



College of Natural Science  
**MICHIGAN STATE UNIVERSITY**

## Physiology Department

### Capstone Laboratory in Physiology | Fall 2024 Syllabus

**Course:** PSL 475L

**Credits:** 2 Credits

**Meetings:**

Section 001: Wednesday, 9:10 AM – 12:00 PM

Section 002: Wednesday, 1:50 PM – 4:40 PM

**Modality:** In-person

**Location:** 2164 BPS, D2L

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# Outline/Schedule

## Course Outline

FALL 2024

<u>Month</u>	<u>Week of:</u>	<u>Lab Number</u>	<u>Topic</u>	<u>Capstone Projects/Notes</u>
August	26	1	Introduction to PSL 475L	
September	2		NO CLASS – Lab 1 Post-Lab due	All Sections = No Class, LABOR DAY (9/2)
	9	2	Respiratory Sinus Arrhythmia	
	16	3	Electrocardiogram	
	23	4	Blood Pressure	Lay Summary Assignment due
	30	5	Systemic Reflexes	Capstone Survey Due
October	7	6	Pulmonary	Announce Capstone Teams
	14	7	Exercise Physiology	Graph Assignment And Idea Meeting Form and Team Contract Due
	21	---	NO CLASS	FALL BREAK 10/23 – 10/24 *Consider finishing most of your professional skills table assignment!
	28	CAP1	Idea Meetings	
November	4	CAP2	Human Subjects and Grant Writing	Next Steps Assignment due
	11	CAP3	Grant Concept Map and Mechanisms	
	18	8	Glucose/Renal	Rough Draft Due
	25	---	NO CLASS	THANKSGIVING BREAK 11/26 – 11/29
December	2	CAP4	Grant Project Presentation	Final Draft and Professional Skills Summary Table
	9	FINAL EXAM	Take-Home Final due	Exam due 8am Wednesday 12/11/2023

## Fall 2024 MSU Holidays and Breaks

Classes Begin: Monday, August 26  
Holiday: Labor Day - Monday, September 2  
Last day to drop class with refund: Thursday, September 19  
Last day to drop class with no grade reported: Monday, October 14  
Fall Break: Monday, October 21 – Tuesday, October 22  
Holiday: Thursday, November 28 – Friday, November 29  
Classes End: Sunday, December 8  
Final Exams: Monday, December 9 – Friday, December 13

**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

<b>Instructor (she, her, hers)</b>	<b>Teaching Assistant/Assistant Instructor</b>
Dr. Erica Wehrwein, PhD (She/Her/Hers)	Alyssa Vadovsky
Office: 2168 BPS	Office: 2164A BPS
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: <a href="mailto:wehrwei7@msu.edu">wehrwei7@msu.edu</a>	Email: <a href="mailto:Vadovsky@msu.edu">Vadovsky@msu.edu</a>
	Sections 001 & 002

<b>Lab Manager</b>	<b>Lab Operations Assistant/Learning Assistant</b>
Keeler Steele	Tim Stokes
Office: 3186 BPS	Office: 2164A BPS
Office hours: Office hours will be held over Zoom or at the lab, via email appointment request.	Office hours: Office hours will be held over Zoom, via email appointment request.
Email: <a href="mailto:steele50@msu.edu">steele50@msu.edu</a>	Email: <a href="mailto:stokest3@msu.edu">stokest3@msu.edu</a>

<b>Learning Assistant</b>	<b>Learning Assistant</b>
Greg Mitchell	Lauren Batra
Email: <a href="mailto:mitch961@msu.edu">mitch961@msu.edu</a>	Email: <a href="mailto:batralau@msu.edu">batralau@msu.edu</a>
Sections: 001	Section: 002

## Course Description

Laboratory exercises in human integrative physiology. Weekly labs will include hypothesis generation, concept maps of key physiology mechanisms, data collection, data analysis, statistics, clinical correlates, and review of 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.

### Suggested Supplementary Resources:

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:

- Access to a laptop or desktop capable of accessing the internet and opening common file types (.docx, PDF, .jpeg, etc.)
  - In-class workstations will be used daily; it is not necessary to bring a laptop or other device, but you may bring one if you would like.
- 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](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)
- If you do not currently have access to an internet connection outside of class, 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 announcements via D2L email on Friday afternoons. You are responsible for reviewing this email for key reminders, updates, or announcements.

**BE SURE YOU CHECK YOUR D2L EMAIL EVERY WEEK OR HAVE IT FORWARDED TO YOUR MSU EMAIL ADDRESS.**

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:

- 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 class.
- 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 in-person in accordance with university directive. In case of university mandate for remote learning, 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>).

- See ["Alternate Course Modality Due to University or Government Mandates"](#) below.

### Learning Continuity Statement:

Should a student need to miss a class session for any reason, the student is responsible for setting makeup arrangements with the instructor. Students must attend a live class session or participate in the makeup lab options 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 asynchronous makeup lab.

### Absences, Attendance, and Makeup Labs

#### *Planned Excused Absences:*

**Documentation will be required for continuity purposes.**

- Medical, dental, graduate/post-baccalaureate, or other interviews
- Scheduled medical procedures
- Scientific/scholastic conference presentations
- Positive COVID test with quarantine that prevents in person participation
- Grief absence\*

- See [“Grief Absence Policy”](#) below.

#### What to do for a Planned Excused Absence:

1. Notify teaching staff by email ASAP (**MUST BE MORE THAN 24hrs IN ADVANCE OF ABSENCE**).
  - a. **Include your TA, Lab Manager, and Dr. Wehrwein on this email.**
2. Plan to attend another section of the class or complete an asynchronous makeup lab. \*
  - a. Asynchronous makeup labs must be completed by the start of the section’s next class period except where grief absence or other university-sanctioned accommodations allow more time.
  - b. A summary of makeup lab expectations will be distributed through email by the managing member of the teaching team to you, your TA, and Dr. Wehrwein.
3. Post-lab assignments following an absence will be due at their regular time at the start of the section’s next class period.
  - a. In the event of an absence, the post-lab assignment will not be released until a makeup assignment has been submitted. Therefore, although the makeup assignment and post-lab assignment are due at the start of the following class period, the makeup assignment will need to be submitted first, then complete and submit the post-lab assignment.

**\*You CANNOT have an excused absence then 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 have been there, and we understand.

- Family, personal, or pet emergency
- Hospitalization
- Car accident/malfunction
- Documented illness

#### What to do for an Unplanned Excused Absence:

1. Notify teaching staff by email ASAP (**email us *immediately* before, during, or after class.**)
  - a. **Include your TA, Lab Manager, and Dr. Wehrwein on this email.**
2. \*Plan to attend another section of the class or complete an asynchronous makeup lab.
  - a. Asynchronous makeup labs must be completed by the start of the section’s next class period except where grief absence or other university-sanctioned accommodations allow more time.
  - b. A summary of expectations will be distributed by the managing member of the teaching team to you, your TA, and Dr. Wehrwein.
3. Post-lab assignments following an absence will be due at their regular time at the start of the section’s next class period.
  - a. In the event of an absence, the post-lab assignment will not be released until a makeup assignment has been submitted. Therefore, although the makeup assignment and post-lab assignment are due at the start of the following class period, the makeup assignment will need to be submitted first, then complete and submit the post-lab assignment.

**\*You CANNOT have an unplanned excused absence then 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 by email ASAP after the miss.
  - a. **Include your TA, Lab Manager, and Dr. Wehrwein on this email.**
  - b. **Asynchronous makeups for unexcused absences must be initiated by Thursday at 5pm on the same week of the absence. Requests made after 5pm Thursday will not be accepted and a zero will be entered for the in-lab and post-lab assignments.**
2. Complete the ***asynchronous*** makeup lab for ***partial*** points recovery. Limit **ONE (1)** makeup for an unexcused absence per semester. You will complete the full asynchronous lab activity on your own asynchronous document. This makeup document is due at the start of your section's next class period to the appropriate submission box on D2L. Up to 80% of maximal possible in class points allowed (20% penalty). Weekly post-lab assignment will be released and submitted as normal following submission of the makeup assignment.
  - a. You are limited to **ONE (1)** unexcused absence makeup per semester. Any further unexcused absences will result in an automatic zero for the in-lab and post-lab assignments.
  - b. A summary of expectations will be distributed by the managing member of the teaching team to you, your TA, and Dr. Wehrwein.

**\*You CANNOT miss class and attend another class session or makeup lab session. Unexcused absences are strictly limited to ONE (1) unexcused absence eligible for makeup per semester. No exceptions.**

## Typical Day in Class

### **In-Person Lab:**

1. Arrive on time at BPS 2164.
2. Participate in attendance poll by scanning QR code on the screen. (In-class points earned)
3. Announcements
4. Physiology in the News
5. Hypotheses and Concept Maps (In-class points earned)
6. Class Activity (In-class points earned)
7. Data Collection (In-class points earned)
8. Data Analysis (In-class points earned)
9. Final Check Off



# Grading Policy

## Grading schedule: 2110 Total Possible Points

### Weekly: (1160 points total for weekly labs in the semester)

#### *Pre-Lab:*

- 8 Pre-Lab PlayPosit Video Lectures or Pre-Lab activity (10 points each, 80 points total)
  - **Due before class via system-recorded timestamp.** If the last question is not timestamped (D2L auto-updates) BEFORE your class session starts, you will not receive the 4 points towards this in the in-class participation section (see below; exceptions made for absences, etc.).

#### *In-Lab:*

- 8 In Class Lab Session Points, 35 pts per class session (280 points total)
  - 5 Professionalism points for coming to class prepared and on time (complete the pre-lab video/quiz BEFORE class AND arrive on time; attendance via completing QR code attendance poll) (5 pts)
    - Late arrivals will lose the 5 professionalism points.
    - Later than 10 minutes will result 1 point deduction from the remaining 30 in-class points for every 10 minutes of absence.
  - 30 in-class points activity points
    - Hypotheses and Concept Map (10 pts)
    - Data Collection (10 pts)
    - Data Analysis and Stats (10pts)

\*Points may be deducted for non-participation at the discretion of the professor, TA, or instructor. (This includes but is not limited to: doing work for other classes during lab, not participating in group discussion, etc.)

#### *Post-Lab:*

- 8 Weekly Post-Lab Homework Assignments (100 points each, 800 points total) \*
  - **Due before the following class session (see late policies below)**
    - i.e., the post-lab assignment for lab 7 is due before the start of class for lab 8.

\*NOTE: there are two late passes that allow late submission without penalty and all work can be submitted until the Friday before finals week with penalty to encourage you to do all work even if late. (See "Late Passes" below.)

### Capstone Project: (650 points)

- 4 in-class Capstone Days (CAP 1-4) 350 pts
  - CAP 1: Idea Meetings (40 pts)
    - Capstone Team Assignment/Interest Survey 10 points
    - Team contract and Idea form 10 points
    - Idea meeting participation, by appointment during class (penalties for late or absent) 20 points
  - CAP 2: Human subjects and grant writing (130 pts)
    - Pre-class activity (human subjects research certification), 10 pts
    - Preparation Points (outline of grant brought to class), 10 pts
    - In class participation, 10 pts

- Human subjects' reflection essay (100 pts)
  - CAP 3: Grant concept map and mechanisms (30 pts)
    - Preparation Points (draft of diagram brought to class), 10 pts
    - In class participation, 10 pts
    - Instructor approval of diagram, 10pts
  - CAP 4: Presentations (150 pts)
    - Presentation (100 points)
    - Capstone Presentation Day Attendance and Project Evaluations in-class (25 points)
    - Capstone Project Peer Evaluations (25 points)
- Grant Proposal (300 points total)
  - Rough draft 200 points
  - Final draft 100 points

**Final Exam (100 points):**

- Final examination (100 points)

**Other (200 points):**

- 1 Pre-class survey (5 points total)
- 1 Code of Conduct – Completion (5 points)
- 1 Syllabus Quiz (10 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 Lay Summary Assignment (50 points) \*
- 1 “Preparing for Next Steps” Assignment (50 points) \*
- Professional Skills Summary (50 points) \*

\*Eligible for Late Pass extensions

**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%	2004.5-2110
3.5	90% to 94.9%	1899-2004.49
3.0	85% to 89.9%	1793.5-1898.9
2.5	80% to 84.9%	1688-1793.49
2.0	75% to 79.9%	1582.5-1687.9
1.5	70% to 74.9%	1477-1582.49
1.0	65% to 69.9%	1371.5-1476.9
0.0	0% to 64.9%	0 – 1371.49

## Late passes for weekly assignments

Assignments must be turned in on time (at or before 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 one to seven 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 may be too late to receive any credit for it.

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

- One 24-hour extension pass
- One 1-week extension pass
- **You do not need to get permission from the teaching team to use these two extensions, but you MUST indicate you are using an extension pass when submitting your assignment to D2L by adding a comment to the comment box of your submission on D2L.**
  - **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 comments box.**
  - **If you do not add your late pass comment to the box, a late pass will NOT be applied.**
  - Email your TA to let them know you submitted a late assignment to be graded.
- The teaching staff will track your passes.
- These extensions may be applied to any of the following:
  - Post-lab weekly assignments
  - Human Subjects reflection essay
  - Pulmonary Excel Graph
  - “Preparing for Next Steps” Assignment
  - Lay Summary Assignment
- You are advised to save extensions for an unanticipated event that prevents you from submitting an assignment on time.

- You may not take back a previously used extension pass to use on a new assignment or “share” your passes with anyone else.
- **You are encouraged to turn in all assignments, even if they have a late penalty (i.e., you have used your late passes, or it is more than one week late). You can submit any assignment for a penalty grade until the last day of classes, Friday at 5pm the week before finals.**

## Other Course Policies

### Alternate Course Modality Due to University or Government Mandates:

Should it be necessary, in the event we can no longer hold in-person classes, we will use synchronous Zoom classes as an alternative.

- Online Synchronous Class (if necessary):
  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)

- 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 multiple times during the class session. Makeup labs are required for excused absences and must be completed within 7 days of missed class. Makeup labs must be completed to be eligible to submit the weekly homework assignment.

Accommodation 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.

- 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 makeup lab; this includes both in-person and Zoom classes. **The class makeup policies still apply.** 24-hour advance notice of an absence is required to be eligible for a makeup lab outside of emergent situations (see “[Learning Continuity](#)” statement and “[Makeup 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.

#### **Technical Assistance:**

- **Contact the lab manager ASAP if you are having technical issues that may prevent you from submitting assignments on time.**
- 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 email at [ithelp@msu.edu](mailto:ithelp@msu.edu)

#### **Final Examination:**

The final exam is a take home format. You will have one week to complete it. Details on format will be given at the end of the semester.

#### **Participation in Human Subjects Research:**

We will be collecting data in class, which necessitates someone in your team to be a “subject.” 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 potential 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 because 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. 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](http://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.

## FAQ

### ***When is my homework due if I complete a makeup lab?***

Homework, inclusive of makeup labs, is due at the start of your section's next class period. Otherwise, late penalties apply as outlined in the syllabus.

### ***What if I cannot attend another section of the lab following an absence?***

There will be an asynchronous makeup option for anyone who cannot attend the live makeup option **following any excused absence or ONE (1) unexcused absence**. This requires all in-class work to be 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! Makeup labs are limited to excused absences and ONE unexcused absence per semester. You will not earn in class or post-lab points if you do not attend or make up a class.

### ***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.**

- A. For issues with class, physiology content, or grading, contact your TA by email.
- B. 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.

### ***When are office hours?***

There are not fixed office hours because junior/senior students are very busy with different schedules, as are our TAs. Therefore, we have email availability anytime 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.



# CODE OF CONDUCT

- I. **CLASS ATTENDANCE:** I understand that class attendance is mandatory. PSL 475L 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 and understand that I will lose the weekly professionalism points if I arrive late. Not only does this disrupt my instructor 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(s) 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 my group is 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 AND MAKEUP LAB POLICIES:**
- Makeup labs are offered at no penalty for planned and excused absences. 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. The 24-hr advance notice also applies to missing a scheduled makeup lab.
  - 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 makeup lab to get credit for the week’s lab.
  - I understand that it is *my* responsibility to coordinate a makeup lab and initiate this communication with the teaching staff before 5pm Thursday on the same week of the absence or receive an automatic zero for the lab and associated weekly assignment (unless otherwise protected by university policy, i.e., grief absence). When completing the asynchronous makeup, I understand that it must be completed and submitted to D2L by the normal assignment due date for my section.**
  - A post-lab assignment cannot be turned in without completing the lab session or makeup lab.
  - An unexcused absence from a makeup lab will result in an automatic zero for the lab and associated post-lab assignment.
- 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 be 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 for individual grading must be my own genuine work.**
- c. **LATE ASSIGNMENTS:** Weekly post-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) I will submit the assignment to the assignment submission folder in D2L (applying a late pass, if available); **AND** 2) I will also email my TA and the lab manager 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 for posterity. **Your late pass MUST be applied in the comments of your submission.**

- i. **Late passes:** There are two late passes for each student to earn full points on late work. One 24-hour late pass and one 7-day/1-week late pass. These may only be used for eligible assignments as specified in the syllabus.
- i. **Additional late weekly assignments or penalties for any other late assignments:** Late assignments will be deducted 5% of the earned points for each day late until 75% is reached. After five days late, an assignment can only achieve 75% of the earned points but will not be deducted further. All late assignments in this category must be submitted the Friday of the last week of classes by 5pm (i.e., the week before finals week).
- ii. **You are encouraged to turn in all assignments, even if they have a late penalty! You can submit any assignment for a penalty grade until the last day of classes Friday at 5pm (week before finals).**

### 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 you are specifically instructed to do so. Use **extreme caution** when re-phrasing or paraphrasing; most paraphrasing is indeed plagiarism and not actually paraphrasing. Text that is highly similar to a source other than you will be flagged and penalties will be assessed. **All answers submitted must be in your own words.**
- 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 your own is considered a serious offense by the university and will not be tolerated.
- e. **ChatGPT AND AI:** ChatGPT and other AI should be viewed as a "really smart friend." This means you can consult with it, discuss with it, and seek explanations or clarifications about topics covered in this course. However, it must be used within the same boundaries as you would use a human in an academic setting – everything graded in this course must be generated by your own intelligence. You may not copy or paraphrase the words of your friend or AI and use them as your own.