

## Syllabus: Human Anatomy and Physiology 2 (BIOLOGY 2404 Lecture) Spring 18

**INSTRUCTOR:** Ms. Volha Minich, M.S. Phone: 936.294.3244 Office Hours: MW 1-3  
Office: Lee Drain Bldg. 147 Email: [vxm050@shsu.edu](mailto:vxm050@shsu.edu) TR 9:30 – 12:00

Note: I am on-campus most days, so, if you need help outside of office hours, stop by my office or schedule an appointment.

**COURSE LOCATION & TIME:** Lee Drain Bldg. 214, TR 5:30 – 6:50

**COURSE COORDINATOR:** (oversees all lectures and labs for A&P):  
Dr. Jordan Clark Office LDB 148 Phone (936) 294-2656 Email [jmc124@shsu.edu](mailto:jmc124@shsu.edu)

**COURSE DESCRIPTION:** This course is the second of a two-semester sequence of courses addressing the structure and function of the human body and mechanisms for maintaining homeostasis. Emphasis will be given to aspects relevant to medical science. The second semester will focus on the anatomy and physiology of cardiovascular, respiratory, renal, digestive, and reproductive systems. In the laboratory, students will examine human anatomy through histology, anatomical models and mammal dissections. Physiological lab experiments and/or computer simulation exercises will also be conducted.

**Prerequisites:** A grade of C or higher in BIOL2403. Demonstrated college-level readiness in reading, writing, and math.

**NOTE: A minimum GPA of 3.0 (B average) in science courses is required to even apply to Nursing School. Students admitted to Nursing School have an average GPA of 3.4. So, if you want to get into Nursing School, obtain no less than a B in all of your pre-nursing courses. In addition, nursing schools tend to look more favorably on applicants who do not retake any single course more than once, or have more than two different courses retaken.**

**Lecture:** This lecture course will help students identify and understand the function and form of several important human organ systems. Students will learn anatomical vocabulary and understand how organs and organ systems function and interact with an appreciation for the complexity and integration of the human organism.

**Laboratory:** Laboratory sessions are an important part of your educational experience. Laboratory sessions will help you gain a hands-on application and examination of the material taught in lecture. Laboratory sessions may require critical aspects of experimentation and how to collect, analyze, and evaluate data. Laboratory regulations, procedures, and requirements will be outlined in detail by your laboratory instructor during your first laboratory meeting.

### REQUIRED COURSE MATERIAL

- 1. Lecture Digital Access to the Textbook:** Connect Plus Anatomy and Physiology with LearnSmart; McKinley, O'Loughlin, Bidle. *Anatomy and Physiology: An Integrative Approach* Publisher: McGraw-Hill Sciences ISBN: 9781260421620.  
Note 1: **Returning Students:** If you took 2403 at SHSU your Connect access code and login information from that course is still valid for the 2404 Connect page.  
Note 2: **New Students:** If you took A&P 1 or equivalent at another institution, you will need to purchase a Connect access code.  
Note 3: You are **NOT** required to buy a hard copy of the book (the Access Code has an e-book already). However, if you really need it, you can always purchase a loose-leaf version of the text directly from the publisher's website for **\$60** (this includes shipping and handling). You can also buy a cheaper earlier edition (1<sup>st</sup>)
- 2. Scantron 882-E** (for your exams)
- 3. Lab Manual:** Martin, Terry: Laboratory Manual for Human Anatomy and Physiology  
Publisher: McGraw-Hill Sciences ISBN: 9781309099063  
Note 1: **Returning Students:** If you took 2403 at SHSU your lab manual from 2403 is still valid.  
Note 2: **New Students:** If you took A&P 1 or equivalent at another institution you will need to purchase the required lab manual. This is NOT an online lab manual. This is a hard manual available at bookstores and online.
- 4. In-Class Application:** <https://squarecap.com/> - a response system we will be using during the lecture (\$10).

**COURSE POLICIES AND ASSESSMENT:** As students at SHSU you are expected to behave in a professional and respectful manner. Please review the **Student Readiness Plan** and **Student Professionalism Guide** for more detail on policies and expectations for this course.

**Lecture Attendance:** Lecture attendance is required for this semester. You may not leave during the lecture without advance notice. Leaving during the lecture will result in a zero for that chapter/week's quiz and homework.

**Lecture Material:** You are required to register for all required material. The Connect course site registration will remain open for a limited time. Once Connect registration has closed, a second registration period will open in three weeks and remain open for 24 hours. You will not be allowed to make up any missed assignment during the closed registration period. The second registration period will be the final opportunity to register. If you miss the second registration period, you will not be allowed access to any of the Connect assignments.

**Course Assessment:** This course has two components, lecture and lab, combined into one overall four-hour course grade. Your course grade will be determined by:

Assessment: Weighted (%)	
Lecture Exams	30
Final	15
Class Quizzes	10
Connect Chapter HW	10
Connect Case Studies	5
Laboratory	30
<b>Total</b>	<b>100%</b>

**Lecture Exams:** Lecture exams will cover material from lectures, readings, homework, and case studies. All exams will be 50 multiple choice questions. You are allowed the entire class time to complete the exam. During the exam, all electronic devices must be secured and out of sight. All watches must be removed and secured out of sight. All hats must be removed or turned backwards. You must notify the instructor before the exam or **no later than 8hrs** after the missed exam. You must provide verification by means of official university or medical documentation. Failure to abide by any one of these attendance policies will result in a zero for the missed exam without the opportunity to take a make-up. If the excused absence is verified, you will be allowed to take a make-up exam. The date, time and form of the make-up exam will be decided by the instructor.

**Final:** The final exam will be 100 multiple choice questions and cover selected material from 2403(A&P 1) and 2404. The Final Exam must be taken on the scheduled date as determined by the university. There will be no make-up for the final exam regardless of the excuse. If you miss the final exam due to medical or university obligations, please, contact the course coordinator (Dr. Clark) within 8 hours of the final exam.

Note: There are no exam study guides. However, various study techniques and strategies will be discussed periodically, leading up to each exam.

**In-Class Quizzes:** Quizzes will be administered during lecture through the online application *Squarecap*. If you arrive to class after the quiz has started, you will not be allowed to participate. If you experience any technical issues during the quiz, you must notify the instructor immediately. Once the instructor has verified the technical issue, you will be allowed a make-up quiz at a different date and time. If you do not immediately notify the instructor of the technical issue or wait until the quiz has finished, you will not be allowed to take a make-up quiz.

**Connect Chapter HW and Case Studies:** Chapter homework and case studies are assigned through your McGraw Hill Connect course site. You are responsible for noting the due date and time for all Connect work.

Note: If you have any problems with Connect throughout the course, please contact the **McGraw Hill Customer Experience**

**Group:** Phone: 800-331-5094 Hours: M-Th 7am – 3am, Fri 7am – 8pm, Sat 9am – 7pm, Sun 11am – 1am

You must also document (screenshot) and notify your instructor of any technical issues before the assignment due date.

Your instructor will review assignment policies each week as they may differ for select assignments.

**Laboratory:** Please review your 2403 laboratory syllabus for policies. Your lab instructor will give you a complete description of policies on the first day of lab. Be aware that you may NOT switch sections.

#### **Course grade breakdown:**

The **OVERALL** grade = (Exams x 0.3)+(Final x 0.15)+(Quizzes x 0.1)+(H/W x 0.1)+(Case Studies x 0.05)+(Lab x 0.3)

The **LETTER** grade will be determined: 90-100% (A), 80-89% (B), 70-79% (C), 60-69% (D), <60% (F)

#### **UNIVERSITY POLICIES:**

**ACADEMIC DISHONESTY:** All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

**Cell phones must be put on vibrate and put away during class, and absolutely during exams.** If your cell phone is out during testing days, then your exam will be taken up and you will receive a "0" for the test, and face possible additional disciplinary action. I will give one warning during an exam if I see a cell phone out. With this warning check to make sure your phone is put away. Failure to do so will result in a zero.

**STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY:** Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

[http://www.shsu.edu/~vaf\\_www/aps/documents/861001.pdf](http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf)

**STUDENTS WITH DISABILITIES POLICY:** It is the policy of SHSU that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see: <http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

**VISITORS IN THE CLASSROOM:** Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

**Classroom Rules of Conduct:** Cell telephones must be turned off and put away before class begins. Students are prohibited from reading, sleeping, texting, talking at inappropriate times, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive may be reported to the Dean of Students for disciplinary action in accordance with university policy. No audio or visual recording of the lecture may take place without the express written consent form signed by both instructor and student.

**TENTATIVE SCHEDULE:** The following is tentative schedule for 90 minute lecture meeting twice per week. Weeks for the exams will be followed as closely as possible, but they are **subject to change**. It is **YOUR responsibility to attend class, check Blackboard often, and be aware of schedule changes.**

Week	Lecture	Lab
Jan 18	Ch 17 Endocrine S	No Labs
Jan 23 Jan 25	Ch 17 Endocrine S Ch 18 Blood	Cardiovascular System: Blood Cardiovascular System: Heart Anatomy: Models and APR
Jan 30 Feb 01	Ch 19 Heart	Cardiovascular System: Heart Anatomy: Cat Cardiovascular System: Blood Vessels Anatomy: Cat
Feb 6 Feb 8	Ch 20 Vessels	Cardiovascular System: Heart Physiology: 21.14 and PhLS 21.15
Feb 13 Feb 15	Ch 20 Vessels <b>Exam 1</b>	Cardiovascular System: Circulation Physiology
Feb 20 Feb 22	Ch 21 Lymphatic Ch 22 Immune	The Respiratory System Anatomy: Cat and models The Renal System Anatomy: Cat and models
Feb 27 Mar 1	Ch 22 Immune Ch 23 Respiratory	<b>Lab Practical 1</b>
Mar 6 Mar 8	Ch 23 Respiratory Ch 23 Respiratory	The Respiratory System: Physiology
Mar 12 -14	<b>Spring Break</b>	
Mar 20 Mar 22	<b>Exam 2</b> Ch 24 Urinary	The Renal System: Physiology
Mar 27 Mar 29	Ch 24 Urinary Ch 26 Digestive	The Digestive System Anatomy: Cat and models
Apr 3 Apr 5	Ch 26 Digestive Ch 26 Digestive	The Digestive System Physiology Enzyme lab
Apr 10 Apr 12	Ch 27 Nutrition and metabolism Ch 27 Nutrition and metabolism	The Reproductive System: Models
Apr 17 Apr 19	Ch 28 Reproductive Ch 28 Reproductive	<b>Lab Practical 2</b>
Apr 24 Apr 26	Ch 29 Reproductive <b>Exam 3</b>	Presentations
May 1 May 3	Review	Presentations (if needed)
Finals Week	<b>Final: Thur, May 10 7:30 – 9:30</b>	