

**MAYVILLE STATE UNIVERSITY**  
**Anatomy and Physiology I, BIOL 220**  
**3 Credits**  
**Spring 2018**

**\*\*\*Before starting this online course, students need to check with their current and future programs to determine if this course will be accepted for credit in their programs\*\*\***

**Instructor Name and Contact Information:** Joseph Mehus, SB 134, joseph.mehus@mayvillestate.edu, 701.788.4802

**Hours of Availability:** MWF 11am-Noon CST

**Instruction Mode:** Online asynchronous

**Time Zone:** All times indicated throughout this syllabus reflect Central Standard Time (CST)

**Course Description**

Three lecture hours per week. The study of anatomy and physiology of the human body will be studied as an integrated topic. This is the first course of a two course sequence. Topics covered in this course will include organization from atomic structure to organ level structure, the integumentary system, skeletal, muscular, respiratory and cardiac systems.

**Purpose of the Course**

This course will provide content in the areas related to maintenance of homeostasis within the human body. We will start by covering basic biological concepts such as cell structures and functions and reviewing terminology. The second and third chapters will cover cell organelles and cell chemistry. Chapter four material will be based on histology and study of tissues and the identification of those tissues. Chapter five will discuss the epidermis and accessory organs in addition to their functions. We will also cover bone development, maintenance, and articulations. Muscles will be discussed in terms of physical structure and mode of operation. Production and function of blood cells will be discussed in correlation to immunity. The course will finish by discussing the cardiovascular system to include vessels and path of blood through the body including the pulmonary circuit. There are various versions of the textbook being used by students. It is the responsibility of the student to determine which chapter content is being drawn from (example the chapter on the lymphatic system will depend on which version of the text is being used.)

**Course Objectives** and intent of the course are that successful students will:

- Understand the organization of the human body and anatomical terminology
- Understand the chemical basis of life, cell structure and organization
- Understand the characteristics of the four tissue types.
- Understand the organization and function of the skeletal system.
- Be able to identify the bones of the body.
- Be able to identify the major muscles found in the body.
- Understand the organization and function of the circulatory system, including tracing the path of blood through the heart.
- Understand the organization and function of the lymphatic system and its role in the immune system.
- Understand the inner workings of the immune system and the function of the different cell types.
- Understand the organization and function of the respiratory system.

## Program Student Learning Outcomes (SLOs) Addressed in This Course

The Academic Program Student Learning Outcomes document can be found in your Moodle course shell. It contains all learning outcomes pertaining to Essential Studies courses and all majors and minors. The document has an index so you can quickly find the degree you are pursuing.

As part of Mayville State University's Essential Studies curriculum, this course seeks to prepare students for twenty-first century challenges by gaining: 1) Knowledge of human cultures; 2) Intellectual and practical skills; 3) Personal and social responsibility; 4) Integrative and applied learning.

## Course Improvements Based on Most Recent Assessment Findings

During previous offerings of this course, students have done well. Even though students have met expectations in the course, I will be spending more time explaining diagrams that are pertinent to the education of students. I would prefer to see structure identification and function scores to be higher. In addition, oral communication skills of students were assessed for content knowledge, vocabulary, presentation skills and preparation. Students excelled in oral communication as long as they took the time to use their own words to explain terminology.

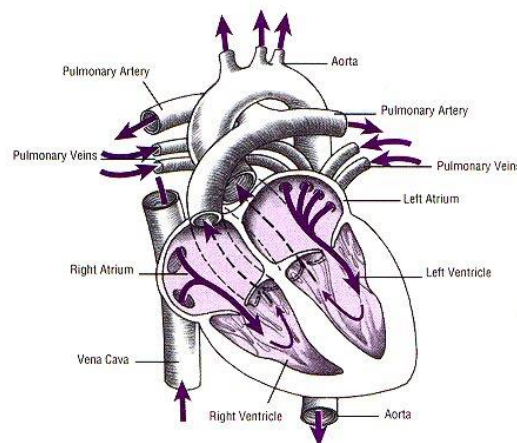
## Required/Recommended Materials

Visual Anatomy and Physiology 2<sup>nd</sup> ed. Martini & Ober, Pearson Publishing, Printer, Webcam, 24/7 internet access, computer that meets the university standards (Mac users may have issues, this is a PC campus), and Microsoft Office (Mac programs such as Pages cannot be opened by instructor, MS Office is required and a free copy can be downloaded through the MSU Technology website <http://www.mayvillestate.edu/msu-online/msu-online/getting-started>). Students may be using alternative versions of the text, and this is ok, but just keep in mind that if page numbers are referenced, they may be different. The content is the same in all versions of the text, students just need to locate the material in the text pertinent to the chapter/context discussed. The textbook for this course as well as lab kits for this course must be purchased from the MSU Bookstore online (<http://www.mayvillestatebookstore.com/home>), and in hand by the first day of the course. Not having course materials is NOT an acceptable reason for not completing the assignments and no credit will be awarded.

## Instructional Strategies

We will use the following methods to assist you in your learning anatomy and physiology. (INTASC 1, 2, 3, 4, 8)

- Direct instruction
- Indirect instruction
- Interactive instruction
- Experimental learning
- Guided and independent study
- Cooperative learning activities
- Class Discussions
- Chapter Exams
- Application
- Inquiry approach
- Simulations
- Questioning skills
- Case Studies
- Instructional strategies



## Learning Experiences

- Read all chapters prior to watching lecture videos, including chapters as noted, research articles, etc.
- Assignments will be given in through Moodle.
- Quizzes in Moodle are required to be completed on or before designated due dates.

- There will be 5 exams during this course. Exam 1 will cover chapters 1-2, exam 2 will cover chapters 3-4, exam 3 will cover chapters 5-6, and exam 4 will cover chapters 8-9 and exam 5 will cover chapters 17, 18, & 19. Exam 5 may also contain information from previous chapters, potentially being semi-cumulative. Missed exams will not be made up unless a university excused absence has been granted and documentation provided in INITIAL email request for extension. This needs to be communicated with the instructor BEFORE missing the exam.
- PowerPoint lectures have been composed from the textbook that you can use to help you through the reading. These lectures will allow you to focus on main points in the chapters.
- There will be video/audio lectures as well that are recordings of me giving the lectures during the course. These videos will help students who want to cover the material but are audio/visual learners. You are expected to utilize the lectures and the video lectures. They will help when you are filling out the required study guides.
- Study guides must be completed and submitted to the appropriate Moodle “Drop boxes” before the corresponding quizzes will open. Study guides are assignments. Likewise, all quizzes in a given section must be taken before the exam will open. If a study guide deadline is missed, or a quiz is missed, it is the responsibility of the student to inform instructor before missing any other deadlines.
- We will utilize the Moodle website (<http://lms.ndus.edu/course/view.php?id=6191>) to distribute Powerpoint slides, study guides, and other materials. It will also be used to administer quizzes in addition to exams. All assignments will be submitted through Moodle. Emailed study guides will not be accepted unless requested by the instructor.
- It is important for you to check your grades in Moodle. If you find that the instructor has made a mistake while entering your grade, you have one week to bring it to the attention of the instructor. After a ONE WEEK PERIOD, grades will be locked in Moodle.
- Please refrain from requesting extensions as they will not be granted unless sent documentation in the first email requesting an extension. Please note this before starting the course and refrain from leaving negative feedback in you miss a deadline and are not granted an extension. Please do not feel disrespected if your request does not receive a reply, by continuing in the course, you accept this rule. This is your formal notification about requests for extensions.

### **Instructional Technologies Utilized in this Course**

- Moodle
- Tegrity

### **Expectations/Protocols**

**Study Guides:** Study guides should be used after you have read the chapter. What I’d like from each of you is to fill out the study guide and submit them for credit. Each study guide will be worth 20 points. Explain to me what each section means. When the study guide says “Understand...” or “Explain...” you are expected to describe that concept in full, complete sentences. Unless specifically asked to list something, you should not list anything. I am not looking for a 10 page paper, only the basics from the chapter for each idea on the study guide. The study guide needs to be submitted before you take the exam for each unit. Tell me what you have read from the textbook (of course in your own words). I have read the textbook, so I want you to let me know you comprehend the material. Each student is REQUIRED to produce their own study guides. No study guides should be the exact same from any other student in the course as this would be plagiarism. Plagiarism will result in a zero score. Any content found to be copied from the internet, textbook, or another student is also plagiarism. EVERYTHING IN YOUR OWN WORDS. You paid for the information in the text, you did not pay to take those words as your own.

**Quizzes:** Each quiz (one for each chapter) will be posted and available for you in Moodle when released by the instructor at their discretion (online: these are available as you finish content). You should fill out the 5 question quiz after you have filled out the study guide for each chapter. Quizzes are worth 10 points each. The questions on each of these quizzes are from the content in the chapter specified and lecture videos. You may use your

books to fill out these quizzes. They are NOT timed so take your time to look up the answers. Quizzes not completed by the deadline given in the classroom or schedule will not be reopened.

**Exams:** Exams will be open to each of you as you complete and submit both the study guides for each chapter and each quiz from the unit. You CANNOT take the exam before submitting each of these components for each chapter. So you will need to submit study guides and quizzes for chapters 1 & 2 before the exam for unit one will open for you. You can take exams early if you have submitted the previous items. Exams will be administered online. You HAVE to use the Tegrity tool during the exam which will require you to use a webcam. You will have to show a photo ID to the camera that shows your image as well as your name at the beginning of the exam as proof of identity. Please see the Tegrity file for exam instructions.

**Bonus Exams:** Bonus exams MAY appear after the completion of a unit exam. Not all units contain Bonus exams. The deadline for Bonus exams is the same as the deadline for the unit exam. So if you do not finish the unit exam by the deadline date, you will not see the bonus exam. Just another reason NOT to wait until the last minute to complete coursework.

Bonus exams are open book and open note/study guide. Because of this, you do NOT need to make a tegrity video for Bonus exams.

### **Instructor/Student Communication**

- Students are accountable for all academic communications sent to their Mayville State University e-mail address. Students should not use outside email. Instructor is not responsible for emails not received (by instructor themselves or by students) if outside email is used.
- Faculty response time will be between 24-48 hours during the work week if a specific question is asked. If no questions is explicitly asked, a response may not be deemed necessary. Emails will not be checked on the weekends. An email sent on a Friday afternoon may not be responded to until the following Tuesday (or longer if there is a holiday). Please plan ahead accordingly.

### **Method of Evaluation/Grading**

**1)** Grades for study guides, quizzes, exams and in-class assignments can be anticipated within 2 weeks of the due date (unless assignments/study guides contain a majority of text). Turning an assignment in early does not mean grading will be done early. Sometimes, a set of assignments will take longer to grade, especially if the assignment is heavy in text (study guides may fall into this category) and may take an additional week.

**2)** In regards to late submissions, they are not accepted. Make-up exams, missed assignments/study guides/quizzes are ONLY permitted if there is a UNIVERSITY EXCUSED ABSENCE AND THERE IS DOCUMENTATION. Being busy, over sleeping, taking an extra shift at work, or general issues are NOT university excused absences. Please do not ask for extensions based upon these issues. If a university excused absence is in place with documentation, the student has 1 (one) week to complete the activity. This is one week from the day of the due date, NOT a week from when the student returns to contacts the instructor. After 1 (one) week, no points will be awarded. Determination of a university excused absence is based upon being sick and having gone to a medical professional (who can provide documentation), university sporting event in which you are actively participating in (which documentation is required), death in the immediate family (grand parent, parent, sibling, child, aunt/uncle for which you can provide documentation), military deployment (which documentation can be provided for), or legal (such as a court date that documentation can be provided for). Moving or travel is NOT a university excused absence.

The final grade for the semester will be tentatively (which means this can change) composed of the following:



Exams (5)	500 points
Study Guides (10)	200 points
<u>Quizzes (10)</u>	<u>100 points</u>
Total	800 points

Grades (%):	90-100	A	(720 – 800 points)
	80-89	B	(640 – 719 points)
	70-79	C	(560 – 639 points)
	60-69	D	(480 – 559 points)
	< 60	F	(<480 points)

Lecture and lab for BIOL 220 are NOT combined. They are two unique courses. These limits are hereby preset and by continuing in the course, you recognize these limits and will abide by these limits. Please refrain from sending emails about submitting late work or “redoing” or “reopening” assignments/quizzes/study guides/exams in order to get extra points at the end of the semester. Those requests will be denied and may not warrant a response by the instructor.

### Enrollment Verification

The U.S. Department of Education requires instructors of online courses to provide an activity which will validate student enrollment in this course. The only way to verify that a student has been in this course is if he or she takes an action in Moodle, such as completing an assignment, responding to a forum, or a taking a quiz. Logging into Moodle is **NOT** considered attendance. Please see the enrollment verification activity and complete it by the date indicated. If it is not complete your enrollment in this course will be at risk and you may be removed from the course. Enrollment verification tasks are identified in the Moodle course shell.

### Proctor Notification

This course does NOT use proctors as the instructor is the proctor. Students must record their computer screen, audio and themselves using the Tegrity program found in Moodle. A working webcam is required and it will record the student, audio, visual, as well as the desktop of the computer. If an exam is taken without using Tegrity there will be an automatic zero given and no make-up will be granted.

### Late Arrivals

The grading system for students adding this course after the first day of instruction will not be modified. The student will be graded on the activities that transpired from the beginning of the course. Students will be penalized for missed assignments and the student is still responsible for learning the course material that was covered during their initial absence.

### Important Student Information

In the Moodle course, you will find a document entitled, “Important Student Information,” which includes information about:

- ✓ Academic Grievance Concerns and Instructor English Proficiency
- ✓ Starfish - Student Success System
- ✓ Students with Documented Disabilities
- ✓ Academic Honesty
- ✓ Emergency Notification
- ✓ Continuity of Academic Instruction for a Pandemic or Emergency
- ✓ Family Educational Rights and Privacy Act of 1974 (FERPA)
- ✓ Diversity Statement

**Additional Information:** This classroom is a place where you will be treated with mutual respect, and the course instructor welcomes individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible or nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class. MSU is committed to providing a safe learning environment, free of harassment and discrimination as articulated in our university policies located on our website at <http://www.mayvillestate.edu/about-msu/consumer-information/title-ix/>. MSU's policies require me as a faculty member to share information about incidents of gender based discrimination and harassment with MSU's Title IX coordinator, regardless of whether the incidents are stated to me in person or shared by students as part of their coursework.

### Course Timeline/Schedule

**TIMES FOR ALL DUE DATES ARE 5PM CST ON THE LAST DAY SPECIFIED FOR A TOPIC/UNIT. FOR INSTANCE, CHAPTER 1 STUDY GUIDE AND QUIZ ARE DUE AT 5PM CST ON January 24<sup>th</sup>. Exams are due by 5pm CST on dates listed below. Exams will be closed 2 days AFTER the due date for the materials covered on the exam or as specified in the schedule. For example, Exam 1 is due on or before February 5<sup>th</sup>, while chapter 2 is due February 3<sup>rd</sup>. Do NOT wait until the last minute to access/submit your materials. If you wait until the last minute and run into submission issues, you will be given credit for what is or is not submitted, even if there are technology issues. It is best to try finish the assignment at least 1 day before the due dates to ensure you do not have any issues. LATE WORK WILL NOT BE ACCEPTED. Because of the 2 week turnaround time, study guide assignments may not be graded before the exam due date, by continuing this course, you acknowledge and accept these conditions.**

### **DUE DATE      **\*\*Tentative Course Schedule\*\*****

January 24 <sup>th</sup> :	Chapter 1 Study Guide for Chapter 1 Quiz for Chapter 1
February 3 <sup>rd</sup> :	Chapter 2 Study Guide for Chapter 2 Quiz for Chapter 2
<b>Exam 1 (Chapters 1 &amp; 2) Open until February 5<sup>th</sup></b>	
February 13 <sup>th</sup> :	Chapter 3 Study Guide for Chapter 3 Quiz for Chapter 3
February 23 <sup>rd</sup> :	Chapter 4 Study Guide for Chapter 4 Quiz for Chapter 4
<b>Exam 2 (Chapters 3 &amp; 4) Open until February 25<sup>th</sup></b>	
March 5 <sup>th</sup> :	Chapter 5 Study Guide for Chapter 5 Quiz for Chapter 5
March 15 <sup>th</sup> :	Chapter 6 Study Guide for Chapter 6 Quiz for Chapter 6
<b>Exam 3 (Ch 5 &amp; 6) Open until March 17<sup>th</sup></b>	

March 25<sup>th</sup>:

Chapter 8  
Study Guide for Chapter 8  
Quiz for Chapter 8

April 14<sup>th</sup>:

Chapter 9  
Study Guide for Chapter 9  
Quiz for Chapter 9

**Exam 4 (Chapters 8 & 9) Open until April 16<sup>th</sup>**

April 24<sup>th</sup> :

Chapter 17 & 18  
Study Guide for Chapter 17 & 18  
Quiz for Chapter 17 & 18

May 4<sup>th</sup> :

Chapter 20\*\*\*  
Study guide for Chapter 20\*\*\*  
Quiz for Chapter 20 \*\*\*

**\*\*\*Semi Cumulative Exam 5 (Chapters 17, 18 & 20) Open until**

**May 6<sup>th</sup>. This exam may contain information from previous chapters (big picture concepts, not questions from previous exams).**