

Syllabus: Human Anatomy and Physiology 1 (BIOLOGY 2403 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

TR 9:30 – 12:00

COURSE LOCATION & TIME: Lee Drain Bldg. 214, MW 3:00 – 4:30

COURSE COORDINATOR: (oversees all lectures and labs for A&P):

Dr. Jordan Clark Office LDB 148

Phone (936) 294-2656 Email jmc124@shsu.edu

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 DESCRIPTION: This course is the first 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 first semester will focus on the anatomy and physiology of human cells, tissues and systems including the integumentary, skeletal, muscular and nervous systems. In the laboratory, students will examine human anatomy through histological and skeletal preparations, as well as through dissection of mammals. Physiological lab experiments and/or computer simulation exercises will also be conducted.

Prerequisites: 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. It has an 18-month access to the e-book and additional resources, including various assignments you will be required to complete starting with the day 1 of class. If bought directly through the publisher - \$125. If bought through the campus book store - \$164.

Note 1: Connect offers a two-week free trial at the beginning of the semester.

Note 2: 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 (1st)

Note 3: If you are retaking the course, the last semester's access code will work this semester.

2. **Scantron 882-E** (for your exams)
3. **Lab Manual:** Connect online access for lab manual for Human A&P Publisher: McGraw-Hill Sciences ISBN: 9781260426359
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 the following:

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 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. 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).

Assessment	Weighted (%)
Lecture Exams	35
In-Class Quizzes	15
Connect Chapter HW	15
Connect Case Studies	5
Laboratory	30
Total	100%

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 Assignments: 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 = (Exam x 0.35) + (Quizzes x 0.15) + (H/W x 0.15) + (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

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). 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 of	Lecture	Lab
Jan 17	Cancelled	No Lab
Jan 22	Ch 1 Ch 2	The Laboratory Environment
Jan 29	Ch 2 Ch 3	Orientation to the human body
Feb 5	Ch 4	Cell Structure and Membrane Transport
Feb 12	Exam 1 Ch 5	Histology: Epithelial Tissue and Connective Tissue
Feb 19	Ch 6	Lab Practical 1
Feb 26	Ch 7	The Skeletal System: Axial
Mar 5	Ch 8 Ch 9	The Skeletal System: Appendicular
Mar 12	Spring Break	
Mar 19	Exam 2 Ch 10	The Muscular System: Pig Dissections: Head, Neck, Thorax, Abdominal wall The Muscular System: Models ID: Head, Neck, Thorax, Abdominal wall
Mar 26	Ch 10	The Muscular System: Pig Dissections: Back and Shoulders, Forelimb, Hindlimb The Muscular System: Models ID: Back and Shoulders, Forelimb, Hindlimb
Apr 2	Ch 11 Ch 12	The Muscular System: Structure and Function
Apr 9	Ch 12	Brain and Cranial Nerves
Apr 16	Exam 3 Ch 13	Lab Practical 2
Apr 23	Ch 13 Ch 13	General and Special Senses
Apr 30	Ch 14 Ch 15	Reflexes anatomy and physiology
Finals week	Wednesday, May 9, 05:00 p.m. - 07:00 p.m. Exam 4	