

Human Physiology BIOL-3513

Fall 2020 Section 02 4 Credits 08/12/2020 to 12/05/2020 Modified 08/11/2020

Description

A survey of the mechanisms involved in the function of the human body. Study is approached from the organ system level to address muscular, neural, hormonal, cardiovascular, respiratory, digestive, renal, and reproductive functions. Correlation will be made to the similarity between the demands placed on living systems regardless of whether the organism is multicellular or a single cell.

Requisites

Prerequisites:

(BIOL 1107 Minimum Grade: C or BIOL 2107 Minimum Grade: C) and (BIOL 1107L Minimum Grade: C or BIOL 2107L Minimum Grade: C) and (BIOL 1108 Minimum Grade: C or BIOL 2108 Minimum Grade: C) and (BIOL 1108L Minimum Grade: C or BIOL 2108L Minimum Grade: C) and CHEM 1211K or (CHEM 1211 and CHEM 1211L) and CHEM 1212K or (CHEM 1212 and CHEM 1212L)

Corequisites:

Contact Information

Dr. Melissa Cavallin Johnson

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Office: Biology Room 215

Phone: 678-839-4043

My office is located on the 2nd floor of the biology building inside office suite room 210 near the men's restrooms. During Fall 2020 all meetings will be virtual due to social distancing requirements.

All official University communication will be through your UWG email, so you should check it regularly for university specific updates. **Please use the email system located within CourseDen for all course related questions.** I will check CourseDen at least once in the morning and once in the evening Monday-Friday. In case of **emergency**, you may email my westga.edu account located above. I will respond to your emails within 48 hours (or less) Monday-Friday. Emails received on weekends and holidays will be answered starting at 8 am on the following business day, e.g. Monday morning following a weekend. You may also ask questions to me and your classmates via the General Discussion Board on CourseDen, and I will answer discussion board posts following the timeline provided for email communication.

Office Hours

Virtual through Blackboard Collaborate Ultra in CourseDen

During Fall 2020, all office hours will be virtual through Blackboard Collaborate Ultra found on the course page in CourseDen and linked in all modules on CourseDen. You may also ask questions through CourseDen email or the General Discussion Board.

- **Monday-Tuesday:** 11:00 am-1:00 pm
- **Friday:** By appointment only 8:30 am-12:30 pm

Meeting Times

Face-To-Face Activities: Lecture

Monday, Wednesday, 9:30 AM to 10:45 AM, Biology Room 255

This course is administered in the Dual Modality format. This means that the course content and assignments will be provided through CourseDen. The face-to-face sessions on Mondays & Wednesdays will have a split roster, where half of the class is assigned to come in on Mondays and the other half of the class is assigned to come in on Wednesdays. You may not come to both face-to-face sessions or switch which session you attend. The face-to-face sessions will be for discussion and review of the course content provided on CourseDen.

Students will receive an email from Dr. Johnson before the first class meeting about which day is their assigned face-to-face day.

Face-To-Face Activities: Lab Monday Lecture Group

Wednesday, 11:00 AM to 12:00 PM, Biology Room 255

The lab sessions will be divided in half to accommodate half of the class during the first hour (Monday Lecture Group) and the other half in the last hour (Wednesday Lecture Group).

Students will receive an email from Dr. Johnson before the first class meeting about which day is their assigned face-to-face day.

First Lab Session is Wednesday, August 19, 2020.

Face-To-Face Activities: Lab Wednesday Lecture Group

Wednesday, 12:20 PM to 1:20 PM, Biology Room 255

The lab sessions will be divided in half to accommodate half of the class during the first hour (Monday Lecture Group) and the other half in the last hour (Wednesday Lecture Group).

Students will receive an email from Dr. Johnson before the first class meeting about which day is their assigned face-to-face day.

First Lab Session is Wednesday, August 19, 2020.

Online Activities

You should be reviewing course content provided on CourseDen daily to prepare for weekly face-to-face activity sessions on your assigned day.

Materials

Textbook: Human Physiology: An Integrated Approach

Author: Dee Silverthorn

Publisher: Pearson Benjamin Cummings Publishers

Edition: 8th edition

ISBN: 9780135212912

Availability: bookstore, rent or purchase online

You may use an older edition of the textbook; however, the chapter numbers may not match up with those listed in the syllabus. Also, the newer editions have additional figures that are not in the previous editions of the textbook.

Mobile device/Laptop/Computer

You will need access to a device and internet to submit all assignments through CourseDen.

Computer Software

- MS Word (free to all UWG students through the ITS Student Helpdesk for personal computers) [QR](#) PDF creating software/browser extension—used to upload assignments. **Google Docs WILL NOT upload to CourseDen!**
- Adobe Reader for PDF files (available as free download from <https://get.adobe.com/reader/>) [QR](#) other PDF reading software/app/browser extension

Outcomes

Description of Course:

This is a course for biology majors which satisfies the Physiological Biology course requirement for all B.S. in Biology tracks. You will be introduced to fundamental physiological principles and how these principles relate to the functions of major human organ systems. This class is designed to have both Online & Face-to-Face Activities. **You are required to attend face-to-face sessions.** Students are expected to work independently to review the assigned readings, and work through assignments. Traditional lectures are NOT used in the Dual Modality version of the course. I will provide PowerPoint slides, a video outlining main topics for each PowerPoint, and supplemental videos from other sources for you to use in conjunction with the assigned readings. I will help explain concepts to you when you have specific questions related to the course material during face-to-face sessions.

Course Objectives:

1. Describe the chemical and biophysical properties of cells and tissues that are important for our organ systems to carry out physiological processes.

2. Explain the basic functions of the organ systems of the human body that perform the physiological processes associated with maintaining daily life.
3. Measure physiological parameters and analyze data through organized laboratory exercises

Expectations: This course is conducted as a face-to-face course and online course (online activities via CourseDen). You are responsible for logging into the course on CourseDen on a regular basis--logging in daily is strongly encouraged. All course content will be provided through CourseDen. All assignments will be submitted through CourseDen. Watch the announcements, calendar, and schedules closely for specific information and deadlines for assignments and exams.

Face-to-face meetings will involve discussion of course content and assignments provided on CourseDen to help you review prior to taking exams. Assignments will be geared to guide you through the course content in order to highlight key concepts that will be covered on exams. Laboratory exercises will reinforce key physiological principles to understand organ system function. All assignments, except for labs, will be submitted through CourseDen. Online content will be how you independently review course content to prepare for all assignments. The General Discussion board and Face-to-Face sessions are your tool to interact with your classmates and Dr. Johnson to receive help with the material that is unclear to you while you are working through the tasks in the course.

This is not a high school course. There is a large amount of material that will be covered in this course and at a faster pace in order to meet requirements of professional schools upon graduation. You are required to independently review the course material in order to be successful in this course.

Discussion board assignments & exams include free response questions where students write structured, concise responses to answer questions requiring more critical thinking, analysis, and synthesis of the course material.

Each unit will have its own learning module on CourseDen where you can access assignments and videos for that unit. There are 4 Unit modules for course material following the course introduction module. Each unit module will follow the same basic format as follows:

- **Unit Overview Page:** This page will introduce the topics covered in the module, list the learning objectives for the module, describe the tasks to be completed in the module, and list the deadlines for all assignments within the module.
- **Unit Overview Checklist:** This is a list that you can check off module tasks as you complete them. Some assignments will get checked off automatically once you open the page or submit the assignment. You may also print the checklist so that you can keep track of your progress within the module.
- **Unit Topic Outline:** This is an outline of the material that you are responsible for learning through the completion of the assigned readings and assignments within the module. **This outline serves as your "Study Guide" for the unit assignments and exam.**
- **Main Topic Videos & PowerPoint Files:** I will post PowerPoint files outlining course content to supplement the assigned readings. I will also post main topic videos where I will provide additional explanations for important main ideas which you should be familiar with.
- **Supplemental Video Links:** Links to videos that are relevant to module topics will be provided when possible to give you additional interaction with the course content. **Not all unit topics will be covered in the videos.**
- **Unit Discussion Board:** Discussion board post assignment answering review questions related to material on the Unit Topic Outline. You will not be able to see posts made by your peers until you submit your post. You are not allowed to edit your post once made, and you cannot make multiple posts in order to see the posts of others prior to making your post. Any deviation from this policy will be considered cheating and handled as described in the University of West Georgia Honor Code and Academic Integrity section of the syllabus. You are NOT required to reply to your peers' posts. However, if a post from a peer resonates with you, then you are encouraged to reply and discuss it with your peers. The questions in these assignments, along with the quizzes, will give you an idea on where you should spend time reviewing the unit material prior to taking the exam.
- **Review Quizzes:** There will be one quiz for each unit that will each consist of 10 multiple-choice and/or true-false questions chosen at random from a pool of questions; therefore, each student will have different quiz questions from his/her peers. The quiz will help you gauge how well you are recalling material from the assigned readings, PowerPoint files, and videos. There is a limited time that each quiz will be available, and you will only get 1 attempt with a 45 minute time limit for each quiz. You will not have enough time to search for answers to the questions while you are attempting the quiz, so make sure that you are prepared prior to starting your quiz attempt. The unit overview will provide you with the topics that are covered on each quiz. **A question related to the Honor Code will appear on each quiz, and this question must be answered, or the quiz will receive a 0 grade.**
- **Essay Assignment Dropbox (Honor's Undergraduate & Graduate Students ONLY):** The essay assignment submission folder may be found on the Assessments tool tab in CourseDen. This assignment dropbox will provide the specific instructions for the essay. Remember all files submitted to the assignment dropbox **MUST** be **MS Word or PDF** files. **Google Docs will not upload to CourseDen!** In-text citations and reference list must be in **AMA style**. **No direct quotations are allowed!** Turnitin/Grademark will be used to identify acts of plagiarism on all essay assignments and to provide you with feedback on your essay assignment. More specific instructions are provided in the Assignments section of the syllabus & on the essay assignment page found in CourseDen.
- **Labs:** Assigned readings, videos, and PowerPoint files associated with laboratory exercises will be posted in the appropriate unit modules. **Post-lab reports are due at the beginning of the next lab class (Labstation exercises will typically be completed by the end of the laboratory session).** This means that you typically have one week to analyze data, make graphs, and answer the post-lab questions as relevant to each exercise. All laboratory assignments and due dates will be discussed on the Unit Overview Page and appear on the Unit Checklist and Calendar. In the event of the need to self-isolate or the university transitions all courses online, then instructions will be provided on how laboratory exercises will be handled.

- **Unit Exam:** The exam for each unit will consist of fill-in-the-blank (with a word bank) and short answer questions chosen at random from a pool of questions administered via the quiz tool in CourseDen. Therefore, each student will have different exam questions from his/her peers. The exam will be available for a 48 hour time period. You will only get 1 attempt with a 2 hour time limit. **You will not have enough time to search for answers to the questions while you are attempting the exam, so make sure that you are prepared prior to starting your exam attempt.** The Unit Topic Outline contains all of the information that you are responsible for on the unit exam, which includes information from the unit essay assignment. **A question related to the Honor Code will appear on each exam, and this question must be answered, or the quiz will receive a 0 grade.**

✓ Evaluation

This course is graded based on the percentage of the total points accumulated versus the total points possible to be earned from all assignments throughout the course. Each assignment has a set number of points possible. Your total points earned will be divided by the total points possible (590 points for undergraduate students or 615 points for Honor's and graduate students) to determine your final percentage of points earned according to the tables below.

Additional information regarding how to calculate your grades may be found in the Additional Items section of the syllabus.

Criteria

Type	Weight	Topic	Notes
Total Points Possible to be Earned			730 points available to be earned from all graded assignments for undergraduate students 755 points available to be earned from all graded assignments for Honor's and graduate students
Quizzes	10 points	Course Overview Quiz	Covers material in the Course Overview, Policies, & Resources module on CourseDen, including Syllabus content.
Discussion Boards	20 points each (80 points possible for all 4 assignments)	Units 1-4 Discussion Boards	Discussion board post assignments are answering review questions related to material on each Unit Topic Outline.
Quizzes	10 points each (40 points possible for all 4 assignments)	Units 1-4 Review Quizzes	A 10 question quiz with multiple-choice and/or true-false questions chosen at random from a pool of questions related to material on the Unit Topic Outline.
Exams	100 points each (400 points possible for all 4 assignments)	Exams #1-4	Fill-in-the-blank and short answer questions based on the Unit Topic Outline.
Labs	20 points each (200 points possible for all 10 assignments)	Lab Exercises #1-10	Labs meet according to the split roster schedule discussed elsewhere in the syllabus. Lab due dates are posted in the Schedule section of the syllabus and found in numerous places on CourseDen.
Essay (HONOR'S & GRADUATE STUDENTS ONLY)	25 points	Essay	Essay to be completed by those converting the course for Honor's credit and by Graduate students.

Breakdown

Grade	Range	Notes
A	89.5-100%	Undergraduates: Earn 653.0-730 total points for all assignments Honor's and Graduates: Earn 675.4-755 total points for all assignments.
B	79.5-89.4%	Undergraduates: Earn 580.0-652.9 total points for all assignments Honor's and Graduates: Earn 599.9-675.3 total points for all assignments.
C	69.5-79.4%	Undergraduates: Earn 507.0-579.9 total points for all assignments Honor's and Graduates: Earn 524.4-599.8 total points for all assignments.

Grade	Range	Notes
D	59.5-69.4%	Undergraduates: Earn 434.0-506.9 total points for all assignments Honor's : Earn 448.9-524.3 total points for all assignments. Graduates: Graduate students do not earn D grades, anything below a C is an F.
F	0-59.4%	Undergraduates: Earn 0-433.9 total points for all assignments Honor's : Earn 0-448.8 total points for all assignments. Graduates: Earn 0-524.3 total points for all assignments. (0-69.4%)

☰ Assignments

Assignments are typically graded within 7 days of assignment submission. Any delays will be communicated to you in class and through announcements on CourseDen.

Please review the Late Assignment Policy found in the Course Policies section of the syllabus.

Quizzes

Quizzes will have 10 questions worth 1 point each. The questions will be a combination of multiple-choice and true/false questions with questions selected randomly from question pools so that each student will have different questions. Quizzes will automatically be graded at the time of submission on CourseDen. I will review quizzes and adjust grades within a few days of the submission deadline. **A question related to the Honor Code will appear on each quiz, and this question must be answered, or the quiz will receive a 0 grade.** Quiz submission and question score will be available for students to review for the exam.

Exams

Exams will consist of fill-in-the-blank (with a word bank) and short answer questions, with point values provided for each question, and the total number of points will equal 100 points. Questions are selected randomly from question pools so that each student will have different questions. **A question related to the Honor Code will appear on each quiz, and this question must be answered, or the exam will receive a 0 grade.** Exams will be graded within 7 days of the submission deadline.

Discussion Boards

The following rubric will be used to evaluate your Discussion Board posts for the Unit 1, Unit 2, Unit 3, & Unit 4 Discussion Boards. The assignments are worth 20 points for each assignment. While I view these as participation activities for you to assess your knowledge of the unit material, there are grading standards that I use to evaluate them. **You do not earn full points merely for writing a sentence or two. You must address all parts of the assignment and must be completed by the deadline outlined in the instructions for each discussion board assignment.** You are NOT required to reply to your peers' posts. However, if a post from a peer resonates with you, then you are encouraged to reply and discuss it with your peers. Discussion boards will be graded within 7 days of the deadline for posting.

Discussion Board Grading Rubric:

	Points Rating Scale				Score
	10	7	3	0	
Assignment Completion	90-100% of assignment elements addressed (8-10 points possible)	50-89% of assignment elements addressed (4-7 points possible)	1-49% of assignment elements addressed (1-3 points possible)	0% of assignment elements addressed	

Accuracy, Detail of Information, & Writing Quality	90-100% of answers are correct and post is thorough, thoughtful, & well-written (8-10 points possible)	50-89% of answers are correct or answers are not thorough and well-written (4-7 points possible)	0-49% of answers are correct or assignment elements are minimally addressed (1-3 points possible)	0% of answers are correct or writing is poor and may be off-topic	
Total Points (20 points possible)					

Lab Exercises: Lab Exercises #1-10

Laboratory exercises are face-to-face following the split roster format. The exercises are worth 20 points each based on accuracy of responses to the in lab questions based on the pre-lab reading, participation in the laboratory exercise, completion of the laboratory exercise and report, and accuracy of any post-lab reports when assigned (including graphing and analysis of data collected in the laboratory).

In the event of needing to self-isolate or the university transitions to fully online at any point during the semester, I will communicate alternative instructions and arrangements for any laboratory exercises affected by the transition.

Essay Assignment (Honor's & Graduate Students ONLY)

The following rubric will be used to evaluate your essay assignment located in the assessment tab on CourseDen. The essay is worth up to 25 points. The essay must be submitted as a **MS Word or PDF** file to the assignment submission folder dropbox by the assignment deadline found in the essay instructions. **Google Docs will not upload to CourseDen.** The essay must use **AMA style** for citations within the essay text and for the references at the end of the essay (see references for AMA style within the essay assignment instructions located on CourseDen). All information should be paraphrased (**<50% of text should be identical to the original source** as verified by Turnitin/GradeMark within CourseDen). **No direct quotations are allowed.**

- Essay Format:
 - 500-600 words (not including reference list)
 - 12 point font (Arial or Times New Roman preferred)
 - Double-spaced with 1 inch margins
 - No abstract
 - No title page
- Specific Assignment Criteria:

Essay Topic: How one of the following toxins or diseases affects function of the neuromuscular junction (choose only one of 3 items below)

1. Botulinum toxin
2. Tetanus toxin
3. Myasthenia gravis

Assignment Deadline: MS Word document submitted to Honor's & Graduate Student Essay Assignment Dropbox by Wednesday, November 18, 2020 at 11:59 pm

Assignment Purpose and Instructions:

The purpose of this essay assignment is to describe the normal function of the neuromuscular junction. This description should include the sequence of events beginning with an action potential being generated in the axon of the somatic motor neuron and ending with the contraction of the skeletal muscle cell. Then, you will compare and contrast one of the three pathological conditions (botulinum toxin exposure, tetanus toxin exposure, or myasthenia gravis disease) based on where the condition impacts the normal sequence of events taking place at the neuromuscular junction and how that impacts the function of the junction, i.e. what happens to skeletal muscle contraction?

You may utilize headings within the text of your essay, but your essay must flow from paragraph to paragraph and section to section by correctly using transition sentences. **You must use at least 3 sources** (books or journal articles only). An essay which is completed after the submission deadline will lose 5 points per day after the submission deadline. This means that an assignment

which is 24 hours or less late will lose 5 points from the 25 possible points, 24-48 hours late will lose 10 points from the 25 possible points, etc.

Essay Assignment Grading Rubric:

	Points Rating Scale				Score
	5	4	2	0	
Theme	Well organized, demonstrates logical sequencing and structure.	Well organized, but demonstrates illogical sequencing or structure (3-4 points possible).	Weakly organized with no logical sequencing or structure (1-2 points possible).	No organization, sequencing, or structure.	
Background/ Foundation	All parts of the assignment are addressed, and detailed conclusions are reached from the evidence offered.	All parts of the assignment are not addressed or minimal conclusions are reached from the evidence offered (3-4 points possible).	All parts of the assignment are not addressed and minimal conclusions are reached from the evidence offered (1-2 points possible).	All parts of the assignment are not addressed, and no conclusions are made from the evidence offered.	
Length	Adheres to 500 word minimum criteria and is not over 600 words.	Does not meet 500 word criteria by 25 words or less and/or is over the 600 word maximum by 25 words or less (3-4 points possible).	Does not meet 500 word criteria by 26-50 words and/or is over the 600 word maximum by 26-50 words (1-2 points possible).	Does not meet 500 word criteria by 51 or more words and/or is over the 600 word maximum by 51 or more words.	
Format	12 point font, double spaced, and AMA style are correct.	Font and spacing, font and AMA style, or spacing and AMA style are correct <u>QR</u> 1 example of weak paraphrasing or using direct quotations of original sources with or without citation (3-4 points possible).	Font, spacing, or AMA style is correct <u>QR</u> 2 examples of weak paraphrasing or using direct quotations of original sources with or without citation (1-2 points possible).	Font, spacing, and AMA style are incorrect <u>QR</u> 3 or more examples of weak paraphrasing or using direct quotations of original sources with or without citation.	
Grammar	There are 2 or less grammatical errors.	There are 3-4 grammatical errors (3-4 points possible).	There are 4-5 grammatical errors 1-2 points possible).	There are 6 or more grammatical errors.	

Total Points (25 points possible)					
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Schedule

Lecture Topics Schedule

Online Activities should be done throughout the week to prepare for face-to-face sessions.

Face-to-Face Activities Lecture occur 1 day per week (Monday or Wednesday) for each half of the class, i.e. split roster format. You will receive an email from Dr. Johnson before the first day of class regarding whether you are assigned to the Monday or Wednesday session. You may only attend your assigned session each week.

Face-to-Face Activities Lab occur in two 1 hour blocks within the assigned lab time on Wednesdays. **Those assigned to the Monday Lecture Group will attend lab on Wednesdays from 11:00 am - 12:00 pm, while those in the Wednesday Lecture Group will attend lab on Wednesdays from 12:20-1:20 pm.** Lab Exercises and report deadlines appear below and in the Assignment Dates category of the Additional Items section of the syllabus.

Specific assignment dates are discussed in the Assignment Dates category of the Additional Items section of the syllabus.

Assigned readings for each unit are discussed in the Assigned Readings Schedule category of the Additional Items section of the syllabus.

When	Topic	Notes
08/12/2020 9:30 AM - 10:45 AM Biology Room 255	Welcome Announcement & Course Overview, Policies, & Resources Module on CourseDen	<p>Online Activities:</p> <p>Review all materials provided in the Calendar, Announcements, Syllabus, and Course Overview, Policies, & Resources modules. Once you have taken the Course Overview Quiz then you may begin reviewing course content in the Unit 1 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Syllabus & Course introduction</p> <p>Lab: <u>NO LAB SESSION TODAY</u></p>
08/17/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 1 Module: Chapters 1-2	<p>Online Activities:</p> <p>Continue review of materials provided in the Calendar, Announcements, Syllabus, and Course Overview, Policies, & Resources modules. Once you have taken the Course Overview Quiz then you may begin reviewing course content in the Unit 1 module.</p> <p>You should be reviewing the Chapters 1-2 resources provided in the Unit 1 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Syllabus & Course introduction</p>
08/19/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 1 Module: Chapters 1-2	<p>Online Activities:</p> <p>Continue reviewing Chapters 1-2 resources provided in the Unit 1 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 1 Module--Chapters 1-2 questions and review</p> <p>Lab: Start work on Lab #1 Physiological Principles</p>
Wednesday, August 19, 2020 at 11:59 pm CourseDen	Course Overview Quiz Deadline	<p>The Course Overview Quiz is due at 11:59 pm on Wednesday, August 19, 2020.</p> <p>These quiz must be submitted before you may view the Unit 1 module.</p>

When	Topic	Notes
08/24/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 1 Module: Chapters 3-5	<p>Online Activities:</p> <p>Continue reviewing Chapters 1-2 resources provided in the Unit 1 module.</p> <p>Begin reviewing Chapters 3-5 resources provided in the Unit 1 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 1 Module--Chapters 1-2 questions and review</p>
08/26/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 1 Module: Chapters 3-5	<p>Online Activities:</p> <p>Continue reviewing Chapters 1-2 resources provided in the Unit 1 module.</p> <p>Begin reviewing Chapters 3-5 resources provided in the Unit 1 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 1 Module--Chapters 1-5 questions and review</p> <p>Lab: Finish Lab #1 Physiological Principles (<u>Lab #1 due by end of lab session</u>); Late assignment policy will apply for any submissions after the deadline.</p>
08/31/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 1 Module: Chapters 1-5	<p>Online Activities:</p> <p>Continue reviewing the resources provided in the Unit 1 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 1 Module--Chapters 1-5 questions and review</p>
Monday, August 31, 2020 at 11:59 pm CourseDen	Unit 1 Discussion Board Deadline	<p>Post to the Unit 1 Discussion Board must be made by 11:59 pm on Monday, August 31, 2020.</p> <p>Late Assignment Policy will apply for any posts made after the deadline.</p>
09/02/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 1 Module: Chapters 1-5	<p>Online Activities:</p> <p>Continue reviewing the resources provided in the Unit 1 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: <u>NO CLASS MEETING TODAY!</u> (due to upcoming Labor Day Holiday)</p> <p>Lab: Lab #2 Getting Started With Labstation (<u>Report due by end of lab session</u>).</p>
Wednesday, September 2, 2020 at 11:59 pm CourseDen	Unit 1 Quiz Deadline	You must complete the Unit 1 Quiz before 11:59 pm on Wednesday, September 2, 2020.
12:01 am Monday, September 7, 2020 CourseDen	Unit 2 Module Opens	You may now access and begin review of course content in the Unit 2 module.
09/07/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 1 Module: Chapters 1-5	<p>Online Activities:</p> <p>Continue reviewing the resources provided in the Unit 1 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Monday Group: <u>NO CLASS MEETING TODAY!</u> (Labor Day Holiday)</p>
12:01 am Tuesday, September 8, 2020 - 11:59 pm Wednesday, September 9, 2020 CourseDen	Exam #1 Availability & Deadline	<p>Exam #1 will open on CourseDen at 12:01 am on Tuesday, September 8, 2020.</p> <p>Exam #1 must be submitted by 11:59 pm on Wednesday, September 9, 2020.</p> <p>You only have 1 attempt at the exam, and the attempt will be for a maximum of 2 hours. You will not be able to go back to review previous questions, and you will not have time to look up every answer. Be prepared prior to starting your attempt.</p>

When	Topic	Notes
09/09/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 2 Module: Chapters 6-7	<p>Online Activities:</p> <p>Submit Exam #1.</p> <p>Begin reviewing Chapters 6-7 resources in the Unit 2 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 2 Module--Chapters 6-7 questions and review</p> <p>Lab: Lab #3 EEG (<u>Report due by end of lab session</u>)</p>
09/14/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 2 Module: Chapters 6-7	<p>Online Activities:</p> <p>Continue reviewing Chapters 6-7 resources in the Unit 2 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 2 Module--Chapters 6-7 questions and review</p>
09/16/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 2 Module: Chapters 8-9	<p>Online Activities:</p> <p>Continue reviewing Chapters 6-7 resources in the Unit 2 module.</p> <p>Begin reviewing the Chapters 8-9 resources in the Unit 2 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: <u>NO CLASS MEETING TODAY!</u></p> <p>Lab: <u>NO LAB SESSION TODAY!</u></p>
09/21/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 2 Module: Chapters 8-9	<p>Online Activities:</p> <p>Continue reviewing Chapters 6-9 resources in the Unit 2 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: <u>NO CLASS MEETING TODAY</u></p>
09/23/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 2 Module: Chapters 6-9	<p>Online Activities:</p> <p>Continue reviewing resources in the Unit 2 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 2 Module--Chapters 6-9 questions and review</p> <p>Lab: Lab #4 Sensory Physiology (<u>Report due by the end of the lab session</u>)</p>
09/28/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 2 Module: Chapters 6-9	<p>Online Activities:</p> <p>Continue reviewing resources in the Unit 2 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 2 Module--Chapters 6-9 questions and review</p>
Monday, September 28, 2020 at 11:59 pm CourseDen	Unit 2 Discussion Board Deadline	<p>Your post to the Unit 2 Discussion Board is due by 11:59 pm Monday, September 28, 2020.</p> <p>Late Assignment Policy applies for any submission after the deadline.</p>
09/30/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 2 Module: Chapters 6-9	<p>Online Activities:</p> <p>Continue reviewing resources in the Unit 2 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 2 Module--Chapters 6-9 questions and review</p> <p>Lab: <u>NO LAB SESSION TODAY!</u></p>
Wednesday, September 30, 2020 at 11:59 pm CourseDen	Unit 2 Quiz Deadline	<p>You must complete the Unit 2 Quiz by 11:59 pm on Wednesday, September 30, 2020.</p>

When	Topic	Notes
12:01 am Monday, October 5, 2020 CourseDen	Unit 3 Module Opens	You may now begin reviewing course content within the Unit 3 module.
10/05/2020 9:30 AM - 10:45 AM CourseDen	Unit 2 Module: Chapters 6-9	<p>Online Activities:</p> <p>Continue reviewing resources in the Unit 2 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: <u>NO CLASS MEETING TODAY!</u></p> <p>Review materials in CourseDen and contact me via General Discussion Board or email within CourseDen with questions.</p>
12:01 am Tuesday, October 6, 2020 - 11:59 pm Wednesday, October 7, 2020 CourseDen	Exam #2 Availability & Deadline	<p>Exam #2 will open on CourseDen at 12:01 am on Tuesday, October 6, 2020.</p> <p>Exam #2 must be submitted by 11:59 pm on Wednesday, October 7, 2020.</p> <p>You only have 1 attempt at the exam, and the attempt will be for a maximum of 2 hours. You will not be able to go back to review previous questions, and you will not have time to look up every answer. Be prepared prior to starting your attempt.</p>
10/07/2020 9:30 AM - 10:45 AM CourseDen	Unit 3 Module: Chapters 10-11	<p>Online Activities:</p> <p>Submit Exam #2.</p> <p>Begin reviewing Chapters 10-11 resources in the Unit 3 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: <u>NO CLASS MEETING TODAY!</u></p> <p>Review materials in CourseDen and contact me via General Discussion Board or email within CourseDen with questions.</p> <p>Lab: <u>NO LAB SESSION TODAY!</u></p>
10/12/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 3 Module: Chapters 10-11	<p>Online Activities:</p> <p>Continue reviewing Chapters 10-11 resources in the Unit 3 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 3 Module--Chapters 10-11 questions and review</p>
10/14/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 3 Module: Chapters 10-11	<p>Online Activities:</p> <p>Continue reviewing Chapters 10-11 resources in the Unit 3 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 3 Module--Chapters 10-11 questions and review</p> <p>Lab: Lab #5 Skeletal Muscle Function (<u>Report due by end of lab session</u>)</p>
10/19/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 3 Module: Chapters 12-13	<p>Online Activities:</p> <p>Continue reviewing Chapters 10-11 resources in the Unit 3 module.</p> <p>Begin reviewing Chapters 12-13 resources in the Unit 3 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 3 Module--Chapters 10-11 questions and review</p>
10/21/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 3 Module: Chapters 10-13	<p>Online Activities:</p> <p>Continue reviewing Chapters 10-13 resources in the Unit 3 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 3 Module--Chapters 10-13 questions and review</p> <p>Lab: Lab #6 Control of Body Movement (<u>Report due by end of lab session</u>)</p>

When	Topic	Notes
10/26/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 3 Module: Chapters 10-13	<p>Online Activities:</p> <p>Continue reviewing Chapters 10-13 resources in the Unit 3 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 3 Module--Chapters 10-13 questions and review</p>
Monday, October 26, 2020 at 11:59 pm CourseDen	Unit 3 Discussion Board Deadline	<p>You must post to the Unit 3 Discussion Board by 11:59 pm Monday, October 26, 2020.</p> <p>Late Assignment Policy applies to any post after the deadline.</p>
10/28/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 3 Module: Chapters 10-13	<p>Online Activities:</p> <p>Continue reviewing Chapters 10-13 resources in the Unit 3 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 3 Module--Chapters 10-13 questions and review</p> <p>Lab: Lab #7 Reflexes & Reaction Times (<u>Report due by end of lab session; Post-lab questions due at start of lab session on Wednesday, November 1, 2020</u>)</p>
Wednesday, October 28, 2020 at 11:59 pm CourseDen	Unit 3 Quiz Deadline	You must submit the Unit 3 Quiz by 11:59 pm Wednesday, October 28, 2020.
12:01 am Monday, November 2, 2020 CourseDen	Unit 4 Module Opens	You may now access course content in the Unit 4 module.
11/02/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 3 Module: Chapters 10-13	<p>Online Activities:</p> <p>Continue reviewing Chapters 10-13 resources in the Unit 3 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 3 Module--Chapters 10-13 questions and review</p>
12:01 am Tuesday, November 3, 2020 - 11:59 pm Wednesday, November 4, 2020 CourseDen	Exam #3 Availability & Deadline	<p>Exam #3 will open on CourseDen at 12:01 am on Tuesday, November 3, 2020.</p> <p>Exam #3 must be submitted by 11:59 pm on Wednesday, November 4, 2020.</p> <p>You only have 1 attempt at the exam, and the attempt will be for a maximum of 2 hours. You will not be able to go back to review previous questions, and you will not have time to look up every answer. Be prepared prior to starting your attempt.</p>
11/04/2020 9:30 AM - 10:45 AM CourseDen	Unit 4 Module: Chapters 14-16	<p>Online Activities:</p> <p>Submit Exam #3</p> <p>Begin reviewing Chapters 14-16 resources in the Unit 4 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: <u>NO CLASS MEETING TODAY!</u></p> <p>Review Unit 4 materials on CourseDen. Contact me through the General Discussion Board or email in CourseDen.</p> <p>Lab: <u>Lab #7 Post-lab Questions due at start of session;</u> Lab #8 Blood Pressure (<u>Report due by end of lab session</u>).</p>
11/09/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 4 Module: Chapters 14-16	<p>Online Activities:</p> <p>Continue reviewing Chapters 14-16 resources in the Unit 4 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 4 Module--Chapters 14-16 questions and review</p>

When	Topic	Notes
11/11/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 4 Module: Chapters 14-16	<p>Online Activities:</p> <p>Continue reviewing Chapters 14-16 resources in the Unit 4 module.</p> <p>Begin reviewing Chapters 17-18 resources in the Unit 4 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 4 Module--Chapters 14-16 questions and review</p> <p>Lab: Lab #9 Heart Sounds (<u>Report due by end of lab session</u>)</p>
11/16/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 4 Module: Chapters 14-18	<p>Online Activities:</p> <p>Continue reviewing Chapters 14-18 resources in the Unit 4 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: Unit 4 Module--Chapters 14-18 questions and review</p>
11/18/2020 9:30 AM - 10:45 AM Biology Room 255	Unit 4 Module: Chapters 14-18	<p>Online Activities:</p> <p>Continue reviewing Chapters 14-18 resources in the Unit 4 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: Unit 4 Module--Chapters 14-18 questions and review</p> <p>Lab: Lab #10 Breathing (<u>Report due by end of lab session</u>)</p>
Wednesday, November 18, 2020 at 11:59 pm CourseDen	Honor's & Graduate Student Essay Assignment Deadline	<p>Essay Assignment (Honor's & Graduate Students ONLY) is due at 11:59 pm on Wednesday, November 18, 2020.</p> <p>Late Assignment Policy will apply to any submission after the deadline.</p>
11/23/2020 9:30 AM - 10:45 AM CourseDen	Unit 4 Module: Chapters 14-18	<p>Online Activities:</p> <p>Continue reviewing Chapters 14-18 resources in the Unit 4 module.</p> <p>Face-to-Face Activities:</p> <p>Monday Group: <u>NO CLASS MEETING TODAY!</u></p> <p>Review Unit 4 materials on CourseDen. Contact me via General Discussion Board or email within CourseDen for any questions.</p>
Monday, November 23, 2020 at 11:59 pm CourseDen	Unit 4 Discussion Board Deadline	<p>You must post to the Unit 4 Discussion Board by 11:59 pm Monday, November 23, 2020.</p> <p>Late Assignment Policy applies to any post after the deadline.</p>
11/25/2020 9:30 AM - 10:45 AM CourseDen		<p>Online Activities:</p> <p>Continue reviewing Chapters 14-18 resources in the Unit 4 module.</p> <p>Face-to-Face Activities:</p> <p>Lecture: Wednesday Group: <u>NO CLASS MEETING TODAY!</u></p> <p>Review Unit 4 materials on CourseDen. Contact me via General Discussion Board or email within CourseDen for any questions.</p> <p>Lab: <u>NO LAB SESSION TODAY!</u></p>
Wednesday, November 25, 2020 at 11:59 pm CourseDen	Unit 4 Quiz Deadline	<p>You must submit the Unit 4 Quiz by 11:59 pm Wednesday, November 25, 2020.</p>
12:01 am Tuesday, December 1, 2020 - 11:59 pm Wednesday, December 2, 2020 CourseDen	Exam #4 Availability & Deadline	<p>Exam #4 will open on CourseDen at 12:01 am on Tuesday, December 1, 2020.</p> <p>Exam #4 must be submitted by 11:59 pm on Wednesday, December 2, 2020.</p> <p>You only have 1 attempt at the exam, and the attempt will be for a maximum of 2 hours. You will not be able to go back to review previous questions, and you will not have time to look up every answer. Be prepared prior to starting your attempt.</p>

* Course Policies and Resources

These are policies enforced by Dr. Johnson specific to this course. Some of these policies are providing additional information to Institutional Policies found elsewhere in the syllabus.

Class Attendance

This is a face-to-face class, and students are expected to attend every class as scheduled in the Schedule section of the syllabus. Due to COVID-19 contact tracing requirements, only certain seats are available for use, and you must sit in the same seat every class. **The class roster is split in half so that half of the class meets face-to-face on Mondays and the other half of the class on Wednesdays. Dr. Johnson will email you before the first class meeting to let you know which is your assigned day to attend class each week.** Once you have picked your seat in the first class meeting, then this will become your assigned seat for the remainder of the semester and entered into the seating chart. I will take attendance at every class via the seating chart.

Labs are also following the split roster format. The Monday Lecture Group will meet for laboratory sessions from 11:00 am - 12:00 pm according to the dates provided in the Schedule. The Wednesday Lecture Group will meet for laboratory sessions from 12:20-1:20 pm on scheduled lab days.

Entering class after the start of the session is disruptive to other students. The doors to the class will be shut at the start of class, so be on time!

Late Assignments

Late assignments will receive a **5 point deduction from the total points possible for the assignment per day** after the deadline for the assignment. This means that an assignment which is 24 hours or less late will lose 5 points, 24-48 hours late will lose 10 points etc.

For example, if you turned in the Unit 1 Discussion Board Assignment within 24 hours of the posted assignment deadline the maximum points that you could earn for the assignment would be 15/20 because of the 5 point deduction for the late submission. If it was 24-48 hours late, then the maximum points that you could earn for the assignment would be 10/20, and so on.

Communication Etiquette

Communication in an online environment takes special considerations. Do not use acronyms or text message abbreviations. Be careful what you say to someone on the discussion tool because everyone in the class will see it, and it cannot be retracted! Please abide by the following netiquette rules:

- Be sensitive and reflective to what others are saying.
- Do not use all caps. It is equivalent to screaming.
- Do not post outbursts of extreme emotion or opinion. Be respectful of the opinions of others.
- Think before you hit the post (enter/reply) button. You cannot take it back!
- Do not use offensive language.
- Use clear subject lines.
- Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional.

General communication etiquette with Dr. Johnson or any of your professors:

- When in doubt about how you should speak, write, or act, always err on the side of formality. You will never offend or annoy someone by being overly formal and polite.
- While you are in college, your coursework is your job. You should behave as you would in a professional work environment.
- When addressing your professors in person:
 - Always address them as "Professor Smith" or "Dr. Smith."
 - Do not call them by their first names or anything else unless they explicitly ask you to do so.
- When writing an email to your professor:
 - Begin the email with "Dear Professor Smith," "Dear Prof. Smith," or "Dear Dr. Smith." Do not begin the email "Hi" without addressing your professor by their title and surname.
 - Write in complete sentences with correct spelling, grammar, and punctuation.
 - Proofread your email before sending it.
 - Be alert to the tone of your message. Any email to a professor or teaching assistant should sound like a formal letter, not a text message or a demand to a customer service representative.
 - For example, you should write:

Dear Professor Smith,

I cannot come to your office hours this week. Are you available at any time on Monday instead?

Sincerely,

Jane

- ◦ Do NOT write:

Hi,

I need to talk to you about the test. Can I come by Mon? Thx Jane

- ◦ Do NOT write:

Hello,

I'm a senior and I need your class to graduate. BanWeb says I need permission. I need you to enroll me immediately.

Jane

Accessibility Services & ADA

In terms of the Americans with Disabilities Act, Accessibility Services in the Counseling Center will help you understand your rights and responsibilities and assist you with requesting and arranging accommodations. If you need adaptations or accommodations because of a disability or chronic illness, please email me a copy of your eSAR from Accessibility Services in the Counseling Center by the end of the first full week of class. **NO** accommodations will be given to a student who has not provided me an eSAR.

See the Academic Support section under the Institutional Policies heading in the syllabus below for additional information.

Fair Use

The materials in this course and on the online course resources (CourseDen) are only for the use of members enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.

UWG Honor Code & Academic Integrity

All students are expected to uphold the standards of academic integrity as outlined in the University's Honor Code located in the UWG Student Handbook (<https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php>). Be sure to properly cite and paraphrase sources in your assignments and exams to avoid plagiarism. Self-plagiarism (submitting an assignment from another class or resubmitting an assignment that you did for a previous attempt at this class) is a form of plagiarism.

The professor has the discretion of deciding the proper course of action based on the severity of the offense. **All** offenses will result in the student receiving a grade of zero for the assignment in question. Further penalties, such as failing the entire course, will be issued as warranted on a case-by-case basis. **All** offenses and penalties will be reported to the Department Chair and the Office of Academic Affairs.

See the Honor Code section under the Institutional Policies heading in the syllabus below for more information.

Cell Phone Policy

Ringling cell phones are extremely disruptive in the classroom. Please turn the ringer **OFF** before coming into class. Also, texting is disruptive during class. If I see you using your cell phone during class and are caught, then you will be asked to leave class. **TEXT on your on time!**

Honor's Credit

This course may be converted for Honor's credit if the forms are completed by the deadline posted by the Honor's College. Your extra assignment for receiving the credit will be to complete the same essay assignment required of our graduate students described in the Assignments section of the syllabus.

Extra Credit

There will be no extra credit offered in this course.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special

arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information).

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php>
(<https://www.westga.edu/police/campus-carry.php>).

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](#) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

Additional Items

The information below provides additional information related to the course, and many expand on information that is mentioned in previous sections of the syllabus.

Important Fall Semester Dates

- Classes Start = Wednesday, August 12, 2020
- Drop/Add Period = August 12-18, 2020 (ends at 11:59 pm on Aug. 18)
- Withdraw with W Period = August 19, 2020 – October 5, 2020
- Labor Day Holiday = Monday, September 7, 2020
- Last Day of Class = Wednesday, November 25, 2020
- Final Exam Week = November 30, 2020-December 5, 2020
- Fall Graduation = December 12, 2020

Assignment Dates

Here is a table providing due dates for all assignments in the course.

Module	Assignment	Dates
Course Overview, Policies, & Resources	Course Overview Quiz	Due at 11:59 pm on Wednesday, August 19, 2020 **You must earn 8+ points to open the Unit 1 module.

Unit 1	Lab #1 Physiological Principles	Due at END of laboratory sessions on Wednesday, August 26, 2020
Unit 1	Unit 1 Discussion Board	Post Due at 11:59 pm on Monday, August 31, 2020
Unit 1	Unit 1 Review Quiz	Due at 11:59 pm on Wednesday, September 2, 2020
Unit 1	Lab #2 Getting Started With Labstation	Due at END of laboratory sessions on Wednesday, September 2, 2020
Unit 1	Exam #1	Available from 12:01 am on Tuesday, September 8, 2020 – 11:59 pm on Wednesday, September 9, 2020 Due at 11:59 pm on Wednesday, September 9, 2020
Unit 2	Lab #3 EEG	Due at END of laboratory sessions on Wednesday, September 9, 2020
Unit 2	Lab #4 Sensory Physiology	Due at END of laboratory sessions on Wednesday, September 23, 2020
Unit 2	Unit 2 Discussion Board	Post Due at 11:59 pm on Monday, September 28, 2020
Unit 2	Unit 2 Review Quiz	Due at 11:59 pm on Wednesday, September 30, 2020
Unit 2	Exam #2	Available from 12:01 am on Tuesday, October 6, 2020 – 11:59 pm on Wednesday, October 7, 2020 Due at 11:59 pm on Wednesday, October 7, 2020
Unit 3	Lab #5 Skeletal Muscle Function	Due at END of laboratory sessions on Wednesday, October 14, 2020
Unit 3	Lab #6 Control of Body Movement	Due at END of laboratory sessions on Wednesday, October 21, 2020
Unit 3	Unit 3 Discussion Board	Post Due at 11:59 pm on Monday, October 26, 2020
Unit 3	Unit 3 Review Quiz	Due at 11:59 pm on Wednesday, October 28, 2020
Unit 3	Lab #7 Reflexes & Reaction Times	<u>Laboratory Report</u> due at END of laboratory sessions on Wednesday, October 28, 2020 <u>Post-lab questions</u> due at START of laboratory sessions on Wednesday, November 4, 2020
Unit 3	Exam #3	Available from 12:01 am on Tuesday, November 3, 2020 – 11:59 pm on Wednesday, November 4, 2020 Due at 11:59 pm on Wednesday, November 4, 2020

Unit 4	Lab #8 Blood Pressure	Due at END of laboratory sessions on Wednesday, November 4, 2020 (Reminder Lab #7 Post-lab Questions due at START of laboratory sessions on Wednesday, November 4, 2020)
Unit 4	Lab #9 Heart Sounds	Due at END of laboratory sessions on Wednesday, November 11, 2020
Unit 4	Lab #10 Breathing	Due at END of laboratory sessions on Wednesday, November 18, 2020
Unit 4	Essay Assignment **Honor's & Graduate Students ONLY!**	Due at 11:59 pm on Wednesday, November 18, 2020
Unit 4	Unit 4 Discussion Board	Post Due at 11:59 pm on Monday, November 23, 2020
Unit 4	Unit 4 Review Quiz	Due at 11:59 pm on Wednesday, November 25, 2020
Unit 4	Exam #4	Available from 12:01 am on Tuesday, December 1, 2020 – 11:59 pm on Wednesday, December 2, 2020 Due at 11:59 pm on Wednesday, December 2, 2020

Assignments & Point Values

Here is a table showing all assignments and their point values, which are also described above in assignments.

Assignments & Point Values:

Module	Assignment	Points Possible
Course Overview, Policies, & Resources	Course Overview Quiz	10
Unit 1	Lab #1 Physiological Principles	20
Unit 1	Unit 1 Discussion Board	20
Unit 1	Unit 1 Review Quiz	10
Unit 1	Lab #2 Getting Started With Labstation	20
Unit 1	Exam #1	100
Unit 2	Lab #3 EEG	20
Unit 2	Lab #4 Sensory Physiology	20
Unit 2	Unit 2 Discussion Board	20

Unit 2	Unit 2 Review Quiz	10
Unit 2	Exam #2	100
Unit 3	Lab #5 Skeletal Muscle Function	20
Unit 3	Lab #6 Control of Body Movement	20
Unit 3	Unit 3 Discussion Board	20
Unit 3	Unit 3 Review Quiz	10
Unit 3	Lab #7 Reflexes & Reaction Times	20
Unit 3	Exam #3	100
Unit 4	Lab #8 Blood Pressure	20
Unit 4	Lab #9 Heart Sounds	20
Unit 4	Lab #10 Breathing	20
Unit 4	Unit 4 Discussion Board	20
Unit 4	Unit 4 Review Quiz	10
Unit 4	Exam #4	100
Essay (Honor's & Graduate Students ONLY)	Essay Assignment	25
Total Points Possible		730 (755 for Honor's & Graduate Students)

Course Grade Calculation

To determine your grade in the class, you will divide the number of points that you earned for all of the assignments by the total number of points possible (730 or 755). The following tables give you the range of points that you will need to earn for each letter grade, which is also described above in the evaluation section.

For Undergraduate Students (BIOL 3513):

Grade	Percentage Range	Points Earned
A	89.5-100%	653.0-730
B	79.5-89.4%	580.0-652.9
C	69.5-79.4%	507.0-579.9

D	59.5-69.4%	434.0-506.9
F	0-59.4%	0-433.9

For Honor's Undergraduate Students:

Grade	Percentage Range	Points Earned
A	89.5-100%	675.4-755
B	79.5-89.4%	599.9-675.3
C	69.5-79.4%	524.4-599.8
D	59.5-69.4%	448.9-524.3
F	0-59.4%	0-448.8

For Graduate Students (BIOL 6513):

Grade	Percentage Range	Points Earned
A	89.5-100%	675.4-755
B	79.5-89.4%	599.9-675.3
C	69.5-79.4%	524.4-599.8
F	0-69.4%	0-524.3

Assigned Readings Schedule

<u>Module</u>	<u>Assigned Reading</u>
Course Overview, Policies, & Resources	All files located in the module on CourseDen.
Unit 1	Chapters 1-5
Unit 2	Chapters 6-9

Unit 3	Chapters 10-13
Unit 4	Chapters 14-18

How are Dual Modality & Social Distancing handled in this course?

Social Distancing: Seats unavailable to use have been marked in the classroom to follow the social distancing guidelines provided by the CDC and the Georgia Department of Health. Contact tracing will be practiced by following an assigned seating chart based on the seat you choose to sit in on the first day of class, so attendance will be taken at every class meeting. Records will be maintained in the event of exposure.

Personal Responsibility: It will be the student's responsibility to wash hands (or use hand sanitizer) and having a mask on prior to coming into class. The mask must be worn while in class. You should also wash hands (or use hand sanitizer) once you leave class. Tabletops will be cleaned as often as possible. Please stay home if you are sick or have been around someone who has been sick, and contact Dr. Johnson ASAP if you are sick.

Dual Modality: This is a hybrid course with online course content in CourseDen and face-to-face discussion and laboratory sessions. You being present on campus is required as long as the university is open for every assigned face-to-face session listed in the Schedule. I will provide all materials used in the course through CourseDen so that you may access them away from campus. All assignments, except Lab Exercises #1-10, will be submitted through CourseDen as well. Face-to-face sessions will be for discussion and review of the course content and to answer questions about the material. Face-to-face laboratory exercises will measure physiological parameters and analyze collected data from 2 person groups. In the event of the need to self-isolate or the university is forced to move all classes fully online during the semester, you should have access to internet and a capable device work in CourseDen, and instructions will be provided on how we will proceed with Lab Exercises affected by the transition at that time.

Split Roster: This class will use a split roster format where half of the class is assigned to come to face-to-face class sessions on Mondays and the other half of the class on Wednesdays. All students will receive an email from Dr. Johnson prior to the first class meeting about which day is their assigned day to attend class. You may only attend your assigned session each week!

Labs are also following the split roster format. The Monday Lecture Group will meet for laboratory sessions from 11:00 am - 12:00 pm according to the dates provided in the Schedule. The Wednesday Lecture Group will meet for laboratory sessions from 12:20-1:20 pm on scheduled lab days.

Open Communication: There are a lot of moving parts involved in the move to reopen campus. Please communicate with me as much as possible so that I may find the answers to the questions that you are having regarding the course or to coming back to campus.