Important Information for BIOL 301 Students

Welcome to your online ISU course. This packet of information contains critical materials to get you started in this online course. Please read through it all carefully and contact your instructor if you have any questions. Dr. Carolyn JW Bunde (bundcaro@isu.edu).

Your level of success in any course is determined by a multitude of factors. Please complete a short online survey to assess your readiness for learning online. Even if you have previously completed this survey for a previous online course it is always important to re-evaluate your status for online education. It is available at http://classes.isu.edu/online/students/. This survey is meant to give you an indication of your aptitude for online (web-based) courses and is in no way a guarantee for success or failure in any course or program.

After carefully reading this informational packet, there are three actions you will be asked to take immediately:

1. First, you will complete the surveys at http://classes.isu.edu/online/students.
2. Second, you will send an email to the instructor with information specified in this course packet.
3. Third, you will complete the Moodle Introduction, included in this document.

The following materials are included:

- Welcome letter from instructor
- Tips for being a successful online student in Biology
- Moodle Introduction
- What to do Next and First Assignment
- Course Overview – Syllabus
- Tentative Topic schedule for Lecture – Detailed version and Lab Schedule will be in the Moodle course
- Steps to get into Moodle (again)

Greetings and Welcome to
BIOL 301 – Anatomy & Physiology I

This welcome letter contains critical information about your course, so please read carefully. My name is Dr. Carolyn Bunde (Dr. B). I wanted to send this note out today and let everyone know how the class will work and how to get started. This section of BIOL 301 (lecture and lab) will be delivered fully online. Much of what you are familiar with in the classroom will take place online. This type of approach is not for everyone, so please read over this introduction and evaluate for yourself if you will be successful in this type of a course. Keep in mind that **BIOL 301 is NOT an introductory level course**. It builds on major concepts of introductory prerequisite courses. It will be fast-paced and very challenging!

Course Format
I (Dr. B) will be teaching the lecture portion and oversee the laboratory portion of the course. Assistant instructors will be involved in the lab as well as assist in grading. Lecture materials will be delivered totally online using a combination of streaming-media videos and online tools. You must schedule regular times for both lecture and lab. You will be expected to view the lecture videos and complete weekly online activities (for lecture and/or lab). **Assignments and information will be presented in the lecture or update videos that will NOT be available in any other format; therefore, videos are required**. Some of this information may not be addressed in any other fashion except lecture videos. There will be weekly (or topic related) online quizzes. In addition to quizzes, all of your exams will be completed online.

Since application of biological principles (the lab) is such an integral part of the study of biology I will keep the lecture and laboratory material in the same Moodle course site. This means there will be a tremendous amount of information made available to you. There will be quizzes or exams in both lecture and lab. I will make all learning modules, headings, and documents as clear as possible.

We have found from previous experience that it is easy to get Lecture and Lab mixed up especially in an online environment. I encourage you to have a separate binder or notebook for lab materials that you print off and have a set time in your weekly schedule that you primarily focus on lab information. Where possible the following image to designate LAB information will be used:

For LAB

During the Spring 2010 semester, all labs will be done in the online setting. This is going to make the separation of lecture and lab even more critical for this class. Expect to have weekly lab activities including videos, simulations, exercises, and quizzes. Additional information will be provided in your Moodle course.

It is critical that you have the necessary hardware, software and computer skills to be successful in this course (see attached Moodle lessons for details).

Computer Hardware / Software / Skills and Moodle

If you have not done so already, go to the Classes@ISU website (http://classes.isu.edu/online/students) and take the two evaluations, "Hardware/Software/Skills" and "Am I Ready to Learn Online?" These evaluations will help you decide if you are ready to take an online class.

The online components of the course will be taught through the Moodle system at ISU. While you can certainly count on all of the technical assistance that the ISU Help Desk can offer, your computer/digital skills should also be sound, since you will spend relatively little course time learning how to use your computer, per se. You should already be fairly comfortable or familiar with:

- a word processor program (including saving files in rich text format – ".rtf"),
- communicating through email (including sending and receiving attachments),
- submitting online assignments, quizzes and exams, and
- using discussion tools - forum boards and chat rooms.

Regular communication with the instructors (Dr. B or Lab Instructors) will be vital to your success in the course. You will be spending a good deal of time on your computer so you must be either comfortable with these technical aspects already or comfortable with your ability and commitment to learn them quickly. See the Syllabus for specifics about hardware and software requirements for this course.

Time Commitment
You can expect to spend **at least 12-16 hours per week** working on the lecture and laboratory components of BIOL 301. This includes time spent in lecture, working on laboratory assignments, reading, studying and working on computer-based assignments. You must be able to commit this amount of time in order to succeed in this class! Please note the **figure of 3-4 hours of study for each credit is from the state board of education – these are minimum values!**

Let me quickly explain that this course is **NOT a self-paced,** online individual study course or an online correspondence course. This course is a virtual BIOL 301 course that meets and works online and will require regular in-depth online academic interaction. While you will spend significant amounts of time working on your own to meet the course requirements, you must also be willing to spend consistent, scheduled time interacting with your peers and with me in the online environment. If you cannot make this commitment now or if you are unsure about your ability to be an independent learner or your ability to manage your time then you will be better off in a traditional face-to-face BIOL 301 section; once you fall behind in this course, it will be extremely difficult to catch up.

It is also critical that you do not wait until the last minute to work online for assignments or quizzes/exams. Server resources are often used to the maximum capacity, especially at the beginning and end of the semester.

In keeping with this approach, all of the details of BIOL 301 are available to you in our Moodle course site. The first assignment you will address will be a Moodle Orientation Lessons module that will take you through the Moodle orientation essential to our course.

Until the training is completed the rest of the course will not be released.

Getting Started
Having gotten that out of the way, welcome again. In joining this class you have joined a community of learners. As members of this community we will strive to develop an understanding of BIOL 301. We will meet the goals of the course through a variety of means. Much of your understanding will come from lecture videos, readings in your textbook and the additional information I will provide. You will also be required to visit a number of websites associated with the anatomy and physiology - where informative, short video clips or simulations will be used. It is important to recognize now that you must complete the readings as scheduled in order to succeed in this class!

Two bits of housekeeping details for the course:

1. Immediately email me indicating that you have picked up the course pack, read it, and understand the responsibilities of completing a course fully online. In the subject line of the email type BIOL 301 – Spring 2010 – Online. Note that the bulk of our class messaging will take place inside Moodle; however, for the occasional contact outside Moodle, I will send messages to your ISU email account. If you use another email service, then you will have to forward your ISU email to your other email account. Please note – all ISU students have a free ISU email account. Contact the ISU Helpdesk for assistance with this if you need it (help@isu.edu, http://help.isu.edu, 208-282-4585).

2. Moodle Lessons. The first activities are included in this document; the rest will be available from within our Moodle orientation course. These lessons explain the computer requirements to use Moodle, how to login to Moodle, and how to configure your computer correctly for Moodle. There is a quiz associated with these lessons. Once you receive a satisfactory grade (defined below), the rest of the course materials will be made available to you. Please note – you may need to be patient until your information has been added to the Moodle Server.

Regular communication with the instructors (lecture – Dr. Carolyn Bunde; lab – TA) will be vital to your success in the course. You will be spending a good deal of time on your computer so you must be either comfortable with these technical aspects already or comfortable with your ability and commitment to learn them quickly. See the Syllabus for specifics about hardware and software requirements for this course.

Questions?
Finally, if you have any questions, please ask via the Moodle email system or by posting to the course Forum area. I will have regular on campus and virtual office hours. Please check the Syllabus for details. In addition, specific course schedules and policies, including outline of assignments and grading will be available in the Moodle course. As needed, we will discuss all of these requirements in greater detail, either by phone, Moodle email, or during my office hours. I am committed to help you and to ensure that this course works for you. If you do miss class or work because of illness or other life events, I am committed to working with you to help you stay abreast of events. If you ever have any questions, concerns or worries about the course, readings, assignments, etc. or if you just want to talk, my door (both virtual and physical) is always open. You have but to ask.

Take care. I'm looking forward to a fine semester with all of you.

Tips for Being a Successful Distance Learning Student

Taking an online course is very different than taking a traditional face-to-face course and not all students are prepared to be successful. Review the tips below and ask yourself as to whether you are ready to commit to succeeding in a fully online distance learning course.

1. Recognize that courses with online components are **NOT** any easier than face-to-face classes, and in fact may be **harder** for some students.
2. **Read** over all of the introductory materials and contact the instructor(s) immediately if you have any questions. Communication is essential – all course related questions are welcome!
3. **Assume an active role** in the learning process; whether you are working alone, or in a group, contribute your ideas, perspective and comments on the subject you are studying, and read about those of your classmates.
4. **Log on to your course every single day** or a minimum of 5-6 days a week. It is very easy to get behind quickly so stay active in the course.
5. **Manage your time carefully**. Schedule at least 3-4 hours per credit each week to work on your course and stick to your schedule. Certain courses may require more time! (State Board of Education recommendations)
6. **Do not procrastinate;** follow the course schedule assigned by your instructor. If you need an external source to motivate you to do class work, then consider taking this class face-to-face.
7. Locate **resources to assist you** in being successful in this course, such as the Online Writing Lab, the Library article databases, or the Content Area Tutoring Center. Check out ISU's Center for Teaching and Learning for these and other resources.
8. **Set aside a private space** where you can study and work without interruptions.
9. Make sure that you have the **appropriate software and plug-ins** necessary for the course. See Moodle lessons (in this packet) for more information.
10. If you are unsure of your **computer skills**, develop them! See below for links to online tutorials that can help you improve your computer skills.

Additional Resources

Is Online Learning Right for You?
http://classes.isu.edu/online/students/
Basic Computer Skills Tutorial, University of Maryland University College
http://www.umuc.edu/distance/odell/ctla/basic_skills/
Saba, F. 2004. Strategies to succeed at distance learning. Distance-Educator.com.
http://www.distance-educator.com/dnews/PrintArticle10461.phtml
What makes a successful online student? Illinois Online Network.
http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp

You have been provided with these Moodle lessons because you are taking one or more courses that make heavy use of the online Moodle environment. If you have used Moodle before and feel confident with your skills, you may skip the lessons. However, we strongly recommend that you complete the lessons since there may be information about Moodle tools that you have never used before.

The overview of Moodle Login is available in this packet for your convenience.

Moodle is a software package for producing internet-based courses and websites. It's an ongoing development project designed to support a social constructionist framework of education. Moodle is provided freely as Open Source software (under the GNU Public License). Basically this means Moodle is copyrighted.

The word Moodle was originally an acronym for Modular Object-Oriented Dynamic Learning Environment, which is mostly useful to programmers and education theorists. It's also a verb that describes the process of lazily meandering through something, doing things as it occurs to you to do them, and enjoyable tinkering that often leads to insight and creativity. As such it applies both to the way Moodle was developed, and to the way a student or teacher might approach studying or teaching an online course. Anyone who uses Moodle is a Moodler.

Recommended Hardware, Software & Connectivity Requirements for Moodle

1. Computer Requirements

Operating System		Processor Speed		Memory (RAM)	
Macintosh OS X	Windows XP	800 MHz (min)	2+ GHz (preferred)	512 MB (min)	1 GB (preferred)
A dual core processor is highly recommended (Mac or Windows) for improved performance and stability. We are not aware of any compatibility issues with Windows Vista or Windows 7.					

2. Internet Connectivity Requirements

Internet Requirements	
Internet Service Provider (ISP)	ISU ISP, Local or National ISP (AOL not recommended)
Modem (not acceptable)	Because of the extensive use of streaming video a modem connection is below the minimum requirement

3. Browser Software Requirements

Browser Requirements	
Mozilla - Firefox	3.5.0 or later (RECOMMENDED)
Netscape	Communicator 8.0 or later (potential problems)
Internet Explorer	USE AT YOUR OWN RISK
Safari	1.2 or later (potential problems)

4. Free Browser Plug-ins
Test & Download Browser Plugins here: http://www.isu.edu/~bundcaro/plugins_test.shtml

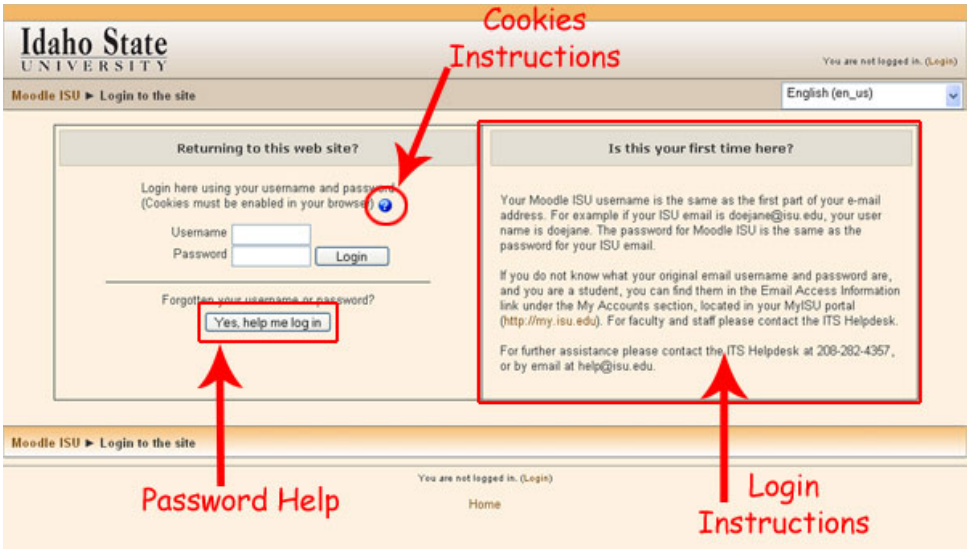
Required Plugins	
RealPlayer	RealPlayer 10.5 or later
Adobe Acrobat Reader	Acrobat Reader 8.1 or later
QuickTime	QuickTime 6.5 or later
Flash	Flash Player 10 or later
Shockwave	Shockwave Player 10 or later
Windows Media Player	Media Player 9 or later

Instructions for logging into Moodle

1. Log onto the Internet

Internet connection problems? Contact the ISU Computer Center Helpdesk at 208-282-4585 or help@isu.edu.)

2. *Enter the address for Moodle at ISU: http://elearning.isu.edu/*



Cookie Instructions & Login Help
For Cookie settings or login help, click on the appropriate Webpage links illustrated in the image above.

Your Moodle username is the same as your ISU email address **without** the @isu.edu part. If your ISU email address is smitjohn@isu.edu then your Moodle username is smitjohn. Your Moodle password is the same as your ISU email password. If you do not know your ISU email password, you can access it from your MyISU portal.

Please note – your default password is **NOT** your month/year of birth!

Why can't I log in?

There could be many reasons but the most probable is that you have simply forgotten your password, are trying the wrong one or are entering it incorrectly. Some other things to think about include:

- Your Moodle username is your ISU email **without the @isu.edu** and your default password is **NOT** your month and year of birth. Your Moodle password is the same as your ISU email password.
- Does your username or password contain a mixture of upper and lower case letters? It should be entered exactly.
- Are cookies enabled on your browser? If cookies are not enabled, the message "Unfortunately, cookies are currently not enabled in your browser" may appear and you will not be able to login until you enable cookies.

What to do next – Available on Jan 7, 2010 - noon

You should be able to access our Biology Moodle orientation course. If for some reason access at this time is not available, you will be contacted via your ISU email or check my homepage for details (http://www.isu.edu/~bundcaro).

Once inside the course, please view the Moodle email presentation, and then begin your first assignment — details listed below.

Your first assignments will be the following! 15 points Possible

1. You will need to complete a set of Moodle Orientation Lessons that will take you through the Moodle basics essential to our course. Until you have completed the training module the rest of the course will not be released to you. **A short quiz will be given to determine if you understand the procedures for communication and tools in Moodle. There are no course points tied to the Moodle quiz; however, a passing score of 80% or better is required.** It is critical that you complete these lessons as soon as possible! They will be available on **Jan 7, 2010 at noon**. Contact the instructor immediately if you are having problems. **Due by 11:00 PM on Jan 13, 2010 or you will be dropped. Once you have completed orientation, you will be moved to the regular Biol 301 course.**
2. You will also need to complete a Knowledge Survey for this class as soon as possible. Please see the details about this survey in the syllabus. Must be completed by **Jan 22 at 11:00 PM** to receive the possible 10 points – if at least 90% of the questions are answered – **this is NOT extra credit.** – See details in course syllabus.
3. For lecture, view the introductory videos and begin working on videos for chapter 1 (if available).
4. Respond to the Getting to Know You activity in the Hallway – Possible 5 points **(Not extra credit)**. Details will be provided in Moodle course.
5. Be sure that you are able to navigate the course and understand the layout. Email Dr. Bunde via Moodle email if you have any questions.

ANATOMY AND PHYSIOLOGY SYLLABUS - BIOL 301 – Spring 2010
Online Lecture & Lab - Lecture Section 1 and Laboratory Sections 01, 02, 03, 04, 05

INSTRUCTOR:

Dr. Carolyn J.W. Bunde
Office/Lab LS 209
282-3891 or 282-3765 (Biol Office)
bundcaro@isu.edu

OFFICE HOURS :

Official office hours will be held in a Moodle Chat room. Specific information on the "virtual or online system" for office hours will be provided in the Moodle course. You may call or visit me during my office hours if you need individual assistance. I encourage you to take advantage of office hours as it can improve your success in the course and make it a more enjoyable experience for you and for me.

COURSE PREREQUISITE: BIOL 101 - GENERAL BIOLOGY OR EQUIVALENT:

If you have not had the prerequisite, you will not be allowed to take this course. Taking General Biology at the same time as this course is not allowed. This course builds on concepts taught in General Biology. If necessary, I will do a faculty initiated withdrawal.

COURSE DESCRIPTION AND FORMAT

Anatomy and Physiology (BIOL 301) is the first part of a two course sequence that covers the subject areas related to basic scientific principles of human structure and function and includes a laboratory. This course stresses the areas of support and movement, control systems, and special senses.

Lecture Section 01 and Laboratory Sections 01, 02, 03, 04, 05 

This course is offered entirely online. Course content will be obtained from readings and supplemented with instructor materials. Students will access the course website at http://elearning.isu.edu/.

This is NOT an independent study course, but an asynchronous learning environment. You need to be a self-motivated learner. I will provide you with a structured format with clear directions. You must take responsibility for your own learning process. It is expected that each student will set aside at least 3-4 hours per week per credit to participate in online activities, assignments, and readings. This is a 4 credit course. At least 12-16 hours per week will be spent in this online course. Students should plan on logging into the course website at least three times per week or more. As such, set aside regular time in your schedule to "attend" class online. **A week is defined as 7 days** from Sunday to the following Saturday. Activities will be assigned and due every week. The advantage of the online environment is that you get to choose when you participate in the course and complete course activities.

Laboratory Format

The laboratory (lab) is an integral part of BIOL 301. The lab will focus on major anatomical and physiological concepts presented in lecture. Primary emphasis will be understanding and

application of new knowledge, problem solving skills and critical thinking patterns. Both the lecture and lab are designed for students majoring in the biological sciences.

You must be registered for the laboratory section L 01,02,03, 04 or 05

The laboratory component of this course will consist of:

Virtual Lab (web-based) – lab materials will be made available here, including lab outlines, instructions, videos, simulations, exercises, assignments and lab quizzes.

Texts:

- Marieb and Hoehn: Human Anatomy & Physiology, 8th edition, Pearson
- Bunde: Integrate – Anatomy and Physiology Lab Manual Online Version
- PAL – Practice Anatomy Lab – Version 2.0 CD
- Additional laboratory requirements will be announced through Moodle.
- The decision to use a different version is **YOURS** – you are responsible for any changes.

If you have the following text or choose to use these materials – that will be acceptable

- Seeley, Stephens, Tate: Anatomy & Physiology , 8th Edition, McGraw-Hill
- Eric Wise, Anatomy & Physiology Laboratory Manual, 8th Edition. McGraw-Hill.
- 1CD – Anatomy Revealed with the text. (CD will also be used in Biol 302)

GENERAL COURSE OBJECTIVES:

- To demonstrate an understanding of anatomical structure and physiological processes of the human body. Performance on exams, participation in class discussions, and laboratory exercises will be used to determine your knowledge level.
- To recognize and analyze the cause/effect relationship between normal and pathological physiological responses.
- To develop problem solving abilities and critical thinking patterns related to the comprehensive understanding of how the human body functions.
- To have a positive and enjoyable learning experience.

** Specific topic objectives will be available in each Moodle learning module**

INSTRUCTOR'S COMMENT:

Idaho State Board of Education identifies a minimum of 3-4 hours for every credit hour. This is a 4 credit class; therefore, that is 12-16 hours per week. Remember, you have additional classes and many of you work and have family obligations. Do the math, there are only 24 hours in a day; oh, don't forget to eat, sleep, etc. I am not trying to be funny; rather, realize all of you have tremendous loads you are trying to accomplish. Don't forget to be "kind" to yourselves. Your performance may not always be what you want or what you have the ability to do. Try to stay focused, positive and have a little fun.

I expect students to have previous knowledge of the basic biological and chemical principles, including basic cell structure and function (covered in General Biology) which are essential when introducing more specific concepts in physiology. I assume students will do

all reading, assignments, and participate in lecture and lab. All information in the assigned reading, web material, and lecture/lab (unless specifically deleted by an instructor) will be "**fair game**" for testing.

*** This course will not be your traditional, passive learning experience! Be prepared to work hard and actively participate.***

*** Students are required to have a computer and high speed Internet access in order to successfully complete this course * *

How to Succeed in BIOL 301

1. View all lecture and laboratory videos.
2. Complete the readings.
3. Ask questions whenever you need clarification about a concept.
4. Study for and complete the practice chapter quizzes without using any supporting materials.
5. Complete the required lab exercises.
6. Use the Study Guide/Knowledge Survey as a way to assess your learning.
7. Recognize your strengths and weaknesses and act accordingly!

In addition to the Moodle Orientation there are numerous documents and presentations in the General Information Book located in the Biology 301 Moodle course:

- Introductory Videos – **Must View**
- Computer Tips Presentation - 5 min
- Study Suggestions Presentation - 15 min
- Lecture Questions Submission Presentation
- Course Information Packet in Word and PDF formats
- Computer & Plugins Help
    - Backup Plans - Student's Responsibility
    - Browser Plugin Links (with links to test required plugins)
    - RealPlayer Controls
    - RealPlayer Settings Demo
    - RealPlayer FYI
    - Breeze Player Controls
    - Time-Out Solutions
- Moodle Help
    - Moodle Frequently Asked Questions
    - Moodle Password & Profile Demo
    - Moodle 101 - From Orientation Course
    - Moodle Email Part 1
    - Moodle Email Part 2
    - Forum Tracking

COURSE COMMUNICATIONS :

You may communicate with me and other students in the class using the communication tools, Email and Forums, provided by Moodle. These are accessible by clicking on the course homepage. The Moodle Lessons provide you with the necessary expertise to use these tools. Plan on checking the Forum area and your Moodle email daily.

- There are two topic areas that are set aside for special uses, "Peer Technical Support" and

"Hallway."

- Peer Technical Support is where you can post questions and one of us (your classmates and I) will respond. Often there are a few very experienced students in terms of computer technology and they can provide answers quickly. I ask each of you to reply in the Peer Technical Support area if you know the answer.
- The "Hallway" topic is for you to have non-course related conversations. This is a community space and my hope is that you'll interact with each other more than simply as students, but as colleagues, peers, and perhaps friends. The Hallway topic is a place for you to share your personal lives (what you did last weekend, etc.). I ask that you keep all non-course related forums in the Hallway, so that we can all know that the other topics contain course-related messages only.

Emailing:
Students must use the Moodle email system rather than my ISU email address (only extreme emergencies). This keeps all communications together in one place. Also, as a rule I will send messages to you through Moodle email. If it is necessary to send a message to you through my ISU email then I will send it only to your ISU email account. If you use another email service, then you will need to forward your ISU email to that account. Contact the ISU Helpdesk (help@isu.edu, http://help.isu.edu, 208-282-4585) for information about your ISU email account.

CONDUCT:

You will be expected to conduct yourselves in a professional manner at all times. Courtesy and respect for your classmates and faculty is expected. According to University policy, rudeness and disrespectful behavior will not be tolerated. Any conduct which endangers a fellow student or instructor is grounds for dismissal. See the Student handbook - http://www.isu.edu/studenta/handbook.pdf or the Faculty/Staff handbook - http://www.isu.edu/references/fs.handbook/part6/6_9/6_9d.html for more information.

Cheating and Plagiarism - Cheating will not be tolerated. The ISU academic dishonesty policy allows an instructor to impose one of several penalties for cheating that range from a warning up to assigning a failing grade for the course. Plagiarism is a form of cheating and it also unacceptable and is subject to the same penalties as cheating.

PLAGIARISM is defined as representing another person's words, ideas, data or work as one's own. Plagiarism includes, but is not limited to, the exact duplication of another's work and the incorporation of a substantial or essential portion thereof without appropriate citation. Other examples of plagiarism are the acts of appropriating the creative works in such fields as art, music and technology, or portions thereof, and presenting them as one's own.

The guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, statements which are paraphrased, summarizations of the work of another and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate direct quotations. Direct quotes are to be kept at a minimum – no more than two sentences – it is always best to put the information in your own words with a reference.

As long as a student adequately acknowledges sources of information, plagiarism is not present. However, students should be aware that most professors require certain forms of acknowledgment or references and may evaluate a project on the basis of form and penalize the student in the grade assigned if citation of sources is improper.

From Student Handbook - Academic Dishonesty
http://www.isu.edu/studenta/handbook.pdf
Dishonest conduct is unacceptable. In cases of academic dishonesty, such as cheating or plagiarism, students will be dismissed from class, given failing grades or otherwise disciplined by the faculty member. Before students are allowed to repeat the course, they must submit a petition to, and obtain approval from, the Scholarship Requirements Committee or the designated official of the college having jurisdiction over the course. Faculty members are responsible for deciding academic dishonesty cases which occur in their classes, except when a case involves additional violation of University policies. Such other violations may be resolved under the Student Code of Conduct, Rights, Responsibilities and Judicial Structure or other applicable procedures. (See the complete policy in the Idaho State University Faculty and Staff Handbook, Part 6, Sec. IX, page 6.9.1 for definitions of cheating and plagiarism on website http://www.isu.edu/references/fs.handbook.

HEALTH OR DISABILITIES

ADA Policy: Any student in this class who has a documented special need that may prevent full demonstration of ability should contact the Director of the Center for Students with Disabilities, Main Floor-Graveley Hall, 208-282-3599, to make an official request for academic accommodations. In addition, it is the responsibility of each special needs student to personally contact the course instructor before the end of the first week of classes to make an appointment to discuss the accommodations that will be necessary to ensure full participation in the course.

You are eligible for health insurance and the use of the student health facilities the same as any other student. Please refer to the student handbook. A minimum fee per visit to student health is charged. You must be a registered student to use the facility. ISU Student Health - http://www.isu.edu/stuhlth/

QUIZZES - EXAMS:

- Quizzes - Exams will be given online through Moodle. You are expected when taking exams to rely exclusively on your ability to remember course concepts. **NO** additional resources (such as notes, books, other people, etc.) may be used to assist you in answering exam questions. Honor System will be used – see Honor Video in course.
- Quizzes - Exams will focus more on the analysis and synthesis of material as opposed to recall (memorization). Be prepared to interpret graphs, integrate various physiological and anatomical concepts and draw conclusions.
- Quizzes - Exams will consist of a combination of objective (multiple choice, T/F, matching) and short answer/essay. Short answer/essay will be graded for basic punctuation, spelling, and grammar in addition to content.
- **MAKE-UPS ARE GIVEN IN EXTENUATING CIRCUMSTANCES ONLY**. Approval/arrangements for a make up must be obtained from the instructor (prior to the exam, if at all possible). Make-up exam format will be determined by the instructor and may be entirely essay or oral. **Any approved make-up will be able to earn 50% of your earned score, unless instructor indicates otherwise.**

- You always have the option to submit your quiz/exam for re-grade (prior to next quiz/exam), with written (referenced) justification for your answer.

** Every effort will be made to coordinate times for lecture exams and lab quizzes. **

You will be notified in Moodle when quizzes and Exams will be available. In all cases, you will have several days of notice as well as several days to take the quiz or exam.

Practice Questions

There will be OPTIONAL online self-study (practice) questions. The purpose of these questions is not necessarily to prepare you for the quiz; rather they are a way for you to determine if you understood the material associated with each chapter. Quiz questions will tend to be more difficult than the practice questions. Practice questions will be released to you as we cover the material in lecture. You will be allowed an unlimited number of opportunities to take the practice quizzes and each set of questions will be slightly different.

NOTES: The schedule of class activities is tentative, lecture material will be covered in the order listed; however, the amount of time for each topic may vary slightly.

You are responsible for all material presented in class as well as the assigned reading. I will periodically delete certain topics from the assigned reading. You will be notified through announcements in the Latest News Forum of any changes made to the schedule of class activities. It is your responsibility to read the Forum announcements in order to be informed of these changes. If I haven't specifically deleted any material/sections from the reading assume you are responsible for the material.

A significant amount of the course material is provided through Moodle. I will be updating and adding to this material throughout the semester; therefore, I advise you not to print everything available at the beginning of the semester. As new information becomes available I will inform you via Forum announcements. Please note that our Moodle course material is different from the online material associated with the textbook from the McGraw-Hill publisher.

Make-ups

It is extremely difficult to handle make-ups in the online setting. All make-ups must be approved by the instructor and if at all possible approval prior to the missed activity should be obtained. Missing an activity due to “you forgot” or “computer problems” will not be viewed favorably. **Unless otherwise indicated by the instructor, any make-ups will be worth up to 50% of the possible score.**

Extra Credit

Students are not taking this course to get points. The course is to provide valuable information about the subject that is necessary for your major course curriculum. If you are having problems with the assigned material, I can assure you extra credit will **NOT** help with your understanding of material. Please **DO NOT** ask for extra credit or a way to get more points. Focus on the material at hand and seek to improve your understanding of the

material.

Class Attendance

Because this is a fully online course, I will track attendance through your course activities (reading of Forum messages, responding to messages, etc.). Additionally, there will be several required interactive activities that you will need to participate in. If you do not participate, your final grade will reflect your absences.

Grading

Your performance in this course will be evaluated in a number of different ways. Specific details for both lecture and lab will be provided in the Moodle course. Your grades will be posted in the Moodle course via the My Grades link. Please contact the instructor immediately if you notice a discrepancy. Your final course grade is based on both your lecture work and your laboratory work. This is a tentative grade break down. If slight modifications are necessary you will be notified immediately.

lecture exams	250 points
final exam - (50% new; 50% comprehensive)	150 points
Quizzes/Assignments	500 points
Laboratory	300 points
Total	1200 points

Please note: the grade breakdown is tentative. Occasionally adjustments need to be made depending on the student's understanding of material. You will be notified if any adjustments are made. Standard University Grading Scale (plus/minus) based on percentage of total points will be used.

BACKUP PLANS:

Use the following information as a guide for steps you need to take in specific situations that limit your ability to meet course requirements. Note, however, that this list may NOT include every situation. You are expected to communicate in a timely manner with the instructor if you encounter difficulties that will interfere with your ability to meet course deadlines. You are expected to meet course requirements and to have backup plans in place to work around any difficulties you might encounter. Here are some recommendations for your backup plan:

If you lose your internet connection, if your computer breaks down, or if your printer stops working.

- At the beginning of the semester, make arrangements for an alternate location to sign in from, i.e. get an ISU computer account, and/or log in at a friend's house.
- Throughout the semester, save copies of homework, forum and email messages in two locations (e.g. computer hard drive and a CD or Zip disk).
- When the problem occurs, inform your instructor immediately by phone or email if the problem will affect submission of a quiz or assignment.
- Turn to an alternate resource (i.e. retrieve the file from disk, log in from on campus) and complete the assignment.

If you get sick.

- Contact the instructor by phone or email immediately, or have someone else make contact if you are unable to do so. Inform the instructor of the problem and make arrangements. Except in extreme circumstances, failure to notify the instructor could result in affecting your grade if any course requirements are late or missing.

If you need to be away for more than a few days.

- Notify the instructor in advance and complete assignments ahead of time if they are available. Except in extreme circumstances, failure to notify the instructor could result in affecting your grade if any course requirements are late or missing.

TENTATIVE TOPIC SCHEDULE FOR LECTURE
BIOL 301 A & P – Spring 2010

Week of	Topic	Chapter Marieb	Chapter Seeley
1/11	Introduction, Homeostasis	1,2	1,2
1/18	Cell Structure/Function	3	3
1/25	Tissue, Cell membranes - Transport Mechanism	3,4	4
2/1	Continuation		
2/8	Integument System, Skeletal System	5,6,7	5,6,7
2/15	Bone Development; Articulations	6,7,8	6,7,8
2/22	Membrane Potentials - Muscular system, Structure/Excitation-Coupling	9,10,11	9,10, 11
3/1	Continuation		
3/8	Intro to Nervous System, Synapses, Electrical Concepts, Integration	11	11
3/15	Continuation of Muscle and Nervous Physiology		
3/22	Spring Break		
3/29	CNS/PNS - Motor/Sensory Function	12,13	12,13,14
4/5	Continuation		
4/12	Continuation		
4/19	Autonomic Nervous System	14	16
4/26	Continuation; Special Senses	14,15	16, 15
5/1-7	FINAL WEEK		

Lab Schedule will be available in the “lab topic area” of the course.

Below are the steps for accessing your online course site - Again

1. Access the Internet. (Contact the ISU Computer Center Helpdesk if you need help logging onto the Internet at 208-282-4585 or help@isu.edu.)

2. Go to http://elearning.isu.edu/. I encourage you to bookmark this page.

3. Enter your Moodle username (your ISU email **WITHOUT** the @isu.edu). Enter your password (which is the same as your ISU email password). Then click the "Login" button. For students needing further assistance logging into Moodle, please use the links on the Moodle login page or contact Dr. B (bundcaro@isu.edu).

4. Once you have logged into Moodle, you will see a page listing the Moodle courses for which you are registered. Our course is BIOL 301 (Online) which will not be available until you've completed the lessons in the BIOL Orientation course. Dr. Carolyn Bunde is the listed instructor. Click on the BIOL Orientation course link and you will see the homepage for that course.

5. Click on the link for the Moodle Introduction and complete the listed activities. Once you have completed the Moodle orientation material, you will be moved to our BIOL 301 course. Once in BIOL 301 proceed with the introductory videos and first assignment. Please read over the course syllabus immediately and email me in Moodle if you have any questions.