575
- Sexual Assault Recovery Services (SARS) - Student Health Care Center, 392-1161
- University Police Department, 392-1111 (or 9-1-1 for emergencies)
<http://www.police.ufl.edu/>

Academic Resources

- E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>
- Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu/>
- Library Support: <https://uflib.ufl.edu/find/ask/> Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- Student Complaints
 - On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>
 - On-Line Students Complaints: <http://distance.ufl.edu/student-complaint-process/>

GRADING:

The following table outlines the point-accruing components of the course. To calculate the final grade, total points earned in the course will be summed and divided by 520.

Evaluation Components	Points Possible (out of 520)	% of Total Grade
Syllabus Quiz	5 pts X 1 quiz = 5 pts	5/520 = 0.9%
Lecture Exams	50 pts X 4 exams = 200 pts	200/520 = 38.5%
Lab Quizzes	5 pts X 11 labs = 55 pts	55/520 = 10.6%
Homework	40 pts X 4 assignments = 160 pts	160/520 = 30.8%
Lab Reports (PhysioEx Modules)	10 pts X 10 modules = 100 pts	100/520 = 19.2%

Syllabus Quiz - The syllabus quiz is based on any and all content found in this syllabus. Students will be given an unlimited number of attempts on the quiz. It is recommended that students complete the quiz as soon as possible in order to unlock the course

material – a score of 5/5 must be earned in order to do so. Students will receive a zero for the syllabus quiz if it is not completed prior to taking Exam 1.

Lecture Exams – Each exam will consist of 40 questions, 1.25 points per question. Questions may be multiple choice, multiple answer, true/false, and matching. There may be images embedded into questions, as well. Exam questions are generated by the course instructor and the majority of focus should be given to the lecture notes and the textbook when studying. Special content from the textbook, including *Clinical Connections* and *Toolboxes*, should also be reviewed for the exams.

Students will take exams online via HonorLock. Again, students are required to have a functioning webcam and microphone, as well as reliable internet and a cleared space, ideally a desk or table. Students are not permitted access to any kind of materials (this includes calculators and smart watches) or notes during these exams (a.k.a. exams are “closed-book”). As such, recordings of exams flagged will be reviewed by a team to confirm or refute academic dishonesty. A blank sheet of paper may be used during the exam but must be shown (front and back) during the HonorLock room scan, and should be torn up and destroyed right before submitting the exam.

Exams 1, 2, and 3 typically permitted 50 minutes (one class period) to complete. However, as an accommodation due to the use of Honorlock (to ensure students have time for HonorLock pre-exam steps like a thorough room scan and ID card “selfie”), access to these exams will begin 25 minutes earlier (at 7:00 AM EST), giving students a total of 75 minutes. The exams must be submitted by 8:15 AM EST in order to be graded.

Exam 4, which will be conducted during Final Exam Week, and will have a 2-hr exam duration (inclusive of time to account for any technological issues and to ensure students have time for HonorLock pre-exam steps). Exams will be accessible on specific days, within specific timeframes, as suggested on One.UF. Add these dates and set alarms for these exams **now**:

- **Thursday, February 4th during Period 1 (7:25 – 8:15 AM EST)**
- **Thursday, March 4th during Period 1 (7:25 – 8:15 AM EST)**
- **Thursday, April 1st during Period 1 (7:25 – 8:15 AM EST)**
- **Tuesday, April 27th during Final Exam Week (8:00 – 10:00 PM EST)**

Exams are reviewed prior to publication to confirm there are no mistakes and to maintain that the exam is fair, which includes the appropriate level of challenge. Exams and exam answer keys will **not** be posted. Exam grades will be posted to the Canvas gradebook after HonorLock recordings are reviewed, which may take a few days. The course instructor goes through every single exam question and reviews class

performance on each one, making adjustments to the “accepted” answers, if and as necessary. Please do not reach out to suggest changes – any possible change will be primarily based on exam question statistics provided by Canvas to the instructor. Any change will be announced via Canvas. The most commonly missed questions will be shared in a post-exam review announcement. Any discussion on exam specifics may be scheduled with the course instructor after exam grades are posted. These are typically one-on-one meetings that take place in Zoom > Breakout Rooms during virtual office hours. Please note that reviewing previous lecture exams will **not** be possible (i.e. we can discuss Lecture Exam 1 after grades are posted and up to the week prior to Lecture Exam 2). Again, exams and exam answer keys (or “missed questions”) will **not** be posted.

Lab Quizzes – Each lab quiz is comprised of 10 questions worth a total of 5 points. The structure of these quizzes will be a combination of multiple choice, true/false, fill in the blank, matching, and multiple answer questions. You are expected to attend your specific lab sections in-person unless you have prior approval to take the quiz remotely (i.e. Disability Resource Center-approved COVID-19 adjustment). The weekly lab quiz will only be accessible to students during their designated lab times; TAs will provide the appropriate access code to access the quiz during your lab time. TAs will take students through a discussion-based activity which will help students answer questions on the Canvas quiz. It is also that students be active participants during their labs (i.e. engaging in conversation, asking and answering questions). Lab quizzes are an open resource, so you may use your notes, textbooks, classmates and/or credible websites to assist you in answering the quiz questions; quizzes are not proctored. Although students are encouraged to work together during lab to complete the quiz, students may not simply share questions and answers with each other.

Homework – Each of the four homework assignments is due according to the dates specified in the course schedule. Homework assignments will be open for several weeks prior to their due date. As such, **general requests for homework assignment due date extensions will be denied**. It will be your responsibility to know the due dates and to complete the homework assignment in a timely manner (all deadlines are in EST). It is highly recommended that students complete their homework assignment early rather than waiting last minute (i.e. the night it is due). Technological issues presented within 24 hours of the deadline will not be acceptable.

Homework assignments can be accessed through Mastering A&P on Canvas. Homework assignments generally comprise multiple choice, true/false, fill in the blank, and matching questions. These questions are specific to the textbook, so that should be your primary resource for answering those questions. These assignments are **not** intended to be used as the primary study tool for preparing for the exams. The function of the

homework assignments is to (a) get students more familiar with the textbook and (b) to get students eased into answering physiology questions.

The following are specific homework grading guidelines to keep in mind:

- You may open/close an assignment as many times as you wish until it is due.
- For the fill in the blank questions, spelling and proper tense/plurality of the word counts. For example, if a question asked for the name of the **cells** which carry oxygen, the correct response would be **erythrocytes** (plural).
- For multiple choice and fill-in-the-blank questions, you are penalized 50% if you miss on the first attempt and 100% if you miss on the second attempt. For true/false questions, you are penalized 100% if you miss on the first attempt.
- You are penalized a small fraction for opening a hint, if one is available.
- **Late submissions of homework will not be accepted for full credit.** However, a 25% penalty will be imposed if the homework is completed within 24 hours from the original submission deadline, 50% penalty if submitted within 48 hours of the submission deadline, 75% penalty if submitted within 72 hours, and for no credit after 96 hours. All other policies related to this assignment is relevant for homework submitted late.
 - If you complete some of the questions, but fail to complete all questions prior to the deadline, those completed will be automatically submitted at the due date/time and added to the gradebook. Again, technological errors/mis-submissions due to attempted submissions within 24 hours of the due date will not be excusable.
- **There may be a delay in the gradebook update between Mastering A&P and Canvas** (and grades will typically not be synced from Mastering A&P to Canvas until after the due date) so please allow for up to 24 hours to pass before contacting the course instructor with grade issues for homework.

Mastering A&P (PhysioEx) Lab Modules – Each lab module is a PhysioEx lab that can be accessed through Mastering A&P through Canvas. Some of these labs are lengthy; please do not procrastinate getting them completed. It is imperative for you to complete the lab module **prior** to your lab for that particular week (i.e. even if your PhysioEx is due on a Friday, if your lab is on Tuesday, you need to complete the PhysioEx before your lab on Tuesday).

Your laboratory experiences for this course will be module-based activities found in Mastering A&P. You will be given some background reading with each lab and then asked to perform a step-by-step walk through of several “experiments.” Following these experiments, you will submit the PDF document of your lab showing the data you collected in each module. You will also be asked to provide short essay responses to some questions regarding what happened in the experiments or what you might predict would happen if you changed something in the experiments. It is imperative that you

complete **all** the questions for each lab. Two, three, or four of the responses for each lab will be randomly selected for grading (depending on the lab). However, unanswered questions will automatically be counted as one of the graded questions.

Example 1: Let's say there is a lab in which there are six questions to answer and the randomly assigned questions for grading are 5 and 6. If you responded to only questions 1, 2, and 3, you would not receive any points for this lab.

Example 2: Let's say there is a lab with four questions and the randomly selected questions for grading are 1 and 2. If you answered both 1 and 2, but did not answer 3 and 4, you would not receive any points for this lab.

Please be as clear and complete with your answers as possible to ensure you earn maximum points for your efforts. Each lab is worth 10 points and is graded within Canvas through your uploaded PDF. Point associations within Mastering A&P should be ignored, as the grade contributing to your final grade in the Canvas gradebook will be provided by your TA. **Failure to complete at least 9 of the 10 PhysioEx labs will result in a whole letter grade penalty.** You will have on-going access to these labs (i.e. there is no time limit) to complete each lab and accompanying questions. However, these typically do not take longer than 2-3 hours each. Please plan to complete the lab module and questions well in advance of the due date. Plagiarism will not be tolerated; any level of plagiarism will be reported.

Again, all PhysioEx lab module write-ups/reports submitted to your TA in Canvas for grading are due at the start of **your** registered lab period. Although you will have access to complete the PhysioEx lab afterward, your grade is based on the assignment uploaded to Canvas. Meaning, you **must** complete and upload your lab report **before** your individual lab section meets for it to be graded.

Late submissions of the lab reports will be accepted for grading. However, a 25% penalty will be imposed if the report is submitted within 24 hours from the original submission deadline, 50% penalty if submitted within 48 hours of the submission deadline, 75% penalty if submitted within 72 hours, and for no credit or grading after 96 hours. All other policies related to this assignment is relevant for reports submitted late (i.e. all questions must be answered).

GRADING SCALE: All grades will be posted directly into the Canvas gradebook. Any discrepancies with points displayed in gradebook should be pointed out to the instructor before the last day of class. Any lab activity grades must be discussed with your graduate TA as soon as possible, and no later than the last day of your lab meeting. Again, requests for excused lab attendance should be made *before* the lab meeting. **There is no curve for this course and final grades will not be rounded up.** See the UF

undergraduate catalog web page for information regarding current UF grading policies: www.registrar.ufl.edu/catalog/policies/regulationgrades.

Extra credit is not offered in this course. Any requests for additional extra credit or special exceptions to these grading policies will be interpreted as an honor code violation (i.e. asking for preferential treatment) and will be handled accordingly.

Minus grades are not assigned for this course. A minimum grade of C is required for all General Education courses, such as this one.

Letter Grade	Points Needed to Earn Each Letter Grade	Percent of Total Points Associated with Each Letter Grade	GPA Impact of Each Letter Grade
A	531-590.0	90.00-100%	4.0
B+	513.30-530.99	87.00-89.99%	3.33
B	472.00-513.29	80.00-86.99%	3.0
C+	454.30-471.99	77.00-79.99%	2.33
C	413.00-454.29	70.00-76.99%	2.0
D+	395.3-412.99	67.00-69.99%	1.33
D	354.00-395.29	60.00-66.99%	1.0
E	0-353.99	0-59.99%	0

WEEKLY COURSE SCHEDULE:

The table below is a tentative course overview. Any changes to this schedule will be posted in Canvas. Your flexibility is especially appreciated during a constantly fluctuating time in our lives.

Regarding the required textbook readings, follow the chapters and chapter sections listed in Canvas based on the following topics, as only those listed will be included in exams. Chapter learning goals are elaborated within each Chapter Module on Canvas.

All PhysioEx lab module write-ups/reports submitted to your TA in Canvas for grading are due at the start of **your** registered lab period. Although you will have access to complete the PhysioEx lab afterward, your grade is based on the assignment uploaded to Canvas. Meaning, you **must** complete and upload your lab report **before** your individual lab section meets for it to be graded. Homework assignments (completed and graded within Mastering A&P) are due the night before an exam (except Homework 4, which is due on the last day of class). Note the deadlines for completion in advance; please do **not** wait until the last minutes to complete your assignments.

	Dates	Lecture (Textbook Chapter)	Lab
Week 1	Jan 11 – Jan 15	Intro to Physiology Cell Structure & Function	No Labs (<i>Drop/Add Week</i>)
Week 2	Jan 18 – Jan 22	Cell Structure & Function Cell Metabolism	Lab 1: Introduction to Lab; Graphs and Data Interpretation
Week 3	Jan 25 – Jan 29	Cell Metabolism	Lab 2: Transport Mechanisms
Week 4	Feb 1 – Feb 5	Exam 1 – Chapters 1, 2, & 3: Thurs, Feb 4 during Period 1 (access begins at 7:00 AM EST) Homework 1 due Wed, Feb 3 at 11:59 PM EST (and don't forget the Syllabus Quiz!) Cell Membrane Transport	No Labs
Week 5	Feb 8 – Feb 12	Chemical Messengers Endocrine System	Lab 3: Endocrine
Week 6	Feb 15 – Feb 19	Endocrine System Neural Signaling	Lab 4: Neuro 1
Week 7	Feb 22 – Feb 26	Neural Signaling Neural Integration	Lab 5: Neuro 2
Week 8	Mar 1 – Mar 5	Exam 2 – Chapters 4, 5, 6, 7, & 8: Thurs, Mar 4 during Period 1 (access begins at 7:00 AM EST) Homework 2 due Wed, Mar 3 at 11:59 PM EST Muscle Physiology	No Labs
Week 9	Mar 8 – Mar 12	Muscle Physiology Cardiac Function	Lab 6: Muscle
Week 10	Mar 15 – Mar 19	Cardiac Function	Lab 7: Cardio 1

Week 11	Mar 22 – Mar 26	Vessels & Pressure	Lab 8: Cardio 2
Week 12	Mar 29 - Apr 2	Vessels and Pressure Exam 3 – Chapters 12, 13, & 14: Thurs, Apr 1 during Period 1 (access begins at 7:00 AM EST) Homework 3 due Wed, Mar 31 at 11:59 PM EST Pulmonary Ventilation	Lab 9: Pulmonary
Week 13	Apr 5 – Apr 9	Pulmonary Ventilation Gas Exchange	Lab 10: Acid/Base
Week 14	Apr 12 – Apr 16	Gas Exchange Renal Function	Lab 11: Renal
Week 15	Apr 19 – Apr 23	Renal Function Fluid/Electrolyte Balance Homework 4 due Wed, Apr 21 at 11:59 PM EST	No Labs (April 22 & 23 are Reading Days)
		Exam 4 – Chapters 16, 17, 18, & 19: Tues, Apr 27 (8:00 – 10:00 PM EST)	

TIPS:

STUDYING:

- Read from the text before watching the lectures. Do not take notes, underline, highlight, or attempt to memorize anything. Just read and enjoy!
- Snowball the lecture notes. Begin studying lecture material immediately after the first lecture. Then, after the second lecture, begin your studies with day one lecture material. Continue this all the way up to the exam.
- Sections you will not be required to know for the exams will be omitted in the list of chapters and chapter sections listed on Canvas. **Do** pay attention to special announcements or lectures – these are fair game for the exams. Clinical Connections, Toolboxes, and analytical topics described in the textbook and lecture videos may also be included in the exam.
- Re-write questions. Taking complex questions and breaking them down to identify exactly what the question is really asking for is very helpful. It is also very helpful to look at incorrect answer choices and identify what makes those choices wrong. Ask yourself, “How could I make that statement correct?”

- Practice questions: the critical thinking questions at the end of each chapter and the more complex homework questions are incredibly helpful!
- Google diseases or drug mechanisms of action. For example, if we are studying neurophysiology, Google “brain diseases”. Click on any link and just read a paragraph to see if you can understand based on what you now know about nervous tissue structure and function. If you don’t understand it, that’s okay! Rather, did you recognize any words? Did you at least have a *clue* what was going on? This makes for great discussion during group study... and, especially in an online course, are awesome to post and share with classmates on Canvas.
- If you have a study group or a study buddy, talk through the material out loud. Verbalizing the information is very different than knowing it in your head – talk in the mirror or even to your pet goldfish if you don’t have a friend around.
- If you are a visual learner, make a concept map. Try to see how different parts of the body relate to one another. What are similarities and differences between structures?
- Especially practice skills you’ll need to succeed in your future endeavors: use your resources, like lab time, classmates, and the internet – hearing explanations and discussions about topics in more than one way will help you find the description that clicks for you! If you don’t understand a topic from the textbook, find a valid source online and watch a video. If that doesn’t help, chat with classmates at the end of the lab hour. Ask your TA if they’ve some nifty tip. And, certainly, swing by virtual office hours and tell me what has worked for you or what hasn’t. We’ll work to figure out what fits your learning style. The UGTAs also hold office hours, which may be very useful for you to participate in.

GENERAL SUCCESS:

- Do not fall behind. This course moves at a fast pace and you can easily get overwhelmed if you procrastinate. Avoid studying at the last minute. Complete the homework as you go; do not leave it for the day before the exam.
 - I typically post all chapters for a given exam together, so you can plan ahead and read more in one week and less the next if that works with your schedule (i.e. other class projects, travel plans, illness).
- Come chat for a few minutes during office hours; if not to discuss course material, come say hello and tell me about what intrigues you about Human Physiology.
- The undergraduate and graduate teaching assistants (TA, UGTA) are excellent resources that you may reach out to for elaboration on content, study tips, etc.
- Stay organized. Keep track of all the important due dates and move through each day in a uniform manner so that you are always aware of what you have done and what is left to be completed.
- Check Canvas announcements/emails daily; just pretend it is Facebook or Insta for school. Your course instructor will post important and helpful information (such as friendly reminders of due dates) as announcements.

- The Discussion board may be useful for conversations and resource sharing between classmates (i.e. share that cool YouTube video you came across about the Krebs cycle).
- Have a positive attitude: this stuff is pretty neat!

PERSONAL NOTE:

Things happen (2020 was an excellent and very relevant example of that). That's life. If there are some majorly overwhelming things happening during your semester, send me an email, come by my office; we'll work together to catch our breaths and figure out what steps you should take to do in hopes of wrapping up the course well. Again, I'd love to meet each of you; come by and chat academia (grad school, anyone?), sports, and traveling the world some time during the term. 😊

