Office Hours: Online Chat (within CourseDen): M & W 2-4 p.m.
        Campus Office Hours: R & F 8 a.m.-1 p.m.
        Always available through CourseDen email, see response times
        below under contact information.

Class Meetings: All class activities will occur online through CourseDen and
        Mastering A & P website.

Contact Information:
To maintain consistent communication, please use the email system located
within CourseDen for all course related questions. I will respond to your email
within 48 hours. Weekends may take longer. In case of emergency, you may
email my westga.edu account (see above).

Required Course Materials:
Textbook: Human Physiology: An integrated approach, by Dee Silverthorn,
        Pearson Benjamin Cummings Publishers, 6th edition

**The textbook is REQUIRED. Formal lectures will not be given in this
course. This course requires that you read the textbook on your own in order to
complete the assignments, discussions, and exams for this course. Instruction
from the Professor will be in the form of short videos explaining difficult concepts
and participation in class discussions.

Online Course Resource Access: Mastering A & P and CourseDen. To register
        for Mastering A & P, go to www.masteringaandp.com, click register for
        access as a student, and enter the course ID. The Course ID code for our
course on Mastering A & P is MAPJOHNSON70088.

**Mastering A & P is packaged with all NEW textbooks in the UWG
        Bookstore. If you wish to use an older edition of the textbook, then you must
purchase access to Mastering A & P separately. You may also purchase the
textbook and Mastering A & P from other book suppliers, such as Amazon.
There is also the option of purchasing access to the electronic version of the
        textbook when you register for the Mastering A & P website. The deadline for
registering for this course in the Mastering A & P system is Friday, September
        6th. After this time you will be held responsible for all assignments made through
Mastering A & P.

        Class assignments will be given on both Mastering A & P and CourseDen.
        It is the responsibility of the student to keep track with course assignments on
both online resources.
Expectations: 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. It is the job of the student to read through the assigned textbook chapters, complete assignments on Mastering A & P and CourseDen, and participate in discussion topics on CourseDen. All students are expected to purchase the assigned textbook. Studying for exams only a few days prior to the exam will not allow you to fully understand the material, and therefore, will result in poor performance on the exams. I recommend reviewing the course material frequently and asking me questions when the material is not clear. There are a set number of exams that span several chapters each; please prepare accordingly. You are also responsible for monitoring CourseDen and Mastering A & P for updates on assignments and class announcements.

Class Participation: Students are expected to read the textbook, complete all assignments and exams, and participate in class discussions.

Course Objectives: To understand how the body’s organ systems function and work together to maintain life. Emphasis will be placed on the mechanisms that organ systems utilize to perform their respective functions. This course is designed to prepare students for medical and other health-related professions. The students will:

a. Understand the basic functions of the organ systems of the human body that perform the basic tasks associated with maintaining daily life.

b. The students’ understanding of key concepts will be evaluated in the form of written exams, assignments, and classroom discussions.

c. Students will be expected to extrapolate on the information given to them in class in order to improve their critical thinking skills.

d. Students will obtain technical skills through virtual laboratory exercises.

UWG Policies: All students are responsible for reading the university policies listed at: http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf. A few of these policies are also discussed briefly below.

Disability Services and ADA: In terms of the Americans with Disabilities Act, the Office of Disability Services 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 SAR from the Office of Disability Services by the end of the second full week of class.

Fair Use: The materials in this course and on the online course resources (Mastering A & P and 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.
University of West Georgia Honor Code and 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. Be sure to properly cite and paraphrase sources in your exercises and exams to avoid 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.

Honor’s Credit: There is no conversion of this course for Honor’s credit.

Grading: Final grades are determined by your performance on exams, assignments, and discussions according to the following formula:

**BIOL 3513 (for undergrad students only)**
- Lecture exams: 50%  
  - A = 90-100
- Assignments: 30%  
  - B = 80-89
- Discussions: 20%  
  - C = 70-79
  - D = 60-69
  - F = ≤59

**BIOL 6513 (for grad students only)**
- Lecture exams: 50%  
  - A = 90-100
- Assignments: 30%  
  - B = 80-89
- Discussions: 20%  
  - C = 70-79
  - F = ≤69

Lecture exams: Exams will include short answer and discussion/essay questions. All exams are given online through Mastering A & P or CourseDen, with a specified time window to complete each exam. Makeup exams WILL NOT be given. The dates of all exams are set in stone and provided to you on the syllabus and CourseDen. The fifth lecture exam will be given during final exam week and will cover only new material discussed after Exam #4.

All answers to exam questions must be written in the student’s own words, with proper citations and paraphrasing as necessary. Do not simply copy paragraphs from the textbook.

Course Activity Schedule:
**Unit #1:** Weeks 1-3, August 26-September 13. Exam #1 will be available September 12 at 8 a.m. and is due by September 13 at 5 p.m.
  - Chapters 1-5
All assignments for Unit 1 must be completed by September 13 at 5 p.m., unless an earlier due date is provided for an individual assignment.
Unit #2: Weeks 4-6, September 16-October 4. Exam #2 will be available October 3 at 8 a.m. and is due by October 4 at 5 p.m.
  Chapters 6-10
  All assignments for Unit 2 must be completed by October 4 at 5 p.m.,
  unless an earlier due date is provided for an individual assignment.

Unit #3: Weeks 7-9, October 7-25. Exam #3 will be available October 24 at 8 a.m. and is due by October 25 at 5 p.m.
  Chapters 11, 12, and 16
  All assignments for Unit 3 must be completed by October 25 at 5 p.m.,
  unless an earlier due date is provided for an individual assignment.

Unit #4: Weeks 10-12, October 28-November 15. Exam #4 will be available November 14 at 8 a.m. and is due by November 15 at 5 p.m.
  Chapters 14, 15, 17, 18
  All assignments for Unit 4 must be completed by November 15 at 5 p.m.,
  unless an earlier due date is provided for an individual assignment.

Unit #5: Weeks 13-15, November 18-December 11. Exam #5 will be available December 9 at 8 a.m. and is due by December 11 at 5 p.m.
  Chapters 19, 21, 24
  All assignments for Unit 5 must be completed by December 11 at 5 p.m.,
  unless an earlier due date is provided for an individual assignment.