



College of Natural Science MICHIGAN STATE UNIVERSITY

Physiology Department

Capstone Laboratory in Physiology | Spring 2022 Syllabus

Course: PSL 475L

Credits: 2 Credits

Meetings:

Section 001: Monday, 3:00 PM – 5:50 PM*

Section 002: Tuesday, 9:10 AM – 12:00 PM*

Section 003: Wednesday, 1:50 PM – 4:40 PM*

Section 004: Wednesday, 9:10 AM – 12:00 PM*

Modality: In person; online synchronous as needed (meet as a class during the normally scheduled time over Zoom)

Location: 2164 BPS, Zoom, and D2L

Zoom Meeting Links if needed for online meetings

*See [Course Schedule](#) below for planned online meetings

Monday Section 001

<https://msu.zoom.us/j/91214049881>

Meeting ID: 912 1404 9881

Passcode: 968706

Tuesday Section 002

<https://msu.zoom.us/j/92600024457>

Meeting ID: 926 0002 4457

Passcode: 126059

Wednesday AM Section 004

<https://msu.zoom.us/j/98341008365>

Meeting ID: 983 4100 8365

Passcode: 934859

Wednesday PM Section 003

<https://msu.zoom.us/j/95714341876>

Meeting ID: 957 1434 1876

Passcode: 276137

Outline/Schedule

Course Outline

<u>Month</u>	<u>Week of</u>	<u>Lab Number</u>	<u>Topic</u>	<u>Capstone Projects/Notes</u>
January	10 ONLINE	0.5	Team Placement Survey & 5-minute meet and greet with teaching team.	5 - Minute Meetings (Appointment times on D2L)
	17			All Sections = No Class, MLK DAY (1/17)
	24 ONLINE	1	Introduction to PSL 475L	
	31	2	Respiratory Sinus Arrhythmia	
February	7	3	Electrocardiogram	
	14	4	Blood Pressure	Capstone Survey Due
	21	5	Systemic Reflexes	Announce Teams
	28		IDEA MEETINGS	
March	7	---	---	SPRING BREAK 3/7 – 3/11
	14	6	Human subjects	Next Steps Assignment due Friday (3/18)
	21	7	Pulmonary 1	Graph Assignment
	28	8	Pulmonary 2	Rough Draft Due
April	4	9	Exercise Physiology	Lay Summary Assignment due Friday (4/8)
	11	10	Glucose	
	18	11	Renal	Final Draft and Abstract Due
	25		Presentations	
May	2		Take-Home Final	FINAL WEEK

Spring 2022 MSU Holidays and Breaks

Classes Begin: Monday, January 10

Holiday: Monday, January 17 – MLK Day

Last day to drop class with refund: Friday, February 4

Last day to drop class with no grade reported: Wednesday, March 2

Spring Break: Monday, March 7 – Friday, March 11

Classes End: Friday, April 29

Note:

All dates and assignments are tentative (except for the final exam date) and can be changed at the discretion of the professor.

Course Information

Instructors

Instructor (she, her, hers)	Teaching Assistant	Teaching Assistant
Name: Dr. Erica Wehrwein, Ph.D (She/Her/Hers)	Name: Brett Trombley (He/Him/His)	Name: Bronson Gregory
Office: 2201J BPS	Sections 001 & 002	Sections 003 & 004
Office hours: Office hours will be held over Zoom, via email appointment request.	Office hours: Office hours will be held over Zoom, via email appointment request.	Office hours: Office hours will be held over Zoom, via email appointment request.
Email: wehrwei7@msu.edu	Email: trombl61@msu.edu	Email: grego183@msu.edu

Assistant Instructor and Lab Manager	D2L, Prep LA, and Learning Assistant	Learning Assistant
Name: Keeler Steele	Name: Jackson Joseph	Name: Ben Kessler
Office: 3186 BPS	Section 004	Section 001
Office hours: Office hours will be held over Zoom, via email appointment request.		
Email: steele50@msu.edu	Email: joseph93@msu.edu	Email: kessle75@msu.edu

Learning Assistant	Learning Assistant	Learning Assistant
Name: Alexandre Wolf	Name: Dana Simon	Name: Anna Kidwell
Section 001	Section 002	Section 002
Email: wolfale4@msu.edu	Email: simond10@msu.edu	Email: kidwella@msu.edu

Learning Assistant	Learning Assistant	Learning Assistant
Name: Kennedy Mesnard	Name: Lauren Jernstadt	Name: Michael Bekele
Section 003	Section 003	Section 004
Email: mesnardk@msu.edu	Email: jernsta4@msu.edu	Email: bekelemi@msu.edu

Course Description

Laboratory-type exercises in human integrative physiology. Weekly assignments will include data analysis, statistics, clinical correlates, and relevant physiological principles. Students will complete weekly assignments on various aspects of human body function and author a grant proposal for a human physiology Capstone project of their own design.

Broad Course Objectives

- **Integrate physiological concepts to understand whole body function.**
- **Think critically to generate weekly experimental hypotheses and perform appropriate data analysis and statistics.**
- **Design a novel Capstone experiment in physiology.**
- **Practice professional skills.**

Prerequisite:

- PSL 431

Required Textbook & Course Materials:

There is not a required textbook for this course. All materials will be provided in D2L.

Supplementary Resources to aid with weekly assignment questions:

1. Human Physiology: From Cells to Systems by L. Sherwood textbook (PSL310/431/432)
2. Fundamentals of Human Physiology by L. Sherwood textbook (PSL250)
3. Course-packs, slides, and notes from PSL lecture courses

Required Technologies:

- Students should have access to a device with internet access and the downloaded Zoom app.
 - The browser-based Zoom doesn't work for breakout rooms and the other functionalities we use. Therefore, you must have the Zoom client downloaded.
- A working webcam is highly recommended for group and classwork.
- A browser that is compatible with D2L is required. **Google Chrome is recommended.** However, the following link includes more information as to what browsers work on different devices for D2L:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm
- Internet Speed: For this course, 25 Mbps should be sufficient for participation in Zoom calls and interacting with video content. The following guide includes more information on internet speed.
- If you do not currently have access to an internet connection, use the following link for information regarding free or reduced cost internet:
<https://remote.msu.edu/learning/internet.html>

Class Communication:

Each week we send out weekly announcements via D2L email on Friday afternoons. You are responsible for following along with any updates or announcements.

You can either check D2L regularly for these emails or follow these steps to have the emails forward to your primary email account:

1. Login to D2L.
2. In the top right corner, click on your name to reveal a drop-down box.
3. Go to "Account Settings."
4. Click on the "Email" tab.
5. Scroll down the page to find the "Forwarding Options."
6. Check the box to forward incoming messages and input the email address of your choice.
7. Click "Save and Close."

Course Continuity Statement:

Should any instructor be required to be absent for an extended period of time:

- The other members of the teaching team will take over their duties for the duration of the absence.
- Students will be notified via email or during the Zoom session.
- Assignments will continue to be graded, and any delays will be communicated promptly by the teaching team.

Course platforms/Structure:

This course will be delivered primarily in-person in accordance with university directive. Otherwise, we will meet **online synchronously** through Zoom, and you will need your MSU NetID to login to the course from the **D2L homepage (<http://d2l.msu.edu>)**.

In **D2L**, you will access Zoom sessions, course materials, and additional resources. Activities may consist of readings, discussion forums, email, journaling, wikis, and other online activities.

Learning Continuity Statement:

- Should a student need to miss a class session (Zoom or in-person) for any reason, the student is responsible for arranging a make-up session with the instructor. Students must attend a live class session or participate in the make-up lab to get credit for the associated weekly assignment. Without participating in the lab session, you cannot receive credit for the associated weekly assignment. You can attend another section of the course (see front page of syllabus for schedule) or, at the discretion of the professor, complete an individual make up session with an instructor from the PSL 475L teaching team.

Absences, Attendance, and Make-Up Labs

Planned Excused Absences:

Documentation will be required for continuity purposes.

- Medical, dental, graduate/post-bacc, or other interviews
- Scheduled medical procedures
- Scientific conference presentations

- Positive COVID test with quarantine that prevents in person participation
- Grief absence*

What to do for a Planned Excused Absence:

1. Notify teaching staff by email ASAP (**MUST BE MORE THAN 24hrs IN ADVANCE OF ABSENCE**)
2. Plan to attend another section of the class or reserve a spot in the weekly make-up lab time (Thursdays 1-3:30pm).
3. If unable to fulfill make up using options in #2, asynchronous make-up labs must be completed by 5pm on Friday the same week of the absence except where grief absence or other university accommodation allow more time.

***You CANNOT have an excused absence and attend another class session without prior approval.**

Unplanned Excused Absences:

Retroactive instructor approval required following provision of documentation. In case of emergency, tend to your situation first and obtain documentation later. An emergency would mean PSL 475L is very low on your list of immediate concerns; we've been there, and we understand.

- Family, personal, or pet emergency
- Hospitalization
- Car accident/travel problems
- Documented illness
- Internet down/zoom won't work/bad connection during class that prevents participation

What to do for an Unplanned Excused Absence:

1. Notify teaching staff by email ASAP (**email us *immediately* before, during, or after class.**)
2. Plan to attend another section of the class or reserve a spot in the weekly make up lab time (Thursdays 1-3:30pm).
3. If unable to fulfill make up using options in #2, asynchronous make-up labs must be completed by 5pm on Friday the same week of the absence except where grief absence or other university accommodation allow more time.

***You CANNOT have an unplanned excused absence and attend another class session without prior approval.**

Unexcused absences:

Examples include but are not limited to:

- Overslept
- Work conflict
- Busy week
- Exam in another class
- Overwhelmed

What to do for an Unexcused Absence:

1. Notify the teaching staff ASAP after the miss

2. Complete the *asynchronous* make-up lab for ***partial*** points recovery. Limit one (1) make-up for unexcused absence per semester. You will complete the full in class lab activity on your own asynchronously and submit the hypothesis and data analysis to the drop box in D2L by Friday at 5pm the week of the missed lab. Up to 80% of maximal possible in class points allowed (20% penalty). Weekly homework assignment will be accepted as normal.

- a. You are limited to **ONE (1)** unexcused absence make-up per semester. Any further make-ups will result in a zero for the in-class points.
- b. You are allowed to submit the homework without penalty for the ONE unexcused absence; further unexcused absences will not be allowed to be made up and the homework will not be accepted.

***You CANNOT miss class and expect to attend another class session or make-up lab session. Unexcused absences are strictly limited to the ONE (1) unexcused absence asynchronous make-up per semester. No exceptions.**

FAQ

When is my homework due if I complete a make-up lab?

Homework is due 7 calendar days after completing the make-up lab. Otherwise, late penalties apply as outlined in the syllabus. Unexcused absence asynchronous make-up (limit 1) also incurs penalty due to unexcused absence; additional late penalties apply as noted above.

- *Example: If you do a make-up lab that starts on Thursday at 1:00pm, the homework is due without penalty the following Thursday at 1:00pm to the drop box on D2L.*

What if I can't attend another section or the one make-up time to do my lab?

There will be an asynchronous make-up option for anyone who cannot attend the live make-up option **following an excused absence**. This requires all in-class work to do done on your own, so it is not the preferred option. It would be best to attend a session where discussions can take place with peers and the staff.

Is attendance in class really mandatory or can I do as many make up labs as I want?

ATTENDANCE IS MANDATORY! Make-up labs are limited to excused absences and ONE unexcused absence per semester.

Technical Assistance (immediate on the day of class):

- **Contact the assistant instructor ASAP before/during class for urgent issues with connection.**
- If you need technical assistance at any time during the course or to report a problem, you can:
 1. Visit the MSU Help site at <http://help.msu.edu>
 2. Visit the Desire2Learn Help Site at <http://help.d2l.msu.edu>
 3. Call the MSU IT Service Desk at (517)432-6200, (844)678-6200, or e-mail at ithelp@msu.edu

Typical Day in Class

Online Synchronous:

1. Log-in and open D2L for any documents needed for that session. Open Zoom session.
2. Take Zoom Attendance Poll (*In Class Points Earned)
3. Dr. Wehrwein Announcements
4. Physiology in the News
5. Class Activity (*In Class Points Earned)
6. Hypothesis Generation for Weekly Experiment (*In Class Points Earned)
7. Data Review
8. Figure Legends and Results (*In-Class Points Earned)
9. Graphing of Group Data (*In-Class Points Earned)

In-Person Lab:

1. Arrive on-time to BPS 2164.
2. Participate in attendance poll.
3. Dr. Wehrwein Announcements
4. Physiology in the News
5. Class Activity (*In Class Points Earned)
6. Hypothesis Generation for Weekly Experiment (*In Class Points Earned)
7. Data Review
8. Figure Legends and Results (*In-Class Points Earned)
9. Graphing of Group Data (*In-Class Points Earned)

Grading Policy

Grading schedule:

Weekly: (1485 points total for weekly labs in the semester)

Pre-Lab:

- 11 Pre-Lab PlayPosit Video Quizzes (10 points each, 110 points total)
 - **Due before class via system-recorded timestamp.** If the last question is not timestamped BEFORE your class session starts, you will not receive the 5 pts towards this in the in-class participation section (see below; exceptions made for absences, etc.).

In-Lab:

- 11 Class Session Attendance and Activity Points, 25 pts per class session (275 points total)
 - 1 attendance point for completing opening zoom poll in first 2 min
 - 24 in class points made up of a combination of the following
 - Completing pre-lab video and quiz before class starts
 - Activity participation
 - Hypothesis
 - Figure Legends and Results

- Graphs/Data Analysis

Post-Lab:

- 11 Weekly Laboratory Assignments (100 points each, 1100 points total)
 - **Due before the following class session.**
 - i.e., the weekly assignment for lab 7 is due before the start of class for lab 8.
 - Because we have merged sections, the deadlines for these assignments will be manually posted on D2L and the submission folder description; it **WILL NOT** appear with the assignment submission folder deadline on D2L as you're probably accustomed to.
- *Capstone Project: (460 points)*
- Capstone Team Assignment/Interest Survey (10 points)
- *Grant Proposal (300 points total)*
 - Idea meeting 20 points
 - Team contract and Idea form 10 points
 - Rough draft 150 points
 - Final draft 100 points
 - Abstract 20 points
- *Project Presentation (100 points)*
- Capstone Presentation Day Attendance and Project Evaluations in-class (25 points)
- Capstone Project Peer Evaluations (25 points)

Final Exam (200 points):

- Final examination (200 points)

Other (155 points):

- 1 Pre-class survey and 5-minute meeting (25 points total)
- 1 "Physiology in the News" Assignment (10 points)
- 2 Professional-Skills Surveys (10 points total: 5 points each for pre and post survey)
- 1 Pulmonary Excel Graph (10 points)
- 1 "Preparing for Next Steps" Assignment (50 points)
- 1 Lay Summary Assignment (50 points)

Grade Dissemination:

Grades will be posted on D2L.

Grading Scale:

The table below describes the relationships between grades and percentages. The first column describes the grade. The second column describes the percentage range associated with that grade. The third column describes the number of points required for that grade.

Grade	Percentage	Points
4.0	95% to 100%	2185-2300

3.5	90% to 94.9%	2070-2184.9
3.0	85% to 89.9%	1955-2069.9
2.5	80% to 84.9%	1840-1954.9
2.0	75% to 79.9%	1725-1839.9
1.5	70% to 74.9%	1610-1724.9
1.0	65% to 69.9%	1495-1609.9
0.0	0% to 64.9%	0 – 1494.9

Late passes for weekly assignments

Assignments must be turned in on time (at the start of the next class period) to receive credit for the assignment. Make it a habit to double-check that you submitted the correct document to D2L prior to the deadline. Typically, assignments are graded several days after a due date, so if you wait to receive an alert of zero points for a grade entered one week after the deadline, it will be too late to receive any credit for it.

The exception to this policy is that each student is granted **two** assignment extensions:

- One 24-hour extension
- One 1-week extension
- You do not need to get permission from the teaching team to use these two extensions.
- **When you upload/submit the assignment to D2L you must add a note that states “Using one of my (24-hour or 1-week) free extensions” in the D2L submission notes.**
- **You are required to send an email to your TA AND the lab manager/assistant instructor telling them when you have completed a late assignment so that they are aware that it is ready to grade. In this email, note if you are using your 24 hour or 1-week late pass for this weekly assignment.**
- Your passes will be tracked by the teaching staff.
- These extensions may be used only for weekly homework assignments. They may not be used for anything else.
- You are advised to save extensions for an unanticipated event that prevents you from submitting on time.
- You may not take back a previously used free extension to use on a new assignment or “share” your passes with anyone else.

Other Course Policies

COVID Attendance Policy

IF YOU ARE SICK, DO NOT COME TO CLASS. If you are sick (especially if you have COVID) please stay home and make arrangements for a make-up lab; this includes both in-person and Zoom classes. **The class make-up policies still apply.** 24-hour advance notice of an absence is required to be eligible for a

make-up lab outside of emergent situations (see “Learning Continuity” statement and “Make-Up Labs” above).

Class Cancellation Policy

Should class need to be cancelled, the teaching team will communicate if there will be an alternative class session (online, etc.) or dropped grades from the final grade calculation to accommodate a class-wide closure.

Zoom Attendance Policy:

Class will run as an interactive, synchronous session over Zoom. Attendance is mandatory. Attendance and participation points will be earned by being on time, actively engaged in course activities, and successfully completing in-class checkoffs which occur at multiple times during the class session. Make-up labs are required for excused absences and must be completed within 7 days of missed class. Make-up sessions must be completed to be eligible to submit the weekly homework assignment.

Accommodations will be made for students with excused absences or documented emergencies, but these require timely communication with the instructor over email when there is a conflict or emergency.

Zoom Requirements:

Log-in a few minutes before the start of class to ensure that you get the attendance points for being on time. A Zoom poll will launch at the exact start time of class that you must answer for attendance. Cameras are not required for participation but are **highly** recommended. Using cameras during group-work has been shown to result in better group performance. Although cameras are not required, speaking participation is required. You must have a microphone capability available. Participation in class activities is required for points and will be checked off during the session. All in-class activities must be completed and checked-off before leaving for the day

How do I get help? Who should I contact?

The instructors for PSL 475 are always happy to help you. Your TA is your main contact for this course. For issues with class, physiology content, or grading, contact your TA by email. For other issues regarding absences, other personal matters, or if you have any issues with your lab partner or TA, Dr. Wehrwein would be glad to help you and you should email her anytime. There are not fixed office hours because junior/senior students are very busy with different schedules, as are our graduate student TAs. Therefore, we have email availability or will gladly set up a custom office hour for your needs. You can contact your TA or Dr. Wehrwein at any time. We encourage this. If possible, we will try to schedule a weekly “Help Hour,” but this isn’t guaranteed due to teaching staff availability. Therefore, we recommend you reach out to us by email to coordinate first!

Final Examination:

The final exam will be comprehensive and will consist of short essay questions based on materials from laboratory readings, lectures, and general physiological concepts. You will be given a detailed review guide to help you prepare.

Per University Policy:

No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during one calendar day during the final examination period may contact the Academic Student Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations.

Common final examinations are scheduled in certain courses with several class sections. In case of a conflict in time between such an examination and a regularly scheduled course examination, the latter has priority. The department or school giving the common examination must arrange for a make-up examination.

Participation in Human Subjects Research:

Though this course will primarily provide students with data to analyze, there may be circumstances where students are requested to provide their own. As is the case for all studies involving human subjects, you are not required to participate as a subject. **If you are in any way uncomfortable about a particular experiment, you can opt-out of being the subject without penalty.** If you opt out, you will still need to be in class and will serve as the researcher/observer so that you have data for your lab report. This does not relieve you of obligations to participate in class, take the quiz, write the lab report, or participate in class discussions.

Honors Option:

Honors options are offered in this course. If you are interested in fulfilling your requirements for your program, please talk to Dr. Wehrwein at the beginning of the semester.

Professionalism:

A goal of this course is to aid in your personal development to promote success in a professional career. The learning objectives, structure and assignments of this course have been tailored to align with MSU Career Network's "12 Essentials for Success" that outline core competencies that employers are looking for.

The "12 Essentials for Success" can be found at:

<https://careernetwork.msu.edu/files/PDF/12%20Essentials%20List.pdf>

Plagiarism:

Plagiarism is **ALWAYS UNACCEPTABLE** and will result in action taken against you. Please refer to the following links for further information:

- MSU policy on plagiarism: <https://www.msu.edu/unit/ombud/academic-integrity/plagiarism-policy.html>
- MSU policy on academic dishonesty: <http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/integrity-of-scholarship-and-grades>

Use of Turnitin™:

Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, including previously submitted student works, providing links to possible

matches and a 'similarity score.' The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work. All submissions to this course may be checked using this tool.

Students should submit papers to Turnitin assignment submission folder without identifying information included in the paper (e.g., name or student number), the system will automatically show this info to faculty in your course when viewing the submission, but the information will not be retained by Turnitin. Student submissions will be retained only in the MSU repository hosted by Turnitin.

SIRS Evaluations:

Michigan State University takes the opinion of students seriously in the evaluation of the effectiveness of instruction and has implemented the SIRS (Student Instructional Rating System) process to gather student feedback. This course utilizes the "online SIRS" system. You will receive an e-mail sometime during the last two weeks of class asking you to fill out the SIRS online form at your convenience. Please note the final grade for this course will not be accessible on STUINFO during the week following the submission of grades for this course unless the SIRS online form has been completed. You will have the option on the online SIRS form to decline to participate in the evaluation of the course by clicking on the "decline" choice at the bottom of the SIRS online form and your grade will not be held – we hope, however, that you will be willing to give us your frank and constructive feedback so that we may instruct students even better in the future.

Grief Absence Policy:

<http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/grief-absence-policy>

The goal of this policy is to provide a mechanism to standardize, monitor, and accommodate students who request temporary absence from a course, or special accommodations for a quiz or an exam as a result of loss or serious injury of a family member (parent, grandparent, sibling, spouse, or child). Students are directed to notify the Assoc Dean of their college and document the reason for the grief absence, and the Assoc Dean in turn is charged with notifying the student's instructors that the bereavement event has been verified. Ultimately, it is the student's responsibility to make up any missed work.

Incomplete (I) Policy

<https://reg.msu.edu/academicprograms/Print.asp?Section=528>

When special or unusual circumstances occur, the instructor may postpone assignment of the student's final grade in a course by use of an I-Incomplete. The I-Incomplete may be given only when: the student (a) has completed at least 6/7 of the term of instruction but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

Provided these conditions are met, the instructor electing to give an I-Incomplete files an Agreement for Completion of (I) Incomplete at the time course grades are due. This agreement specifies what the

student must do, and when, to remove the I-Incomplete. The department or school office gives a copy to the student and retains a copy for at least one year.

Accommodation Statement:

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at (517) 884-RCPD or on the web at rcpd.msu.edu.

Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation (“VISA”) form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

RCPD is in room 120 Bessey Hall, near the center of the Michigan State University campus, on the southwest corner of Farm Lane and Auditorium Road.

A Note on Sexual Misconduct

Our school is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our school.

Our school encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need, and our school can respond appropriately.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator, which can be found on our school's website.

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

As a teacher, I am also required by our school to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident.

CODE OF CONDUCT

- I. CLASS ATTENDANCE:** I understand that class attendance is mandatory. PSL475L is a “hands-on” course where the primary benefit is gained through in class activities whether held online or in person.
- a. **BE ON TIME:** I agree that it is unacceptable to arrive late to class. Not only does this disrupt my professor and fellow students, but it puts my lab partner(s) at a disadvantage. I agree to be ON-TIME to class, unless I contact Dr. Wehrwein, my TA, and my lab partner ahead of time OR, if due to extenuating circumstances, establish communication as soon as possible. **I also understand that it is unacceptable to leave class early unless I am finished with the exercise/presentation/problem set and dismissed. Points will be deducted from my assignment if I leave without completing the daily activity.**
 - b. **MISSING LAB:** I understand that I can make up a missed lab ONLY if I have a legitimate excused absence as determined by the professor and let them know at least 24 hours before the lab for planned absences or have a documented emergency that is communicated ASAP. **I must have appropriate written documentation (e.g., a doctor’s note, medical school interview) that has been approved by Dr. Wehrwein and I must complete the make-up lab as stated in the syllabus. I understand that it is my responsibility to schedule a make-up lab and initiate this communication with the teaching staff within 2 days of the unplanned absence or receive a zero for the lab and associated weekly assignment. If completing the unexcused asynchronous make-up, I understand that it must be completed and submitted to D2L by 5pm on Friday of the same week of the missed class session.** A weekly homework assignment *cannot* be turned in without completing the make-up lab. The 24-hr advance notice also applies to missing a scheduled make-up lab. **An unexcused absence from a make-up lab will result in an automatic zero for the lab and associated assignment.** I will have 7 consecutive calendar days (one week, including weekends) following the make-up lab to submit the weekly assignment to D2L and email my TA to notify them of the assignment submission.
- II. CLASS WORK ETHIC:**
- a. **BE PREPARED:** I agree to have watched the pre-lab lecture, taken the quiz, and completed any assigned readings ahead of time so that I am prepared during my scheduled class period.
 - b. **WORK AS A TEAM:** I agree to work as an equal team with my lab partner(s), and that I will show up on-time and prepared for class. If a problem arises, I promise to contact my instructor as soon as possible. **Although we work in -class as a team, I understand that all assignments submitted must be my own genuine work.**
 - c. **LATE ASSIGNMENTS:** Weekly lab assignments are due at the **BEGINNING** of the next lab period. “Late” means any time after the start of the next class period for my section. If I miss the assignment submission folder deadline, there are **TWO** things I should do: 1) Submit the assignment to the assignment submission folder in D2L (using a late pass, if available); **AND** 2) I should also email my TA and the lab manager/assistant instructor to notify them of the late assignment submission to ensure it will be graded in a timely manner. In this email, note if you are using your 24 hour or 1-week late pass for this weekly assignment.
 - i. **Late passes (ONLY FOR WEEKLY ASSIGNMENTS):** There are two late passes for each student to earn full points on late work. One 24-hour late and one 7 day/1 week.

- ii. **Additional late weekly assignments or penalties for any other late assignments:** Late assignments will be deducted 10% total possible points for each day late until 50% is reached. After five days late, an assignment can only achieve 50% total possible points. All late assignments in this category must be submitted before capstone presentations (last day of class).

III. MUTUAL RESPECT:

- a. I agree to give my full attention during class so that I can get the most out of class and group work. I agree that the use of a cell phone and/or other internet device for non-academic reasons during class is unacceptable.
- b. I agree to actively participate in group work during breakout rooms or group work.

IV. ACADEMIC INTEGRITY:

- a. **DEFINITION:** “Plagiarism is copying another person’s text or ideas and passing the copied material as your own. It is your responsibility to make certain that you understand the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.” <https://ombud.msu.edu/academic-integrity/plagiarism-policy.html>
- b. **GENERAL:** I understand that PSL475L holds a zero-tolerance policy to academic dishonesty (which includes plagiarism). This will result in action taken against me: ranging from a penalty grade to failing the course, filing an Academic Dishonesty Report with the MSU Registrar’s office, and/or a hearing with the Associate Dean’s office.
- c. **CITING:** Direct quotes from articles, websites, peers, or other sources will not be accepted – *even if in quotation marks and followed by a citation* – unless otherwise specified. Use caution when re-phrasing or paraphrasing. Text that is highly similar to the source will be flagged and penalties will be given. **All answers submitted must be in your own words unless directed to use discrete “flashcard” information in your answer.**
- d. **ASSIGNMENTS:** I agree that all forms of academic dishonesty, including but not limited to cheating, copying the work of authors and inappropriately sourcing information on any in/out of class assignments is unacceptable and will result in action taken against me. If I turn in any work (ranging from a paraphrase to a full report) from another individual (a current student, former student, academic, etc.), you will get a zero on that assignment, must write a reflective essay, will be reported to the academic integrity office, and will need to take an online course on academic honesty. Turning in the work on another as you own in considered a serious offense by the university and will not be tolerated.