

Course Overview

Course Philosophy You may be used to taking a course by sitting and listening to someone talk while you are frantically taking notes (or falling asleep), hoping to get what “he thinks is important”. You then memorize and can hopefully regurgitate successfully on the exams.... We’ve found that to be a very boring way to learn. There are better ways, and when we could, we’ve included them in the design of this course.

One of the things that all of the education professors will tell you is that repetition and active student involvement are two important factors in the learning process. It’s also necessary to remember that not all students learn the same way depending upon their personality types. A good idea is to include as many different types of learning activities as is possible. We have tried to be creative in our design of a course which will still help you master the materials you’ll need as you move on towards your educational and career goals.

Course Syllabus: The syllabus offers a detailed list of the materials which we will be looking at over the semester. Please review it as needed for details which may not be present in this overview. **You should also check with your institution, including a copy of the syllabus and course description to insure that it will meet the transferability needs of your institution.** One other area which is important to review is that pertaining to academic honesty. More on this later.

Needed Materials: What will you need for the course? There are three (possibly four) different items required for each course. These items are the text book, the ADAM Interactive Physiology CD, the lab kit with specimens and materials, and, if you don’t have one, a dissecting kit. All are available at the [Mayville State University Bookstore](#). (This is a functional hyperlink- we use them in course documents through the semester. If you are looking at this on your computer and it’s presently hooked to the internet, it should take you to the bookstore’s homepage.) Please order the materials as soon as possible! We’ll be using them right away!

Course of Study: Our study of human anatomy and physiology involves a number of different types of learning activities. The course activities may be divided into the following four graded areas:

1. **Study Modules:** A study module for each chapter of the text is available on our website. The resources that you will need are your textbook, and in some instances, the Interactive Physiology CD (IAP CD). Each module consists of two parts. The first activity to be completed is a written study guide (SG) in a Microsoft Word format. There are different activities intended to assist you in your understanding of the material. The study guides consist of three different areas. They are
 - a. A short summary or introduction to the chapters in the text.
 - b. A list of the major learning objectives for the chapter.
 - c. A series of questions that will help you learn essential materials and will give you the opportunity to demonstrate your understanding of concepts or principles addressed in the chapter. Where appropriate, the materials which are explained or clarified on the IAP CD will be specifically identified in the study guides. There will also be questions about animations which illustrate different body processes. These animations are downloaded from the website, and may be reached by clicking the links in the text of the study guides.

You will be downloading the study guides from the **Content** area of the course website. You should complete on your computer, saving it frequently to your hard drive as you work on it. When you've completed it and are satisfied that answers provided are correct, you'll submit it to us using the **Dropbox** tool. When the computer recognizes the submission, it will make the second part, a **chapter mastery quiz (CMQ)**, available to you. It is an open-book activity, in which you may use any resources available to determine the correct answers. This means that you may also ask a friend/colleague/fellow student about the question, or even the instructor. **What it does NOT mean is that you may take a corrected quiz from someone else and copy/paste the answers into the quiz.** When it is submitted, the computer will grade the quiz and give you a score. **Important note!** We look at all chapter mastery quizzes. There are many fill-in-blank questions which the computer may grade wrong if there is any variation between your answer and ours. You can tell if it's been graded by looking at the initial feedback box at the beginning of the quiz. We'll enter the word "checked" and the date. You will be able to determine which questions are incorrect or partially correct by looking at the points awarded for each question. You may then study the material further and retake the quiz. A total of three attempts on each quiz may be made with the highest attempt recorded. The computer will not give you the correct answer until the third submission.

- 2. Practice and Review Materials:** There are many different practice quizzes and other review aids available for exam preparation. These include numerous different types of practice exams which cover important concepts in each chapter. The number of practice quizzes varies by chapter, but some are present for all chapters. We are also developing other types of review materials as well, including extensive crosswords or other vocabulary/terminology learning tools.
- 2. Proctored Objective Examinations:** Objective exams will consist of multiple-choice questions which will be available by logging into the website with your computer. Your proctor will be sent the passwords for each exam. The server will send the exam to your location for you to complete online and submit. It will grade the exam and allow you to view the results immediately. The three exams plus a comprehensive final will be available to you when you are ready for them. Numerous practice exams are also available online to enable you to test your anatomical knowledge.

What is a proctor? A proctor is someone appointed to supervise students, as in an examination. Proctors give validity to our courses. The three or four exams which you will take during the course are intended to measure your mastery of the materials. As such, it should be someone who has no vested interest in how you do on the exam, but it should be someone who may verify that proper examination procedures were followed when you were being evaluated. For that reason, the OWL (Office of WW Learning) has compiled a list of characteristics of a proctor (click the proctor criteria link in the Syllabus module of the Content area in D2L) . When you find someone who will serve as your proctor, you'll need to download the proctor approval form from http://www.mayvillestate.edu/worldwide_learning/proctor_form.cfm . Complete it and submit it to the OWL for approval. We will then send the passwords necessary for the exam to the proctor.

- 3. Case History File:** When you prepare for the objective examinations, you will also receive a case history file describing patients whose symptoms arise from maladies of the organ system(s) which you've been studying. There are a series of questions which will give you the opportunity to display your understanding of the material.

4. Integrated Laboratory Activities. A series of lab activities have been designed which will allow you to experience some of the activities available to on-campus students. You'll receive some of the materials which will be sent from our lab. When you open the box, don't be surprised to see a white rat and other preserved animal organs for you to dissect! Other materials will use things which you have in your kitchen. We'll provide specific instructions in or on their use. Some of the lab activities will be simulations which you will be able to run on your computer, and for a few, we will send you micrographs taken in the lab for you to interpret. Lab reports for the activities should be completed and returned to us for evaluation. Some labs will include a lab quiz, which you may take twice, with the highest score being recorded.

Ungraded quizzes: There are many practice quizzes available online which you may take unlimited numbers of times and other review aids available for exam preparation. These include numerous different types of practice exams which cover important concepts in each chapter. The number of practice quizzes varies by chapter, but some are present for all chapters. We are also developing other types of review materials as well, including extensive crosswords or other vocabulary/terminology learning tools.

The computer grades and scores practice quizzes right away, but the results are not included in the gradebook. Some of the quizzes cover materials which will not be graded or tested upon. They are included for your use and benefit. An example includes all of the detailed questions about muscles. As a nurse, you may not need all of them, but as a massage therapist or physical trainer, you will. Use the tools that are available to help you prepare for your goals.

Checklist: How do you know what activities are required for the course? The easiest way is to go to the MayvilleState navbar and click the **Checklist** link on the right side. It will open up and show you the four categories of assignments, each of which will further open to give detailed lists of the assignment types.

Due Dates:

1. In the upper left corner of the course home page is an **Events** widget (that's what they are called!!) which list due dates for the course tasks. **PLEASE NOTE:** The dates are not written in stone- they are advisory. Each of you has a different life to live with different events which (unbelievably!) take precedence over my course. I've generated the due-dates with the purpose of giving you guidelines so that you don't come to the end of the semester and discover what's left to be done, causing a heart attack. If you follow the dates, you won't be too frustrated at the end. There is absolutely nothing that prevents you from going ahead as fast as you can if you wish.
2. **No book yet? No lab kit?** Hopefully you will have your book and other materials very soon. It means that you will need to produce materials at a higher rate later in the course as time passes. The book, Hole's Human Anatomy and Physiology 11th Edition (the 10th edition is also good if you've already purchased it), is available from our bookstore as well as from online vendors. The CD (Interactive Physiology 9-System Suite) is also available online or from the bookstore. The lab kits are available **ONLY** from our bookstore, and are put together specifically for our courses. If you do not have them, please order them as soon as possible!
3. Why have due dates? Experience and the registrar both tell us that students need to complete courses on time so grades can be turned in on time. If a genuine problem occurs, please let me know if you will not be able to meet the final deadlines at the end of the session.

Submission sequence: Nothing prevents you from completing all of the SGs, then mastery quizzes, exams, and finally, labs, rather than completing them in the listed order in the events and checklist areas. However, as mentioned at the beginning of this, we try to offer differing activity types through the entire course. There are also ways in which materials are linked that make them more effective as a learning aid. The order in which materials should be completed is that as shown in the content area. All assignments are within that area BUT if there are release conditions, those conditions must be met before you can see the assignment. An example is the chapter mastery quiz (CMQ). In order for the CMQ to show in your quiz list, you need to have turned in a completed study guide to the dropbox. In order to take an examination, all assignments prior to the exam must have been taken (quiz) or submitted to the dropbox (lab report, case history)

Discussion board: There are no requirements for the use of the discussion board. However, it is available as a tool for you to find out info about some topic, or to share some information such as a URL which pertain to a topic. It is not possible for you to form separate forums, but if you wish to have a separate forum created, email/call John. We'll be happy to create a new forum for you that all can see.

Academic Integrity: The syllabus has a fairly detailed description of what is considered the honest pursuit of course success. Please note that the syllabus refers to many different instructional strategies that are used during the course. Included are many which may honestly and fairly include working with other members of the class to complete an assignment. One of the best ways to really learn something is to teach it to others. The act of forming explanations in your own words requires you to develop an understanding of the phenomenon. You are encouraged to work with others in this way. An example of something that is **not acceptable** is copying and pasting materials from graded assignments or graded exams which have been completed by another student. Please don't engage in this type of behavior, or ask other members of the class to do so. You may find some of the materials somewhat tedious, but the purpose is repetition. Looking at the same thing from several different angles leads to better understanding.

Final Grade: "What should I expect for a grade?" The course is designed to give a high ratio of success. Our goal is to have all students get either an A or a B in the course. This may seem higher than what some of you have previously experienced in a traditional class. In a class where there are two or three exams to determine the grade, the poor test-taker is at a decided disadvantage. The variety of activities will, if completed properly and completely, very likely give you a far better understanding of the topics. Be assured, it is a lot of work, but work is rewarded in the way the grades are determined.

Instructor Contact: Very few of us will ever meet face to face, unfortunately. However, you should always be able to reach us during reasonable hours. This does include (yes, does include!) evenings and weekends. I (John) has all of my school, home and cell numbers listed in the profile area (click the classlist link, then the appropriate question mark in the staff tab area). If you have a problem, give me a call. Please keep in mind that we are in Central Daylight time, or 6 hours behind GMT. With maturity, some of us go to bed around 10 pm. The furthest away that any student has called me from was from Kathmandu in Nepal (twelve hours difference).

We hope that this will answer at least some of the questions which may arise as you begin the courses in Human Anatomy and Physiology.