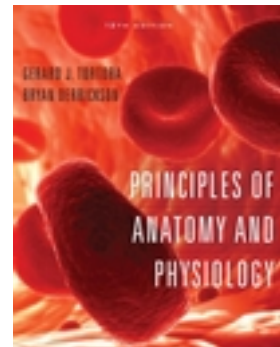


Advanced Physiology COURSE SYLLABUS LTCC

It is a very good idea to print this page off for reference for you during the semester

- I. COURSE NUMBER & TITLE:** Biology 2256 – Advanced Physiology Online
- II. CREDIT HOURS:** 2
- III. HOURS PER WEEK:** Arranged Online
- IV. CATALOG DESCRIPTION INCLUDING PRE-REQUISITE:**
A course designed to increase the student's understanding of the mechanisms involved in the normal functioning of the human body, with lesser emphases regarding the effects of disease on that functioning. Focus is on body defenses and interaction and integration of body processes.
- V. OBJECTIVES:**
This course follows the order of "Nursing Related to Cellular Activity." Coordinated with the respective nursing units, "Advanced Physiology" promotes the learning of Level III science content which students find most relevant when they are actively involved in nursing applications. Specific content included is related to physiological functioning in the maintenance of homeostasis.
- VI. INSTRUCTIONAL MEDIA:**
- A. Lecture PowerPoint on CD**
(We will send this to you free of charge upon receipt of your STUDENT SURVEY)
 - B. Internet**
 - C. Unit testing**
 - D. Online Quizzes**
 - E. Required Text:**
Principles of Anatomy and Physiology, 12th Edition
by Gerard J. Tortora, Bryan H. Derrickson
ISBN: 978-0-470-08471-7, 2009
(Either the 11th or the 12th edition of the text will work for this course)
A link to access the Online Bookstore is given below:
<http://www.mbsdirect.net/Index.html>

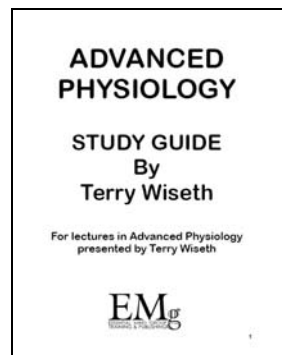


Required Study Guide:

Advanced Physiology Study Guide, 1st Edition,
by Terry Wiseth, Published by EMG Publishing, December 2006

**Instructions for accessing the Advanced Physiology Study Guide can be acquired by using the link below:

[**ADVANCED PHYSIOLOGY STUDY GUIDE**](#)



VII. COURSE REQUIREMENTS:

Completion of all summary papers, all unit exams, all case studies and all quizzes are mandatory. In other words, you do not have the option of “skipping” any of the assignments. Awarding a grade for the course is contingent upon completing all required assignments. Completing the assigned work in a timely manner is most beneficial for the student. Submitting assignments late is frowned upon and repetitive late assignments will be dealt with on an individual basis. Possible consequences include docking points from assignments. There are minimum computer and software requirements for this course. You can view these requirements by clicking on [MINIMUM REQUIREMENTS](#).

The keys to success in this course are simple:

1. Keep up with the lectures in a timely manner from the CDs
2. Read the appropriate text material before each lecture.
3. Take notes from the lecture, at least in an outline form.
4. Go back and re-read the text; fill in your notes, based mainly upon those topics we covered in lecture.
5. If you have done all the above and still do not understand some concept, contact the instructor.
6. Submit your assignments in a timely manner.

There will be very little time spent on concepts from pre-requisite courses. This material is in the book, if you need refreshing.

VIII. QUIZZES & TOPIC EXAM SCHEDULE:

Three unit exams will be given by proctor. **Quizzes, Summary Papers and Case Studies** will be submitted online. A schedule is provided from the home page (**ASSIGNMENT SHEET**) for the completion of each of the assignments. You may submit assignments sooner than the due date if you wish. You may work faster than the assignment sheet dates provided.

This course will require you to provide a volunteer who will agree to serve as your proctor for Unit exams. This individual should be someone who will be available for you at the times that you are required to take the exams. This individual will need to supply their time in proctoring the exam and also must send the completed exams to the instructor. The proctor cannot be a family member. Local teachers, counselors, or administrators would also be acceptable. The instructor will need the name, address, phone #, e-mail address and relation or position that your proctor holds. You can supply this information by filling out and submitting the student survey. The student will be required to incur any costs involved in sending the exams to the instructor for correction. Approval of a proctor rests completely with the instructor. Upon approval the exams will be sent to the proctor.

3290 DISTANCE EDUCATION PROCTOR POLICY

The College may allow supervised tests and assessments to be administered by an approved test proctor at an alternate site. Proctors are individuals who supervise course tests and assessments. Proctors have a responsibility to ensure integrity during testing situations and should have no vested interest in student success on the exam. The college (i.e. course instructor) reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected. The student is responsible for selecting a qualified proctor who then must be approved by the course instructor. Individuals who are eligible for approval include: College or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military. Individuals who may NOT serve as proctors, regardless of other qualifications, are relatives, friends, neighbors, tutors, work supervisors, co-workers, clergy, or coaching staff. Falsifying proctor information or not following proctor testing procedures is considered a violation of the NCTC Student Code of Conduct and the student may be subject to college sanction (i.e. suspension) or course failure.

3290P DISTANCE EDUCATION PROCTOR PROCEDURE

A student enrolled in a distance education course must submit to the faculty member assigned to the course, information about his/her proposed community-based testing environment and proctor through the following procedure:

1. The student locates a proctor candidate and potential test environment that meet specific criteria. Individuals eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military. Individuals who may NOT serve as proctors, regardless of other qualifications, are relatives, friends, neighbors, tutors, work supervisors, co-workers, clergy, or coaching staff.
2. The student submits the proctor information on a form provided by the course instructor during the first week of the semester.
3. The designated faculty for the course evaluates the information and decides on behalf of the college whether the proposed test environment and proctor meet the required criteria and will communicate the approval status of the proctor request to the student.
4. If the designated faculty determines that the proposed test environment or proctor does not meet the college requirements for any reason, the student will be asked to locate a different proctor and to resubmit the new information following the previous steps.

Enrolled students who fail to submit information for approval will be expected to complete all tests and assessments on designated dates at one of the Northland Community and Technical College campuses.

IX. GRADING:

A minimum grade of C must be attained to successfully complete the course.

3	Unit exams	100	points each	= 300
6	Quizzes	17	points each	= 100
6	Case Studies	17	points each	= 100
6	Summary papers	17	points each	= 100
	Total			600

A = 90-100
B = 81-89
C = 73-80
D = 66-72
F = below 66

Submitting Assignments

Each semester we receive assignments that are submitted without names or documentation of the assignment type. Please be very sure that you include your name and pertinent information as to the type of assignment and unit you are submitting.

Unit Exams

The unit exams will be given by proctor to you. You are required to not use your notes, textbook or other resources in performing the Unit Exams. Instructions for the exams will be supplied to your proctor and you. Once the exam is finished, the proctor will send by US mail the exam to the instructor for grading. All three unit exams must be performed in order to receive credit for the course.

A proctor is someone who will administer the unit exams to you.

Use the link below to find a detailed description of proctor specifications

[**PROCTOR SPECIFICATIONS**](#)

Quizzes

Quizzes will be submitted online using the **QUIZ INDEX** from the **ADVANCED PHYSIOLOGY HOME PAGE**. The quizzes will be emailed to the instructor automatically when they are submitted. By clicking on the **SUBMIT** button on the quiz, it will be sent to the instructor. You may use your notes, textbook or other resources in performing the quizzes. All six quizzes must be performed in order to receive credit for the course.

Case Studies

The case studies are presented online from the **CASE STUDIES INDEX** page. Submission of the answers to questions and conclusions are online and are emailed automatically to me when they are submitted. You will be presented with a smorgasbord of choices for each unit. You will need to submit a **minimum of two** case studies of your choice for each unit. Submitting more than 2 case studies for each unit will not allow for more points. You certainly may do more than 2 case studies, however only the **first 2 submitted** will be included in the grading process. Two case studies for each of the 3 units must be performed in order to receive credit for the course. This would be a total of six case studies. Be very sure that you read the criteria used for grading the case studies. It is important that you realize that the case studies will be graded strictly as described below.

The expectations by the instructor for providing answers to the questions for the case studies is that there be clear evidence of supporting data or research in answering each of the questions. Simple "Yes" or "No" answers or one and two sentence responses to the questions would not allow for much credit being given for the question. You should include as much supporting information and knowledge that you can, when answering each question. We find that the reason that most Case Studies are docked points is because there was not enough supporting information written or supplied about the question. When sources are not listed, the Case Study submission is automatically deducted points. There are significant points rewarded for the successful submission of each Case Study. For this reason it must be quite evident that there is given sufficient evidence of research and knowledge of the solutions provided for each question. Be very sure that you are including as much supporting data and research that you can. Do not assume anything that the reader may know. In your answers be sure that ample proof is given to the instructor that you know the material well. By including as much as you can in your answers you also give proof of your research. The case studies are intended to make you think and analyze and so may take significant time to perform. This amount of time that you invest in your conclusions can best be shown by the amount of supporting material you include in your answers.

When case studies are graded the following criteria for determining points is used:

5 POINTS *Have answered the questions and given correct answers only to at least 50% of the questions, with little or no supporting data or research (5 points)

9 POINTS *Have answered all of the questions correctly only, with little or no supporting data or research (9 points)

13 POINTS *Have answered all of the questions correctly and supplied sufficient and significant supporting data or research to at least 50% of the questions (13 points)

17 POINTS *Have answered all of the questions correctly and supplied sufficient and significant supporting data or research to all of the questions (17 points)

Summary Paper

You will need to write 2 summary papers for each of the 3 units for a total of six summary papers. Summary papers are written summaries of readings that you have performed which are related to the topic at hand. Written summary papers must apply to some aspect of nursing pertaining to the most recent materials presented in that particular unit. A listing of possible resources for the summary papers is listed on the **SUMMARY PAPERS INDEX** page. You are not limited by the lists of resources given for the summary papers. You may also choose more than one reading to include in your summary. You may also use your textbook, periodicals, magazine articles, Nursing Journals, internet searches, etc. You will receive credit for **only two** summary papers for each unit. Each summary paper is worth a maximum of 17 points. You may email me the summaries as attachments (**MS WORD** only) or you may just email your summary using your email text. However, we would prefer and encourage you to use the **Summary Paper Form** which is given as a link from the **SUMMARY PAPERS INDEX** page. All **6** summary papers must be completed in order for a grade to be received for the course. It is a good practice to print your summary out so that you will have a hard copy of it for your records. The summary paper must be typewritten and at least 800 words long. Be very sure that you indicate your sources for the summary papers. The summary paper topics and criteria can be found by following the links from the **ADVANCED PHYSIOLOGY HOME PAGE**. Some very good links can also be found by linking to **NEWS SOURCES** from the Advanced Physiology Home Page.

Summary Paper Criteria

- 1) *No less than 800 words each.
(About 1-2 pages typewritten at font size 12 and 1 ½ spaces)*
- 2) *The summary paper will be typed and submitted online from the summary paper home page on a summary paper form or they may be submitted by email and sent to me as an attachment (MS word only).*
- 3) *You must indicate at least one source for each paper.*
- 4) *The summary paper must apply to some aspect of nursing pertaining to the most recent materials presented in lecture. Some resources for readings to use for the summary papers are listed on the SUMMARY PAPERS INDEX page. The web sites listed are not the only places you can find material to read for your summary papers. Internet search engines, journals and your textbook are also very good sources for summary papers.*

Extra Credit

There is no opportunity for extra credit in the course. Spend your time and energy understanding the materials and assignments which are given.

Incomplete

If you are not able to finish the course in the prescribed time you will need to fill out the request for incomplete form which you can access from the Advanced Physiology Home Page.

Late Work

Work submitted after the published due date may not be considered for full credit of the published points for the assignments. It is very important that you keep track of when assignments are due.

Technical Problems

From time to time there may be technical issues with your computer, the internet service provider or the course file server. In some of these instances it may appear that you have submitted an assignment, but it does not arrive to the instructor. For this reason it will be important that you archive a copy of all of your submitted assignments. These copies will be your proof of submission should there be any question of whether an assignment has been submitted.

X. COURSE CONTENT:

Acids & Bases	Liver	Gas Exchange & Transport
Electrolytes	Pancreas	Immune System
Fluid Balance	Reproduction	
Homeostasis	Genetics	

XI. INSTRUCTOR:

Terry Wiseth

E-mail: Terry.Wiseth@NorthlandCollege.edu

Office: 265E

Office hours: 2 PM Monday-Friday

Office Phone: 218 - 683-8726

Home phone: 218 - 681-1217

XII. TEXTBOOK-LECTURE CORRELATIONS

UNIT 1 Acid-Base Fluid & Electrolyte Balance Chapters 2,3, 27	UNIT 2 Gas Exchange & Transport Immune System Chapters 19, 21, 22, 23	UNIT 3 Reproduction & Genetics Liver & Pancreas Chapters 24, 25, 28, 29
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Assignment Schedule

DUE DATE	QUIZ	CASE STUDY	SUMMARY PAPER	EXAM
September 4	Survey			
September 8	Quiz 1			
September 15	Quiz 2	Case Study 1		
September 22		Case Study 2	Summary Paper 1	
September 29			Summary Paper 2	
October 6				Exam #1
October 13	Quiz 3			
October 20	Quiz 4	Case Study 3		
October 27		Case Study 4	Summary Paper 3	
November 3			Summary Paper 4	
November 10				Exam #2
November 17	Quiz 5			
November 24	Quiz 6	Case Study 5		
December 1		Case Study 6	Summary Paper 5	
December 8			Summary Paper 6	
December 15				Exam #3

EXAM DATES

October 6	Exam # 1
November 10	Exam # 2
December 15	Exam # 3

INFORMATION YOU MAY NEED TO KNOW

It is the student's responsibility to make sure the Registration Office is notified of any change(s) in his/her class schedule.

ADDING A COURSE

During the first six class days of the semester, students may add a class to their schedule by filling out an "ADD" form and having it approved by an advisor.

DROPPING A COURSE

During the first six class days of the semester, students may drop a class from their schedule by completing a "DROP" form and having it signed by an advisor. A course this is dropped will not appear on a student's transcript, however, if it is dropped after the first day of the semester and no classes are added, the student will be charged for the class.

WITHDRAWING FROM CLASS

After the sixth day of the semester and through the sixtieth day of the semester students may withdraw from a class by completing a "WITHDRAWAL" form and having it signed by an advisor. Classes withdrawn from will appear on the transcript with a grade of "W".

If you wish to withdraw, could you please go to your distance portal and complete the online withdrawal form. You can find your portal by going to <http://distance.minnesota.edu> and in the upper right part of the page click on your home college (the college you intend to receive your degree from). Inside the portal in the upper right is an icon that says "forms". The form is electronic. Complete the form, click submit and it will be submitted to the distance office.

***Last Day for Late Registration, Drop/Add
Last Day to Withdraw***

***September 4
December 1***

REGISTRAR'S OFFICE

Rocky Ammerman

Phone 218-683-8540

ISSUING OF GRADES

Disagreements or issues concerning the issuing of grades should first be brought to your instructor. If you feel you need further resolution, contact the Academic Dean's office. The Academic Dean's office will assist you in your pursuit of the matter.

ACADEMIC DEAN

Norma Konschak

Phone 218-683-8613

ACADEMIC DISHONESTY

Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing or other misconduct directly related to the academic learning experience. Plagiarism is the unacknowledged use of another person's work (either word for word or in the substance of an idea) in one's own work offered for credit. Plagiarism, cheating, and possession and/or distribution of un-administered examinations may be handled as a scholastic matter (i.e. failing the assignment and/or the course) or as a disciplinary matter in accordance with the Student Code of Conduct. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student's test paper and/or collaboration during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor.
- Stealing, buying, or otherwise obtaining all or part of an un-administered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper, painting, drawing, sculpture, or other work of art; or submitting as one's own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other written work, painting, drawing, sculpture, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.

If a student disagrees with charges of academic dishonesty policy against him/her, they must meet with the instructor and attempt a resolution. If the student and the instructor cannot come to a resolution the student may appeal the decision through the appeal process.

DISABILITIES

If you have a documented disability and wish to receive academic accommodations, please contact the Learning Services Office (Dean Dahlen).

SYLLABUS SUBJECT TO CHANGE

We anticipate that we will follow the schedule that has been outlined here, but adjustments may be made based on what actually happens during the course. If there are changes, you will be notified by email and/or by a message given on the home page alerting you to the change or changes being made. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

MINIMUM COMPUTER AND SOFTWARE REQUIREMENTS

Computer Specifications:

Students are expected to provide their own software, Internet Service Provider, email and computer hardware system to take a web-based class.

Minimum Hardware Required:

Personal Computer with the following capabilities and software:

- 486DX or higher processor (Pentium recommended)
- 8+ MB of RAM (32 MB recommended)
- 30 MB free space on hard drive
- Keyboard and mouse pointing device
- 14.4 modem or faster

Access to the Internet through an Internet Service Provider (a separate fee may be required)
CD ROM Drive
Speakers with sound capabilities

Software Specifications:

Minimum Software Required:

Microsoft Windows 98 or 2000 operating system

Microsoft Office 97 or Office 2000

All of the following can be downloaded free of charge

Internet browser (Internet Explorer)

E-mail

Real Player G2

Flash Player

Microsoft Windows Media Player

Technical Support

Technical support is available to you to help you with your Internet course. Our technical support staff will assist you with such concerns as:

Accessing the Home Page

Accessing Quizzes and Forms

Accessing the CD ROM

Installing essential multimedia software

Help with online Library Resources

Printing

The TECHNICAL SUPPORT can be obtained by calling 218 – 686 – 3852. Hours of operation are Monday through Thursday 8:00 am to 9:30 pm Central Standard Time and Friday 8:00 am to 5:00 pm CST. You can leave a message for our people to get back to you during working hours if you like. You can also email:

Stacy.Hron@NorthlandCollege.edu

Your technical support hotline staff is Dave Olson, Stacy Hron and Juan Barrios.

USE YOUR BACK BUTTON TO RETURN