

Zoology 214 Elementary Physiology Grading Procedures and Course Organization

Course Description: *ZOOL 214. Elementary Physiology* (5). Physiological chemistry, cell physiology, and physiology of major organ systems of the human body. Primarily for nursing majors. [Prereq: BIOL 104 or BIOL 105 with a grade of C- or higher. Weekly: 4 hrs lect, 3 hrs lab.]

Zoology 214 (Elementary Physiology) is a required course for the HSU Nursing major.

GRADING PROCEDURES

This entire course is worth 470 points (yes, I know that's a rather odd total). Approximately 75% of your grade will be based on lecture material (exams), and approximately 25% will be based on laboratory work (lab reports & quizzes). The points will be distributed as detailed below.

Grading Scale

The student with the highest point total in the class will be considered perfect (!) (I'm sure s/he won't disagree) and her/his grade will be considered to be 100%. The A/B dividing line will be 90% of the top student's score, the B/C line will be 80%, the C/D line will be 70%, and the D/F line will be 60%. Plus & minus grades (e.g., B+, B-) will be assigned near these dividing lines.

Examinations

The lecture portion of the course will have three examinations, two midterms, and a cumulative final exam. Each of the midterms (administered on February 22 and April 11) will be worth 100 points. The final exam (administered on May 13 at 10:20 – 12:10) will be worth 150 points. The final exam will be cumulative. Approximately 2/3 of the material in the final will be new material presented after the second midterm. The remaining 1/3 of the material will be material presented for the first two midterms. Examination questions will cover *only material presented in lecture and/or laboratory*. Material in the text or companion web sites that is not covered in lecture will **not** be the subject of examination questions. Exam questions will occur in a variety of formats, including (but not limited to) multiple choice, matching, short answer, and essay.

Laboratory

Work associated with the laboratory is worth 120 points. These points are earned through six quizzes and two lab reports (*PhysioEx* Review Sheets). Individual lab reports or quizzes are worth 15 points. Quiz dates and lab report due dates are listed on the Laboratory Syllabus. If you are ill on a quiz date, notify Prof. O'Gara as soon as possible. The opportunity to take a makeup quiz is not guaranteed. **No makeup quizzes will be offered for the March 10 quiz.** Material in the quizzes will often be presented during the pre-lab lecture (often during the "normal" lecture time). **Late Review Sheets will be docked 2 points per day.**

Extra Credit!

Bundled with the text is a CD-ROM entitled *interActive Physiology*. The CD can be run on most PCs with *Windows XP* or later and *Macintoshes* with *MAC OS 10.4* or later (detailed requirements are listed with the software). The computer also needs a web browser with the *Adobe Flash*, *Shockwave* and *Reader* plug-ins installed. If your computer lacks any of this software, the CD-ROM will install the needed components (plug-in updates are available from the software's publisher). **If you run this on**

your own computer, make sure that you have the latest versions of these plug-ins. The most common reason for difficulties in running this software is having outdated plug-ins. Make sure the computer that you use allows you to listen to the audio track on the CD (you may want to bring ear buds if you use a University computer). This CD is a wonderful learning tool; however, it is very information dense. To help guide you through the CD, I will provide you with a Study Guide for each section of the CD (one section of the CD is not assigned for this course, but I'll probably encourage you to look at parts of that section also). To encourage (bribe) you to use the CDs, **each Study Guide will also contain several extra credit questions about information presented on the CD. The question set for each section of the CD is worth 2.5 points** (22.5 points total for nine question sets). You will be informed of the due date of each question set when the Study Guide is distributed. Extra Credit question sets will be turned in via the assignment function of the *Moodle* web site.

As mentioned above, these CDs are very information dense. To facilitate your use of the CDs, I have a few suggestions. First, read the relevant section of the textbook prior to viewing the CD – that way more of information in the CD will be familiar to you, and the amount of information overload will be reduced. I also recommend that you break up viewing a section of the CD into several sessions. While it is possible to completely view a CD section in two or three hours, your poor brain will probably reach saturation long before the end. The publisher of *interActive Physiology* has also produced some very detailed *Worksheets*, which contain screen shots and a summary of that section of the CD-ROM. You can access the *Worksheets* either by clicking on the *Worksheets* link in the top menu bar of the *interActive Physiology* window or directly on the CD-ROM, go to the following folder: \misc\assignmentfiles. *Worksheets* are provided in both *Adobe Acrobat* and *Microsoft Word* formats.

Pay-for Print. Printing in all University computer labs (including the Elementary Physiology lab) uses a Pay-for-Print system. Black and white printing costs 4 cents/page and color printing (where available) costs 25 cents/page. **Note:** some documents for Elementary Physiology contain color that is not necessary for comprehension and use of the document (for example, a colored section heading). Make sure the color print capability is turned off before printing such documents if you do not think the color is necessary for you use. How you turn off color printing varies somewhat depending on what computer program and printer you are using. Most times you will be able to turn off color printing somewhere in the *Print* window or in the advanced settings in the *Print* window. In *Microsoft PowerPoint 2007*, you may turn off color display in a particular document under the *View* tab (earlier versions of *PowerPoint* have this capability also). **Before the semester starts** (or as soon as possible), make sure you have money available on your C-card to pay for printing. Funds can be added to your C-card at the HSU Bookstore, the Housing and Dining Cashier's Office or online (<http://c-card.humboldt.edu>). More information about Pay-for-Print can be found at <http://www.humboldt.edu/its/payforprint>.

Study Strategy:

Since the prerequisite for this course is Biology 104 or 105 (General Biology or Principles of Biology), it is assumed that you are familiar with the material presented in those courses.

You are going to be asked to learn a lot in this course. Having good study skills will help you master this information with a minimum of angst. To assist you in studying for this course I'll provide some study strategies below. In addition, I've posted a pamphlet *Success in the Sciences* in the **Course Documents** of the *Moodle* web site. The HSU Learning Center web site (http://www.humboldt.edu/learning/improving_study_skills.php) also contains a number of resources that may help you develop successful study strategies.

I recommend that you **read the textbook in preparation for each lecture and laboratory. You will need to read the textbook again prior to exams**, so start studying for these exams early! Note taking is easier and more reliable if you prepare. Skim over the details on this first reading, but study the major topics and vocabulary. Every week you should review the notes you have taken in class, so that if you have questions you can clarify points prior to the exam. **I also recommend that you read over all your notes for the entire semester each and every week.** Material presented during January will seem like ancient history in April. Frequent rereading of your notes will keep you familiar with the concepts presented early in the semester. Mastery of a concept presented early in the semester is often necessary to understand material presented late in the course. In addition, since the Final Exam is cumulative, frequent rereading of your notes will make studying for the Final that much easier.

I encourage you to set up study groups (either formally or informally). Divide up the topics and make presentations to each other summarizing the important points. Treat each presentation as a mini-lecture. Write out lecture notes and decide on the figures you'll use to present this material to your "class". To really learn this material, give your lecture several times. When you no longer need to refer to your lecture notes, you have learned the material. There is no better way to learn material than having to teach it to someone else (How do you think your professors learn the material they present to you?). Quiz each other mercilessly! Play evil professor and try to come up with questions that the real evil professor may inflict upon you during a real exam. Often one of the most valuable aspects of this quizzing is that you find out what you didn't understand.

Prepare for each exam as though the only question format will be essay questions. Try to anticipate questions. If I spend 10 or 15 minutes on a topic in lecture, you can be pretty sure I'm going to ask you something about that topic on the exam. Write out an answer for that question in essay format. The first time you do this give yourself an "open book" exam. Use your lecture notes and the text to write out an answer that you think should give you an "A" (I'll even grade it for you). Wait a few days and try to write out that answer again. Hopefully you won't need to refer to your notes & the text as much as the first time you wrote your essay. Keep repeating this process until you can produce this essay without referring to your notes & the text. If you can provide information on a topic in essay format, you should be able to handle any other question format that appears on the exam.

Check your e-mail regularly. I will utilize e-mail to make course-related announcements. All e-mails will be sent to your HSU e-mail address only (as per University policy). **Be aware that the major e-mail systems (Yahoo, Hotmail, etc.) routinely will reject all mail originating from the HSU e-mail system.** This occurs because spammers have hijacked HSU e-mail accounts. This seems to happen at least once each semester. That means that if you have set up your HSU account to forward your e-mail to another account, those messages may not find their way into your off campus mailbox. Therefore, I urge you to routinely check your HSU account. I have several e-mail accounts and I check each one regularly. You should too. If you don't check your HSU e-mail account regularly, you may miss vital communications from this and other courses. **Never send your password to anyone.** Such requests are **never** legitimate.

Lecture exams will emphasize the material presented in lectures. You must study the textbook as well as the lectures to do well in the course. However, you will generally not be responsible for material presented in the text that is not presented during lecture.

Don't put off reviewing for exams - start well before the deadlines approach! Prepare for each lecture. Take thorough notes, and review them right after each lecture. It is not unusual for a topic to seem to make perfect sense during lecture; however, the topic no longer makes sense when you review your notes (or read the text). Make sure you clear up any difficulties you have with the material **prior** to the next lecture (That's why I'll always ask before I start a lecture if you have any questions.). You

ability to understand subsequent lectures is often dependent upon your understanding of material presented in previous lectures. Study the material each weekend, emphasizing the current week, but also review material from all portions of the course. The material and pace of work in this course are within everyone's capacity, but they will rapidly overwhelm you if you do not keep up!

How much time am I expected to put into studying for this course? This course contains a lot of material, and the number of factoids you are expected to learn can be intimidating. However, if you follow these guidelines, you can reduce the amount of stress and panic that occurs during studying for the exams. As expected of most science courses, you are expected to put in at least 2 hours of out of class study time per in class credit hour. Since this is a five-credit course, you should expect to put in *at least* 10 hours per week of out of class study time.

Students with Disabilities: Persons who wish to request disability-related accommodations should contact the Student Disability Resource Center in the Library basement, 826-4678 (voice) or 826-5392 (TDD). Some accommodations may take up to several weeks to arrange. <http://www.humboldt.edu/disability/> If you plan to take examinations in the Testing Center, please notify Prof. O’Gara of this and let him know your appointment time. Remind Prof. O’Gara before each exam that you will be taking the exam in the Testing Center.

Add/Drop policy: Students are responsible for knowing the University policy, procedures, and schedule for dropping or adding classes. <http://www.humboldt.edu/~reg/regulations/schedadjust.html>

Emergency evacuation: Please review the evacuation plan for the classroom (posted on the orange signs), and review http://studentaffairs.humboldt.edu/emergencyops/campus_emergency_preparedness.php for information on campus Emergency Procedures. During an emergency, information can be found campus conditions at: **826-INFO** or <http://www.humboldt.edu/emergency>

Academic honesty: Students are responsible for knowing policy regarding academic honesty: http://studentaffairs.humboldt.edu/judicial/academic_honesty.php or <http://pine.humboldt.edu/registrar/catalog/>

Attendance and disruptive behavior: Students are responsible for knowing policy regarding attendance and disruptive behavior: http://studentaffairs.humboldt.edu/judicial/attendance_behavior.php