Instructor: Melissa A. F. Daggett, Ph.D.
Office: TBD Office Phone: 816-271-4381 Cell Phone: Announced in class
Email: daggett@missouriwestern.edu (preferred method of contact)

***All class related email correspondence must be through a MWSU email account.***

Course Information: Available on WebCT
Scheduled Office Hours: Tuesday and Thursday 8:00 a.m. - 1:00 p.m.

COURSE INFORMATION
BIO 311 Animal Physiology
Lecture: MWF 10:00 - 10:50 a.m.
Laboratory: Monday 2:00 - 4:50 p.m.

FINAL DATE: Monday, Dec. 13th, 8:30 - 10:20 a.m.

Textbooks (REQUIRED):

COURSE DESCRIPTION
The physiological systems, their functions and interactions in animal physiology with emphasis on the human animal. An introduction to the dynamic functions of animals from the chemical and molecular mechanisms, which sustain cellular processes through the control systems responsible for homeostasis and the influence of these systems on the cellular function of organ and system operation. Laboratory investigation using selected biochemical and physiological preparations allows correlation of theory with experimental observations.

METHODS AND SCHEDULE
This course shall consist of a series of reading assignments, lectures, class discussion periods, projects, quizzes, exams and laboratory investigations. A variety of multimedia aids will be utilized including slides, videos, and computer simulations. Students will be required to use library and laboratory resources for obtaining journal and newspaper articles and for completing computer Internet assignments. A tentative lecture schedule is given at the end of this syllabus and is subject to change.

EVALUATION
This class includes both lecture and lab concurrently, so points from both lecture and lab portions of the course will be used to calculate the final grade. The term grade will tentatively be based on the following:

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Exams</td>
<td>60%</td>
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<td>Assignments</td>
<td>15%</td>
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<td>Literature Reviews</td>
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<td>Lab Data</td>
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The above will be graded no stricter than as follows:
A = 90-100%  B = 80-89%  C = 70-79%  D = 60-69%  F = 0-59%
ADDITIONAL COURSE INFORMATION FOR BIO 311

- **Attendance is required for every lecture and laboratory.** You are expected to attend all lectures and laboratories. If you cannot attend, it is your responsibility to obtain the missed information.

- **Conflicts due to extracurricular activities, including athletics, should be brought to the instructor's attention as soon as possible.** Failure to do so may result in an unexcused absence.

- **Exams:**
  - Exams will be given as scheduled on the syllabus and weighted equally, unless announced otherwise.
  - The format of exams will be announced in class. Possible formats include multiple choice, fill in the blank, essays or a combination of these formats.
  - Exams must be completed during the scheduled allotted day and time. Students with disabilities that require special consideration, such as extra time for completing the exam, must provide the appropriate documentation from the Special Need Office and make prior arrangements well in advance of the exam date. This point applies to all other assignments and quizzes in lecture and lab.
  - Exams will reflect the material covered in both lecture and lab.
  - Most of the final exam will be comprehensive in nature.
  - **Make-up policy:** If an emergency prevents you from taking a scheduled exam you may take a make-up exam during the semester based on the following criteria:
    1. Notify the instructor by voice mail or email (giving your excuse) **before** the start of the scheduled exam.
    2. Arrange to complete the make-up exam ASAP. (You will not be able to return to lecture before arranging a date and time for the make-up exam.) Failure to appear on time for the make-up exam will result in a zero for that exam.
    3. All make-up exams may be different from the regular lecture exam, possibly essay in nature, and may be inherently more difficult than the exam given in class.

- **Assignments:**
  - This may include both announced and unannounced quizzes.
  - Some assignments, including quizzes, may require the use of WebCT.
  - The availability of points for make-up quizzes or late assignments will be available only at the discretion of the instructor and will not be guaranteed full point value.

- **Literature Reviews:**
  - Specific instructions will be provided in class.

- **Laboratories:**
  - Attendance at the regularly scheduled lab period will be strictly required and enforced.
  - Make-up laboratories will not be available. It is each student's responsibility to make arrangements with another lab member to obtain missed materials and information.
  - Some laboratories will require time scheduled outside your regularly scheduled lab time.
  - Changes to the laboratory schedule and instructions may occur during the semester to meet the flexible and unavoidable situations that arise during a laboratory. **You** will be required to keep yourself updated on a weekly basis to any changes. Changes will be announced at the beginning of the lab session **and may not be repeated for those who arrive late**.
  - A no food or drink policy in the laboratory will be strictly enforced. All food or drink containers must be closed and placed completely out of sight and not used during your time in the laboratory.

**Students with Disabilities**

- Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements.
- It will be to the advantage of students with disabilities requiring special accommodation to contact the Special Need Coordinator at least two months before enrollment. The Special Needs Office is located in SS/C 202B. The coordinator will explain services to the student and assist the student with any school related problems that might be encountered. The number is 816-271-4330.
**Academic Honesty Policy**

- **Academic Honesty Policy and Due Process:** Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity.

- Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school.

- When a student's grade has been affected, violations of academic honesty will be reported to the Provost or the designated representative. Please see the Western Student handbook and Calendar for a full description of the Western Academic Honesty policy and the student due process procedure. The handbook is available online at [http://www.missouriwestern.edu/handbook/index.pdf](http://www.missouriwestern.edu/handbook/index.pdf).

- **Violations of Academic Honesty:** Violations of academic honesty include, but are not limited to, the following activities:
  1. Copying another person's work and claiming it as your own;
  2. Using the work of a group of students when the assignment requires individual work;
  3. Looking at or attempting to look at an examination before it is administered;
  4. Using materials during an examination that are not permitted;
  5. Allowing another student to take your exam for you;
  6. Intentionally impeding the academic work of others;
  7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
  8. Using any electronic device to improperly store information for an exam;
  9. Knowingly furnishing false information to the University or its representatives.
  10. Assisting other students in any of the acts listed above.

**Classroom Professionalism:**

Each student is expected to act in a professional, courteous, and respectful manner and help maintain a clean and safe learning environment for all. The use of any personal electronic devices (PDA, MP3 music player, cellular phone, etc.) during class time is prohibited. Turn all such devices off upon entering the classroom or lab. Disruptions, disrespectful, or unsafe actions will result in dismissal from the course.

**Disclaimer:** The grading policy as well as lecture topics and exam dates are tentative and subject to change.