Anatomy & Physiology Syllabus & Policy
2018 / Fall
BIO 239-001

Name: Mrs. Erin F. Childress M. S.
Department: Biology
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Phone: (936)468-6619
Office: S202
Office hours: Tues: 1:30-3:30pm
Wed: 11am-2pm

* All contact via e-mail should be professional in manner with proper punctuation and grammar. E-mails sent in an unacceptable format will not be answered.

Class meeting time & place:
T, Th 8:00-9:15am, Miller Science Building, Rm S137

Text:
Michael McKinley, Valerie O'Loughlin, Theresa Bidle. 2016. Anatomy & Physiology: An Integrative Approach, 2nd Ed. Required item: Anatomy and Physiology Connect Access Card (ISBN 9781259667602); it has a 2-year access to the e-book and additional resources, including various assignments you will be required to complete. The access code can be purchased in the bookstore or online. The on-line publisher’s price is $115, while the bookstore price is $164

Course Description:
Four semester hours, three hours lecture, three hours lab per week. Structure and function of the endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive systems. Not open to students who have received credit for BIO 327. Not open for credit for biology majors or minors. Required lab fee.

Number of Credit Hours:
4 total: 3 from Lecture & 1 from Lab

General Education Core Curriculum Objectives/Outcomes:
1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.

Student Learning Outcomes:
1. Describe the structure and function of the following body systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, and reproductive systems.
2. Use correct anatomical and physiological terminology
3. Apply homeostasis as a key physiological principle to various body systems

Course Requirements:
Students must enroll in both lecture (BIO239) and lab (BIO239L) and final grades will reflect both components. Lecture includes exams and weekly quizzes.

Grading Policy:
Lecture grades will be based on 5 examinations and online quizzes. Overall anatomy and physiology grades will weight lecture as 65% and lab as 35%. Final grades will be assigned according to the following scale:

A: 100% - 89.5%
B: 89.4% - 79.5%
C: 79.4% - 69.5%
D: 69.4% - 59.5%
F: < 59.5%

The following weights will be used to calculate the lecture grade:
Exam Average 90% of final lecture grade
Online Quiz Average 10% of final lecture grade

To calculate your overall A&P grade, use the following formula:
(A&P lecture grade x 0.65) + (A&P lab grade x 0.35)

Failing lab or lecture will result in an F for BOTH.
Making Up Assignments:
You must have an excused absence to make up an exam. Excused absences include death in the family, family emergency, sickness, or school related function.

- **Sickness** - If you are sick you must notify me through email within 24 hours of your lab or recitation, as well as, provide a doctor’s note upon return. **If you do not contact me within 24 hours of your lecture you will not be allowed to make up the exam**
- **Family emergency or death** - If there is a family emergency or death in the family you will need to contact the Office of Student Rights and Responsibilities ((room) 315 Rusk Building, (telephone) 936-468-2703) and request an absence notification be sent to your instructors. The Office of Student Rights and Responsibilities will notify all your instructors of your absence.
- **School function** - If you will be absent due to a school related function you need to notify me at least 24 hours in advance and provide a signed note from the facility member in charge of the function.

Course Evaluations:
A course evaluation the week before the final is available on MySFA. Your participation in this survey allows me to ensure student’s lecturer experiences are optimal. Your opinion is highly valued.

Withdrawal Policy:
It is the student’s responsibility to withdraw from the course if necessary. The last day to withdraw from a course without receiving a WF or WP is Oct 24th, 2018.

Students with Disabilities:
To obtain disability related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, room 325, telephone (936)468-3004, (936)468-1004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodations and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations.

Acceptable Student Behavior:
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Students that disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. The following are examples of class disruptions:

1. Excessive cell phone usage
2. Coming in late or leaving early
3. Talking during lecture

Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Academic Integrity (A-9.1):
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

- **Education**
  Faculty members are responsible for providing information about academic integrity and education for maintaining academic honesty during their regular coursework. Course syllabi provide information about penalties and the appeal process.
  **Definition of Academic Dishonesty**
  Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.
  Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

Withheld Grades Semester Grades Policy (A-54):
Ordinarily, at the discretion of the instructor or record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If the students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.

**Course Calendar:**
*Please note that this schedule is tentative. Lectures may take more or less time. Lab exercises may need to be re-arranged. However, I will strive to keep the exam and practical dates the same.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates Fall 2018</th>
<th>Content</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>August 27 –31</td>
<td>Endocrine System</td>
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<tr>
<td>Week 2</td>
<td>September 3 - 7</td>
<td>Endocrine System, Circulatory system: Blood</td>
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<tr>
<td>Week 3</td>
<td>September 10 - 14</td>
<td>Circulatory system: Blood</td>
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<tr>
<td>Week 4</td>
<td>September 17 - 21</td>
<td><strong>Exam #1</strong> Circulatory System - The Heart</td>
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<td>Week 5</td>
<td>September 24 - 28</td>
<td>Circulatory System - The Heart, Circulatory System – Blood Vessels</td>
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<td>Week 6</td>
<td>October 1 - 5</td>
<td>Circulatory System – Blood Vessels, Lymphatic System and Immunity</td>
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<td>Week 7</td>
<td>October 8 - 12</td>
<td><strong>Exam #2</strong> Immune System</td>
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<td>Week 8</td>
<td>October 15 - 19</td>
<td>Immune System, Respiratory System</td>
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<td>Week 9</td>
<td>October 22 - 26</td>
<td>Respiratory System</td>
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<td>Week 10</td>
<td>October 29 – Nov. 2</td>
<td><strong>Exam #3</strong> Digestive System</td>
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<td>Week 11</td>
<td>November 5 - 9</td>
<td>The Digestive System</td>
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<td>Week 12</td>
<td>November 12 - 15</td>
<td><strong>Exam #4</strong> Urinary System</td>
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<td>Week 13</td>
<td>November 19 - 23</td>
<td>Thanksgiving Holiday – No Classes</td>
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<tr>
<td>Week 14</td>
<td>November 26 - 30</td>
<td>Urinary System, Reproductive System</td>
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<tr>
<td>Week 15</td>
<td>December 3 - 7</td>
<td>Reproductive System</td>
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<tr>
<td>Week 16</td>
<td>December 10 – 14</td>
<td><strong>Exam #5</strong></td>
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