

PSL 310 – PHYSIOLOGY FOR PRE-HEALTH PROFESSIONALS

COURSE SYLLABUS – FALL 2022



Department of Physiology
College of Natural Science
MICHIGAN STATE UNIVERSITY

Think of PSL 310 as a course your mind will be navigating for the next several months. I built this course, and you have qualified for admission to it. While you have traveled many courses throughout your academic journey, this particular course is new to you, and so I created a road map—or course syllabus—to help you properly and successfully navigate it. Please read this document carefully and thoroughly. In doing so, you will start this course on the road to success.

Instructor Information

Professor: Dr. Martin D. Spranger, Ph.D. —he/him—

Teaching Portfolio: <http://mds.msu.domains> (see for information about me)

Office Location: 2201-H Biomedical & Physical Sciences Bldg. (BPS)

Office Phone: (517) 884-5044 (preferably during office hours)

Office Hours: TBD

Email Address: mds@msu.edu (please do not email at mds@D2L.msu.edu)

Teaching Assistants (TAs) Information

Lead TA: Lucas Koefeldt —he/him—

Responsibilities: Lead CRS; Top Hat Manager; Connect Manager

Email Address: koefeldt@msu.edu (please do not email at koefeldt@D2L.msu.edu)

TA: Brock Eaves —he/him—

Responsibilities: Lead SHSS; Discord Manager

Email Address: eavesbro@msu.edu (please do not email at eavesbro@D2L.msu.edu)

Learning Assistants (LAs) Information

There will be several LAs working with me this semester. The LAs are former students that 4.0'd one of my physiology courses and have a strong desire to pay-it-forward and help you make the most of your learning experience in this course. The LAs will be running Content Review Sessions (CRSs; see pg. 9) and Study Skills Help Sessions (SSHs; see pp. 9-10).

Tutor Information

It is my professional opinion that a tutor is not a necessary resource to succeed in this course. However, if you are committed to obtaining a tutor, please contact me and I will try to connect you one. Please note that I am not required to find you a tutor, tutors are typically for hire, and that and I am not party to any contractual agreement that you may set up with a tutor.

Student Information

There are approximately 600 students in this course. As the student/professor ratio is ~600:1, it is unfortunately impossible for me to reach out and develop a rapport with each and every one of you. However, you can easily develop a rapport with me, as there is only one of me. So, ask questions during office hours, email me, stop me at the podium after lecture for a chat, and be active on Discord.

Importance of Diversity, Equity, Inclusion, and Professionalism

MSU welcomes a full spectrum of experiences, viewpoints, and intellectual approaches because they enrich the conversation, even as they challenge us to think differently and grow. However, we believe that expressions and actions that demean individuals or groups compromise the environment for intellectual growth and undermine the social fabric on which the community is based. To encourage a productive learning experience for all, please practice professionalism, accountability, and transparency with myself and your fellow classmates. Indeed, I will hold myself to these standards.

I believe that every one of you belong here. You did not arrive here by mistake, but rather you were selected by MSU based on your qualifications, qualities, and talents. Therefore, each and every one of you has the capacity to earn a 4.0 in this course, and I will offer you a multitude of resources to help you realize this level of success.

Lines of Communication

- ✓ Always feel free to contact me (**your prof**) with any questions you have
- ✓ Important course announcements will be posted on **D2L*** (see pp. 14-15)
- ✓ Contact your **TA or LAs** for questions about content and/or study skills
- ✓ Communicate/collaborate with your peers by posting/answering questions on **Discord** (see pp. 14-15)**

* Announcements will be posted under "What's New?" and sent to your MSU email via your D2L account. Be sure to check D2L daily for any potential Important updates. It is your responsibility to be aware of any important announcements made on D2L.

** Questions about course content should first be posted on Discord.

Posting on Discord will allow other students to benefit from your questions and the answers to those questions. Ideally, your colleagues will try to answer your questions as well. The TAs and I will monitor the discussions on and chime in as need be. The last time we will reliably check Discord before an exam will be the day before the exam at 5:00 pm (However, it is very likely we will be available beyond that deadline).

Course Information

Section/Credits: 001/4

Course Description: PSL 310 is an organ system-based human physiology course that comprehensively and thoroughly covers the fundamental process underlying the normal functioning of the human body. Inasmuch as this course has been specifically designed for pre-health professionals, there will also be clinical applications integrated into all aspects of the course. Aside from discussing the systems of the human body by exploring their functionality at all levels of organization (e.g., molecular, cellular, tissue, and organ), the overlying theme of the course will be *systems integration*. We will begin by discussing how individual organ systems work as stand-alone, functional units. As the semester progresses, we will integrate our understanding of these systems to build a mental picture of the organism level of organization (i.e., you).

Modality: In person

Location: B115 Wells Hall

Days/times: Tu & Th 12:40-2:30 PM

Course Website: www.d2l.msu.edu (see pp. 14-15 for details)

Required Materials:

- 1) Vander's Human Physiology (16e), by Eric P. Widmaier, et al. The e-book* can be purchased for \$60 via the McGraw-Hill Connect website, using the following link (<https://connect.mheducation.com/class/m-spranger-2022>), or you can purchase the e-book* along with the loose-leaf text for \$65 using the following ISBN (9781266712722)

* Note: the e-book is required to complete SmartBook reading assignments.

- 2) Top Hat subscription (\$26 fee) (see p. 8 and the **Top Hat Syllabus** on D2L)
- 3) Technical Requirements: You must have the following in order to access any online materials made available this semester:
 - Microsoft Office (Word and PowerPoint), or freeware equivalents
 - A stable, high-speed internet connection
 - A webcam, microphone, and speakers

Recommended Resources:

- 1) Wikibooks - Human Physiology online book (https://en.wikibooks.org/wiki/Human_Physiology)
- 2) Khan Academy - Biology & Physiology lessons and practice (<https://www.khanacademy.org/science>)
- 3) CrashCourse - Anatomy & Physiology YouTube videos (https://www.youtube.com/playlist?list=PL8dPuualjXtOAKed_MxxWBNaPno5h3Zs8)

Professor's Mission

My primary mission is to provide you a quality education. You will be provided an educational opportunity that can benefit you, and the society in which you live, regardless of your career path. I will encourage you to develop strong study skills. I will constantly challenge you to think on a higher level. I will expect your best. And, most importantly, I hope to inspire you and get you excited about physiology!

If you accept my challenge, I offer you a guarantee that is inherent in my design of this course. If you perform very well in this course, you will move forward with an exceptional and enduring knowledge of human physiology. You will have also acquired the analytical thinking, reasoning, and study skills required to succeed at the highest level in the next phase of your academic studies. In other words, you will leave this class a legitimate academic — a student with all the tools necessary to achieve whatever academic goals you set your mind to. Please go all in and join me on this mission. Hopefully, you will find it to be a powerful and enlightening adventure!

Lecture Outline

	Unit	Lecture Topic	Chapter Readings	Unit Exam Dates
Course Content	Unit 1	Introduction to Physiology	1.1-1.5, 2.3 (pp. 30-31), 14.16-14.17, 16.1 (pp. 579-580), 16.2, 17.22 (pp. 645-646)	Tuesday 9/20/22
		Cell Physiology	2.3, 3.1-3.9, 4.1-4.5, 5.1-5.2	
		Neurophysiology - Cells	6.1-6.14	
	Unit 2	Neurophysiology - PNS Afferent	6.2, 6.16-6.17, 7.1, 7.3-7.9	Tuesday 10/11/22
		Neurophysiology - PNS Efferent	6.17-6.18, 10.1-10.2, 12.15	
		Muscle Physiology	9.1-9.3, 9.5-9.10	
	Unit 3	Endocrine Physiology	11.1-11.3, 11.5-11.22, 14.13, 16.2, 16.5, 17.3 (pp. 608-610)	Tuesday 11/1/22
		Gastrointestinal Physiology	15.1-15.8, 16.2	
	Unit 4	Cardiovascular Physiology	12.1 (pp. 367-368), 12.2-12.16, 12.21-12.24	Tuesday 11/22/22
		Hematology	12.1, 12.25-12.29	
		Respiratory Physiology	13.1-13.10, 14.20	
	Unit 5	Renal Physiology	14.1-14.3, 14.6-14.9, 14.12, 14.15	12/15/22
		Reproductive Physiology	17.4-17.15, 17.17	

* First day - 9/1; Holidays - 9/5, 11/24-25; Break Days - 10/24-25; Last day - 12/8

Learning Outcomes

If you perform well in this course, you will not only possess a solid understanding of human physiology, you will also be fully capable of:

- 1) Explaining the molecular and cellular mechanisms that underlie the normal physiological processes of all human organ systems.
- 2) Understanding the pathology of disease states without formal coursework in pathophysiology. You learned many disease states in this course, and with your strong command of normal physiology, you have the capacity to evaluate diseases and propose mechanistic bases for the pathology. Moreover, with your understanding of molecular and cellular mechanisms, you can scientifically rationalize the drug therapies employed to treat these conditions.
- 3) Confidently communicating, both written and verbally, with proper terminology and pronunciation, all aspects of normal human physiology with your peers, your physician, your pharmacist, and your future professors.
- 4) Employing the study skills and work ethic you developed in this course to perform well in all your courses throughout your entire academic career.
- 5) Serving as a learning assistant (LA) in this course in the future (contact me about this opportunity if you 4.0) and excelling on biology/physiology sections on pre-health, professional school exams (e.g., MCAT, DAT, PCAT, etc.).

Course Examinations

There will be 5 unit exams (see below) as scheduled in the **Lecture Outline** (see pg. 5). Each exam will be worth 60 points and consist of 60 multiple-choice and true/false type questions. The exams are not cumulative in the strict sense of the word. However, important concepts from previous exams, that tie into concepts in subsequent lectures, will naturally find their way into subsequent exams. I will emphasize these important concepts during lecture throughout the semester - so stay tuned! You will have 1 hour and 30 minutes to complete Unit (1-4) Exams. You will have 2 hours to complete the Unit 5 Exam. The Unit 5 Exam is the Final Exam but is not a cumulative exam.

Exam Replacement Policy: Need Help Recovering from a Poor Exam Performance? Here's What I'll Do. During the Final Exam period, you will be offered a 30-question cumulative exam. This exam will cover material from Units 1-4. Each question will be worth 2 points, for a total of 60 points. I will automatically replace the lowest score of your first 4 exams with the score you earn on the cumulative exam. To qualify for this exam replacement policy, you must take the Unit 5 Exam (Final Exam). In other

words, you must complete the course. The cumulative exam is optional and non-punitive. That is, you are not required to take this exam, and you will not be penalized for performing worse on this exam than you did on your lowest Unit (1-4) Exam score. **Exam Logistics:** Your examinations will be administered to you online, remotely, and securely via D2L utilizing the LockDown Browser with Respondus Monitor. Please see the **D2L Respondus LockDown Browser** document on D2L for details, technical requirements, and additional exam logistics. As with typical in-person exams, you are to take your exams on your own, without help from any notes, book, internet sources or other human beings (see MSU's **Academic Integrity Policy**, pg. 9). With this remote/online format, no questions can be asked/answered during the exams. Exams will be scored in D2L, and scores will be posted in the D2L Gradebook (~48 hours after the exam). Exams will not be posted online for review. If you would like to appeal a question(s), or simply see the mistake(s) that you made, the exam keys will be made available during my Office Hours and in your Lead TA's CRS. The keys will be available up until the next exam.

Unit Exam Dates/Times: See the **Lecture Outline** (pg. 5)

Final Exam Date/Time: Thursday, December 15 (12:45 PM - 2:45 PM)

Final Exam Conflict Policy: Per University policy, no student is required to take 3 final exams scheduled on the same calendar day or take 2 final exams scheduled at the same time. If a Final Exam conflict arises as the result of one of your courses using a Common Final Exam, your course with the Common Final Exam is responsible for scheduling you an alternate Final Exam to resolve the conflict.

(<https://reg.msu.edu/ROInfo/Calendar/FinalExam.aspx>). If you have a Final Exam scheduling issue, your first step is to contact your college representative in the Office of Student Affairs for assistance in arranging an alternate Final Exam. Any potential Final Exam concern must be resolved by **09/08/22**.

Make-Up Exam Policy: No make-up exams will be offered except for University excused absences (i.e., not a cold, planned vacation, or work conflict, etc.), such as a health emergency causing hospitalization, or the unfortunate death of an immediate family member (see the University's **Grief Absence Policy**, pg. 13). Documentation of a health emergency must be provided by a physician, on their letterhead, and with their signature. Should you become unable to attend class for an extended period of time due to a serious, documented health or personal issue, please contact the college representative in the Office of Student Affairs in your college for guidance. Following this discussion, please contact me to discuss potential accommodations.

Top Hat (Quiz, Participation, and Attendance Points)

Top Hat (TH) is a classroom response system that I will employ to help keep you “on your toes” and engaged during lecture. **Quiz (Q), Participation (P), and Attendance (A) Points** offered via TH will be worth a combined 12.5% of your overall course grade (**Q** - 40% of the 12.5%; **P** - 40% of the 12.5%; **A** - 20% of the 12.5%). I will post the numerical points you earn for **Q, P, and A** on D2L following each examination period. The above percentages will be calculated at the end of the semester.

- ☞ **Quizzes** will be assigned remotely. Each quiz will consist of approximately 10 multiple-choice and true/false questions on material from the previous week. Regular attendance and studying will be required to perform well on the quizzes.
 - * Each quiz question will be worth 1.0 point for correctness.
 - * In case of an unforeseen circumstance, I will automatically drop your lowest quiz score.

- ☞ **Participation** questions will consist of material from the current lecture. Several of these questions will be asked during each lecture. These will be multiple-choice and true/false questions designed to probe your mind, help guide your thought process as I lecture, and to add impact and emphasis. Being in class and participating is all that is required to get full credit.
 - * Each participation question will be worth 1.0 point for participation.

- ☞ **Attendance** will be taken at random. I reserve the right to take attendance the minute class begins, the minute before it ends, and anytime in between.
 - * For each instance I take attendance, you will receive 1.0 point.
 - * In addition, if you miss attendance on any given day, you will be exempt from all participation points offered for that day.
 - * In case of unforeseen circumstances, I will automatically excuse two absences for the semester.

No make-up opportunities will be offered, under any circumstances, for quiz, participation, or attendance points. In other words, please do not contact me with an excuse why you missed a quiz or an opportunity for participation or attendance points (keep in mind that I automatically drop your lowest quiz score and automatically excuse two absences).

For TH technical details, see pg. 13 and the **Top Hat Syllabus** on D2L.

Connect

Connect is a reading and learning management platform for students provided by the publisher of your textbook, McGraw-Hill. We will be utilizing two of the many resources of Connect this semester — **SmartBook (SB)** and **Virtual Lab (VL)**. SB is a digital version of your textbook that personalizes content to your unique needs, and thus creates the ideal study path for each of you. What does reading the textbook have to offer you? In my professional opinion, it is essential to read the textbook as it offers two invaluable things: 1) it provides you another perspective of the information that is covered in lecture and 2) it helps fill in the gaps of the lectures so that you develop a more complete picture of the organ systems discussed. VL is a series of simulations to help you further understand the material presented in lecture with conceptual, practical, and clinical applications. Each topic of this course (see the **Lecture Outline**, pg. 5), will have a corresponding SB reading assignment, and 1-2 VL assignments, to be completed after lecture to help you better understand and apply the physiological concepts covered within each topic.

SB assignments are worth 12.5% (50/400) of your overall course grade. The VL assignments are excellent simulations and I strongly urge you to do them for the reasons mentioned above. However, you will not be penalized for not doing them, but will be rewarded if you do. That is, the VL assignments will be for extra credit. Therefore, the VL assignments will be another means (along with my exam replacement policy) by which you can boost your grade if need be. There will be 20 VL assignments and thus a total of 20 extra credit points available to be earned this semester. Whatever number of points you earn from VLs will be added to your overall course point total at the end of the semester. See the **Connect Syllabus** on D2L for details.

Course Grading

400 points are available to be earned: 300 points for exams, 50 points for Top Hat, and 50 points for SmartBook. I may or may not adjust individual exam scores. I will not adjust the overall course scores. All grades will be posted in the D2L Gradebook. Please note that I only use the D2L Gradebook to post your grades, not for grade calculations. If any grade calculations are made in the D2L Gradebook, please ignore them. Grade calculations will only be made by myself, on my personal computer. Course grades will be determined from total point accumulation at the end of the semester. To calculate your grade at any point during the semester, see the **How to**

Calculate Your Grade document on D2L. The following tables (below) can be used to calculate your grade at any point during the semester:

Grading Table		Grading Scale	
Unit Exam	Points	% Ranges	Grade
1	/60	90-100	4.0
2	/60	85-89.99	3.5
3	/60	80-84.99	3.0
4	/60	75-79.99	2.5
5 (Final)	/60	70-74.99	2.0
Top Hat	/50	65-69.99	1.5
SmartBook	/50	60-64.99	1.0
Course Total	/400	≤ 59.99	0.0
Virtual Labs	/20		

Disputes/Challenges

Once your grades for any assessment (e.g., quiz, exam, etc.) are posted in the D2L Gradebook, you will have one week from that day to challenge them. Failure to challenge within this period indicates your willingness to accept your grades as posted in the D2L Gradebook.

Content Review Sessions (CRSs)

CRSs are a place for the review of course material. Your Lead TA, Lucas, will run the primary CRS for this course. This will be a biweekly session delivered in-person. There will also be several LAs holding additional CRSs throughout the week via a combination of in-person and Zoom sessions. Your TA and LAs will announce details about their sessions on D2L, and a spreadsheet of the dates/times will be posted on D2L within the first week of class. CRSs are optional but encouraged.

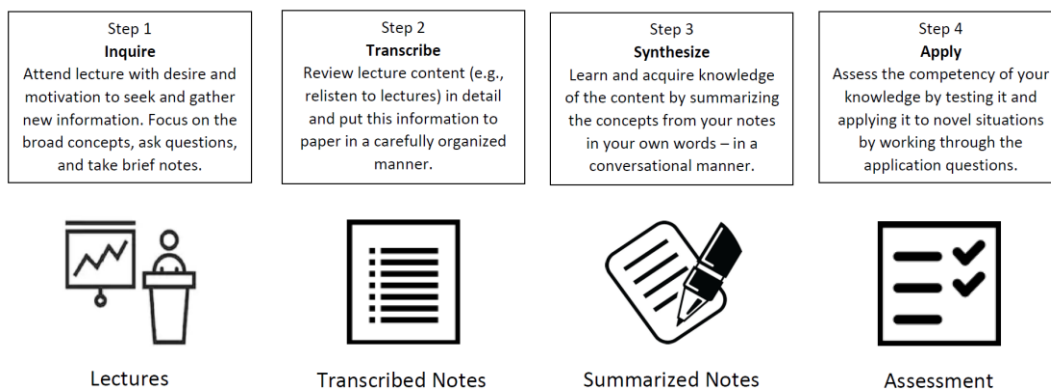
Study Skills Help Sessions (SSHs)

SSHs are a place to learn and develop effective study skills for this course. While studying *hard* is important, so too is studying *smart*. In this class, you will have to do *both* to earn a 4.0. Your TA, Brock, will run the primary SSHS for this course. This

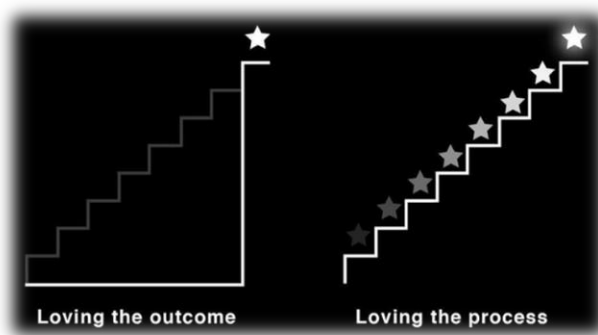
will be a biweekly session delivered in-person. There will also be several LAs holding additional SSHSs throughout the week via a combination of in-person and Zoom sessions. The TA and LAs will announce details about their sessions on D2L, and a spreadsheet of the dates/times will be posted on D2L within the first week of class. SSHS are optional but strongly encouraged.

Prof's Advice for a 4.0

- 1) Want it!
- 2) Be willing to make sacrifices.
- 3) Attend **CRSs**, participate, and ask questions. *Get engaged!*
- 4) Be proactive. If you need help, contact me ASAP. No, I do not bite. I am big softy :-). I want you to succeed (think of me as your personal cheerleader), and I am confident that I can help you do just that!
- 5) Understand that endlessly cramming and trying to memorize PowerPoint lecture slides will not yield higher than a 2.0 in this course. Physiology is about function, and therefore you need to understand (rather than memorize, like in anatomy) the concepts and processes of the human body. So, you want to spend a lot of time working at understanding physiology (i.e., studying hard), but you also want to make sure you are employing effective study skills for this type of learning (i.e., studying smart).
- 6) So, how does one go about studying smart? I have posted a **Study Skills Video** on D2L that demonstrates effective study skills (below are the 4 steps presented in the video) for this course that I developed over my career as a student and a professor. I recommend diligently and consistently employing this study method or some legitimate variation thereof.



- 7) To make sure you are studying properly for this course, be sure to attend an **SSHS** right at the beginning of semester. The TAs/LAs will guide you in employing my study skills or help you develop your own variation. It is important to keep attending the same SSHS session until such time that the TA/LA and you are both confident that you are on the right track for success. This typically takes about 3-4 meetings.
- 8) Once you have finished studying a particular topic, that is, you have written out your notes in your own word and of your own mind, test and apply your knowledge by doing the **Application Questions** posted on D2L. These questions are a perfect self-assessment for how well you understand the information, and therefore how effective your study skills are.
- 9) Last, you can work on the **Practice Exam Questions (PEQs)**.
- 10) In summary, here are the 3 most important things that you can do to earn a 4.0 in this course: 1) do the **study skills** (or some legitimate variation) diligently and consistently, 2) go to an **SSHS** to make sure you are studying properly (keep going until you are told you are gold), and 3) do the **AQs**.
- 11) There is actually one more thing that can really help you do well in this course: try to enjoy it!



General Policies

- ✓ Please do not chit-chat while I am lecturing. This is very disrespectful to me and your fellow classmates. If I can hear you, so can the people around you. You will be asked to leave the lecture hall on the second occurrence you disrupt class and will be unable to return until you schedule a personal meeting with me. If someone around you is chronically disturbing you, please let me know.
- ✓ I will utilize all the class time allotted for this semester. If you know you are going to arrive late or leave early, please sit in the back of the lecture hall. Whenever you enter or exit the lecture hall, please use the back doors, and please be quiet and courteous.

- ✓ If you are caught cheating, you will get a zero for that exam (under this circumstance, this zero cannot be replaced via my exam replacement policy).
- ✓ When emailing me, please address me, write without utilizing texting acronyms and shorthand, use spellcheck, and always sign with your name. These simple efforts go a long way, regardless of who the recipient of your email is.
- ✓ I am happy to write a letter of recommendation for any student that earns a 4.0 in my course and demonstrates strong personal characteristics. I can only determine the latter if you develop a rapport with me. Building strong, professional rappers are key to becoming a professional.

Academic Integrity Policy

All students are held to the standard set by MSU's Policy on Integrity of Scholarship and Grades (<https://reg.msu.edu/academicprograms/Print.aspx?Section=534>). Therefore, you are expected to complete all course assignments, including quizzes and exams, without assistance from any source. Students who violate MSU's academic integrity rules may receive a penalty grade, including a failing grade on the assignment or in the course. Please honor and strictly adhere to The Spartan Code of Honor:

"As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do."

Add/Drop Policy

After the fifth day of the semester, students may add courses using the enrollment system. Any add after this period must be initiated with the department offering the course. Final approval rests with the associate dean of the student's college. Students may drop courses using the enrollment system through the middle of the term of instruction. If you are considering dropping a course after this time, refer to the Office of the Registrar (www.reg.msu.edu/ROInfo/EnrReg/Lateadds.aspx) for important dates and deadlines. If you are passing this course, or there is no basis for me to assign a grade at the time of your official withdrawal, a "W" grade will be assigned. If you are failing at the time of the withdrawal and the deadline for an official withdrawal has passed, you will be assigned a grade of **0.0**.

Grief Absence Policy

MSU is committed to ensuring that the bereavement process of a student who loses a family member during a semester does not put the student at an academic disadvantage in their classes. Students should contact the college representative in the Office of Student Affairs in their college and file a Grief Absence Request Form (<https://reg.msu.edu/StuForms/Stuinfo/GriefAbsenceForm.aspx>) no later than one week after knowledge of the circumstance. After submission of this form, the college representative and the student will determine the expected period of absence. Once I am informed of the grief absence request by the college, I will work with the student to make the appropriate accommodations.

Special Considerations for Individuals with Disabilities

If you have a documented disability, contact the Resource Center for Persons with Disabilities (RCPD) (517-884-7273 or www.rcpd.msu.edu) and meet with a specialist to request a special accommodation before classes start. Once you have verification from RCPD (in the form of a Verified Individual Services Accommodation – VISA), contact me at the start of the term and/or two weeks prior to the accommodation.

Special Accommodations for COVID-19

If you have been sick with COVID-19 symptoms, have tested positive for COVID-19, or have been potentially exposed to someone with COVID-19, please follow MSU's COVID-19 Guidance (<https://msu.edu/together-we-will/covid19-guidance/#testing>). I will make accommodations for any student who must miss class due to COVID-19 illness or self-isolation so that it will not harm their performance or put them at a disadvantage in the class.

Discord Information

Your TA, Brock, has created a Discord server for this course (<https://discord.gg/72CdyzbqFd>). This is a platform where you can ask questions of your peers and, more importantly, answer questions posted by your peers. When asking questions, provide some of your own understanding about the concept so that someone can help you precisely where you are stuck. Feel free to share study tips, notes, cool websites you have found, etc. with your classmates here. However, do not post any screen shots of course material here, such as quiz questions you may need help with. Please note that Discord is for professional use only. In other words,

please do not treat this as a personal social media site. Our Discord site is solely for human physiology discussion to aid in your learning experience in PSL 310. Please be professional and respectful when on Discord. Failure to do so may result in your removal from the platform.

D2L Information

D2L will serve as our course website and can be found @ d2l.msu.edu. Once there, you can log in using your MSU NetID and password. After logging in, you will see a link to the specific webpage for this course. If you do not see this link, search for the course and then pin it to your main page, or check with the Office of the Registrar to make sure that you are officially enrolled in the course and D2L. Please note that I do not have the administrative clearance to enroll students in my D2L course. The Office of the Registrar controls your enrollment in the course and D2L. All course materials (e.g., syllabus, PowerPoint lecture slides, PowerPoint lecture recordings, etc.) will be posted on D2L.

Intellectual Property Policy

All course materials presented to students are the copyrighted property of the course instructor. Students are prohibited from sharing this information outside of this course learning community. Any student violating this policy may face academic disciplinary sanctions.

Disclaimer

This course syllabus is subject to modification at the discretion of the instructor without prior notice to the student. Lecture topics and/or scheduled times may be changed to accommodate class progress. Students must keep regular attendance and take note of any potential changes. Any specific issue not covered by this syllabus, and disputes that cannot be resolved following the policies/guidelines present in this syllabus, will be resolved in accordance with MSU policies.

Technical Assistance

D2L or Zoom:

- ✓ Call MSU Distance Learning (517-355-2345)
- ✓ Call the MSU IT Service Desk (517-432-6200 or 844-678-6200)

Top Hat:

- ✓ Call Top Hat Support (1-888-663-5491)
- ✓ Live chat with Top Hat support (<https://support.tophat.com/s/contact-main>)
- ✓ Email Top Hat Support (support@tophat.com)

Connect:

- ✓ Contact Connect support
(<https://mhedu.force.com/CXG/s/ContactUsWebForm>)
- ✓ Live chat with Connect support
(<https://mhedu.secure.force.com/ConnectChat/apex/connectPreChatForm?endpoint=https%3A%2F%2Fd.la5-c2-ia4.salesforceliveagent.com>)

Discord:

- ✓ Visit the Discord Help Site (<https://support.discord.com/hc/en-us>)

FAQs**Q1. How do I succeed in this course?**

A1. Watch the Study Skills Video posted on D2L and develop a solid study strategy that involves some variation of the following: I. Watch all lecture videos. II. Take detailed notes on the PPT slides while watching the lectures. III. After each lecture, make sense of your notes (i.e., learn). IV. Rewrite your notes in your own words in a conversational manner. V. Go to a SSHS and see if you are on the right track with your study process (i.e., get your notes vetted). VI. Do not wait for the second exam to get serious. VII. Stay on track and do not fall behind.

Q2. What information will be covered on the exams?

A2. I will only source information presented during lecture.

Q3. Is the Final Exam a cumulative exam?

A3. No. The Final Exam is just Unit 5 Exam.

Q4. Can I drop my lowest exam score?

A4. No. However, there is an optional cumulative exam that can be used to replace the lowest of your first 4 exam scores.

Q5. Will I get a copy of my exam back to review?

A5. No. Exams will not be posted online for review. If you would like to appeal a question(s), or simply see the mistake(s) that you made, the exam keys will be made available during my Office Hours and in your Lead TA's CRS. The keys will be available up until the next exam. You can also email your TA (see pg. 1) and potentially set up a Zoom meeting to discuss your exam.

Q6. Can I make-up an exam if I miss it?

A6. Make-up exams are only offered for University excused absences such as hospitalization, or the unfortunate death of an immediate family member.

Q7. What do I do if I get an email that I am not properly enrolled in Top Hat?

A7. Follow these instructions to correct this: When registering, TH asks for your "student ID." Please enter your net ID, not your PID. Your net ID is merely your MSU email minus the "@msu.edu." For example, my MSU email is mds@msu.edu. Therefore, my net ID is mds. Therefore, my TH "student ID" is mds.

Q8. If I end up with an 89.99% in the course, will my grade be rounded-up to a 90%?

A8. No. I may or may not adjust individual lecture exam scores, but I will not adjust overall course scores.

Q9. Can I do a project/paper to improve my grade?

A9. No. Sorry.

Q10. How soon will my exam scores be posted?

A10. Usually within 24-48 hours.

Q11. Do I have to print out the PPT lecture slides?

A11. No. However, I encourage that you print them out and bring them to lecture to ease the note-taking process.

Q12. Does anyone ever get a 4.0 in this course?

A12. Yes, plenty. Approximately 20% of PSL 310 students earn 4.0s.

Q13. If I miss a class, will I be excused for the Top Hat points that I missed?

A13. No make-up opportunities will be offered, under any circumstances, for quiz, participation, or attendance points. In other words, please do not contact me with an excuse for why you missed a quiz or an opportunity for participation or attendance points (keep in mind that I automatically drop your lowest quiz score and automatically excuse two absences).