Anatomy & Physiology Syllabus & Policy, Spring 2018
BIO 238-001 & BIO 238-002

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Office: Miller Science Building, Room 220
Office hours: Tuesdays & Thursdays 9:30am-12pm, or by appointment

Class location: Miller Science Building, Room 137

Class meeting times:
BIO238-001 – 9am-9:50am, Monday, Wednesday, & Friday
BIO238-002 – 10am-10:50am, Monday, Wednesday, & Friday

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 on-line. The on-line publisher’s price is $115, while the bookstore price is $164

Note: you are not required to buy a hard copy of the book, it is entirely up to you. You can always purchase the loose-leaf version of the text at a discounted rate if purchased through the course. Please note, this offer is only available if you purchase the book via my connect url.

Course Description:
Four semester hour, 3 hours of lecture per week, 3 hours of lab per week. Structure and function of the skeletal, muscular, and nervous systems. Not open to students who have received credit for BIO 327. Not open for credit for biology majors or minors. Co-requisite: BIO238L. Required lab fee.

Number of Credit Hours:
4 hours 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:
Bio 238 will introduce concepts of anatomy and physiology. Laboratory activities will explore the structure and function of some major systems in the body, including the skeletal, muscular, and nervous systems, including sense organs. While taking Bio 238 students will accomplish the following skills:
1. Ability to use vocabulary which enables them to identify and discuss anatomical structures and physiological processes of the body.
2. Students will describe the structure, function, and location of the major components of integumentary, skeletal, muscular, and nervous systems.
3. Students will explain how various organs and organ systems interact in order to maintain homeostasis

Course Requirements: Students must be enrolled in lecture (BIO 238) & lab (BIO 238L).

Grading Policy:
Lecture grades will be based on 5 examinations. The human anatomy and physiology overall grades will weight lecture as 65% and lab as 35%. Final grades will be assigned according to the following scale:
A: 100% - 90%  B: 89% - 80%  C: 79% - 70%  D: 69% - 60%  F: < 59%

The final lecture grade has 2 components:
1. 90% of final lecture grade is the average of the 5 lecture exams
2. 10% of final lecture grade is average of online quizzes given through McGraw Hill Connect website

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 any 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 lab you will not be allowed to make up the quiz or practical.**
- **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 lab experiences are optimal. Your opinion, both positive and negative, is highly valued.

Withdrawal Policy:
It is the student’s responsibility to withdraw from the course if necessary.

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). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare 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:**
*Lecture exercises or exam dates may be re-arranged.*

<table>
<thead>
<tr>
<th>Week #</th>
<th>Dates</th>
<th>Content</th>
<th>Relevant Book sections</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Jan 16 – 19</td>
<td>The Sciences of Anatomy &amp; Physiology</td>
<td>Ch. 1, p. 2-10, 18-28</td>
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<tr>
<td>Week 2</td>
<td>Jan 22 – 26</td>
<td>Atoms, Ions, and Molecules</td>
<td>Ch. 2</td>
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<td>Week 3</td>
<td>Jan 29 - Feb 2</td>
<td>Energy, Chemical Reactions, Cellular respiration</td>
<td>Ch. 3</td>
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<td>Week 4</td>
<td>Feb 5 – 9</td>
<td>Exam 1 (Feb 7)</td>
<td>Ch. 1-3</td>
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<td>Week 5</td>
<td>Feb 12 – 16</td>
<td>Biology of the cell</td>
<td>Ch. 4</td>
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<td>Week 6</td>
<td>Feb 19 – 23</td>
<td>Biology of the cell continued</td>
<td>Ch. 4</td>
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<td>Week 7</td>
<td>Feb 26 - March 2</td>
<td>Exam 2 (Feb 28)</td>
<td>Ch. 4</td>
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<td>Week 8</td>
<td>March 5 – 9</td>
<td>Integumentary System &amp; Skeletal System</td>
<td>Ch. 6 &amp; Ch. 7</td>
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<td>Week 9</td>
<td>March 12 – 16</td>
<td>SPRING BREAK</td>
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<td>Week 10</td>
<td>March 19 – 23</td>
<td>Exam 3 (Feb 23)</td>
<td>Ch. 6 &amp; 7</td>
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<td>Week 11</td>
<td>March 26 – 28</td>
<td>Muscular System</td>
<td>Ch. 8</td>
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<td>Week 12</td>
<td>April 2 – 6</td>
<td>Muscular System continued</td>
<td>Ch. 8</td>
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<td>Week 13</td>
<td>April 9 – 13</td>
<td>Exam 4 (April 11)</td>
<td>Ch. 8</td>
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<td>Week 14</td>
<td>April 16 – 20</td>
<td>Nervous System</td>
<td>Ch. 12-15</td>
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<td>Week 15</td>
<td>April 23 – 27</td>
<td>Nervous System continued</td>
<td>Ch. 12-15</td>
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<td>Week 16</td>
<td>April 30 – May 4</td>
<td>Nervous System continued</td>
<td>Ch. 12-15</td>
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<td>Week 17</td>
<td>May 7 – 11</td>
<td>Exam 5 (See final’s schedule)</td>
<td>Ch. 12-15</td>
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