

# PSL 310 – PHYSIOLOGY FOR PRE-HEALTH PROFESSIONALS

## COURSE SYLLABUS – FALL 2024



Department of Physiology  
College of Natural Science  
MICHIGAN STATE UNIVERSITY

*Welcome to PSL 310!*

*Please read this course syllabus carefully and thoroughly. You paid for this course, so think of this document as your PSL 310 "owner's manual."*

### Instructor Information

**Professor:** Dr. Martin D. Spranger, Ph.D., J.P.F. –he/him–

**Teaching Portfolio:** <http://mds.msu.domains> (info about me & my teaching)

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

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

**Office Hours:** TBD

**Email Address:** [mds@msu.edu](mailto:mds@msu.edu) (please do not email @ [mds@D2L.msu.edu](mailto:mds@D2L.msu.edu))

### Teaching Assistants (TAs) Information

**TA:** Lucas Koefeldt –he/him–

**Responsibilities:** CRS; Top Hat Manager; Connect Manager

**Email Address:** [koefeldt@msu.edu](mailto:koefeldt@msu.edu) (please do not email @ [koefeldt@D2L.msu.edu](mailto:koefeldt@D2L.msu.edu))

**TA:** Brock Eaves –he/him–

**Responsibilities:** SSHS; LA Manager; Discord Manager

**Email Address:** [eavesbro@msu.edu](mailto:eavesbro@msu.edu) (please do not email @ [eavesbro@D2L.msu.edu](mailto:eavesbro@D2L.msu.edu))

**TA:** Helen O'Shaughnessy –she/her–

**Responsibilities:** CRS; Student Success Manager

**Email Address:** [oshaug11@msu.edu](mailto:oshaug11@msu.edu) (please do not email @ [oshaug11@D2L.msu.edu](mailto:oshaug11@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 (CRSSs) and Study Skills Help Sessions (SSHSSs). See pg. 11 for details.

## **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 with one. Please note tutors are typically for hire and that I will not be party to any contractual agreement between you and a tutor.

## **Student Information**

There are approximately 600 students in this course. While I will naturally make connections and establish relationships with many of you this semester, it will be 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, stop me after lecture for a chat, ask questions during office hours, email me, 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 **your prof** with any questions you may have
- ✓ Important course announcements will be posted on **D2L\*** (see pg. 16)
- ✓ Contact your **TAs or LAs** for questions about content and/or study skills
- ✓ Communicate/collaborate with your peers by posting/answering questions on **Discord** (see pg. 16) \*\*

\* Announcements will be posted under "What's New?" and sent to your MSU email via your D2L account (be sure to your D2L email forwards to your MSU email - ([help.d2l.msu.edu/msu-docs/tools-and-tips/d2l-email-forwarding](http://help.d2l.msu.edu/msu-docs/tools-and-tips/d2l-email-forwarding))).

\*\* 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, LAs, and I will monitor the discussions on Discord 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 knowledge of these systems to develop a more holistic understanding of the organism level of organization (i.e., you).

**Modality:** In person

**Location:** B115 Wells Hall

**Days/times:** Tuesday & Thursday 12:40 - 2:30 PM

**Course Website:** [www.d2l.msu.edu](http://www.d2l.msu.edu) (see pg. 16 for details)

**Required Materials:**

- 1) *Vander's Human Physiology (16e)*, by Eric P. Widmaier, et al. The e-book\* can be purchased for \$60 (ISBN: 1264450923) via the McGraw-Hill Connect website (<https://connect.mheducation.com/class/m-spranger-psl-310-fall-2024>). You can also purchase the e-book\* along with the loose-leaf text (ISBN: 9781265112509) at the bookstore (this is a more expensive option).  
\* Note: the e-book is required to complete SmartBook reading assignments.
- 2) Top Hat subscription (\$26 fee) (see pp. 8-9 and the **Top Hat Syllabus** on D2L)
- 3) Technical Requirements: You are required to have (see MSU policy: <https://tech.msu.edu/about/guidelines-policies/computer-requirement>):
  - a laptop computer
  - a high-speed, stable internet connection
  - a webcam, microphone, and speakers
  - Microsoft Office (Word and PowerPoint), or freeware equivalents

**Recommended Resources:**

- 1) Khan Academy - Biology & Physiology lessons and practice (<https://www.khanacademy.org/science>)
- 2) CrashCourse - Anatomy & Physiology YouTube videos ([https://www.youtube.com/playlist?list=PL8dPuuaLjXtOAKed\\_MxxWBNaPno5h3Zs8](https://www.youtube.com/playlist?list=PL8dPuuaLjXtOAKed_MxxWBNaPno5h3Zs8))
- 3) GetBodySmart - Anatomy & Physiology animations and quizzes (<https://www.getbodysmart.com>)

**Professor's Mission**

My primary mission is to provide you a quality education. 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 and your career path! 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
<b>Course Content</b>	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)	<b>Tuesday 09/17/24</b>
		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	<b>Tuesday 10/08/24</b>
		Neurophysiology - PNS Efferent	6.17-6.18, 10.1-10.2, 12.15	
	Unit 3	Muscle Physiology	9.1-9.3, 9.5-9.10	<b>Thursday 10/24/24</b>
		Endocrine Physiology	11.1-11.3, 11.5-11.22, 14.13, 16.2, 16.5, 17.3 (pp. 608-610)	
	Unit 4	Cardiovascular Physiology	12.1 (pp. 367-368), 12.2-12.16, 12.21-12.24	<b>Tuesday 11/19/24</b>
		Hematology	12.1, 12.25-12.29	
		Respiratory Physiology	13.1-13.10, 14.20	
	Unit 5	Gastrointestinal Physiology	15.1-15.8, 16.2	<b>Thursday 12/12/24</b>
		Renal Physiology	14.1-14.3, 14.6-14.9, 14.12, 14.15	
		Reproductive Physiology	17.4-17.15, 17.17	

\* First day - 8/27; Break Days - 10/21-22; Holiday - 11/28-29; Last day - 12/5

## Learning Outcomes

If you perform well in this course, you will not only possess a solid understanding of human physiology, but 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) for this course in the future (contact me about this potential opportunity if you 4.0) and excelling on biology/physiology sections of pre-health professional school exams (e.g., MCAT, DAT, etc.).

## Course Examinations

There will be 5 unit exams 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 the Unit (1-4) Exams. You will have 2 hours to complete the Unit 5 Exam (per MSU policy). 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 will do: I will replace the lowest score of your first 4 exams with the average score of all 5 of your exams (if the low score of 1-4 < AVG of 1-5). You must take all exams and complete the course in its entirety to qualify for this policy. So, this policy is literally designed to help you recover from a low exam score due to lack of preparation, a bad day, or an extenuating circumstance, for example.

**Exam Logistics:** The default exam modality for this course is online/remote. Your exam will be administered to you via D2L utilizing the D2L Respondus LockDown Browser + Monitor. Therefore, you will need to download the Respondus LockDown Browser on your computer and use your webcam and mic during the exam. Please see the **D2L Respondus LockDown Browser** document on D2L for details, technical requirements, and additional exam logistics.

You must take your exam on or nearby (within ~10 minutes) MSU main campus (exceptions may be made for extenuating circumstances). This is so you can come to take your exam in-person (in B115 Wells) if you experience technical difficulties that cannot be resolved by the MSU IT Service Desk. Some students find that the webcam causes them undue anxiety. Therefore, I want to acknowledge this and be flexible. If you have a legitimate issue with the webcam, then I will consider allowing you to take your exam in person (this option is not for any student that would just prefer to take the exam in person). While your exam will still be administered to you online via D2L utilizing the LockDown Browser, you will not be required to use your webcam in addition. You will have to request this in advance for the entire semester.

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. 14). Please note that if cheating is suspected, the privilege to take exams remotely may be revoked at my discretion, and you will be required to take the remainder of your exams in person. Moreover, if it is determined that you have cheated you will, at minimum, get a zero for that exam (under this circumstance, this zero cannot be replaced via my exam replacement policy). I may further pursue University disciplinary actions (see **Academic Integrity Policy**, pg. 14).

All students are required to start their exam at the same time (12:40 PM). From that time, you will have until 2:10 PM to finish the exam. If you begin the exam at later time than 12:40 PM, you will still only have until 2:10 PM to finish the exam. All exams will end at 2:10 PM. To be fair, no questions can be asked/answered during in-person or remote exams. If you would like to ask questions, or simply see the mistakes that you made, please see your TAs in their Lead CRSs and SSHSs for review. You can review an exam up until the start of the next exam.

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

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

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

alternate final exam. If you have a final exam scheduling issue, please contact your college representative in the Office of Student Affairs for assistance. For details, please see: <https://reg.msu.edu/ROInfo/Calendar/FinalExam.aspx>. Any potential Final Exam concern must be resolved by **09/03/24**.

**Make-Up Exam Policy:** No make-up exams will be offered except for University excused absences (i.e., not a cold, mild fever, headache, 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. 15). To be considered for a make-up exam, you must provide (in advance—if possible) documentation of a health emergency by a physician on their letterhead. Should you become unable to attend class for an extended period due to a serious, health or personal issue, please contact the Office of Student Affairs in your college for guidance. Please follow up with me to discuss potential accommodation.

### **Top Hat (Quiz, Participation, and Attendance Points)**

Top Hat (TH) is a classroom response system that I will employ to help keep you engaged during lecture. **Quiz (Q), Participation (P), and Attendance (A) Points** offered via TH will be worth a combined 12.5% (50/400) 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 (running total) 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. See the **Top Hat Syllabus** and the **How to Calculate Your Grade** document on D2L for further TH grading details.

- ☞ **Quizzes** will be assigned remotely via TH. There will be one Q per topic. Qs will be assigned a few days after the topic is completed and be open for 48 hours. Regular attendance and studying will be required to perform well on the Qs. As with exams, Qs are expected to be completed on your own, without help from any notes, book, internet sources or other human beings
  - \* Each Q question will be worth 1.0 point for correctness.
  - \* In case of an unexcused circumstance, I will automatically drop one quiz.
- ☞ **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 type questions designed to probe your mind, help guide your thought process, and get you engaged in lecture. Being in class and participating is all that is required to get full credit.
  - \* Each P question will be worth 1.0 point for participation.



- ☞ **Attendance** will be taken at random. I reserve the right to take **A** the minute class begins, the minute before it ends, or anytime in between.
- \* For each instance I take **A**, you will receive 1.0 point.
  - \* In addition, if you miss **A** on any given day, you will not receive any **P** points offered for that day (see the **Top Hat Syllabus** for details).
  - \* In case of unforeseen circumstances, I will automatically drop two attendances, which will include any participation points given that day.

No make-up opportunities will be offered—under any circumstances—for **Q**, **P**, or **A** points. 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 excuse two absences. For TH technical details, see pg. 17, and for further details see the **Top Hat Syllabus** on D2L.

## Connect

Connect is a reading/learning management platform provided by your textbook publisher (McGraw-Hill). I will be employing two Connect resources this semester — **SmartBook (SB)** and **Virtual Lab (VL)**. SB is a digital version of your textbook that personalizes content to your unique needs. What does reading the textbook have to offer you? In my professional opinion, reading the textbook offers two invaluable things: 1) it provides you another perspective of the information covered in lecture and 2) it helps fill in the gaps of my lectures so that you can develop a more complete picture of the organ systems discussed. VL is a series of simulations 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 several VL assignments, to be completed after lecture. These resources are in place 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. While I urge you to do the VL assignments, you will not be penalized for not doing them. The VL assignments are for extra credit (EC). Therefore, VL assignments will be another means (along with my exam replacement policy) by which you can boost your grade. There will be 50 VL assignments worth a total of 10 EC points (0.2 points/assignment). Whatever number of points you earn from VLs will be added to your overall course point total at the end of the semester. For Connect technical details, see pg. 17, and for further details, see the **Connect Syllabus** on D2L.

## 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*	/10		

\* Virtual Labs EC points are not part of the 400-point course total.

**Grading Procedures:** Exam scores will be posted, along with TH, Connect, and any potential EC points, to the D2L gradebook ~48 hours after each exam period. I only use D2L to post assessment grades and final course grades for your record. All grade calculations are only performed on my personal computer. So, please disregard any D2L gradebook calculations. The exam replacement policy, and any approved attendance and/or quiz drops during the semester, will be calculated at the end of the semester. Again, this will be done on my computer, so you will not see these adjustments in the D2L gradebook. That said, you can accurately calculate your grade at any point during the semester with all of the information that I provide you (see the **How to Calculate Your Grade** document on D2L).

## **Disputes/Challenges**

Once your grades for any assessment (e.g., quiz, exam) 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 content review. Your TAs Lucas and Helen will run the Lead CRSs. There will also be several LAs holding additional bi-weekly CRSs via a combination of in-person and online (Zoom) sessions. Your TA Brock will announce details about these sessions on D2L, and a spreadsheet of the dates/times/modalities 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 Lead SSHS. There will also be several LAs holding additional bi-weekly SSHs via a combination of in-person and online (Zoom) sessions. Your TA Brock will announce details about these sessions on D2L, and a spreadsheet of the dates/times/modalities will be posted on D2L within the first week of class. SSHS are optional but strongly encouraged.

## **Student Success Help Room (SSHR)**

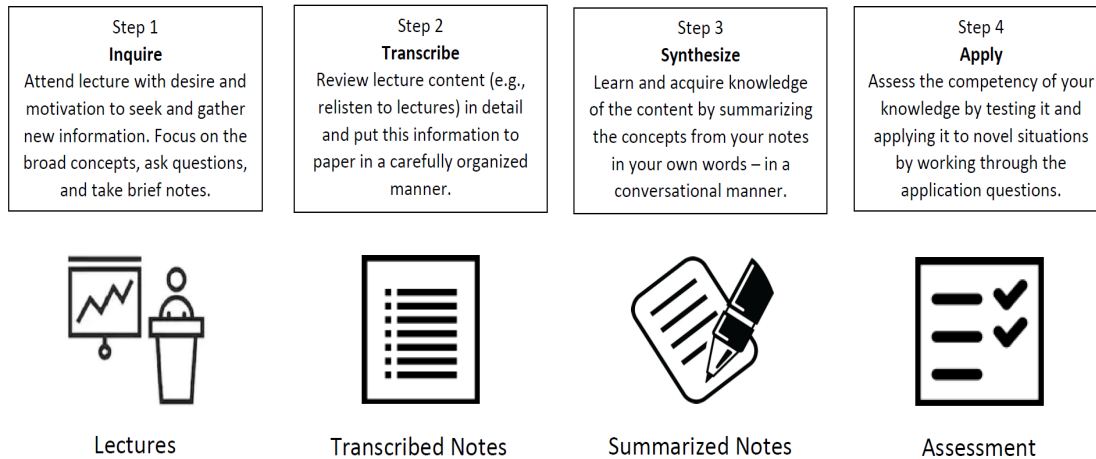
I am fully aware that this course is challenging and that some students struggle with its demands. That being said, please know that I am invested in the success of each and every student in my course. Along with all of the aforementioned resources that I offer for student success, I also have a TA, Helen, that will serve as our Student Success Manager this semester. In this role, Helen will run a bi-weekly Student Success Help Room (SSHR) specifically designed to help any student that is struggling in the course - for any reason! While CRSs/SSHs are focused on the content and study habits, respectively, the SSHR is open for broader help with the course. This could include help with how to approach the course, time management, creating a study schedule, balancing your course load, and content and study habits as well. Helen is very approachable and the SSHR is a judgement-free zone!

## Honors Option

I do offer an Honors Option. To be eligible, you must 1) be enrolled in the Honors College and 2) expect to earn at least a 3.0 in the course by the end of the semester. Rules for what final course GPA you must earn for final approval of an Honors Project vary by college/department. It is your responsibility to be aware of these rules. The Honors Project for this course is to create (with cited literature) and deliver (to myself, the TAs/LAs, and your peers) a 10-15-min PowerPoint presentation about a specific physiological process or disease. More details will be forthcoming. For now, you can learn more about the Honors College and an Honors Option here: <https://honorscollege.msu.edu/academics/honors-option.html>.

## Prof's Advice for a 4.0

- 1) Want it!
- 2) Read the **How To Approach This Class** document (written by a former student) posted on D2L.
- 3) Be willing to make sacrifices and dedicate the amount of time to the class that it requires.
- 4) Attend SSHSs/CRSs, participate, and ask questions. *Get engaged!*
- 5) 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 my team and I can help you do just that!
- 6) 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).
- 7) 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 methodology (or some legitimate variation thereof).



- 8) To make sure you are studying properly for this course, be sure to attend an **SSHS** right at the beginning of semester. The TA/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.
- 9) Once you have finished studying a particular topic, that is, you have written out your notes in your own words 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. 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 (unless it is about physiology!) while I am lecturing. This is disrespectful to me and your fellow classmates. If I can hear you, so can they. 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 considerate.

- ✓ If it has been determined that you have cheated on an exam, you will, at minimum, get a zero for that exam (under this circumstance, this zero cannot be replaced via my exam replacement policy). Moreover, I may pursue further University disciplinary actions. Please note that I am required, per University policy, to file an Academic Dishonest Report (ADR) with the MSU Registrar for violations of academic integrity.
- ✓ When emailing me, please address me, write without utilizing texting acronyms and shorthand, use spellcheck, and always sign with your name. This is a matter of professionalism, and these simple efforts go a long way, regardless of who the recipient of your email is.
- ✓ I will consider writing a letter of recommendation for any student that: 1) earns a 4.0 in my course, 2) develops a personal rapport with me, 3) demonstrates strong personal characteristics, and 4) demonstrates competency (via assessments) in all units and topics of the course. Unfortunately, due to the volume of letters that I write a year, I restrict the letters I write for admissions to professional programs only, not for scholarships, employment, etc.

### **Academic Integrity Policy**

All students are held to the standard set by MSU's Policy on Integrity of Scholarship and Grades ([reg.msu.edu/academicprograms/Print.aspx?Section=534](http://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. Moreover, I am required, per University policy, to file an Academic Dishonest Report (ADR) with the MSU Registrar for violations of academic integrity. 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](http://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 accommodation.

## **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](http://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 an Accommodation Letter), contact me at the start of the term and/or two weeks prior to the accommodation.

## **Mental Wellness**

If you ever feel that you need someone to talk to, I am always here for you! However, if you feel that you need professional help, then please contact your primary physician. MSU also offers free Counseling & Psychiatric Services (CAPS) (<https://caps.msu.edu>). CAPS mission is to connect students with the most

appropriate and available care and services that optimize their health, well-being, and success.

## **D2L Information**

D2L will serve as our course website and can be found at [d2l.msu.edu](https://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, lecture video recordings, etc.) will be posted on D2L. For D2L technical assistance, see pg. 16.

## **Discord Information**

I created a Discord server for this course (<https://discord.gg/YqCerpeyse>). If you join the PSL 310 Discord server (it is optional), you must use your actual name, and not a pseudonym. This is a platform where you can ask questions of your peers and, more importantly, answer questions posted by your peers. The TAs/LAs and I will monitor and help foster the discussion on Discord. 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 screenshots of course material here, such as quiz questions you may need help with. Please do not privately message myself or the TAs/LAs as well. Discord is for professional use and 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.

## **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. That said, I will certainly discuss any change with you before making it. Lecture topics and/or lecture 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 the MSU IT Service Desk (517-432-6200)

### Top Hat:

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

### Connect:

- ✓ Call @ 1-800-331-5094
- ✓ Live chat with Connect support:  
(<https://mheducation.secure.force.com/ConnectChat/apex/connectPreChatForm?endpoint=https%3A%2F%2Fd.la5-c2-ia4.salesforceliveagent.com>)

## 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: 1) watch all lecture videos, 2) take detailed notes on the PPT slides while watching the lectures, 3) after each lecture, make sense of your notes (i.e., learn), 4) rewrite your notes in your own words in a conversational manner, 5) go to an SSHS and see if you are on the

right track with your study process (i.e., get your notes vetted), 6) do not wait for the second exam to get serious, and 7) 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 (i.e., whatever is on my PPT slides and whatever I additionally discuss during class).

**Q3. Is the Final Exam a cumulative exam?**

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

**Q4. Can I drop my lowest exam score?**

**A4.** No. However, I will automatically replace the lowest score of your first 4 exams with the average score of all 5 of your exams IF you take all 5 exams.

**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 ask 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 TA's Lead CRSs/SSHs. The keys will be available up until the next 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 at the end of the semester, will my grade be rounded-up to a 90%?**

**A8.** No. I may or may not adjust individual 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, or annotate on them on your computer, to ease the note-taking process.

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

A12. Yes, plenty. Approximately 25-30% of PSL 310 students earn 4.0s.

**Q13. If I miss a class, will I also be excused for the Top Hat attendance and participation points that I missed?**

A13. I will automatically excuse two absences, which will include any participation points given that day. Beyond that, no make-up opportunities will be offered, under any circumstances, for quiz, participation, or attendance points.