UF College of Health & Human Performance
Department of Applied Physiology and Kinesiology
UNIVERSITY of FLORIDA

APPLIED HUMAN PHYSIOLOGY WITH LAB

APK 2105C -- 4 CREDITS -- FALL 2021

INSTRUCTOR: **Diba Mani, Ph.D.**
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Email: dmani@ufl.edu
Preferred Method of Contact: Canvas
Pronouns: she/her

OFFICE HOURS: Details posted on Canvas.

TEACHING ASSISTANTS:
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MEETING TIME/LOCATION: This is a hybrid course with asynchronous online lectures (you will NOT attend lectures in a classroom) and in-person lab sessions, which are mandatory and held weekly; these are led by graduate teaching assistants (TAs). You WILL attend labs in a classroom on campus (FLG 107D or 107E), as well as for the four exams (WEIM 1064), for which the time is blocked off weekly on your schedule, although you will only attend roughly once per month.

CLASS #	SECTION #	LAB DAY & TIME	LAB LOCATION
10645	2108	M | Period 2-3 (8:30 AM – 10:25 AM)	FLG 107E
10646	2109	W | Period 2-3 (8:30 AM – 10:25 AM)	FLG 107E
10647	3348	W | Period 4-5 (10:40 AM – 12:35 PM)	FLG 107E
10654	8901	R | Period 6-7 (12:50 PM – 2:45 PM)	FLG 107E
10653	8900	F | Period 2-3 (8:30 AM – 10:25 AM)	FLG 107E
19703	1C48	F | Period 3-4 (9:35 AM – 11:30 AM)	FLG 107D
10648	5095	F | Period 4-5 (10:40 AM – 12:35 PM)	FLG 107E

Although this course is taught both in-person (labs) and virtually (lectures), this may change pending circumstances throughout the semester (per UF administration), which will be announced via Canvas. If there is any chance that you may have been exposed to COVID-19 within a 14-day period throughout the semester, you should contact your lab instructor (see "COVID-Related" below) immediately.

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

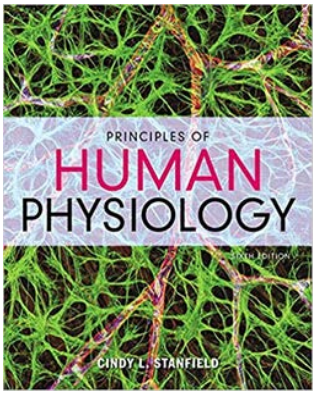
PREREQUISITE KNOWLEDGE AND SKILLS: Sophomore, Junior, or Senior status. Any previous experiences in the following areas may be helpful to students: medical terminology, anatomy, physics, chemistry, and/or biology. Students do *not* need to have taken any of these courses to be successful in this course.

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

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

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

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



Mastering A&P online program access. Students may "opt-in" to acquire access via link in Canvas for a reduced price and pay for these materials through their UF student account, which gives access to an e-version of the textbook and access to Mastering A&P. To do this, log into your Canvas account and navigate to the APK 2105C course homepage. On the left-hand side of the window, select "My Lab and Mastering", and then follow the prompts accordingly. Students who do not choose this option will be able to purchase an access code through the UF Bookstore. Both options provide access to the same online materials. There may also be a discounted, loose-leaf print version of the textbook available at the UF Bookstore for students who would like a physical text for the course. Copies of the textbook are available through the UF library system course reserves.

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

COURSE FORMAT:

Lectures: Students will watch pre-recorded lecture videos. It is recommended that you read the text in advance of this and then take good notes during the lectures.

Labs: Students will meet during their lab times with a graduate Teaching Assistant (TA), who will lead them through experiments and discussions. About half of the labs will be completed through Mastering A&P (accessed via Canvas). For these online modules, students will perform simulations and then answer a series of questions. The graduate TAs are the primary resource for the lab component of the course (activities, quizzes, and related grades).

Exams: Students will meet with the course instructor for a total of four exams. These exams will take place in WEIM 1064; any exam location or format changes will be announced in Canvas.

PURPOSE OF COURSE: The purpose of this course is to introduce students to physiology (the study of how structures of the body function) and to present information and engage students in a way that promotes critical and creative thinking within the context of health and movement studies. Students will be asked to identify important structures of the human body and to integrate the functions of these basic structures together at all levels of the hierarchical organization (molecular, cellular, tissue, organ, and organ system) so that the information can be applied to novel, clinical scenarios. This applied method of teaching physiology is intended to enhance the long-term retention of the concepts covered and prepare students for future courses and experiences which may require health or movement-based communication and problem solving.

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

General Education SLOs	APK 2105c Course Goals	Assessment Method
Content: Demonstrate competence in the terminology, concepts, methodologies, and theories used within the discipline.	• 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 (i.e. homeostasis, negative and positive feedback) • Explain how major systems of the body are integrated and how these interactions influence homeostasis	• Lecture exams • Online homework • Online lab modules
Communication: Communicate knowledge, ideas, and reasoning clearly and effectively in written or oral forms appropriate to the discipline.	• Use correct anatomical, physiological, scientific, and medical terminology to describe and explain physiological phenomena, experiments used to study such phenomena, and how disease or injury impacts those processes	• Lab discussions • Lab reports
Critical Thinking: Analyze information carefully and logically from multiple perspectives, using discipline specific methods, and develop	• Predict how perturbations (i.e. disease, experimental manipulations) will alter physiological function and identify the mechanisms of action involved • Generate and interpret various	• Lab discussions • Lecture exams • Lab modules • Lab reports

reasoned solutions to problems.	graphical representations of physiological data	

COURSE AND UNIVERSITY POLICIES:

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

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

ATTENDANCE POLICY:

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

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

- Complete a "Make-Up or Accommodation Request Form", available in Canvas > Orientation, and send it to your TA as soon as possible, prior to your missed lab.
- Communicate via your own UFL e-mail account or Canvas messaging.
- Remember to provide documentation to support your reason for requesting the change and include information about your assigned section number, day, and time.

- Follow the appropriate format for correspondence (see "Personal Conduct Policy" below).
- Once approved, make sure that you have the URL (Zoom) for the pre-recorded lab lecture and know the access code and time for the quiz you will be completing on your own (not in-person with the rest of the lab group).

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

If an issue arises with a lab instructor not arriving for a scheduled class session and you've waited 15 minutes after the scheduled start time, please contact the lab TA and primary course instructor, Dr. Mani, via UFL e-mail immediately. Non-emergency correspondences should be engaged via Canvas messaging, please.

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

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

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

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

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

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

Again, examples of unexcused missed exams include:

- Extracurricular activities
- Out of town/vacation
- Sleeping in
- Sports

- Technological issue due to procrastinated assignment upload
- Volunteering
- Work
- Mixing up the exam time
- Forgetting about time zone differences

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

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

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

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

PREFERRED NAME: It is important to the learning environment that you feel welcome and safe in this class, and that you are comfortable participating in class discussions and

communicating with me on any issues related to the class. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your name on the class roster.

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

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

PRIVACY (FERPA): Aspects of course content may be audio and visually recorded (during lab or exams). If you do not want your image in any recording pertaining to course content (i.e. presentations, demonstrations), please let your instructor know within the first couple weeks of class so that we may seek an accommodation. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

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

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

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another

student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

COURSE EVALUATIONS: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online 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/.

COVID-19 AND OTHER SPECIAL CIRCUMSTANCES: Any changes to our course, such as cancellation of in-person meetings or virtual proctoring of examinations, will be announced in Canvas. In response to COVID-19, the following information has been provided to faculty by UF administrators, as of August 13, 2021. These practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.

You are expected to always wear approved face coverings during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators. Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class. Hand sanitizing stations will be in every classroom.

If you sick, stay home and self-quarantine. Contact your TA immediately if you may miss a lab; contact your instructor immediately if you may miss an exam. Should you fall ill and experience severe symptoms that prevent you from completing your coursework, please reach out to the Dean of Students Office, who will evaluate your documentation (i.e. recent physician's note) and then reach out to your course instructor directly.

Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.

Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

GETTING HELP:

Health and Wellness

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

Academic Resources

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

- On-Line Students Complaints: http://distance.ufl.edu/student-complaint-process/

GRADING:

The following table outlines the point-accruing components of the course. To calculate the final grade, total points earned in the course will be summed and divided by 535.

Evaluation Components	Points Possible (out of 520)	% of Total Grade
Syllabus Quiz (1)	5 pts X 1 quiz = 5 pts	5/535 = 0.9%
PhysioEx Lab Modules (7)	10 pts X 7 modules = 70 pts	70/535 = 13.0%
Lab Quizzes (10)	10 pts X 10 labs = 100 pts	100/535 = 18.7%
Homework (4)	40 pts X 4 assignments = 160 pts	160/535 = 29.9%
Lecture Exams (4)	50 pts X 4 exams = 200 pts	200/535 = 37.4%

Syllabus Quiz - The syllabus quiz is based on content found in this syllabus. Students will be given an unlimited number of attempts on the quiz. It is recommended that students complete the quiz as soon as possible to unlock the course material – a score of 5/5 must be earned to do so. Students will receive a zero for the syllabus quiz if it is not completed prior to taking Exam 1.

Lab Quizzes – Each lab quiz is worth 10 points, consists of 10 questions and will be a combination of multiple choice, true/false, fill in the blank, matching, and multiple answers. Students are expected to bring their laptops/smart tablets to lab to take their lab quiz in Canvas. The lab quiz will only be accessible to students during their designated lab times; TAs will provide the appropriate access code for the quiz during your lab time. In the event a student is unable to take their quiz electronically, the TA will have some paper copies of the quiz. The quizzes are based on the content of the previous week's lab, with questions pulled from a question bank - students will randomly receive 10 questions of varying difficulty and level of inquiry. These quizzes will be closed-book individual quizzes; collaboration between students is not permitted.

PhysioEx Lab Modules – Each lab module is a PhysioEx lab that can be accessed via Mastering A&P through Canvas. PhysioEx Labs must be completed prior to your scheduled lab section. The deadline for each lab section has been set in accordance to the start of your lab time (i.e. if your lab time is Mondays at 10:40 AM EST, then you need to complete your PhysioEx before then, and the deadline for the PhysioEx module is at 10:40 AM EST Mondays). It is imperative for you to complete the lab module prior to your lab for that particular week since you will be required to discuss the procedures, results, and/or application of concepts from the PhysioEx lab in class. Once you open the assignment, you will have 6 hours to complete each lab module and accompanying questions; however, these should not take longer than 2 hours each. If you miss the

submission deadline, you will not be allowed to complete the lab for credit (partial or full). Once you open the lab, you can close it and return to complete it, but the timer will not stop, so please plan to complete the lab module and questions in one setting to avoid being timed out. Please ensure that you have access to a reliable internet source while completing the lab module.

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

Homework assignments can be accessed through Mastering A&P on Canvas. Homework assignments generally comprise multiple choice, true/false, fill in the blank, and matching questions. These questions are specific to the textbook, so that should be your primary resource for answering those questions. These assignments are **not** intended to be used as the primary study tool for preparing for the exams. The function of the homework assignments is to (a) get students more familiar with the textbook and (b) to get students eased into answering physiology questions.

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

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

errors/mis-submissions due to attempted submissions within 24 hours of the due date will not be excusable.

- **There may be a delay in the gradebook update between Mastering A&P and Canvas** (and grades will typically not be synced from Mastering A&P to Canvas until after the due date) so please allow for up to 24 hours to pass before contacting the course instructor with grade issues for homework.

Lecture Exams – Each exam will consist of 40 questions, 1.25 points per question. Questions may be multiple choice and true/false. Students are not permitted access to any kind of materials (this includes calculators and smart watches) or notes during these exams. Exam questions are generated by the course instructor and most of the focus should be given to the lecture notes when studying. Content from the textbook, including Clinical Connections and Toolboxes, should also be reviewed for the exams. Exams are reviewed prior to printing to confirm there are no mistakes and to maintain that the exam is fair, which includes the appropriate level of challenge. Any issues presented by the majority of the class, such as a typo, will be reviewed prior to the publishing of grades in Canvas.

Students will take exams in the classroom noted on One.UF unless otherwise announced, and will be permitted 50 minutes (one class period) to complete the exam (except Exam 4, which will be conducted during Final Exam Week, and for which students will have up to two hours for completion). The lecture exams are scheduled for the following days in WEIM 1064 for Fall 2021:

- **Tuesday, September 14th; 4:05-4:55 PM (Period 9)**
- **Tuesday, October 12th; 4:05-4:55 PM (Period 9)**
- **Tuesday, November 9th; 4:05 PM-4:55 PM (Period 9)**
- **Wednesday, December 15th; 5:30-7:30 PM EST**

If you are late to an exam and the exam has already started: you will still be allowed to take the exam **provided no one has already turned in their exam and scantron, and has left the room**. In this case, you will only have the remaining time in the exam period to finish. If a student has already handed in their exam and left, you will **not** be permitted to take the exam and will receive a 0 grade on that exam.

Please do not discuss exam specifics in external forums in case there are students who have approved accommodations to take the exam later (i.e. due to an emergency such as severe illness). Once lecture exam grades are posted, students may attend office hours to review their exams. Office hours will **not** be held on the day of exams, and exam review will likely be held the week following exams (exceptions primarily being holiday weeks) after all students have taken the exam and grades have been posted; this will be announced on Canvas. This will allow students to go through the questions

and see their submitted answers (to compare to the answer key). You may **not** record questions or answers, and may **not** keep your exams. Please note that you will **not** be allowed to review all your previous lecture exams simultaneously at the end of the semester. You will be allowed to review your exams up until the start of the week of the next lecture exam (i.e. can only review Lecture Exam 1 before students take Lecture Exam 2, etc.).

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

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

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

Letter Grade	Points Needed to Earn Each Letter Grade	Percent of Total Points Associated with Each Letter Grade	GPA Impact of Each Letter Grade
A	481.5-535.0	90.00-100%	4.0
B+	465.45-481.49	87.00-89.99%	3.33
B	428-465.44	80.00-86.99%	3.0
C+	411.95-427.99	77.00-79.99%	2.33
C	374.5-411.94	70.00-76.99%	2.0
D+	358.45-364.49	67.00-69.99%	1.33
D	321-358.44	60.00-66.99%	1.0
E	0-320.99	0-59.99%	0

WEEKLY COURSE SCHEDULE:

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

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

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

	Dates	**Lecture Topic**	**Lab Activities/Assessments**
Week 1	Aug 23 – Aug 27	Intro to Physiology Cell Structure & Function	**No Labs**
Week 2	Aug 30 – Sept 3	Cell Structure & Function Cell Metabolism	**Lab 1** – Intro to Lab/Graphs/Reports (2 hrs)
Week 3	Sept 6 – Sept 10	Cell Metabolism *Monday, Sept. 6th is a holiday, so no class or lab!*	**Lab 2** –Transport Mechanisms Quiz 1 on graphs and reports *Complete PhysioEx 1 on your own prior to your lab.* *Monday labs attend a different section!*
Week 4	Sept 13 – Sept 17	HW 1 due Monday, Sept. 13th 11:59 PM EST **Exam 1 – Chapters 1, 2, and 3: Tuesday, Sept. 14th during Period 9 (4:05-4:55 PM EST) in WEIM 1064** Cell Membrane Transport	**Lab 3** – Enzyme Kinetics (2 hrs) Quiz 2 on transport mechanisms
Week 5	Sept 20 – Sept 24	Chemical Messengers Endocrine System	**Lab 4 –** Metabolism (2 hrs) Quiz 3 on enzyme kinetics

Week 6	Sept 27 – Oct 1	Endocrine System Neural Signaling	**Lab 5 –** Endocrine Physiology Quiz 4 on metabolism *Complete PhysioEx 4 on your own prior to your lab.*
Week 7	Oct 4 – Oct 8	Neural Signaling Neural Integration *Friday is Homecoming, so no classes or lab!*	**Lab 6 –** Neurophysiology Quiz 5 on endocrine physiology *Complete PhysioEx 3 on your own prior to your lab.* *Friday labs attend a different section!*
Week 8	Oct 11 – Oct 15	HW 2 due Monday, Oct. 11th 11:59 PM EST **Exam 2 – Chapters 4, 5, 6, 7, and 8: Tuesday, Oct. 12th during Period 9 (4:05-4:55 PM EST) in WEIM 1064** Muscle Physiology	**Lab 7 –** Neuromuscular (2 hrs)
Week 9	Oct 18 – Oct 22	Muscle Physiology Cardiac Function	**Lab 8 –** Muscle Physiology Quiz 6 on neuro *Complete PhysioEx 2 on your own prior to your lab.*
Week 10	Oct 25 – Oct 29	Cardiac Function Vessels & Pressure	**Lab 9 –** Cardiovascular Physiology (2 hrs) Quiz 7 on muscle physiology
Week 11	Nov 1 – Nov 5	Vessels & Pressure	**Lab 10 –** Cardiovascular Function *Complete PhysioEx 5 on your own prior to your lab.*
Week 12	Nov 8 – Nov 12	HW 3 due Monday, Nov. 8th 11:59 PM EST **Exam 3 – Chapters 12, 13, and 14: Tuesday, Nov. 9th**	**Lab 11 –** Pulmonary Function (2 hrs) Quiz 8 cardiovascular physiology and function

		during Period 9 (4:05-4:55 PM EST) in WEIM 1064 Pulmonary Ventilation *Thursday is a holiday, so no classes or lab!*	*Thursday labs attend a different section!*
Week 13	Nov 15 – Nov 19	Pulmonary Ventilation Gas Exchange	**Lab 12 –** Acid-Base Physiology Quiz 9 on pulmonary function *Complete PhysioEx 10 on your own prior to your lab.*
Week 14	Nov 22 – Nov 26	Gas Exchange *Wednesday-Friday is a holiday, so no classes or lab!*	**No Labs**
Week 15	Nov 29 – Dec 3	Renal Function	**Lab 13** – Renal Physiology Quiz 10 on renal physiology *Complete PhysioEx 9 on your own prior to your lab***.**
Week 16	Dec 6 – Dec 10	Fluid/Electrolyte Balance HW 4 due Wednesday, Dec. 8th 11:59 PM EST *Thursday and Friday are reading days, so no classes or lab!*	**No Labs**
Week 17	Dec 13 – Dec 17	**Exam 4 – Chapters 16, 17, 18, and 19: Wednesday, Dec. 15th 5:30-7:30 PM EST in WEIM 1064**	**--**

TIPS:

STUDYING:

- Read from the text before watching the lectures. Do not take notes, underline, highlight, or attempt to memorize anything. Just read and enjoy!

- Snowball the lecture notes. Begin studying lecture material immediately after the first lecture. Then, after the second lecture, begin your studies with day one lecture material. Continue this all the way up to the exam.
- Sections you will not be required to know for the exams will be omitted in the list of chapters and chapter sections listed on Canvas. **Do** pay attention to special announcements or lectures – these are fair game for the exams. Clinical Connections, Toolboxes, and analytical topics described in the textbook and lecture videos may also be included in the exam.
- Re-write questions. Taking complex questions and breaking them down to identify exactly what the question is really asking for is very helpful. It is also very helpful to look at incorrect answer choices and identify what makes those choices wrong. Ask yourself, "How could I make that statement correct?"
- Practice questions: the critical thinking questions at the end of each chapter and the more complex homework questions are incredibly helpful!
- Google diseases or drug mechanisms of action. For example, if we are studying neurophysiology, Google "brain diseases". Click on any link and just read a paragraph to see if you can understand based on what you now know about nervous tissue structure and function. If you don't understand it, that's okay! Rather, did you recognize any words? Did you at least have a *clue* what was going on? This makes for great discussion during group study… and, especially in an online course, are awesome to post and share with classmates on Canvas.
- If you have a study group or a study buddy, talk through the material out loud. Verbalizing the information is very different than knowing it in your head – talk in the mirror or even to your pet goldfish if you don't have a friend around.
- If you are a visual learner, make a concept map. Try to see how different parts of the body relate to one another. What are similarities and differences between structures?
- Especially practice skills you'll need to succeed in your future endeavors: use your resources, like lab time, classmates, and the internet – hearing explanations and discussions about topics in more than one way will help you find the description that clicks for you! If you don't understand a topic from the textbook, find a valid source online and watch a video. If that doesn't help, chat with classmates at the end of the lab hour. Ask your TA if they've some nifty tip. And, certainly, swing by virtual office hours and tell me what has worked for you or what hasn't. We'll work to figure out what fits your learning style. The UGTAs, who are here to serve as peer mentors to you, also hold office hours, which may be very useful for you to participate in.

GENERAL SUCCESS:

- Do not fall behind. This course moves at a fast pace, and you can easily get overwhelmed if you procrastinate. Avoid studying at the last minute. Complete the homework as you go; do not leave it for the day before the exam.

    - I typically post all chapters for a given exam together, so you can plan ahead and read more in one week and less the next if that works with your schedule (i.e. other class projects, travel plans, illness).
- Come chat for a few minutes during office hours; if not to discuss course material, come say hello and tell me about what intrigues you about Human Physiology.
- The undergraduate and graduate teaching assistants (TA, UGTA) are excellent resources that you may reach out to for elaboration on content, study tips, etc.
- Stay organized. Keep track of all the important due dates and move through each day in a uniform manner so that you are always aware of what you have done and what is left to be completed.
- Check Canvas announcements/emails daily; just pretend it is Facebook or Insta for school. Your course instructor will post important and helpful information (such as friendly reminders of due dates) as announcements.
    - The Discussion board may be useful for conversations and resource sharing between classmates (i.e. share that cool YouTube video you came across about the Krebs cycle).
- Have a positive attitude: this stuff is pretty neat!

PERSONAL NOTE:

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