

Applied Human Physiology with Lab

Connect with HHP

APK2105c | 4 Credits | Fall 2024



Course Info

INSTRUCTORS

Diba Mani, Ph.D.

Method of Contact: **If you are currently enrolled in the course, please use Canvas Messaging**

Email (for non-course related communications): dmani@ufl.edu

Pronouns: she/her

Lab instructors (graduate teaching assistants (TAs)) may need to be contacted to request schedule changes or organize other accommodations. Lab sections are available with the names of the instructor (graduate TAs) on Canvas. Their names and e-mail addresses:

Brandon Roberts rbrandon.roberts@ufl.edu

Theresa Hauge theresa.hauge@ufl.edu

Joongsuk Kim joongsuk.kim@ufl.edu

Gabriela Acevedo g.acevedo@ufl.edu

Madisen Griffis m.griffis@ufl.edu

Reem Malik malik.rj@ufl.edu

OFFICE HOURS

Offered weekly by Dr. Mani and the undergraduate TA (UGTA) team. Two class periods/week for virtual office hours via Zoom with Dr. Mani. One class period/week for virtual office hours via Zoom with each UGTA. Details posted in Canvas.

MEETING TIME/LOCATION

All lectures and homework assignments are accessible online via Canvas (<https://elearning.ufl.edu/>). Although lectures are pre-recorded so that you may watch them at your convenience, please refer to the "Course Schedule" for the suggested weekly timeline when it comes to accessing lecture content and reading assigned textbook sections.

This class does NOT meet in-person for lectures or associated exams. Lectures are viewed asynchronously. The four lecture exams take place online at a set time roughly once per month during Period 9 ONLINE with Honorlock proctoring: Tuesday, September 10; Tuesday, October 8th; Tuesday, November 5th; Thursday, December 12th 8-10 PM ET.

EXAM TIME/LOCATION

Exams are conducted specifically during the designated class day and time of Tuesdays Period 9 (4:05-4:55 PM ET). Please make sure you have organized for a private room with functioning webcam and microphone on a Wi-Fi-enabled laptop or desktop during this time. Specific exam dates can be found on the course schedule at the end of the syllabus and below. **These are the only dates you absolutely must log in to your Canvas to take the exams during. ADD THESE TO YOUR CALENDAR NOW. DO NOT MISS THESE FOUR DAYS and TIMES.**

- Exam 1 (Ch. 1, 2, and 3) – Tuesday, Sept. 10th during Period 9 Online with Honorlock
- Exam 2 (Ch. 6, 9, 10, 11) – Tuesday, Oct. 8th during Period 9 Online with Honorlock
- Exam 3 (Ch. 12, 13, 14, 15) – Tuesday, Nov. 5th during Period 9 Online with Honorlock
- Exam 4 (Ch. 16, 17, 18 and 19) – Thursday, Dec. 12th 8:00-10:00 PM ET Online with Honorlock

LAB TIME/LOCATION

Labs are held once per week and taught in-person by graduate teaching assistants (TAs). Please see the table below for specific meeting times and location based on your specific class #. **Labs do not meet in the first week of classes.**

CLASS #	SECTION #	LAB DAY AND MEETING TIME	LAB LOCATION
10516	2108	M Period 2 – 3 (8:30 AM – 10:25 AM)	FLG 107E
10517	2109	W Period 2 – 3 (8:30 AM – 10:25 AM)	FLG 107E
10518	3348	W Period 4 – 5 (10:40 AM – 12:35 PM)	FLG 107E
10525	8901	R Period 6 – 7 (12:50 PM – 2:45 PM ET)	FLG 107E
29137	8902	R Period 8 – 9 (3:00 PM – 4:55 PM)	FLG 107E
10524	8900	F Period 2 – 3 (8:30 AM – 10:25 AM)	FLG 107D
17814	1C48	F Period 3 – 4 (9:35 AM – 11:30 AM)	FLG 107E
10519	5095	F Period 4 – 5 (10:40 AM – 12:35 PM)	FLG 107D
29138	8903	F Period 8 – 9 (3:00 PM – 4:55 PM)	FLG 107E

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

There are no course prerequisites for this course; however, students must have at least a sophomore standing. Any previous experiences in the following areas will be helpful to students: medical terminology, anatomy, physics, chemistry, and/or biology. To be clear: you 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:

- General computer literacy is expected in this course. Ensure that your internet browser and extension are up to date before taking any exams.

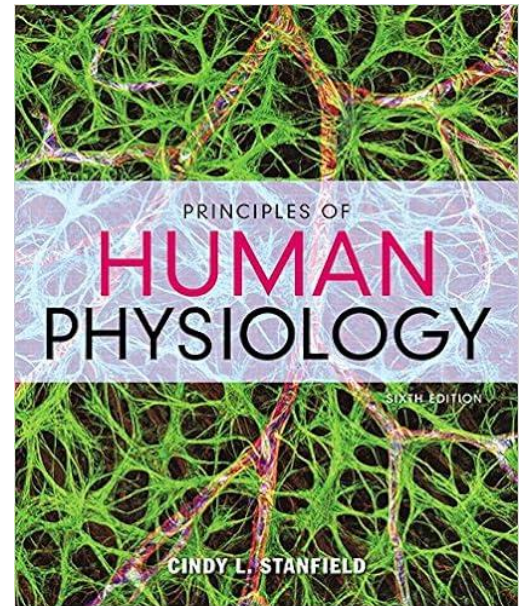
- Using the learning management system, Canvas
- Using e-mail and Canvas messaging with attachments
- Microsoft Office: Word, PowerPoint
- Using Zoom video conferencing
- Downloading and installing software such as Google Chrome with extension for Honorlock and Access Pearson (where homework and online lab modules will be completed)

REQUIRED AND RECOMMENDED MATERIALS

For this course, students will need access to two resources: (1) [the textbook](#), and (2) [Mastering A&P website](#) (called “Access Pearson” in Canvas; where homework and online lab modules will be completed).

Students will have a choice to “Opt-In” to Access Pearson through a link/instructional document provided in CANVAS for a reduced price and pay for these materials through their student account. A code will be provided upon purchase and students will use this code to register for Access Pearson (found in Canvas) to access the Access Pearson materials. Students who do not choose this option will be able to purchase the code (access code + e-textbook) through the UF Bookstore. Both options provide access to the same online materials. There will also be a discounted, loose-leaf version print version of the textbook available at the UF Bookstore for students who would like a physical text for the course.

If you already have a copy of the textbook, you will still need to purchase the access code that provides you access to Access Pearson; there is not a way to purchase an access code without the e-textbook, these materials are bundled together.



Textbook: Principles of Human Physiology by Cindy L. Stanfield, 6th edition. Pearson.

Older versions of the textbook are fine, but please note that page numbers may differ.

MATERIALS AND SUPPLIES FEE

There is a material and supplies fee of \$8.41 associated with this course. This fee is already integrated into the students’ tuition fees.

COURSE FORMAT

Lectures: Students will watch pre-recorded lecture videos, all accessible from the first day of the semester. 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: PhysioEx lab modules will be completed through Mastering A&P/Access Pearson (via Canvas). Students will participate in virtual simulations of physiological experiments, which facilitate data collection and analysis, and then answer a series of questions. These must be completed before your scheduled in-person lab section. Weekly labs are mandatory and in-person, taught by graduate TAs. Although your grades for the lab sync into the same gradebook and Canvas as lectures, your lab TA is the instructor-of-record for the labs, and should be the first contact related to labs.

Exams: You will take a total of four exams, accessible via Canvas > Quizzes. These exams are proctored with a required lockdown 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, well-lit space, ideally at a desk or table. Students must complete all course-specific exam proctoring instructions to earn credit for their exams. Exams are not cumulative. You do not have to log in each week for an exam but should block out the scheduled time on the dates exams are scheduled (as announced from the first day of the semester).

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 not only identify important structures of the human body but 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.

GENERAL EDUCATION SUBJECT AREA 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.

COURSE LEARNING OBJECTIVES:

The following table describes the UF General Education student learning outcomes (SLOs) and the specific course goals for APK 2105c. By the end of this course, students should be able to:

Gen Ed 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</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 	<ul style="list-style-type: none"> • Lab quizzes

oral forms appropriate to the discipline.	such phenomena, and how disease or injury impacts those 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 and results of physiological data 	<ul style="list-style-type: none"> • Lecture exams • Online lab modules • Lab quizzes

Course & University Policies

UF STUDENT COMPUTING REQUIREMENTS: As a course with online components, and as per the UF student computing requirements, “access to and on-going use of a computer is required for all students.” UF does not recommend students relying on/regularly using tablet devices, mobile phones or Chromebook devices as their primary computer as it may not be compatible with specific platforms used in this course or UF (<https://it.ufl.edu/policies/student-computing-requirements/>). Access to fast, secure Wi-Fi will be necessary for this course. If a student is in an area with limited wi-fi access, UF students can access **eduroam** for free with their GatorLink log-in credentials.

How to connect to eduroam:

1. If you can get a Wi-Fi signal at any of the eduroam locations (see below) and your mobile device (laptop, smartphone, or tablet) has already been configured for eduroam, then you will automatically connect.
2. Otherwise, follow the instructions for connecting here: <https://helpdesk.ufl.edu/connecting-to-eduroam-off-campus/>.

There are more than 100 Wi-Fi hotspots in Florida, including several state university campuses and community colleges. 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. Also, in Florida all of the 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. Here’s a link to all the eduroam sites in the U.S.: <https://incommon.org/eduroam/eduroam-u-s-locator-map/>.

If you have any problems connecting to eduroam you can call (352-392-HELP/4357) or [email](#) the UF Computing Help Desk.

ATTENDANCE POLICY

Lecture: Rather than attending lectures in-person, students will be viewing pre-recorded lecture videos in the course Canvas page. Lecture videos can be found on the corresponding chapter page in Canvas. It is in the best interest of the student to watch the lecture videos in a timely manner prior to any lecture exam. Procrastination can significantly, negatively impact one’s performance in the class. Students will be assessed on information from the lecture videos and associated textbook chapters. Lecture video links are for use by students currently registered for the WEB section of APK2105c only. Any use of these video links is prohibited by anyone not in this APK 2105c section. You must log in using Honorlock proctoring at the assigned time for all exams for the course from a private, cleared-out room with secure and stable internet access. Please see “Honorlock Proctoring” for instructions.

Lab: Attendance will be taken in lab, but there are no points given for participation. Attend the lab section for which you are enrolled, not the one most convenient for you on any given day. If you must miss your lab for any reason, please make arrangements with your TA to attend another lab section that week. Although attendance

is not required for the lab, it is absolutely IMPERATIVE for your success in this course as there will be lab quizzes during your designated lab period on most weeks.

PERSONAL CONDUCT POLICY

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

- Read and refer to the syllabus
- Keep up with viewing lecture recordings and reading assigned textbook chapters
- Adhere to the instructions of your lab TA, arriving on time and respecting their leadership for the lab
- Show respect for the authority of the course instructor and graduate TAs through politeness and use of proper titles (e.g., “Dr. Mani”)
- Use Canvas messaging for communications that do not require including anyone outside our Canvas
- Use of professional, courteous standards for all messages, emails, and discussions:
 - Descriptive subject line
 - Address the reader using proper title and name spelling
 - Body of the email should be concise but have sufficient detail
 - Give a respectful salutation (e.g., thank you, sincerely, respectfully)
 - No textspeak (e.g., OMG, WTH, IMO)
- Adherence to the UF Student Honor Code: <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>
 - Honor code violations of any kind will not be tolerated and sanctions will be determined by the course instructor for first-time violators
 - Any use, access, or handling of technology during an exam will result in a zero on the exam **and** potential failure of the course
 - Communication between students (verbal or non-verbal, i.e. talking, whispering, nods, winks, tapping, Morse code etc.) of any kind during an exam is strictly prohibited and any violations will be reported to the SCCR
 - All allegations, regardless of the severity, will be reported to the Dean of Students Office for University-level documentation and processing
 - *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.*
 - Any and all lecture video links are for the specific use by students that are currently registered for the online/hybrid section of APK2105c only.

All University of Florida students are bound by **the Honor Pledge**. On all work submitted for credit by a student, the following pledge is required or implied:

“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 [Student Honor Code and Conduct Code \(Regulation 4.040\)](#) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. All potential violations of the code will be reported to Student Conduct and Conflict Resolution. If a student is found responsible for an Honor Code violation in this course, the instructor will enter a Grade Adjustment sanction which may be up to or including failure of the course. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult Dr. Nguyen or TA in this class.

APPROPRIATE USE OF ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY

The UF Honor Code strictly prohibits cheating. The use of any materials or resources prepared by another person or Entity (inclusive of generative AI tools) without the other person or Entity's express consent or without proper attribution to the other person or Entity is considered *cheating*. Additionally, the use of any materials or resources, through any medium, which the faculty/instructor has not given express permission to use and that may confer an academic benefit to a student, constitutes *cheating*.

The use of any AI enabled tool in this course substantially compromises the student's ability to achieve the stated learning objectives and are strictly prohibited throughout the entirety of the course.

RECORDING

A "class lecture" (recorded videos posted on Canvas; instruction by TAs during labs) 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 guest 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.

EXAM MAKE-UP POLICY

Make-up assessments and assignments will be given at the discretion of the instructor. A courtesy adjustment may be made under certain circumstances (e.g., when communicated immediately, meaning within 24 hours of the deadline, and only a first-time mistake) but with a 50% score deduction, maintaining fairness and consistency with peers. To request and possibly schedule an exam (not a re-take, and with valid explanation), please complete the "Make-Up or Accommodation Request Form" posted in Canvas > Orientation and send it to your course instructor via Canvas messaging as soon as possible. Documentation is required. Requests should ideally be made in advance, sooner than 1-2 business days prior to the original deadline. Students must notify their course instructor of any illness prior to the exam time regardless of if a student has or has not yet their medical documentation yet. If notification occurs after the exam time, it will be considered an unexcused absence.

You are absolutely **not** permitted a make-up exam for personal travel/vacations, work, or volunteering conflicts, so please make sure your travel, etc. is scheduled accordingly. Additionally, students may encounter having multiple exams in one day. This is also not a permissible reason for a make-up exam, and any requests will be denied. Only if another exam is scheduled for the same time/overlaps with this course's exam will a request be considered.

A student experiencing an illness should visit the UF Student Health Care Center or their preferred healthcare provider to seek medical advice and obtain documentation. If you have an illness, family emergency or death, please reach out to your course instructor. If the student feels comfortable doing so, students should submit all documentation to the course instructor for review. Alternatively, students can submit their documentation

through the Dean of Students Office (DSO) (www.dso.ufl.edu) and following the DSO Care Team procedures for documentation and submission of a request for make-up assignment (<https://care.dso.ufl.edu/instructor-notifications/>). The DSO will contact the instructor.

To reiterate, unexcused (including “inappropriate excuses”) material cannot be made up and will result in a zero on that item. Please do not ask for an accommodation for inappropriate excuses, which include:

- Procrastinated preparation
- Extracurricular activities
- Out of town/vacation
- Traveling
- Sleeping in
- Sports
- Technological issue due to procrastinated assignment upload
- Volunteering
- Work

Late submissions or missed exams are **not** accepted, although some adjustments have been put in place to accommodate for first-time mistakes (such as technological issues like missing a deadline or uploading an unreadable or incorrect file): a courtesy adjustment may be made under certain circumstances but with a 50% score deduction, maintaining fairness and consistency with peers – this must be communicated *immediately* (not the day after the deadline, at the end of the term, etc.). Immediate = within 24 hours of the miss. Please review “Grading” for late submission or missed assessment policies (outside of documented and excusable scenarios).

Make-ups (exams or assignment extensions) will be given at the discretion of the instructor. To schedule a make-up, please fill out the **make-up exam request form** posted in Canvas and submit it to your course instructor. Documentation will be required. Unexcused missed exams/assignment deadlines will result in a zero for that exam/assignment (this includes contacting the instructor **after the fact** if you are ill). **Students must notify their course instructor of any illness prior to the exam time regardless of if a student has or has not yet their medical documentation yet. If notification occurs after the exam time, it will be considered an unexcused absence. You are absolutely not permitted a make-up exam for personal travel/vacations, work, or volunteering conflicts, so please make you schedule accordingly, blocking off time and space for the exams on Tuesdays during Period 9 (Online with Honorlock) and during Final Exam Week. Additionally, many students will encounter having multiple exams in one day. This is also not a permissible reason for a make-up exam and any requests will be denied.** Only if another exam is scheduled for the same time/overlaps with this course’s exams will a request be considered.

Requirements for class attendance and make-up exams, assignments, and other work are consistent with the university policies that can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must first register with the DSO (<http://www.dso.ufl.edu/drc/>). DRC-registered students must request their accommodation letter to be sent to their instructors via the DRC file management system prior to submitting assignments or taking quizzes/exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations. Students may reach out and contact their course instructor to verify receipt of their accommodation letter.

If a student submits a DRC accommodation letter to the course instructor after having taken an exam, there is no recourse since accommodations are not retroactive, i.e. students would not be able to retake the exam in

any capacity with additional time. Accommodations can only be provided from the time the instructor receives a student's accommodation; accommodations cannot be applied or provided to any previously taken assessments.

HONORLOCK 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:

- 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. You must use a PC or Mac.
- Make sure you have a stable Internet connection wherever you are taking the exam.
- Students must install the HonorLock Extension within Chrome
- HonorLock will not support certain operating system versions. You can find the updated Minimum System Requirements and a system compatibility test at www.honorlock.com/support.
- 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 always facing you – 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.
- A live proctor pop-in may ask you to conduct a 360-degree scan of your testing room/environment. The testing environment should be cleared of any clutter, no notes, or textbooks laying out. These could constitute a violation of the Honor Code (e.g., academic dishonesty).
- Cell phones, tablets, smart watches, calculators, earphones, and other external electronic devices must be removed from the vicinity of the testing space (ideally outside the room).
- Make sure the room you are taking the exam in is well-lit and that you are by yourself (private space). 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, including 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 (e.g., Gator ID, driver's license, passport) to show at the start of the exam. Make sure the image is clear.
- Only one screen and one web browser tab (which is that is being used for the exam) in Chrome is allowed; you are not permitted multiple monitors. 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, lighting).
- Failure to meet the items above may result in a zero 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 (e.g., screenshots of your chat conversation with HonorLock with time stamps) of what occurred so that they can assist you as quickly as possible.

PREFERRED NAME AND PRONUNCIATION

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. Please kindly correct me if I forget or make a mistake.

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 keep your preferred name (first and last, if possible) visible when engaging in course activities online (e.g., virtual office hours).

NameCoach is an online tool that provides students, faculty, and staff the ability to record the pronunciation of their names. You are encouraged to record this information in our Canvas course; instructions may be found on <https://it.ufl.edu/resources/namecoach/>.

PRIVACY (FERPA)

Aspects of course content may be audio and visually recorded for students in the class to refer to. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. By enrolling in this course, you may be required to have audio and video enabled for certain activities (e.g., office hours). 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 e-mail they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>.

Getting Help

HEALTH & WELLNESS

- **U Matter, We Care:** If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- **Counseling and Wellness Center:** Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).
- **University Police Department:** Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; or visit the [UF Health Emergency Room and Trauma Center website](#).
- **GatorWell Health Promotion Services:** For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

ACADEMIC RESOURCES

- **E-learning technical support:** Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- **Career Connections Center:** Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- **Library Support:** Various ways to receive assistance with respect to using the libraries or finding resources.
- **Teaching Center:** Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
- **Writing Studio:** 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- **Student Complaints & Grievances:** Students are encouraged to communicate first with the involved person(s), but [here](#) is more information on the appropriate reporting process.

APK ADMINISTRATORS

For suggestions or concerns related to APK courses or programming, please reach out to any of the following:

- Dr. David Vaillancourt (he/him), APK Department Chair, vcourt@ufl.edu
- Dr. Demetra Christou (she/her), APK Department Vice Chair, ddchristou@hhp.ufl.edu
- Dr. Steve Coombes (he/him), APK Graduate Coordinator, rachaelseidler@ufl.edu
- Dr. Joslyn Ahlgren (she/her), APK Undergraduate Coordinator, jahlgren@ufl.edu

Grading

The following table outlines the point-accruing components of the course. Faulty uploads for assignments may result in a “0” grade if not adjusted by the assignment deadline. There are no exceptions to uploading a blank file, the wrong file, no file, or to the wrong location (although, given the nature of the assignments in this course, this mistake is not expected).

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 525.

Evaluation Components (number of each)	Points Per Component	Approximate % of Total Grade
Syllabus Quiz	5 pts X 1 quiz = 5 pts	5/525 = 0.9%
Exams (4)	50 pts X 4 exams = 200 pts	200/525 = 38.1%
Homework (4)	40 pts X 4 assignments = 160 pts	160/525 = 30.5%
Lab Modules (PhysioEx) (6)	10 pts X 6 modules = 60 pts	60/525 = 11.4%
Lab Quizzes (10)	10pts X 10 quizzes = 100pts	100/525 = 19.1%

Syllabus Quiz - Students must earn 100% on the syllabus quiz in Canvas before access to the rest of the course modules is permitted. **Students that fail to complete the syllabus quiz by Exam 1, will receive a zero grade for the syllabus quiz.**

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. These exams are intended to test your depth of knowledge

for the given chapters— details are important. Exam questions are generated by the course instructor and most of the focus should be given to the lecture notes when studying.

Students will take exams online via HonorLock. Exams will be open for 24 hours: students must complete the exam within that time frame. 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. Again, students are not permitted access to any kind of materials or notes during these exams. Failure to follow the Honorlock instructions outlined for exams in this course may merit reporting to appropriate University entities for student academic misconduct. Please reach out to Dr. Mani in advance of exams with any questions or concerns about proctoring accommodations.

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 in the hybrid/online section of APK 2105c.** 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. Please note that reviewing lecture exams is **not** possible in this course. To reiterate, exams and exam answer keys (or “missed questions”) will **not** be posted.

NO Exam Reviews: The exams and exam answer keys are **not** posted in this hybrid/online section of the course. Related, the exams are NOT cumulative. A Canvas announcement will be posted letting all students know the most missed questions and the correct answers.

Homework – Each of the four homework assignments is due according to the dates specified in the course schedule. Homework assignments will be open from the first day of the semester. As such, **general requests for homework assignment due date extensions will be denied.** Certain adjustments may be considered but with a 50% grade deduction (from the earned score). It will be your responsibility to know the due dates and to complete the homework assignment in a timely manner (all deadlines are in ET). 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 Access Pearson 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 only have up to two attempts per question (multiple choice).
- **Late submissions of homework will not be accepted.**
 - 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 Labs (PhysioEx) – Each lab module is a PhysioEx lab that can be accessed through Mastering A&P through Canvas. PhysioEx labs are due prior to your lab section. The deadline for each lab section has been set in accordance with the start of their lab time (i.e. if your lab time is Mondays at 10:40 AM ET, then you need to complete the lab module prior to your lab for that particular week since you will be required to discuss the procedures, results, and/or application of concepts from the PhysioEx lab in class. You 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 any credit. Once you open the lab, you can close it and return to complete it, but the timer will not stop... so please complete the lab module and questions in one setting to avoid being timed out and ensure that you have access to a reliable internet source while completing the lab module.

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, or multiple answers, and will be taken in Canvas. Students are expected to bring their laptops/smart tablets to lab to take their lab quiz. The lab quiz will only be accessible to students during their designated lab times; TAs will provide the appropriate passcode to access the quiz during your lab time. In the event a student is unable to take their quiz electronically, the TA will have physical copies of the quiz as back-up on hand. The quizzes are based on the content of the previous week's lab. These quizzes will be closed-book individual quizzes; there will be no collaboration between students. Quiz questions are pulled from a question bank and students will randomly receive 10 questions of varying difficulty and level of inquiry.

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. 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: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

Extra credit is not offered in this course. Any requests for additional extra credit or special exceptions to these grading policies will be respectfully ignored. 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	≥ 472.5	90.00-100%	4.0
B+	456.75-472.49	87.00-89.99%	3.33
B	420-456.74	80.00-86.99%	3.0
C+	404.25-419.99	77.00-79.99%	2.33
C	367.5-404.24	70.00-76.99%	2.0
D+	351.75-367.49	67.00-69.99%	1.33

D	315-351.74	60.00-66.99%	1.0
E	≤ 314.99	0-59.99%	0

Weekly Course Schedule

CRITICAL DATES & UF OBSERVED HOLIDAYS

- September 2: Labor Day (Monday)
- October 18: Homecoming (Friday)
- November 11: Veterans Day (Monday)
- November 25-30: Thanksgiving Break (Monday-Friday)
- Complete list available here: <https://catalog.ufl.edu/UGRD/dates-deadlines/2024-2025/#fall24text>

WEEKLY SCHEDULE

The following table represents current plans for the term. Any changes to this plan will be posted in CANVAS as an announcement.

Required readings for each chapter: Follow the [blue highlighted sections that have been specifically selected for each chapter within the e-text in Mastering](#). The highlighted sections have been selected by the course instructor to ensure the textbook readings match up to the content learned from lectures.

All assessments (i.e., homework, exams, quizzes, etc.) deadlines/dates are in ET (Eastern Time).

Before the first day of classes: make sure to watch the welcome announcement, review the course syllabus carefully and complete the syllabus quiz

Week	Dates	Book Chapter - Lecture Topic	Lab
1	Aug 22 – Aug 23	<i>Aug 22-23, Aug. 26-28 – drop/add period</i> Ch. 1 - Intro to Physiology Ch. 2 - Cell Structure & Function	No Labs (use this time to locate the lab and print/download your lab slides)
2	Aug 26 – Aug 30	Cell Structure & Function Cell Metabolism	Lab 1 – Intro to Lab/Graphs/Reports (2hrs)
3	Sep 2 – Sep 6	<i>Mon. Sept. 2nd – Labor Day holiday – no labs</i> Ch. 3 – Cell Metabolism	No Labs
4	Sep 9 – Sep 13	Exam 1 (Ch. 1, 2, and 3) – Tues, Sept. 10th during Period 9 Online with Honorlock HW 1 due (Mastering A&P) Ch. 4 – Cell Membrane Transport	Lab 2 – Enzyme Kinetics (2hrs) Quiz 1 (Graphs, Data)
5	Sep 16 – Sep 20	Ch. 5 – Chemical Messengers Ch. 6 – Endocrine System	Lab 3 – Metabolism (2hrs) Quiz 2 (Enzyme Kin)
6	Sep 23 – Sep 27	Ch. 6 – Endocrine System Ch. 7 – Neural Signaling	Lab 4 – Transport Mechanisms <i>Complete PhysioEx 1 on your own prior to your lab</i> Quiz 3 (Metabolism)
7	Sep 30 – Oct 4	Ch. 7 – Neural Signaling Ch. 8 – Neural Integration	Lab 5 – Endocrine Phys

			Complete PhysioEx 4 on your own prior to your lab Quiz 4 (Transport Mech)
8	Oct 7 – Oct 11	Ch. 8 – Neural Integration Exam 2 (Ch. 6, 9, 10, 11) – Tues, Oct. 8th during Period 9 Online with Honorlock HW 2 due (Mastering A&P) Ch. 12 - Muscle Physiology	Lab 6 – Neurophysiology Quiz 5 (Endocrine) Complete PhysioEx 3 on your own prior to your lab
9	Oct 14 – Oct 18	Ch. 12 - Muscle Physiology <i>Fri. Oct 18th - UF Homecoming – no labs → → → →</i>	Lab 7 – Neuromuscular (2hrs) <i>Friday labs attend at different section (contact the TAs!)</i>
10	Oct 21 – Oct 25	Ch. 13 - Cardiac Function	Lab 8 – Muscle Physiology Quiz 6 (Neuro) Complete PhysioEx 2 on your own prior to your lab
11	Oct 28 – Nov 1	Ch. 14 - Vessels and Pressure	Lab 9 – Cardiovascular Physiology (2hrs) Quiz 7 (Muscle)
12	Nov 4 – Nov 8	Ch. 14 - Vessels and Pressure Exam 3 (Ch. 12, 13, 14, 15) – Tues, Nov. 5th during Period 9 Online with Honorlock HW 3 due (Mastering A&P) Ch. 16 - Pulmonary Ventilation	Lab 10 – Cardiovascular Function Complete PhysioEx 5 on your own prior to your lab Quiz 8 (Cardiovascular)
13	Nov 11 – Nov 15	<i>Mon. Nov. 11th – observance of Veteran’s Day Holiday – no labs →</i> Ch. 16 - Pulmonary Ventilation Ch. 17 - Gas Exchange	Lab 11 – Pulmonary Function (2hrs) Quiz 9 (Pulmonary) <i>Monday labs attend a different section</i>
14	Nov 18 – Nov 22	Ch. 17 - Gas Exchange Ch. 18 - Renal Function	Lab 12 – Renal Physiology Quiz 10 (Renal) Complete PhysioEx 9 on your own prior to your lab
15	Nov 25 – Nov. 29	<i>Mon. Nov. 25th -Fri. Nov. 29th – Thanksgiving Holiday</i>	No Labs
16	Dec 2- Dec 4	Ch. 18 - Renal Function Ch. 19 - Fluid/Electrolyte Balance <i>Thurs and Fri are reading days</i>	No Labs
Exam 4 (Ch. 16, 17, 18 and 19) – Thurs, Dec. 12th 8:00-10:00 PM ET Online with Honorlock			

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.

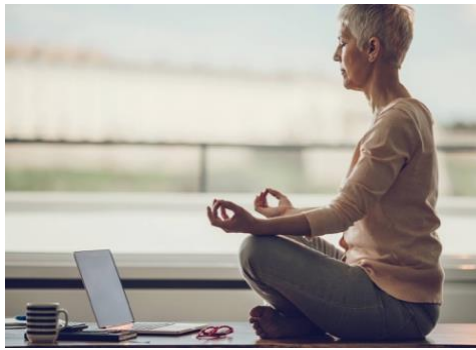
- Don't miss the engagement activities, homework, and labs – these are excellent “open-book” activities to help you apply course material and engage with your instructor and peers!
- Sections you will not be required to know for the exams will be omitted in the list of chapters and chapter sections listed 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!
- Implement a web-search of 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.

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.
- The TAs 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 social media 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 neat!

PERSONAL NOTE FROM DR. MANI

Things happen – that's life. If there are some majorly overwhelming things happening during your semester, send me a Canvas message, arrange for a meeting via Zoom – accessibly conveniently via Zoom! 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. Given this course comprises lectures online, there are no opportunities to meet in-person with me. However, your labs are taught by graduate TAs who *are* available to meet in-person.



I reiterate that it is important 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. Please review some of the resources listed above, such as informing me of your “preferred” name, changing your “display” name in Canvas, and acquiring an equitable testing setup through the DRC, if and as appropriate. I’d love to meet each of you; arrange to come by to chat academia (grad school, anyone?), sports, and traveling the world sometime during the term. 😊