

**INTRODUCTORY PHYSIOLOGY - PSL 250 (001)**  
**COURSE SYLLABUS - FALL 2019**  
**MICHIGAN STATE UNIVERSITY**

**Instructor Information**

**Professor:** Dr. Martin D. Spranger, Ph.D.  
**Office Location:** 2201-H Biomedical & Physical Sciences (BPS)  
**Office Phone:** (517) 884-5044 (preferably during office hours)  
**PSL Office Phone:** (517) 884-5051 (leave a message with office personnel)  
**Email Address:** [mds@msu.edu](mailto:mds@msu.edu) (preferred method of contact)  
\*Please do not email through D2L, I do not use/check that mail  
**Office Hours:** (TBD - see D2L)

**Teaching Assistant (TA) Information**

**TA & Top Hat Manager:** Austin Wellette-Hunsucker, B.S.  
**Email Address:** [wellette@msu.edu](mailto:wellette@msu.edu)  
**Content Review Sessions:** (see pg. 11 for details) (times TBD - see D2L)

**Student Information**

There are approximately 450 students in this course. Virtually every major is represented. There is also a rich social, cultural and ethnic diversity. Take advantage of this! Meet, talk, study and hang-out with your classmates.

The student to professor ratio in this course is ~450:1. It would be impossible for me to reach out and develop a rapport with each and every one of you this semester. However, it would be essentially effortless for you to develop a rapport with me. There is only one of me. So, ask questions in class, chat with me at the podium after lecture, come to office hours, email me or just randomly stop by my office to introduce yourself and chat...about anything!

**Course Information**

**Lecture Location:** B115 Wells Hall  
**Lecture Days/Time:** Tuesday & Thursday @ 3:00 - 4:50 PM

**Course D2L Website:** [www.d2l.msu.edu](http://www.d2l.msu.edu) (see pp. 12-13 for details)

**Course FB Website:** [www.facebook.com/groups/384281698945177](https://www.facebook.com/groups/384281698945177) (see pg. 13)

**Required Materials:**

- 1) Anatomy & Physiology, by J. Gordon Betts, et al.  
Free, online book by OpenStax (ISBN 1947172042) or in print (ISBN 1938168135). See: <https://openstax.org/details/anatomy-and-physiology>
- 2) Top Hat subscription (\$26 fee) (see pp. 5-6 and 11-12 for details)
- 3) Wi-Fi device (e.g., laptop, tablet, iPad, iPhone, Droid, etc.)  
(see pp. 11-12 for details)

**Recommended Resources:**

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

**Course Description**

This is a non-majors, 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 4-credit hour, 14-week 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 that of *systems integration*. We will first study how individual organ systems work as stand-alone, functional units. As the semester progresses, we will integrate our understanding of these systems so to build a picture of the organism level of organization (i.e., you).

**Learning Outcomes**

If you perform very well in this course, you possess a solid understanding of basic cellular structure and function and are 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 many disease states without formal coursework in pathophysiology. You learned many disease states in this course, however with your strong command of normal physiology, you have the capacity to evaluate diseases you are unfamiliar with 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) Serving as an undergraduate learning assistant (ULA) in this course in the future (see me about this opportunity if you 4 pt.), dominating biology/physiology sections on pre-health, professional school exams (e.g., PCAT, MCAT, etc.), and pursuing a major in physiology!

### **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 will hopefully get you excited about physiology! In return, I give 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 understanding of the human body. You will have also acquired the necessary analytical thinking, reasoning and study skills required to succeed at the highest of levels in the next phase of your studies.

### **Course Examinations**

There will be **five** lecture exams as scheduled in the lecture outline (see pg. 10). Each exam will be worth 60 points and consist of 60 multiple-choice and true/false type questions. Since the major theme of this course is *systems integration*, important concepts from previous exams that tie into concepts on subsequent lectures will find

their way into subsequent exams. Exam V is the Final Exam, but is not cumulative. There will be no make-up exams offered except for University excused absences such as hospitalization or death of an immediate family member.

To help you recover from your worst exam performance, your lowest exam score will be automatically replaced by the average score of all five of your exams.

**\*\* You must take each exam and make an obvious effort to pass in order to be eligible for this exam replacement policy \*\***

### ☞ Exam Logistics

Other than a couple #2 pencils, you must bring with you to each lecture exam your MSU ID Card. There are two reasons for this. One, it has your PID on it. Your grades throughout the term will be assigned and linked to your PID. You must write (and bubble in) this eight-digit number (preceded by an "A") on all of your scoring sheets. Two, it has your picture on it. You will be required to verify that it is indeed you that is taking your exam.

- \* All exams will be held at the normal time, date and location of our normal class meetings (except the Final Exam: see below & pg. 10)
- \* Scoring sheets will be provided to you for all exams.
- \* I will collect your scoring sheets and your exam booklet after each exam. The key for the exams can be viewed during office hours or during TA recitation sessions. Keys will be available for your review only up until the start of the material for the next exam. You cannot copy or take pictures of the exam questions/keys.
- \* If you arrive more than 20 minutes late or after the 1st student has completed the exam and left the room (whichever comes first), you will not be allowed to take the exam. You will receive a zero (under this circumstance, this zero cannot be replaced by the average of your five exam scores).

### ☞ Final Exam Schedule

**Date/Time:** Wednesday, December 11 @ 10:00 AM - 12:00 PM

**Location:** B115 Wells Hall

- \* Please note that the Final Exam is on a Wednesday and at 10:00 AM.
- \* Final Exam Policy ([www.reg.msu.edu/ROInfo/Calendar/FinalExam.aspx](http://www.reg.msu.edu/ROInfo/Calendar/FinalExam.aspx))

## ☞ Final Exam Conflict Policy

Per University policy (<https://reg.msu.edu/roinfo/calendar/FinalExam.aspx>), no student is required to take more than two Final Exams during any one day of the final examination period. If you have three final exams on the day of our Final Exam, or another final exam at the same time as our Final Exam, you need to contact the Academic Student Affairs Office of your College to obtain documentation that verifies this. If your major is in the College of Natural Science, contact [purdyh@msu.edu](mailto:purdyh@msu.edu) (517-355-4475). When you provide me this documentation (in person or via email), I will arrange an alternate time for you to take our Final Exam. I must be in receipt of this documentation by **09/04/19** in order for you to be considered for an alternate Final Exam time.

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

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

☞ **Quizzes** will be held at the beginning of each lecture period and will consist of approximately 5 multiple-choice and true/false questions on material from the previous week. Regular attendance and studying will be required to perform well on the quizzes.

\* Each quiz question will be worth 1.0 point for correctness.

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

\* Each participation question will be worth 1.0 point for participation.

☞ **Attendance** will be taken at random utilizing TH. I reserve the right to take attendance the minute class begins, the minute before it ends, and anytime in between.

\* For each instance I take attendance you will receive 1.0 point.

\* **In addition, if you miss attendance on any given day, you will be exempt from all quiz and participation points offered for that day.**

Missing TH points can result in you losing a half-point of your grade at the end of the semester (i.e., a 3.5 versus a 4.0). While these points carry a fairly significant weight, they purely exist for your benefit (TH is worth more than an exam grade). **No make-up opportunities will be offered, under any circumstances, for quiz, participation or attendance points.** In other words, please do not contact me with an excuse why you missed a quiz or an opportunity for participation or attendance points - **I will not accept any excuse** (For TH technical details see (pp. 11-12).

### Grading

A total of 375 points are available to be earned: 300 points for lecture exams and 75 points for Top Hat (see pg. 5 and the Top Hat syllabus). I may or may not adjust individual lecture exam scores. I will not adjust the overall course scores. 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, please see the document on D2L titled: How to Calculate Your Grade. The following tables can be used to approximate your grade throughout the term:

### Grading Scale

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 or below	0.0

Lecture Exam	Points
I	/60
II	/60
III	/60
IV	/60
V (Final)	/60
Top Hat	/75
Total	/375

## Disputes/Challenges

You will have one week after I post exam scores and Top Hat points on D2L to challenge these grades/points. Failure to challenge within this period indicates a willingness to accept your grades/points assigned on D2L as is. I will not dispute grades/points at the end of the semester. All of these issues must be resolved one week after the posting of these grades/points on D2L.

## Add/Drop Policy

It is your responsibility to understand when you need to consider dropping from a course. 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 **O.O**.

## General Policies

- ☞ **I will not tolerate any talking in class while I am lecturing.** This is very disrespectful to myself and your fellow classmates. If I can hear you, so can the people around you. MSU policy prohibits any behavior that disrupts class (<http://splife.studentlife.msu.edu/regulations/general-student-regulations>). I don't have time to deal with chronic behavioral issues. You will be asked to leave the lecture hall on the second occurrence you disrupt class, and you will be unable to return to lecture until you schedule a personal meeting with me. If someone around you is chronically disturbing you, please let me know in private.
- ☞ I will utilize all the class time allotted for this semester. Coming late to class and leaving early is very distracting to myself and your fellow classmates. If you know you are going to arrive late or leave early, please sit in the back of the lecture hall. Whenever you enter or exit the lecture hall, please use the back doors, and please be quiet and courteous.
- ☞ I have zero-tolerance for cheating. If you are caught cheating, you will get a zero for that exam (under this circumstance, this zero cannot be replaced by the average of your five exam scores). If I take your exam from you, I have already witnessed you cheating on several independent occasions and have enough evidence/witness support to seek university disciplinary action. Leave the lecture hall immediately if I take your exam from you. You can contact me via email later to schedule a meeting with me in person to discuss the situation.

- ☞ I am happy to write a letter of recommendation for any student that earns a 4.0 in my course and demonstrates strong personal characteristics. I can only determine the latter if you develop a rapport with me. Building strong, professional relationships is key to becoming a professional.
- ☞ When emailing me, please 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.

### **Academic Integrity**

Article 2.3.3 of the Academic Freedom Report states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the Department of Physiology adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations (see Spartan Life: Student Handbook and Resource Guide and/or the MSU web site: [www.msu.edu](http://www.msu.edu)).

You are expected to complete all course assignments, including quizzes and exams, without assistance from any source. Students who violate MSU academic integrity rules may receive a penalty grade, including a failing grade on the assignment or in the course ([www.msu.edu/unit/ombud/dishonestyFAQ.html](http://www.msu.edu/unit/ombud/dishonestyFAQ.html)).

- ☞ **Hold yourself, and your classmates, to the highest ethical standards!**

### **Special Considerations for Individuals with Disabilities**

MSU is committed to providing equal opportunity for participation in all programs, services and activities. If you have a documented disability and verification from the Resource Center for Persons with Disabilities (RCPD), and wish to discuss academic accommodations, please contact me as soon as possible. However, it is your responsibility to provide documentation of your disability to RCPD and meet with an RCPD specialist to request special accommodation before classes start. Once your eligibility for an accommodation has been determined, you will be issued a Verified Individual Services Accommodation (VISA) form. Present this form to me at the start of the term and/or two weeks prior to the accommodation date. RCPD is located in 120 Bessey Hall (call @ (517) 884-7273 (884-RCPD) or email @[www.rcpd.msu.edu](http://www.rcpd.msu.edu)).



## **Unexpected University Closures**

If the University is officially closed on an exam day, the exam will be held on the next regularly scheduled class period.

## **Disclaimer**

This course syllabus is subject to modification at the discretion of the instructor without prior notice to the student. Lecture topics and/or scheduled times may be changed to accommodate class progress. Students must keep regular attendance and take note of any potential changes. Any change to this syllabus will first be announced in class and then posted on D2L. 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.

## **Instructor's Advice**

- 1) Want it!
- 2) Take this class seriously starting yesterday.
- 3) Be willing to make sacrifices.
- 4) Attend all lectures. Participate and ask questions. Get engaged!
- 5) **Diligently and consistently apply the study skills in the Study Skills Video.**
- 6) Be proactive. If you need help, see me ASAP. Not only am I certain that I can help you, I want to help you!

## Lecture Outline

Day	Date	Topic	Chapter/Reading
TH	08/29	Introduction to Physiology	1 (1.1 - 1.5), 26 (26.1, 26.4)
T	09/03	Molecular Level of Organization	3 (3.1 - 3.2)
TH	09/05	Molecular Level of Organization	
T	09/10	Cellular & Tissue Levels of Organization	4 (4.1 - 4.2)
TH	09/12	Cellular & Tissue Levels of Organization	
T	09/17	<b>Exam I</b>	
TH	09/19	Nervous System Cells	12 (12.1 - 12.5)
T	09/24	Nervous System Cells	
TH	09/26	Integumentary System	5 (5.1 - 5.4)
T	10/01	Peripheral Nervous System (PNS - Afferent)	13 (13.4), 14 (14.1), 16 (16.3)
TH	10/03	Peripheral Nervous System (PNS - Afferent)	
T	10/08	<b>Exam II</b>	
TH	10/10	Central Nervous System (CNS)	13 (13.2), 12 (12.1), 16 (16.2)
T	10/15	Peripheral Nervous System (PNS - Efferent)	15 (15.1 - 15.4), 14 (14.3)
TH	10/17	Peripheral Nervous System (PNS - Efferent)	
T	10/22	Muscular System	10 (10.1 - 10.9), 11 (11.1)
TH	10/24	Muscular System	
T	10/29	<b>Exam III</b>	
TH	10/31	Cardiovascular System (Heart & Vasculature)	19 (19.1 - 19.4), 20 (20.1 - 20.6)
T	11/05	Cardiovascular System (Heart & Vasculature)	
TH	11/07	Cardiovascular System (Blood)	18 (18.1 - 18.6)
T	11/12	Respiratory System	22 (22.1 - 22.6), 26 (26.5)
TH	11/14	Respiratory System	
T	11/19	<b>Exam IV</b>	
TH	11/21	Endocrine System	17 (17.1 - 17.11), 6 (6.3 - 6.4; 6.6)
T	11/26	Endocrine System	
TH	11/28	<b>Thanksgiving (no class)</b>	
T	12/03	Urinary System	25 (25.1 - 25.10)
TH	12/05	Digestive System	23 (23.1 - 23.7)
W	12/11	<b>Exam V (Final Exam)</b> (see pg. 4 for time/location)	

\*\* Lecture topics and/or scheduled times may be changed to accommodate class progress. Students must keep regular attendance and take note of any potential changes. Any change to this syllabus will first be announced in class and then posted on D2L. \*\*

## Content Review Sessions (CRS)

The TA will help organize the class into smaller groups for weekly, student-centered learning opportunities. These sessions will primarily focus on lecture content. CRS are optional but encouraged.

## Study Skills Help Sessions (SSHS)

It is extraordinarily important that you employ my Study Skills (or some legitimate variant) in this course to be successful. While studying *hard* is important, so too is studying *smart*. In this class, you will have to do *both* to earn a 4.0. Weekly SSHS will be held by Learning Assistants (LAs) - former PSL 250 students that have mastered my Study Skills and 4.0'd this course. SSHS are a place to learn and develop effective study skills. In SSHS you will not only learn my Study Skills but, if you regularly attend, you can also get your notes vetted by an LA to ensure you are doing the process properly.

## Top Hat (Technical Information)

Top Hat (TH) is an internet-based classroom response system. You will respond to in-class questions with your Wi-Fi device (e.g., laptop, tablet, iPad, iPhone, Droid, etc.). As a result, you will receive real-time, in-class feedback.

TH can be found @ <https://tophat.com>. A link to sign up (\$26 fee) for our TH course will be emailed to you approximately one week prior to the first day of class. You can register prior to receiving this invitation utilizing the following information:

- ☞ Course Name: **PSL 250 - Fall 2019**
- ☞ Direct URL: **<http://app.tophat.com/e/516389>**
- ☞ 6-digit course code: **516389**

You **must be registered** for our TH course ([tophat.com/e/516389](http://tophat.com/e/516389)) by **08/29/19** to start receiving **Q**, **P** and **A** points. If you do not register for our TH course by this date, you will not get points retroactively. No exceptions will be made.

**\*\* When registering, Top Hat asks for your "student ID." Please enter your net ID, not your APID. Your net ID is merely your MSU email minus the "@msu.edu." For example, my MSU email is [mds@msu.edu](mailto:mds@msu.edu). Therefore, my net ID is mds, and my Top Hat "student ID" is mds.\*\***

Once registered for TH, you will be able to earn Q and P points by responding to my in-class questions in one of following three ways:

- 1) Via your laptop, tablet or iPad running our specific Top Hat course ([tophat.com/e/516389](http://tophat.com/e/516389)) on a web browser.
- 2) Via text message. Text your responses to 1-(315)-636-0905.
- 3) Via the free Top Hat mobile application available at the App Store for iPhones/iPads and Google play for Android phones/Android tablets.

\* Response times for questions will be limited (about 1 minute/question).

Therefore, you should always have the Top Hat webpage/application open on your Wi-Fi device or the phone # (1-(315)-636-0905) saved as a favorite on your phone for text messaging.

\* If you are having problems with connectivity, you can always submit your responses via "off-line mode."

For technical support contact: [support@tophat.com](mailto:support@tophat.com) or 1 (888) 663-5491

### **D2L Information**

Desire 2 Learn (D2L) will serve as our course website and can be found @ [d2l.msu.edu](http://d2l.msu.edu). Once there, you can log in using your MSU ID and password. After logging in, you will see a link to the specific webpage for this course. If you do not see this link, check with the Registrar to make sure that you are officially enrolled in the course and D2L. If you have any technical issues with D2L, please do not contact me, call Academic Technology Services @ 517-355-2345.

I highly encourage you to check this website daily for any potential announcements. This will be another means by which I can communicate with you important information regarding the class. The course syllabus, PPT lecture slides and audio lecture recording files, etc. can be located by clicking the "content" link. Every effort will be made to provide the PPTs on D2L a day or more before class. Because of the vagaries of electronic recording, I cannot guarantee that all classes will be recorded. I am not saying that this will be a chronic issue, but if you are concerned, I recommend recording the lectures with your own recording device. I do not video capture. I feel that regular attendance is essential to success in my course and streaming my lectures at home is inconsistent with this philosophy. You can view your exam grades and Top Hat points throughout the term by clicking on the "assessment" link and then the "grades" link located in the drop-down box. Please note that while

I will post your exam and Top Hat scores on D2L, I do not use the D2L grade calculator. I merely uses the D2L gradebook to post your scores. I calculate grades on a spreadsheet on my personal computer.

### **Facebook Information**

I've created a Facebook Group ([www.facebook.com/groups/384281698945177](http://www.facebook.com/groups/384281698945177)) specifically for this course. Use this Facebook Group as a discussion board. 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. Just asking for an answer (and getting it) will not be helpful to you. Answering others questions helps improve/strengthen your own understanding of the material. Feel free to share study tips, notes, cool websites you've found, etc. with your classmates here. Please note that our Facebook Group is for professional use only. In other words, please do not treat this as a personal Facebook account. This group is solely for human physiology discussion to aid in your learning experience in PSL 250.

## **FAQs**

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

**A1.** Watch the Study Skills Video posted on D2L. In short:

- I. Come to all classes.
- II. Take jot notes in class.
- III. Re-listen to the lectures and take detailed notes.
- IV. Make sense of your notes (i.e., learn).
- V. Rewrite your notes in your own words in a conversational manner.
- VI. Come and see me or your TA to see if you are on the right track with your study process (i.e. get your notes vetted).
- VII. Don't wait for the second exam to get serious.
- VIII. Stay on track and don't fall behind.

### **Q2. What information will be covered on the exams?**

**A2.** I will only source information presented in class for examination questions (i.e., what I say, what is on my PPT slides and questions I ask via Top Hat).

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

**A3.** No. The Final Exam is just Exam V.

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

A4. No. However, I will replace your lowest exam score with the average score of all of your five exams.

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

A5. No. Your exam booklet will not be returned to you. However, you will get a detailed analysis of your scoring sheet emailed to you, and you will be able to compare this to the key available in my office or with the TA during content review sessions. The key for each exam will only be available for review until the start of the material for the next exam. You cannot copy or take pictures of the exam questions/keys.

**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 death of an immediate family member.

**Q7. Can I take an exam if I arrive late?**

A7. It depends on how late. If you arrive more than 20 minutes late or after the 1st student has completed the exam and left the room (whichever comes first), you will not be allowed to take the exam.

**Q8. What do I do if I get an email that I am not properly enrolled in Top Hat?**

A8. Follow these instructions to get it right:

When registering, Top Hat asks for your "student ID." Please enter your net ID, not your APID. 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 Top Hat "student ID" is mds.

**Q9. If I miss a class, will I be excused for the Top Hat points that I missed?**

A9. No. No make-up opportunities will be offered, under any circumstances, for quiz, participation or attendance points (in other words, please do not contact me with an excuse why you missed a quiz or an opportunity for participation or attendance points - I will not accept any excuse).

**Q10. How much will missing one class affect my grade?**

A10. Essentially not at all. See the document posted on D2L that shows you a sample calculation.

**Q11. If I end up with an 89.99% in the course, will my grade be rounded-up to a 90%?**

A11. No. I may or may not adjust individual lecture exam scores, but I will not adjust the overall course scores.

**Q12. Can I do a project/paper to improve my grade?**

A12. No.

**Q13. How soon will my exam scores be posted?**

A13. Usually within 24-48 hours.

**Q14. Can I record the class?**

**A14.** Yes, I encourage it, but I will record all of my lectures and post the audio files on our D2L page immediately after each lecture. I do not video capture.

**Q15. Do I have to print out the PPT lecture slides?**

**A15.** No. However, I encourage that you do and bring them to class to take jot notes on. If you decide to print them you have several options available. You may print black or grey scale rather than color and you may print 2, 4, or more slides to the page. You may also download the outlines to your computer and annotate them during lecture.

**Q16. Does anyone ever get a 4.0 in this course?**

**A16.** Yes, plenty. Approximately 15-20% of PSL 250 students earn 4.0s.