

PSL 310 – Physiology for Pre-Health Professionals

COURSE SYLLABUS – SUMMER 2023



Department of Physiology
College of Natural Science
MICHIGAN STATE UNIVERSITY

Instructor Information

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

Teaching Portfolio: <http://mds.msu.domains>

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

Office Hours: Zoom (dates/times TBD)

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

Teaching Assistants (TAs)

TA: Lucas Koefeldt –he/him–

Responsibilities: Lead CRS; 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 Assistant (LA) Information

There will be several LAs working with me this semester. The LAs are former students that have 4.0'd this course 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 (CRS) and Study Skills Help Sessions (SSHS) (see pg. 9).

Tutor Information

It is my professional opinion, from over 20 years of teaching experience, 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 a former student that has 4.0'd this course. 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 250 students in this course. As the student/professor ratio is ~250:1, it is 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, and be active on our Discord (see pp. 11-12).

Importance of Diversity and Professionalism

Each and every one of you belong here. You did not arrive here by mistake, but rather you were selected based on your qualifications, qualities, and talents. And therefore, each and every one of you also has an equal opportunity for success in this course, and I will offer you a multitude of resources to help you realize this success.

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.

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. 12-14)
- ✓ Contact any of your **TAs or LAs** for questions about content and/or study skills

✓ Communicate/collaborate with **your peers** by posting/answering questions on our **Discord****

* 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, 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). Please be professional and respectful on Discord.

Course Information

Section/Credits: 730/4

Course Description: This is an introductory, yet intensive course that thoroughly covers the fundamental mechanisms and processes of human physiology. The underlying physiology of the entire human body will be covered in this 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 this course will be *systems integration*. We will begin by discussing how individual organ systems work as stand-alone, functional units and, as the semester progresses, we will integrate our understanding of these systems so to build a mental picture of the organism level of organization (i.e., you).

Modality: Online/asynchronous. Whether this is your first experience with an online course or not, please consider the following advice. I will not be giving "live" lectures during our class periods (i.e., asynchronous instruction). All course content is posted online. Therefore, the student takes over the time management of their learning in an online course. While the information is laid out in a very logical and structured manner, it is incumbent on you to develop your schedule for how you plan approach the material. That is, aside from studying and learning the content (which I offer innumerable resources to help you with), you need to plan, be organized, be diligent and, most importantly, keep on pace.

Location: This course is hosted online via D2L. All course content can be found in our D2L course. My office hours (see pg. 1), **CRS** (see pg. 9), and **SSHS** (see pg. 9) will be held via **Zoom** (see pg. 11).

Course Website: www.d2l.msu.edu (see pp. 12-14 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 (<https://connect.mheducation.com/class/m-spranger-psl-310-summer-2023>), 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) Technical Requirements: You must have the following to successfully access the online materials:

- A computer \leq 3 years old with speakers or headphones
- A high-speed internet connection*
- A webcam, microphone and speakers.
- Microsoft Office (Word and PowerPoint) or freeware equivalents
- *Important note: when streaming the lecture videos, a high-speed connection of at least 6 Mbps is recommended to avoid lag and to maintain streaming quality (for reference, Netflix recommends 5 Mbps for HD streaming).

Recommended Resources:

- 1) ChatGPT - as the AI system whatever you want to know more about!
- 2) Wikibooks - Human Physiology online book (https://en.wikibooks.org/wiki/Human_Physiology)
- 3) Khan Academy - Biology & Physiology lessons and practice (<https://www.khanacademy.org/science>)
- 4) CrashCourse - Anatomy & Physiology YouTube videos (https://www.youtube.com/playlist?list=PL8dPuuaLjXtOAKed_MxxWBNaPno5h3Zs8)
- 5) GetBodySmart - Anatomy & Physiology animations and quizzes (<https://www.getbodysmart.com>)

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 working-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. It is a powerful and enlightening adventure!

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-pt.), excelling on biology/physiology sections on pre-health, professional school exams (e.g., PCAT, MCAT, etc.), and pursuing a major in physiology!

Course Examinations

There will be 5 exams (see below) as scheduled in the **Lecture Outline** (see pg. 17). 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! Unit 5 Exam is the Final Exam but is not cumulative. You will have 1 hour and 30 minutes to complete each exam.

Exam Replacement Policy: Need help recovering from a poor exam performance? Here's what will do: 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. In other words, you must complete the course in its entirety. 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: Your examinations will be administered to you online, remotely, and securely via D2L utilizing LockDown Browser with Respondus Monitor. See the **D2L Respondus LockDown Browser** document posted on D2L for details 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 (**Academic Integrity Policy**, see pg. 10). 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, please contact your TA Brock (see pg. 1) by email and he will set up a Zoom meeting. Any exam concern must be resolved within one week following the posting of your exam score on D2L to be considered for a potential grade correction.

Exam Dates/Times:

- ✓ Unit Exam 1 - Friday, June 2 - 6:00 PM - 7:30 PM
- ✓ Unit Exam 2 - Friday, June 16 - 6:00 PM - 7:30 PM
- ✓ Unit Exam 3 - Friday, July 7 - 6:00 PM - 7:30 PM
- ✓ Unit Exam 4 - Friday, July 28 - 6:00 PM - 7:30 PM
- ✓ Unit Exam 5 - Friday, August 18 - 6:00 PM - 7:30 PM

Final Exam Schedule: Friday, August 18 - 6:00 PM - 7:30 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 **05/22/23**.

Make-Up Exam Policy: No make-up exams will be offered except for University excused absences (i.e., not a cold, or work conflict, etc.), such as a health emergency causing hospitalization or death of an immediate family member (University's **Grief Absence Policy**, see pg. 11). 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 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.

Connect

Connect is a reading/learning management platform provided by the publisher (McGraw-Hill) of your textbook. 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 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 can 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. 17), 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. However, you will not be penalized for not doing them, but rewarded if you do. That is, 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 20 VL assignments worth a total of 20 EC points (1 point/assignment).

Your VLs points will be added to your overall course point total at the end of the semester. For Connect technical details, see pg. 14 and the **Connect Syllabus** on D2L.

Topic Quizzes (TQs)

13 topics will be covered this semester. At the end of each topic, there will be a TQ worth 15 points. You will have 2 attempts when taking a TQ, with your grade being the average of both attempts. TQs are worth 12.5% of your overall course grade (50/400). Due dates for the TQs are outlined in the **Lecture Outline** (see pg. 17).

Honors Option

I do offer an Honors Option. To be eligible, you must 1) be enrolled in the Honors College and 2) have at least a 3.0 in the course prior to the beginning of Unit 4 of the course. 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>.

Course Grading

400 points are available to be earned: 300 points for exams, 50 points for SmartBook, and 50 points for Topic Quizzes (with a potential 20 EC points for Virtual Labs). I may or may not adjust individual exam scores. I will not adjust the overall course scores. All course assessment 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 posted on D2L. The following tables (below) can be used to calculate your grade at any point during the semester:

Grading Table	
Unit Exam	Points
1	/60
2	/60
3	/60
4	/60
5 (Final)	/60
Topic Quizzes	/50
SmartBook	/50
Total	/400
Virtual Labs	/20

Grading Scale	
% Ranges	Grade
90-100	4.0
85-89.99	3.5
80-84.99	3.0
75-79.99	2.5
70-74.99	2.0
65-69.99	1.5
60-64.99	1.0
≤ 59.99	0.0

Disputes/Challenges

Once your scores/points 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 scores/points as posted in the D2L Gradebook.

Content Review Sessions (CRS)

CRSs are a place for the review of course material. Lucas will run the lead CRS for this course. LAs will run other sessions as well. These will be biweekly sessions delivered via Zoom. 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)

SSHSs 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. Brock will run the lead SSHS for this course. LAs will run other sessions as well. These will be biweekly sessions delivered via Zoom. A spreadsheet of the dates/times will be posted on D2L within the first week of class. SSHS are optional but strongly encouraged.

General Policies

- ✓ I have a zero-tolerance rule for cheating. If you are caught cheating, you will, at a minimum, get a zero for that exam. I may additionally pursue further University disciplinary action (see the **Academic Integrity Policy**, below).
- ✓ When emailing me (not @ D2L), address me, write without utilizing texting acronyms and shorthand, use spellcheck and 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: 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 (<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.

Zoom Information

The TAs, LAs and I will utilize MSU Zoom to interact with you during CRS, SSHS and office hours. Only authenticated users will be able to attend these sessions. That is, you will need to sign in with your MSU credentials to join and then enter a Zoom passcode for the specific session. The TAs, LAs and I will announce details about our Zoom sessions through D2L, and all other channels of communication. Please be professional and respectful when attending Zoom sessions.

Discord Information

I have created a Discord server for this course (<https://discord.gg/TqGNtxwM>). 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, lecture videos, PowerPoint lecture slides, assessments) are posted on D2L. The information will be made available to you by conditional release. That is, once you have successfully complete one task, the next task is released and made available to you. See the **D2L Introduction Video** posted on D2L for more details.

On D2L, the course is organized into 5 units. Each unit is divided into three topics with each topic being further divided into lectures. A single topic consists of multiple lectures. For example:

In every topic, prior to the lecture videos, you will see the following two things:

1) Topic Objectives

These are located at the top of every topic page just below the title. This is a list of broad learning objectives for the entire topic.

2) Topic Reading List

This is a checklist containing the required readings that you must complete in order to view the lectures.

Once you have completed the Topic Reading List, the lectures will become available in sequential order for you to watch. Each lecture will contain several content items that will fall into the following categories:

1) Lecture Slides

PowerPoint presentations that you should download and use to follow along-taking your own notes-as you watch the lecture videos.

2) Lecture Videos

Relatively short, digestible-length videos recorded by Prof. Spranger.

3) Application Questions (AQs)

AQs are designed to test your comprehension of the material, as well as your ability to apply what you have learned, using critical thinking after you have watched the lecture videos and completed your final notes.

4) Lecture Quizzes (LQs)

LQs are short quizzes with a variable number of questions that are made available after you have opened the AQs. LQs do not count towards your overall course grade, but they are graded on D2L for self-assessment and conditional release purposes. You must get 100% on an LQ in order to move on to the next lecture video. You have an unlimited number of attempts for the LQs, but please pay attention to the questions that you get wrong on each attempt.

5) AQ Answers

Upon your first attempt of the LQ, the AQ Answers will be made available to you. It is important that you take the time to compare your answers to this answer key and correct any misunderstandings that you may have.

6) Supplemental Materials

This sub-module will contain a list of all additional materials located outside the required text and lecture videos. Items located here could be additional readings, videos, or animations that will further your understanding of the current lecture.

7) Topic Quizzes (TQs)

TQs are graded quizzes that are made available only after you have completed the final LQ in the current topic. These quizzes do count toward your overall course grade (see **Course Grading**, pp. 8-9). You will have 2 attempts when taking the TQs with your final grade being the average of both attempts. After each attempt, you will be shown the questions you answered incorrectly. The second attempt is not mandatory; therefore, you must decide if you want to take the quiz a second time. If you are satisfied with the score of your first attempt you may move on without penalty. In case of unforeseen circumstances, I will automatically drop your lowest TQ score.

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.

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)
- ✓ Visit the Desire2Learn Help Site (<http://help.d2l.msu.edu>)

Connect:

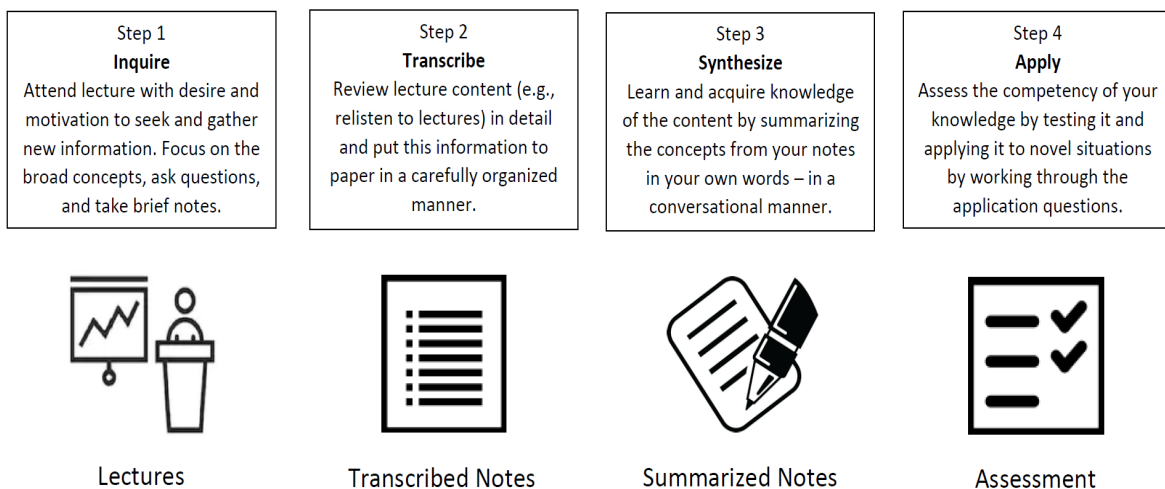
- ✓ Contact Connect support
(<https://mhedu.force.com/CXG/s/ContactUsWebForm>)
- ✓ Live chat with Connect support
(<https://mheducation.secure.force.com/ConnectChat/apex/connectPreChatForm?endpoint=https%3A%2F%2Fd.la5-c2-ia4.salesforceliveagent.com>)

Discord:

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

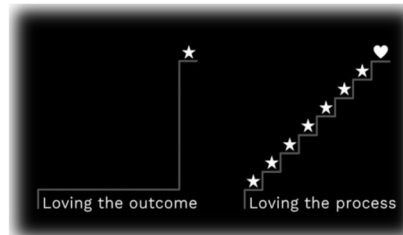
Prof's Advice

- 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 myself and my team 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 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.

- 8) 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.
- 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!



FAQs

- **How do I succeed in this course?**
 - Watch the Study Skills video posted on D2L. In short:
 - Watch all lecture videos.
 - Take detailed notes on the PPT slides while watching the lectures.
 - After each lecture, make sense of your notes (i.e., learn).
 - Rewrite your notes in your own words in a conversational manner.
 - Go to a SSHS and see if you are on the right track with your study process (i.e. get your notes vetted).
 - Do not wait for the second exam to get serious.
 - Stay on track and do not fall behind.
- **What information will be covered on the exams?**
 - I will only source information presented in my lecture videos.
- **Is the Final Exam a cumulative exam?**
 - No. The Final Exam is just Unit Exam 5.
- **Can I drop my lowest exam score?**
 - No. I do not have a dropped exam policy. 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. In other words, you must complete the course in its entirety.
- **Will I get a copy of my exam back to review?**
 - 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, please contact your TA Brock by email and he will set up a Zoom meeting. Any exam concern must be resolved prior to the date of the following exam to be considered for a potential grade correction.
- **Can I make-up an exam if I miss it?**
 - Make-up exams are only offered for University excused absences such as hospitalization or death of an immediate family member.

- **If I end up with an 89.99% in the course, will my grade be rounded-up to a 90%?**
 - No. I may or may not adjust individual lecture exam scores, but I will not adjust overall course scores.
- **Can I do a project/paper to improve my grade?**
 - No. Sorry.
- **How soon will my exam scores be posted?**
 - Usually within 24-48 hours.
- **Do I have to print out the PPT lecture slides?**
 - No. However, it would be beneficial to have the PPT slides to annotate/take notes on while watching lecture videos and reviewing material.
- **Does anyone ever get a 4.0 in this course?**
 - Yes, plenty. Approximately 25% of PSL 310 students earn 4.0s.