

## Important Information for Biol 305 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](mailto: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 to [bundcaro@isu.edu](mailto:bundcaro@isu.edu)**
- 3. Third, you will view and complete the Moodle Introduction included in this document.**

The following materials are included in this document:

- Welcome letter from instructors
- Tips for being a successful online student in Pathobiology
- Moodle Introduction
- First Assignment
- Course Overview – Syllabus
- Tentative Topic Schedule
- Steps to get into Moodle (again)

Yes, this is a large document – please read it carefully!

## Welcome Letter

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### Greetings and Welcome to BIOL 305 – Intro to Pathobiology

#### Introduction

This packet contains critical information about your course so please read it carefully. My name is Dr. Carolyn Bunde (Dr. B). I wanted to send this packet out today and let everyone know how the class will work and how to get started. This section of BIOL 305 will be delivered in what is called an “online” format. 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 document carefully and evaluate yourself to determine if you will be successful in this type of a course. Keep in mind that BIOL 305 is **NOT** an introductory level course. It builds on major concepts of introductory prerequisite courses such as general biology and general physiology. It will be fast-paced and very challenging!

#### Course Format

I (Dr. B) will be teaching the lecture portion of this course. Lecture materials will be delivered using a combination of streaming-media video and online tools. You will be expected to view the lecture videos and complete weekly online activities that will cover material not addressed during lecture. 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. There will be weekly online quizzes. In addition to quizzes, all of your exams will be completed online. It is critical that you have the necessary hardware, software and computer skills to be successful in this course (see attached Moodle and Computer Information). Some of the weekly activities will be graded by a qualified instructor other than me. However, at all times please feel free to contact me (Dr. B) with any course related activities or problems.

Application of biological and physiological principles is an integral part of the study of pathobiology. There will be a tremendous amount of information made available to you in a variety of formats – lecture videos, online tidbits and assignments as well as various readings. Case studies and application materials will be used throughout the semester.

#### 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 boards and chat rooms.

Regular communication with the instructor (Dr. B) will be vital to your success in the course. You will be spending a good deal of time on your computer so you must already be comfortable with these technical aspects 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 9-12 hours per week** working on the various components of BIOL 305. **Please note the figure of 3-4 hours of study for each credit is from the State Board of Education – these are minimum values!** This includes time spent in lecture, 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! If you cannot make this commitment now or 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 section of BIOL 305. Once you fall behind in this course, it will be difficult to catch up.

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 305 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.

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 305 are available to you on our Moodle course site. Part of the first assignment you will address will be a Moodle Lessons module that will take you through the Moodle basics essential to our course.

***\*Until you have completed the Moodle orientation 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 305. 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 pathology (or related topics) where informative, short video clips or simulations may be used. It is important to recognize now that you must complete all of the activities 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. **Note that the bulk of our class emailing 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](mailto:help@isu.edu), <http://help.isu.edu>, 208-282-4585). If you need to contact me through regular email (outside of Moodle) please use “BIOL 305 – Spring 2010 – Online” as the subject.
2. Moodle Lessons. The first activities are included in this document; the rest will be available from within our Biology Moodle Orientation course (Available Jan 7 at noon). These lessons explain the computer requirements to use Moodle, how to login to Moodle, and how to configure your computer correctly for Moodle. After you have completed the Moodle Lessons the rest of the course materials will be made available to you.

Regular communication with the instructor (Dr. B) will be vital to your success in the course. You will be spending a good deal of time on your computer so you must already be comfortable with these technical aspects 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 Moodle email. I (Dr. B) will have regular virtual office hours using the Moodle chat tool. 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 during our first lecture. I am committed to ensure that this course works for you.

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

## Tips for Being a Successful Distance (online) 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 distance learning online course.

1. Recognize that online courses 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! (Remember, these numbers are from the State Board of Education.)
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 Intro (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/](http://www.umuc.edu/distance/odell/ctla/basic_skills/)

Saba, F. 2004. Strategies to Succeed in 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>

## Moodle Introduction Activities

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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 web sites. 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	2.0.3 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 Plugins** – Test & Download Plugins - [http://www.isu.edu/~bundcaro/plugins\\_test.shtml](http://www.isu.edu/~bundcaro/plugins_test.shtml)

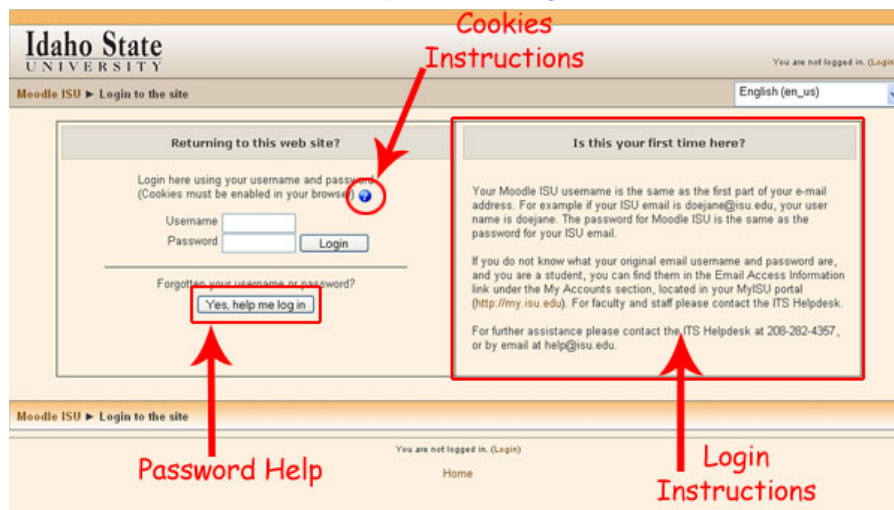
Required Plugins	
RealPlayer	Realplayer 10.5 or later
Adobe Acrobat Reader	Acrobat Reader 8.1 or later
QuickTime	QuickTime 6.5 or later
Flash	Flash Player 10 or later
Shockwave	Shockwave Player 10 or later
Windows Media Player	Media Player 9 or later

**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](mailto:help@isu.edu).

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



**Cookie Information & Login Help**

For Cookie information or login help click on the appropriate Webpage links illustrated in the above image.

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 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.

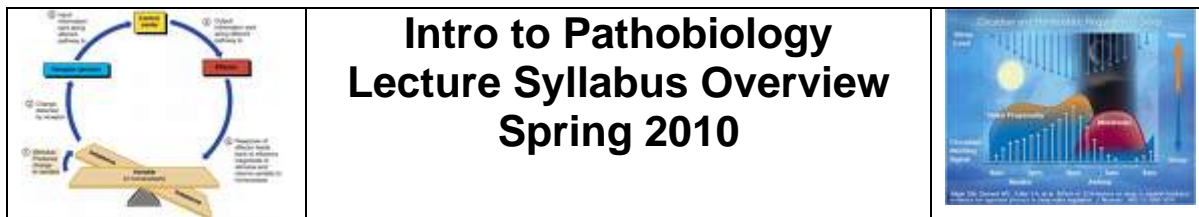
## **What to do next – Available on Jan 7, 2010 at Noon**

You should be able to access our Moodle Orientation course. If for some reason access at this time is not available you will be contacted via your ISU email.

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

### **Your first assignment will be the following! – 25 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 305 course.**
2. Completion of the pre-pathology evaluation. Please note the score does **NOT** count. It is to evaluate your background in prerequisite material. This must be completed prior to the release of the remainder of the course. If only a portion of the evaluation is done, you will not be allowed into the course. **Due by 11:00 PM on Jan 15, 2010 to receive the 10 points if all questions are answered. This is NOT Extra Credit!**
3. 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 10 points if at least 90% of questions are answered. This is NOT Extra Credit!**
4. For lecture view the introductory videos and begin working on Chapter 1. Read the chapter and start with the material in Moodle (if available).
5. Respond to the **Getting to Know You** activity in the Hallway Forum. **Possible 5 points** (Not extra credit!). Details will be provided in the Moodle course.
6. Be sure that you are able to navigate the course and understand the layout.
7. Email Dr. B ([bundcaro@isu.edu](mailto:bundcaro@isu.edu)) if you have any questions.
8. Please note, a lecture quiz will be available on Jan 15 and Due Jan 19 – Don't get behind!



Instructor: Dr. Carolyn Bunde  
Phone: (208) 282 - 3891  
Email: [bundcaro@isu.edu](mailto:bundcaro@isu.edu)  
Office: LS 209  
Virtual office Hours: Moodle chat room (will be listed in course)

## Course Description

Pathobiology covers the basic disease processes, which are specifically related to basic scientific principles of human structure and function. This course stresses the areas of pathophysiological principles in relation to all major organ systems, including interactions of various organ systems and disease processes.

## Course Prerequisites

**BIOL 301/302 – Anatomy & Physiology OR EQUIVALENT: Taking A & P at the same time as Pathobiology is not allowed. This includes repeating these courses. In addition, General Biology or Zoology is required for A & P so it is also a prerequisite for Pathobiology.**

## Course Objectives:

- To demonstrate an understanding of physiological and pathological processes of the human body. Performance on exams and participation in class discussions or exercises will be used to determine your knowledge level.
- To emphasize the interconnectedness of the different organ systems to pathologies.
- 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 pathological processes affect human body functions.
- Develop skills in evaluation of provided information and prepare an argument using clear and concise prose.
- To have a positive and enjoyable learning experience.

## Text Book – Education Materials

Understanding Pathophysiology – Huether, McCance, Brashers and Rote 4th Edition – Mosby, Elsevier. The decision to use a different version is **YOURS** – you are responsible for any differences. In addition, various selected readings and websites – these will be provided in your Moodle course. Student workbook is available.

## Instructor's Comments

Idaho State Board of Education identifies a minimum of 3-4 hours for every credit hour. This is a 3 credit class; therefore it is 9-12 hours per week (**MINIMUM**). 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 assume and expect students will do all reading, assignments, and participate in lecture. All information in the assigned reading, web material, and lecture (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 305

1. View all lecture videos or presentations.
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. Use the Study Guide/Knowledge Survey as a way to assess your learning.
6. Recognize your strengths and weaknesses and act accordingly!

## Course Format

This course will be delivered online. Streaming-media videos and various online tools will provide the majority of the lecture materials. Students will participate in web-based or independent learning activities as well as online group activities.

The web component of this course will be offered through a software program called Moodle. Course materials will be made available here, including lecture outlines, study suggestions, links to additional resources, and the web-based learning activities. In addition, the course site will provide access to practice quizzes, online evaluation quizzes/exams, and web-based communication tools. The lecture videos and presentations must be watched online. Downloading or saving copies of the lecture videos or presentations is a violation of copyright.

## Computer Requirements and Moodle Access

At minimum, you will need access to a PC running Windows 2000 or XP or a Macintosh running OS 9 or X. You will also need high-speed Internet access. To access the course materials, go to <http://elearning.isu.edu/> and login. Your Moodle ID is 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](mailto:bundcaro@isu.edu)). When you login, your Moodle page will list all of the courses that you are taking that use Moodle. You will only see the BIOL Moodle 101 Orientation course until you have completed the Moodle Lessons. This is NOT the Student Guide to Moodle. Once the Moodle Lessons are successfully completed the BIOL 305 course will be available to you. Click on BIOL 305 – Pathobiology to access this course.

In addition to the Moodle Orientation there are numerous documents and presentations in the General Information Book located in the Biology 305 Moodle course:

- Introductory Videos – **Must View**
- Computer Tips Presentation - 5 mins
- Study Suggestions Presentation - 15 min
- Lecture Questions Submission Presentation
- Course Information Packet in Word and PDF formats
- Reading Schedule
- Computer & Plugins Help
  - Backup Plans - Student's Responsibility
  - Time-Out Solutions
  - Browser Plugin Links (with links to test required plugins)
  - RealPlayer Controls
  - RealPlayer Settings Demo
  - RealPlayer FYI
  - Breeze Player Controls
- 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

## Office Hours and Communications

We will be using Moodle's communication tools to keep in touch. You may access the email tool from the **Email List** link on the Moodle course homepage. General course announcements will be placed on the Homepage or in the *General Course Forum* area. Students should post any questions they have concerning lecture material here as well. If you need to contact the instructors privately, use the Moodle *Email* tool. Instructors will be monitoring website communications on a daily basis.

## Time Commitment

As stated above, this is a 3 credit class so you should expect to spend a minimum of 9-12 hours per week attending lectures, working on class assignments, and reading. If you cannot commit this amount of time to this course you are not going to do well. Curriculum – including the volume of material has been coordinated with the ISU nursing department.

In this “online” learning environment, you will need to be self-regulated learners. We will make every attempt to provide you with a structured format of instruction and clear directions. However, you must take responsibility to ensure your own learning processes and successful outcomes.

For purposes of this course, a week is defined as seven days from Sunday to the following Saturday. Activities will be assigned and due every week – just like if you had to come to a weekly class on campus. The advantage to the “online” environment is that you get to choose when to access and complete the weekly assignments; meaning you may submit them earlier than they are due.

## Grading Scheme

Your performance in this course will be evaluated in a number of different ways. Please see the specific sections below for details on each item connected to the lecture portion. Your grades will be posted in the Moodle course via the *Grades* link. Please contact the instructor immediately if you

notice a discrepancy. Please note that your final course grade is based on all your work and participation in the course.

Activity	Points
Web-based learning activities – Quizzes, Assignments, Lecture Questions – Pre & Post Knowledge Survey – Pre-pathology Evaluation	550
Online Exams (2 @ 50 pts each)	100
Comprehensive Final	50
<b>Total possible points (approximate)</b>	<b>700</b>

**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.**

### Knowledge Survey (Study Guide)

The Knowledge Survey is essentially a pre- and post-assessment of your understanding of the material presented in this course. You can use it as a “road map” for what will be covered and you are encouraged to use it as a detailed study guide. Read more about the Knowledge Survey by clicking on the *Knowledge Survey* link on the course homepage. You will receive 10 points (if **at least 90%** of the questions are answered) toward your final grade for completing both the pre- and post-Knowledge Survey. You must complete the pre-Knowledge Survey no later than **Jan 22 at 11:00 PM to earn 10 points**. You will also be required to complete a post- Knowledge Survey again at the end of the semester to earn 10 points. These points are **NOT** extra credit!

### Weekly Web-based Learning Activities

There will be weekly web-based learning activities. Be prepared to work hard on these activities. They will require that you have completed all of the assigned readings and viewed any additional required materials available via the Moodle site. These activities may require group work as well. In addition, questions will be asked in the lecture videos that will be submitted for a grade. These will not be available in any other format. Directions for submission will be provided in the lecture videos. Many of these web-based activities can **NOT** be made up due to their nature and the tool in Moodle.

### Quizzes & Exams

There will be online chapter quizzes. The purpose of these quizzes is to prepare you for the exams, and **more importantly** to provide a way for you to determine if you understood the material in each chapter. Practice questions will be released to you as we cover the material in class. You will be allowed an unlimited number of opportunities to take the practice quizzes. You always have the option to submit your exam for re-grade (prior to next exam), with written (referenced) justification for your answer.

Questions will be drawn from the readings and lecture material. Specific dates and chapters will be available in the Moodle course. Each exam will be available for a three to four (3-4) day period. Once you begin an exam you will have adequate time to complete it. Each student will receive a different

exam. Because of the enforced time limit, be aware that you will need to study and prepare for the online exams, just as you would for any other type of exam.

### **Make-ups are given in extenuating circumstances only.**

It is extremely difficult to handle make-ups in the online setting. Missing an activity due to “you forgot” or “computer problems” will not be viewed favorably. 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. Unless otherwise indicated by the instructor, **any approved make-up will be able to earn 50% of your earned 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.

**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.**

### **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> 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 is also unacceptable and 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.

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>)

## **Copyright**

As a copyright protection, the lecture videos and presentations are not formatted for downloading. This means you cannot save copies of the videos or presentations in order to view them while you are "offline".

## **HEALTH OR DISABILITIES**

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. 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/>

## **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, discussion 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

This is a guideline of topics to be covered. In some cases, we may cover several topics (from different chapters) at the same time. An example may help to explain –

Topic of Water-Fluid Balance – areas that will be covered

- ❖ Basic cell structure – function – transport systems
- ❖ Fluid compartments – normal exchange processes
- ❖ Capillary exchange
- ❖ Cardiac and urinary function and effects on respiration
- ❖ Endocrine function – ADH – Renin - angiotensin – aldosterone system

This list is only a partial list of material/concepts that are involved in water balance. Some of this material is covered in chapter 4 in the Huether text, but clearly other chapters will be required; plus all the background knowledge and understanding that you are responsible for; whether you were required to know/understand the material or not in prerequisite courses.

In all cases lecture videos as well as any additional information provided in Moodle should be considered as required. In addition, the text typically has a chapter(s) of basic physiology and pathologies associated with children for each system; you are responsible for this information. I will clearly indicate if a section will not be covered on our evaluations (quizzes or exams).

You may need to look up terms in medical dictionaries or other sources such as general physiology or biology textbooks or websites. I will try to provide you with reliable websites, readings, tidbits, etc.; however, if you find a good website or reference material, please bring it to my attention. If appropriate, I can make it available to the entire class.

### **The first topics to be covered – Chapters 1 & 3 in Text and Robbins Handout**

- ❖ **Introduction to disease processes**
- ❖ **Alterations in cells and tissue**

**The schedule for the remaining topics will be available in the General Information book in the Biology 305 Moodle 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](mailto:help@isu.edu).)
2. Go to <http://elearning.isu.edu/>. I encourage you to bookmark this page.
3. Enter your Moodle ID (which is 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](mailto: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 305 (Online) which will not be made available until you have completed the Moodle 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 material you will gain access to the BIOL 305 Moodle course. Once you have access to BIOL 305 proceed with the introductory videos and first assignment. Please read over the course syllabus immediately and email me if you have any questions.