

## APPLIED HUMAN PHYSIOLOGY WITH LAB

APK 2105C -- 4 CREDITS -- SPRING 2022

**INSTRUCTOR:**

**Diba Mani, Ph.D.**

Office: FLG 131

Email: [dmani@ufl.edu](mailto:dmani@ufl.edu)

Method of Contact: Canvas

Pronouns: she/her

Please use Canvas messaging or the Discussion Board to discuss course-related subjects with Dr. Mani. This serves to distinguish your messages over the *many* received in UFL inboxes, to make sure they are replied to.

**OFFICE HOURS:**

Weekly via Zoom. Details posted in Canvas.

**TEACHING ASSISTANTS:**

We have a fantastic team of instructors for this course. Beside Dr. Mani and our guest lecturers, Drs. Ahlgren and Nguyen, who will step in for the lecture material, we have a team of excellent graduate teaching assistants (TAs) for our sections, who instruct the weekly labs. They are available during their weekly 2-hr lab blocks. Your TAs will try to respond to your messages (related to all things lab) within 48 hours during the business week; ask them their preferred method of contact: Canvas messaging or UFL email.

Brandon Roberts (Coordinator): [rbrandon.roberts@ufl.edu](mailto:rbrandon.roberts@ufl.edu)

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**PEER MENTORS:**

Our class is lucky to have a team of undergraduate TAs (UGTAs) who have applied for and been accepted to assist you in your path to success in this course as peer mentors. Your UGTAs have weekly office hours that anyone in this course is permitted to attend; details posted in Canvas.

**MEETING TIME/LOCATION:** This is a hybrid course with asynchronous online lectures (you will NOT attend lectures in a classroom) and in-person lab sessions, which are mandatory and held weekly; these are led by graduate teaching assistants (TAs). You WILL attend labs in a classroom on campus (FLG 107D or 107E). Exams 1-3 are taken roughly once per month on a Thursday during Period 1, which is blocked off weekly on your schedule; Exam 4 will be taken during Final Exam Week. Examinations for this hybrid section of APK 2105C are *not* taken in-person; rather, you will need to secure a cleared testing space (i.e. desk in a private room) to take your exam online, via Honorlock proctoring services (see “Honorlock System Requirements” below).

CLASS #	SECTION #	LAB DAY & TIME	LAB LOCATION
10568	3H60	T   Period 1-2 (7:25 AM – 9:20 AM)	FLG 107E
10582	8212	W   Period 1-2 (7:25 AM – 9:20 AM)	FLG 107E
10575	5658	W   Period 3-4 (9:35 AM – 11:30 AM)	FLG 107E
10578	7590	W   Period 6-7 (12:50 PM – 2:45 PM)	FLG 107D
10626	2H85	W   Period 9-10 (4:05 PM – 6:00 PM)	FLG 107E
10577	7589	R   Period 5-6 (11:45 AM – 1:40 PM)	FLG 107D
10581	8210	R   Period 7-8 (1:55 PM – 3:50 PM)	FLG 107D
10579	7785	R   Period 8-9 (3:00 PM – 4:55 PM)	FLG 107E
10580	7990	F   Period 4-5 (10:40 AM – 12:35 PM)	FLG 107D
10576	7588	F   Period 4-5 (10:40 AM – 12:35 PM)	FLG 107E

Although this course is taught both virtually (lectures) and in-person (labs, led by graduate TAs), this may change pending circumstances throughout the semester (per UF administration), which will be announced via Canvas (i.e. global pandemic, extreme weather such as hurricane).

**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.

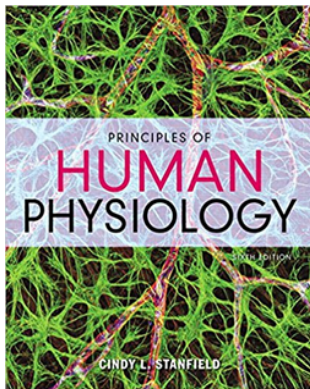
**PREREQUISITE KNOWLEDGE AND SKILLS:** Sophomore, Junior, or Senior status. Any previous experiences in the following areas may be helpful to students: medical terminology, anatomy, physics, chemistry, and/or biology. Students do *not* need to have taken any of these courses to be successful in this 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, if necessary, 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*. 6<sup>th</sup> 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: Students will watch pre-recorded lecture videos. It is recommended that you read the text 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. You will also explore demonstrations and experiments. Some of the labs will be completed through Mastering A&P (accessed via Canvas). For these online modules, students will perform simulations and then answer a series of questions. These "PhysioEx" lab modules must be completed on your own prior to your scheduled in-person lab session. As your labs are managed by your TA, they should be your first point of contact regarding lab matters.

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 structures of the body 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><b>Content:</b> Demonstrate competence in the terminology, concepts, methodologies, and theories used within the discipline.</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Name and give examples of key physiological themes and basic regulatory mechanisms for sustaining life/health (i.e. homeostasis, negative and positive feedback)</li> <li>• Explain how major systems of the body are integrated and how these interactions influence homeostasis</li> </ul>	<ul style="list-style-type: none"> <li>• Online lecture exams</li> <li>• Online homework</li> <li>• Lab discussions and experiments</li> </ul>
<p><b>Communication:</b> Communicate knowledge, ideas, and reasoning clearly and effectively in written or oral forms appropriate to the discipline.</p>	<ul style="list-style-type: none"> <li>• 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 processes</li> </ul>	<ul style="list-style-type: none"> <li>• Lab discussions and experiments</li> </ul>
<p><b>Critical Thinking:</b> Analyze information carefully and logically from multiple perspectives, using discipline specific methods, and develop reasoned solutions to problems.</p>	<ul style="list-style-type: none"> <li>• Predict how perturbations (i.e. disease, experimental manipulations) will alter physiological function and identify the mechanisms of action involved</li> <li>• Generate and interpret various graphical representations of physiological data</li> </ul>	<ul style="list-style-type: none"> <li>• Lab discussions and experiments</li> <li>• Lecture exams</li> <li>• Lab modules</li> </ul>

## COURSE AND UNIVERSITY POLICIES:

**UF STUDENT COMPUTING REQUIREMENTS:** Since this course most of its content 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. You may not download the Mediasite recordings (lecture videos); they must be streamed.

**Lab:** Although attendance will not be taken during the weekly lab session, a "lab quiz" will be given (on paper) during the lab periods. Missing labs may result in a "0" grade (including arriving late or leaving early). It is important that you attend the lab section for which you are enrolled to earn your lab quiz grade, which is developed and graded by the lab instructors (TAs). If you must miss your lab for an excusable reason (see "Make-Up Policy" below, please arrange with your TA to take the quiz at an alternate time. You should *not* share quiz questions and answers with classmates.

- 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. CC the TA whose lab section you'd like to attend instead, if not taught by your original (own) TA.
- Communicate via your own UFL e-mail account or Canvas messaging (based on your TA's preference; you do *not* need to include Dr. Mani in your correspondence about lab content).

- 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).

Please keep in mind that the arrangements should be made with the TAs *before* your missed section. 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; 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 C+ 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. Non-emergency correspondences should be engaged via Canvas messaging, please.

**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 class (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 course 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). Send email via your official UFL account; emails from non-UFL accounts will likely be disregarded (likely unintentionally, as they’ll filter as spam).
  - 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. Technology including but not limited to mobile phones, calculators, tablets, and smart watches should be removed from the room in which the exam is taken. Messaging and calls connected to the computer on which an exam is taken should be deactivated for the duration of the exam.
  - Any use of external resources, including but not limited to another person, notes, textbook, the Internet, scrap paper, and informational posters in the vicinity of the room in which the exam is taken is prohibited.
  - 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.
  - 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). You may need to include both your TA and the TA leading the section you wish to attend to make up your excused absence in any correspondence.

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 (via Canvas messaging) with appropriate time *before* the missed exam - documentation will be



required at the time of submission. The accommodation, if accepted, will be to enable access to exam questions at an alternate (but reasonable) time (still proctored virtually via Honorlock).

As assignments are open from the first day of the semester, homework and online lab modules are not typically considered for accommodation. Please see details on these assignments for any relevant late policy (for potential partial credit).

When it comes to multiple UF examinations in one day, please refer to the UF policy before contacting your instructor: <https://catalog.ufl.edu/UGRD/academic-regulations/examination-policies-reading-days/>.

Please make travel and scheduling arrangements accordingly, as you are *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.

To reiterate, 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 (with the Exam Make-Up Form completed) 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.

All other issues related to the exam (i.e. issue experienced during Honorlock proctoring, such as a loud noises or surprise visitors into the private testing room) should be communicated via Canvas messaging.

If you have a serious emergency or life event, please contact the Dean of Students Office ([www.dso.ufl.edu](http://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](http://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 must remove or disconnect and cover (i.e. with a blanket or sheet) any external monitors. Remember to remove any other technologies from the testing space (i.e. mobile phones, calculators, tablets, smart watches). Disconnect phone message or call notifications to your computer, if possible.
  - 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).
  - The assessments in this course are fully CLOSED-book. NO resources are permitted. This includes scrap paper. Any computations may be done with the calculator provided by Honorlock, on the recorded screen.
- 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 (i.e. Gator ID, driver’s license, or 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 from the first day of class to account for those who may need more time for completion.

Students registered with the DRC: It is strongly recommended that you submit *all* 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). It is your responsibility to proactively confirm that your accommodation (i.e. extended time) is confirmed in Canvas > Exams.

**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 if your name and pronouns are not reflected by your name on the class roster, Zoom, etc.

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](http://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 (i.e. during lab, exams). If you do not want your image in any recording pertaining to course

content (i.e. presentations, demonstrations), please let your instructor know within the first week of class so that we may seek an accommodation. That said, you can expect to enable video and audio for certain activities in this class, such as attending virtual office hours. As well, by enrolling in this course, you should recognize that your room and person will be recorded via Honorlock proctoring. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Students are allowed to record video or audio of lab lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

**COURSE EVALUATIONS:** Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. 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 e-mail they receive from GatorEvals, in their Canvas course menu, 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](mailto: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](mailto: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 535.

Evaluation Components	Points Possible	% of Total Grade
Syllabus Quiz	5 pts X 1 quiz = 5 pts	5/535 = 0.9%
PhysioEx Lab Modules (7)	10 pts X 7 modules = 70 pts	70/535 = 13.0%
Lab Quizzes (10)	10 pts X 10 labs = 100 pts	100/535 = 18.7%
Homework (4)	40 pts X 4 assignments = 160 pts	160/535 = 29.9%
Lecture Exams (4)	50 pts X 4 exams = 200 pts	200/535 = 37.4%

**Syllabus Quiz** - The syllabus quiz is based on 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 to unlock the course material – a score of 5/5 must be earned to do so. Students will receive a zero for the syllabus quiz if it is not

completed prior to taking Exam 1. They may not be able to access course material without completing the Syllabus Quiz with a score of 100%.

**Lab Quizzes** – Each lab quiz is worth 10 points, consists of 10 questions and will be a combination of multiple choice, true/false, fill in the blank, matching, and multiple answers. The lab quiz will be taken on paper, provided by the lab instructor (TA) during a specific timeframe within the 2-hr scheduled lab period. The quizzes are primarily based on the content of lab material covered in the previous 1-2 weeks, as well as some overlapping lecture content. PhysioEx lab module content is fair game. These quizzes will be closed-book individual quizzes; collaboration between students is not permitted. Any sharing of lab quiz content with any other person, whether intentionally or accidentally, is prohibited. It is your responsibility to report such an incident to your course instructors (graduate TA and course instructor) immediately.

**PhysioEx Lab Modules** – Each lab module is a PhysioEx Lab that can be accessed via Mastering A&P through Canvas. PhysioEx Labs must be completed prior to your scheduled lab section. The deadline for each lab section has been set in accordance to the start of your lab time (i.e. if your lab time is Mondays at 10:40 AM EST, then you need to complete your PhysioEx before then, and the deadline for the PhysioEx module is at 10:40 AM EST Mondays). It is imperative for you to complete the lab module prior to your lab for that week, since you will be required to discuss the procedures, results, and/or application of concepts from the PhysioEx lab in class. Once you open the assignment, you will have 6 hours to complete each lab module and accompanying questions; however, these should not take longer than 2 hours each. If you miss the submission deadline, you will not be allowed to complete the lab for credit (partial or full). Once you open the lab, you can close it and return to complete it, but the timer will not stop, so please plan to complete the lab module and questions in one setting to avoid being timed out. Please ensure that you have access to a reliable internet source while completing the lab module.

**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 accepted.

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.

**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 most of the 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 from a private room of their choice.** Your schedule on One.UF marks off Thursdays Period 1 (7:25-8:15 AM EST) in TURL L007. Although you will have to log in to take Exams 1-3 during this time, it will (1) only take place about once/month and (2) *not* be in TURL L007 – rather, the exams in this

course will be taken in a cleared, empty room of your choice with stable internet under proctoring supervision of Honorlock. Do **not** show up to TURL L007 for exams.

If you have any issues with your Honorlock, the first step for resolution is to contact Honorlock via the chat feature at the bottom of the testing page. Document any issues that result, and immediately contact your course instructor with this documentation (i.e. chat with Honorlock representative).

To reiterate, 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 during these exams (a.k.a. exams are “closed-book”). Calculators and scrap papers are **not** permitted. As such, recordings of exams will be reviewed by a team to confirm or refute academic dishonesty. Issues will be reported to the appropriate office at any time during or after the completion of the semester, even after an exam has been graded and posted.

Exams 1, 2, and 3 are 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 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, January 27<sup>th</sup> during Period 1 (7:25 – 8:15 AM EST) via Honorlock**
  - Opens at 7:00 AM EST
- **Thursday, February 24<sup>th</sup> during Period 1 (7:25 – 8:15 AM EST) via Honorlock**
  - Opens at 7:00 AM EST
- **Thursday, March 31<sup>st</sup> during Period 1 (7:25 – 8:15 AM EST) via Honorlock**
  - Opens at 7:00 AM EST
- **Wednesday, April 27<sup>th</sup> during Final Exam Week (8:00 – 10:00 PM EST) via Honorlock**

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. If you believe there is an issue with a question, please contact the course instructor via Canvas messaging immediately after taking your exam.

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, adjusting 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.

Please do not discuss exam specifics in external forums in case there are students who have approved accommodations to take the exam later (i.e. due to an emergency such as severe illness). Again, your exam will not be opened for review. Recording any component of course assessments (exams or quizzes) is not permitted and is considered an Honor Code violation.

The most 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. However, please note that you will **not** be able to review your exam. Related, you may not be able to view all your previous assessments (i.e. quizzes) simultaneously at the end of the semester. Any additional restrictions on assessment review are based on individual instructor preferences (i.e. exams by Dr. Mani, lab quizzes by lab TAs). Again, exams and exam answer keys (or individual “missed questions”) will **not** be posted. If there is a specific question you recall from the exam, Dr. Mani can be contacted to provide an expansion on the answer as an Announcement or Discussion Post to the entire class.

**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](http://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.** As well, re-grades or re-takes of course content (homework, lab content, lecture exams) is not permitted in this course.

Please be sure to prepare for the end of student access to the course shell in Canvas about one week after the end of final exams (i.e. download any relevant content).

Questions and answers from assessments in this course are *not* shared and may *not* be recorded. Note: Mediasite recordings (lecture videos) may not be downloaded.

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	481.5-535.0	90.00-100%	4.0
B+	465.45-481.49	87.00-89.99%	3.33
B	428-465.44	80.00-86.99%	3.0
C+	411.95-427.99	77.00-79.99%	2.33
C	374.5-411.94	70.00-76.99%	2.0
D+	358.45-364.49	67.00-69.99%	1.33
D	321-358.44	60.00-66.99%	1.0
E	0-320.99	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 Topic	Lab Activities/Assessments
<b>Week 1</b>	Jan 3 – Jan 7, 2022	Intro to Physiology Cell Structure & Function <i>The first day of classes is Wednesday, September 5<sup>th</sup>!</i>	<b>No Labs</b>

<b>Week 2</b>	Jan 10 – Jan 14	Cell Structure & Function Cell Metabolism	<b>Lab 1</b> – Intro to Lab/Graphs/Reports (2 hrs)
<b>Week 3</b>	Jan 17 – Jan 21	Cell Metabolism <i>Monday, January 17<sup>th</sup> is a holiday, so no class or lab!</i>	<b>Lab 2</b> –Transport Mechanisms <b>Quiz 1 on graphs and reports</b> <i>Complete PhysioEx 1 on your own prior to your lab.</i> <i>Monday labs attend a different section!</i>
<b>Week 4</b>	Jan 24 – Jan 28	HW 1 due Wednesday, January 26 <sup>th</sup> 11:59 PM EST <b>Exam 1 – Chapters 1, 2, and 3: Thursday, January 27<sup>th</sup> during Period 1 (7:25-8:15 AM EST) via Honorlock</b> Cell Membrane Transport	<b>Lab 3</b> – Enzyme Kinetics (2 hrs) <b>Quiz 2 on transport mechanisms</b>
<b>Week 5</b>	Jan 31 – Feb 4	Chemical Messengers Endocrine System	<b>Lab 4</b> – Metabolism (2 hrs) <b>Quiz 3 on enzyme kinetics</b>
<b>Week 6</b>	Feb 7 – Feb 11	Endocrine System Neural Signaling	<b>Lab 5</b> – Endocrine Physiology <b>Quiz 4 on metabolism</b> <i>Complete PhysioEx 4 on your own prior to your lab.</i>
<b>Week 7</b>	Feb 14 – Feb 18	Neural Signaling Neural Integration	<b>Lab 6</b> – Neurophysiology <b>Quiz 5 on endocrine physiology</b> <i>Complete PhysioEx 3 on your own prior to your lab.</i>
<b>Week 8</b>	Feb 21 – Feb 25	HW 2 due Wednesday, February 23 <sup>rd</sup> 11:59 PM EST <b>Exam 2 – Chapters 4, 5, 6, 7, and 8: Thursday, February 24<sup>th</sup> during Period 1 (7:25-8:15 AM EST) via Honorlock</b>	<b>Lab 7</b> – Neuromuscular (2 hrs)

		Muscle Physiology	
<b>Week 9</b>	Feb 28 – Mar 4	Muscle Physiology Cardiac Function	<b>Lab 8 – Muscle Physiology</b> <b>Quiz 6 on neuro</b> <i>Complete PhysioEx 2 on your own prior to your lab.</i>
<b>Week 10</b>	Mar 7 – Mar 11	<i>Monday-Friday is Spring Break week, so no classes or labs!</i>	<b>No Labs</b>
<b>Week 11</b>	Mar 14 – Mar 18	Cardiac Function Vessels & Pressure	<b>Lab 9 – Cardiovascular Physiology (2 hrs)</b> <b>Quiz 7 on muscle physiology</b>
<b>Week 12</b>	Mar 21 – Mar 25	Vessels & Pressure Pulmonary Ventilation	<b>Lab 10 – Cardiovascular Function</b> <i>Complete PhysioEx 5 on your own prior to your lab.</i>
<b>Week 13</b>	Mar 28 – Apr 1	Pulmonary Ventilation <b>HW 3 due Wednesday, Mar 30<sup>th</sup> 11:59 PM EST</b> <b>Exam 3 – Chapters 12, 13, and 14: Thursday, March 31<sup>st</sup> during Period 1 (7:25-8:15 AM EST) via Honorlock</b> Gas Exchange	<b>Lab 11 – Pulmonary Function (2 hrs)</b> <b>Quiz 8 cardiovascular physiology and function</b>
<b>Week 14</b>	Apr 4 – Apr 8	Gas Exchange Renal Function	<b>Lab 12 – Acid-Base Physiology</b> <b>Quiz 9 on pulmonary function</b> <i>Complete PhysioEx 10 on your own prior to your lab.</i>
<b>Week 15</b>	Apr 11 – Apr 15	Renal Function Fluid/Electrolyte Balance	<b>Lab 13 – Renal Physiology</b> <b>Quiz 10 on renal physiology</b>

			<i>Complete PhysioEx 9 on your own prior to your lab.</i>
<b>Week 16</b>	Apr 18 – Apr 22	Fluid/Electrolyte Balance HW 4 due Wednesday, Apr 20 <sup>th</sup> 11:59 PM EST <i>Thursday and Friday are reading days, so no classes or lab!</i>	<b>No Labs</b>
<b>Week 17</b>	Apr 25 – Apr 29	<b>Exam 4 – Chapters 16, 17, 18, and 19: Wednesday, April 27<sup>th</sup> 8:00-10:00 PM EST via Honorlock</b>	--

## 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, who are here to serve as peer mentors to you, 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 virtual 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; 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 virtual office hours and chat academia (grad school, anyone?), sports, and traveling the world some time during the term. 😊

