

**BIO 212 A09C HUMAN PHYSIOLOGY
FALL 2016 COURSE SYLLABUS**

Instructor: Dr. Courtney Kurtz
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Office Hours: 8:30 – 9:30 a.m. M & Th; 1 – 2 p.m. T
Also by appointment, as needed

Lab Instructors: Mrs. Sonja Jeter
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Timetable:

Lecture	M W F	10:20 – 11:20	Clow L101	Kurtz
Lab A01L	M	1:50 - 3:50	HS 120	Kurtz
Lab A02L	T	9:40 – 11:40	HS 120	Jeter
Lab A03L	T	12:40 – 2:40	HS 120	Jeter
Lab A04L	W	11:30 – 1:30	HS 120	Olsen
Lab A05L	W	1:50 – 3:50	HS 120	Kurtz
Lab A06L	Th	9:40 – 11:40	HS 120	Merriman
Lab A07L	Th	1:20 – 3:20	HS 120	Merriman
Lab A08L	T	3:00 – 5:00	HS 120	Jeter
Lab A09L	W	8:00 – 10:00	HS 120	Jeter

What you can expect from me:

- I will do my best to promote an inclusive and equitable environment for ALL students in this course.
- I will maintain high expectations of ALL students in this course.
- I will attempt to explain the material in way that is both understandable and interesting.
- I will be available during my office hours, by appointment, by email and briefly before and after class if you have questions.

What I expect from you:

- You will be respectful of your fellow students, lab instructors and me in all aspects of this course.
- You will study, complete assignments on time and attend class in order to achieve success in this course.
- You will ask questions if you do not understand something.
- You will contact me if you have questions.

Required Textbook & Materials:

- Fox, S. **Human Physiology**, 14th Ed 2013, McGraw-Hill. This is being made available as an e-book with your Connect Code that you can buy directly from McGraw-Hill via D2L or from the bookstore. Once you have signed up for Connect, you can buy a paper copy or pdf of the book at a reduced price if you decide that you need it. You are urged by your major programs to keep your text for reference in future courses in their departments.
- Cooper, S.J. and Merriman D., 2012 (with edits by C.C. Kurtz, 2014). BIO 212 Human Physiology Lab Manual. UW-Oshkosh.
- A calculator

Prerequisites: **BIO 105** "Introductory Biology: Unity", grade of C or better; and **BIO 211** "Human Anatomy", grade of C or better. Based on these prerequisites, I make assumptions about what you already know. See D2L Content's file called "What you already know" to review.

Attendance Policy: I will not take attendance in lecture. Attending lecture and good note-taking skills will increase your ability to do well in class. In addition, we will be participating in a number of group activities in lecture throughout the semester. If you are absent from class (unexcused), you will receive a "0" for the group activity you miss. If you miss a lecture, it is in your best interest to get notes from a classmate. Attendance will be taken in lab. Unexcused absence for a lab section will result in a "0" on that week's lab quiz with no chance for make-up. Attendance is expected and will be taken at EVERY laboratory meeting (see "Laboratory Policies" below).

E-mail Correspondance & D2L: E-mail communication and D2L will be used frequently throughout the semester to communicate between instructors and students. E-mails constitute legal, official University communication. **You are responsible for checking your e-mail and D2L on a regular basis.** Not checking your e-mail is not an excuse for performance problems in the class. Contact Academic Computing for assistance with email and D2L.

Course Objectives: Biology 212 is an introductory course. Introductory courses are RIGOROUS. Over the course of the semester, you will be introduced to a number of new concepts. In addition, physiology builds on itself. What you learn today, you will use again and again; so you can't forget anything. Fortunately, themes and mechanisms repeat again and again in the body. Your instructor will make every effort to point out repeating mechanisms, but you must do your part to study them and learn to recognize them yourself.

The specific objectives of this course are:

1. To understand the central physiological principle of **homeostasis**
2. To understand physiological **systems integration**
3. To understand physiology on the **molecular to organ system levels**
4. To build physiology **vocabulary skills**

Course Expectations: Biology 212 is required for two different programs at UW-Oshkosh: Pre-Nursing and Kinesiology. Our duty in this course is to prepare each student for further physiology education: pathophysiology for Nursing and exercise physiology and biomechanics for Kinesiology. BIO 212's content and difficulty and the format of its exams were EXAMINED AND APPROVED by Nursing and Kinesiology faculty. Our concern, and the concern of these programs, is that each student have the opportunity for quality preparation leading to successful licensing in his/her chosen field.

Because of time constraints, BIO 212 cannot cover the physiology of infants and children, the elderly or disease – even though these topics are covered in depth on the Nursing Boards.

You will have the opportunity in the future to take classes on some of these topics, but others will have to be studied on your own. Another goal for 212 is to prepare you for this independent work. Requiring you to buy, read, and keep a quality textbook that you own is one way that we address this goal.

About Lecture: Lectures will be accompanied by PowerPoint slides. Abridged versions of lecture slides will be posted on D2L prior to lecture. These PowerPoint presentations will be missing vital information that you will want to fill in as we go along. In addition, I may discuss topics not addressed in the PowerPoint slides. Lectures will be recorded and these podcasts will be available through the course D2L site. **Anything that is discussed in class may be covered on an exam whether it is presented on the lecture slides or not!**

Laboratory Policies: You should plan on lab taking the full 2 hours each week. Do not register for this course if you have a class or work conflict with lab. Lab exercises have been designed to supplement and/or reinforce concepts taught in lecture. **Lab instructors have full discretion for grading of lab quizzes and assignments.**

- If you are going to miss your scheduled lab session due to an excused absence (i.e., illness, funeral), make arrangements with your lab instructor to make up that week's lab ***in another section during the same week***. Due to the nature of physiology labs, there will be no special make-up lab times. You are responsible for contacting your lab instructor at least 1 week in advance to arrange for the lab section change. If you cannot make up the lab at another section that week, you must make arrangements to take that week's lab quiz ***before the first lab section of the next week***. You will be expected to take the quiz covering the lab you missed or you will be given a score of 0 for that quiz. ***Students who miss lab with an UNEXCUSED absence will NOT be allowed to make up the quiz they miss and will be expected to take the quiz covering the lab they missed when they return!***
- Lab quizzes will be given at the beginning of each lab section. If you are late for a quiz or miss a quiz due to an unexcused absence, you will NOT be allowed to make up that quiz – NO EXCEPTIONS.
- Lab quiz grades are considered **FINAL** one week after the quiz is returned. If you have any questions about a grade you received on your lab quiz, you must present your case to your lab instructor by the end of the next lab period. NO EXCEPTIONS!!
- There are 11 total lab quizzes. The **lowest quiz score will be dropped** so that only your highest 10 quiz scores will count toward your final grade.
- **Cell phones are NOT allowed out in lab.** They should be kept in your bag by the door at all times. The first time you are caught with your cell phone out in lab, you will receive a warning. For each subsequent offense, you will have 5 pt deducted from your final lab total.

Students with Disabilities: Students with disabilities are welcome in this course. Please contact your lecture instructor **in the first week of class** so that we can discuss necessary accommodations.

Academic Honesty Policies: Policies are clearly defined at this institution and will be followed. Students are referred to the University of Wisconsin-Oshkosh Student Discipline Code as detailed in specific provisions of Chapter 14 of the State of Wisconsin Administrative Code. Any student(s) found in violation of any aspect of the above Code will receive a sanction as detailed in UWS 14.05 and 14.06. Examples of violations include: looking at another student's exam/quiz or answer sheet and copying the answers, talking or whispering to another student during an exam/quiz, use of unapproved electronic devices (e.g., phones, earphones) during an exam/quiz and working together with another student(s) on an assignment that is to be completed individually. Cheating at a MINIMUM leads to zero on that exam, quiz or

assignment, with no opportunity for a make-up or extra credit and a preliminary report to the Dean of Students office. A second offense leads to an F in the course and an official report to Dean of Students.

Lecture Exam Policy: **Exams** will be given in class on the assigned dates (see schedule below). Exams will be handed out at the start of the class period (10:20 a.m.) after I am satisfied with seating arrangements and the room is quiet. Exams are closed book and closed notes and a combination of multiple choice and True/False format. Students will have the full hour of lecture to complete the exam (until 11:20 a.m.), but NO LATER.

Exam Make-Up Policy: If you know ahead of time that you will miss a scheduled exam (e.g., athletic event, National Guard duty), it is your responsibility to contact Dr. Kurtz with documentation and schedule a time to take the exam. In order to expedite grading and the return of exams to the class, **you must take your exam before your absence begins** (and before the rest of the class takes the exam). Contact Dr. Kurtz as soon as your absence is known to schedule your make-up exam. If you miss an exam due to serious illness or emergency (family, health or otherwise), you must provide documentation (e.g., a medical excuse, obituary, tow truck receipt) to support that claim. You must contact Dr. Kurtz **before** the rest of the class takes the exam and you will be expected to take the exam by the end of the day Monday (the first school day after the scheduled exam). If you cannot make up the exam in this timeframe, a comprehensive make-up essay exam is scheduled for *Friday, December 16 at 10:20 a.m. in HS 120.*

Lecture Group Activity Policy: Throughout the semester, we will be working in groups to answer more advanced physiology questions. Some of these will be short, spontaneous (unannounced) questions presented on the PowerPoint slides, some will be more involved and will be given to you in advance. These will count for a significant portion (15%) of your grade. You **MUST** be present in order to receive points for the group activity. If you miss an activity due to an excused absence of which you have informed Dr. Kurtz **prior to the activity** you will be excused from the activity and it will not count against you.

Connect Assignment Policy: We will be using the McGraw-Hill Connect online learning system throughout the semester to review the chapters. There will be **review assignments** for each chapter that **will open on Connect when we have completed the material.** These are due before the next exam (which covers that chapter) and can be completed immediately after finishing the chapter or as a review for the exam. These assignments will be graded and will count for 20% of your final grade.

Learn Smart Labs: In addition to required Connect assignments, I have arranged access to online Learn Smart Labs through a separate McGraw-Hill site. This access is free as a trial run for the semester. Through this learning portal, you can access “assigned” labs that will help you prepare for coming labs or study for lab quizzes. Although you will not be graded on your activities in Learn Smart Labs, completion of these modules will enhance your success in the laboratory portion of the course. To access Learn Smart Labs, use the code “**437644a7**” to register via the website www.mhhe.com/lslabsap. At the end of the semester, I will set up a survey to determine how often you used the Learn Smart Labs and whether you found them helpful.

Common Courtesy: Ringing cellular phones are a distraction to the instructor and others in the class. Turn off all cell phones, pagers and music players before class. Keep them in your backpack or purse until class is finished. **NO cell phones, headphones or other electronic devices will be allowed out during an exam!**

Suggestions for Success:

1. Always attend class and take notes.
2. Don't forget to complete assignments! This is an easy way to lose points. Use a calendar to keep track of when things are due.
3. You can't forget what you learned in the first week. It's all important.
4. Join a study group (or work with a tutor) where you talk about the material and do problems out of the text to rehearse the material.
5. Look for the homeostatic patterns in everything you learn.
6. Recognize that physiology is not anatomy; memorization is of far less use in physiology; instead you must think about mechanisms in motion that you cannot see. Moreover, physiology content is like a spider web, not a line; information builds on itself and "cross-links" with other information.
7. Rewrite your notes each week into "study posters" where you consolidate all the information given on a particular topic no matter what date it was taught. Working on study posters each week with your study group would be excellent. Examples of study poster topics are: Joe Cell, Making ATP, Red Blood Cells, Body pH, Digestion, Moving a Muscle. You'll think of others...

I need help!!. Of course, if you need help in the course or with any issues in the classroom (cheating, discrimination, etc.) you can contact me directly. However, if you are not comfortable contacting me directly or feel that you just need some advice from a tutor or counselor, the following campus resources are always available to you **free of charge**.

- The Center for Academic Resources (CAR) provides free, confidential tutoring for students in most classes on campus. CAR is located in the Student Success Center, Suite 102. Check the Content Tutoring page on CAR's website (www.uwosh.edu/car) for a list of tutors. If your course is not listed, click on a link to request one, stop by SSC 102 or call 424-2290. To schedule a tutoring session, simply email the tutor, let him/her know what class you are seeking assistance in, and schedule a time to meet. The Center for Academic Resources also provides support to students through Supplemental Instruction (SI). There will be an SI leader for this class (**Joseph Zack**) who will introduce himself the first lecture period.
- The Reading and Study Skills Center can assist students with issues in note-taking, time management, proper textbook use, test preparation and test-taking skills. See their website (<http://www.uwosh.edu/readingstudycenter>) for more information.
- The Student Health Center provides health care for all registered students at UWO. Visit their website (<http://www.uwosh.edu/studenthealth>) for details or to schedule an appointment.
- The Counseling Center helps UW Oshkosh students enhance strengths and develop abilities to successfully live, grow, and learn in their personal and academic lives. They offer many services to the University students such as consultations, individual counseling, group therapy, biofeedback, light therapy and more. Visit their website (http://www.uwosh.edu/couns_center) for more information.
- Project Success and the Dean of Students office are available to provide disability accommodations for UWO students. Project Success works only with students with language-based learning disabilities (<http://www.uwosh.edu/success>). The Dean of Students office can work with all types of disabilities and work with faculty and staff to provide appropriate accommodations (<http://www.uwosh.edu/deanofstudents/disability-services>).
- Division of Academic Support of Inclusive Excellence is here to help the University provide an embracing, welcoming, safe and supportive environment for everyone: students, faculty and staff and our community members. They provide academic and student support services to

assist in the recruitment, enrollment, retention and graduation of multicultural (African American, Asian American, Hispanic/Latino American, Hmong American and Native American) and eligible first-generation, low-income students. See their website (<https://www.uwosh.edu/acad-supp>) for more information.

- The LGBTQ Resource Center is constantly working to create awareness across campus and the community by identifying and responding to the concerns and needs of LGBTQ students, staff, faculty and allies. See their website (<http://www.uwosh.edu/lgbtqcenter>) for more information.

Grading: Grades will be posted on D2L throughout the semester. Due to privacy concerns, I will NOT give grades out over the phone or reveal grades in phone messages.

Grades will be based on the following:

Lecture Exams	40%
Group Activities	15%
Connect Assignments	20%

Lab:

Quizzes	15%
Analysis Sheets	10%
<hr/> TOTAL	<hr/> 100%

The grading scale is:

93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
< 60	F

*When calculating final grades, I always round up to the nearest percentage point. In other words, if you have a 72.2%, you will be rounded up to 73% and receive a C, not a C-.

Tentative Lecture and Laboratory Outline: This schedule is intended as a basic outline of the course lectures. Extenuating circumstances may require a deviation from this schedule. I will inform the class ahead of time if this is the case.

Date	Lecture Topic	Book	Lab Topic	Lab Quiz
9/7 9/9	Introduction to Physiology Basic Biochemistry	Ch. 1 Ch. 2,3,5	NO LABS THIS WEEK	---
9/12 9/14 9/16	Basic Biochemistry Membrane Transport Membrane Transport	Ch. 2,3,5 Ch. 6	Sugar & Disease	---
9/19 9/21 9/23	Neurophysiology Neurophysiology Neurophysiology	Ch. 7,8,9	Brain Imaging	1
9/26 9/28 9/30	Neurophysiology Exam Review Exam 1	Ch. 7,8,9	Reflexes	2
10/3 10/5 10/7	Sensory Physiology Sensory Physiology Endocrinology	Ch. 10 Ch. 11	Hematology*	3
10/10 10/12 10/14	Endocrinology Muscle Physiology Muscle Physiology	Ch. 11 Ch. 12,13	Skeletal Muscle Function, EMG	4
10/17 10/19 10/21	Muscle Physiology Exam Review Exam 2	Ch. 12,13	ECG & Cardiac Function	5
10/24 10/26 10/28	Cardiovascular Physiology Cardiovascular Physiology Cardiovascular Physiology	Ch. 13,14	Heart Rate & Blood Pressure*	6
10/31 11/2 11/4	Respiratory Physiology Respiratory Physiology Immune Physiology	Ch. 16 Ch. 15	Respiratory Function	7
11/7 11/9 11/11	Immune Physiology Exam Review Exam 3	Ch. 15	Immune System*	8
11/14 11/16 11/18	Osmoregulatory Physiology Osmoregulatory Physiology Osmoregulatory Physiology	Ch. 17	Blood Typing	9
11/21 11/23 11/25	Osmoregulatory Physiology THANKSGIVING BREAK THANKSGIVING BREAK	Ch. 17	NO LABS THIS WEEK	
11/28 11/30 12/2	Digestive Physiology Digestive Physiology Digestive Physiology	Ch. 18	Urinalysis	10
12/5 12/7 12/9	Reproductive Physiology Reproductive Physiology Reproductive Physiology	Ch. 20	Disorders of Sexual Development	11
12/12 12/14 12/16	Exam Review Exam 4 Comp. Make-Up Exam (HS 120)		NO LAB THIS WEEK	