Anatomy & Physiology Syllabus & Policy
2019 / Spring
BIO 238-002

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: 11:15am – 12:15pm
Thur: 12pm - 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:
M, W, F 10:00-10:50am, Miller Science Building, Rm S137

Text:
Michael McKinley, Valerie O'Loughlin, Theresa Bidle. 2019. Anatomy & Physiology: An Integrative Approach, 3nd Ed. Required item: Anatomy and Physiology Connect Access Card (ISBN 9781260848717); it has a 2-year access to the e-book, quizzes, and additional resources. The access code can be purchased in the bookstore or online through the McGraw Hill Website.

Course Description:
Three hours 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. Corequisite: BIO238L

Number of Credit Hours:
Three credit hours from Lecture

General Education Core Curriculum:
The Texas Higher Education Coordinating Board has identified six core learning objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

By enrolling in Human Anatomy & Physiology I you are also enrolling in a Core Curriculum Course that fulfills the Empirical and Quantitative Skills requirement. You will see this course on your D2L list.
At one point during the semester, you will receive an assignment that fulfills both the requirements of this course and the needs of Stephen F. Austin State University's Core Curriculum Assessment Plan with the Texas Higher Education Coordinating Board. When you complete this one assignment, you need to upload the assignment to both your standard course dropbox determined by your Instructor and the “Core Curriculum” dropbox. The Core Curriculum dropbox will be identified by the Objective for which work is being collected. (Examples: Critical Thinking, Teamwork, Social Responsibility Empirical & Quantitative Skills, Personal Responsibility, Communication Skills-Written, Communication Skills-Written & Visual, and Communication Skills-Oral & Visual.) Please note that this only applies to the approved assignment. All other assignments should be submitted according to regular class operations. If you have any questions, please see your Instructor or the Office of Student Learning and Institutional Assessment.

When you complete the assignment mentioned above, you will upload the assignment to both the Human Anatomy & Physiology I dropbox and the Empirical and Quantitative Skills dropbox.

Please note that this only applies to the specific assignment listed in the matrix below. All other assignments should be submitted according to regular class operations.
If you have any questions, please see your instructor or contact the Institutional Effectiveness Office at (936) 468-1130.

The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to assess the objectives in this course and uploaded to the D2L Empirical and Quantitative Skills dropbox this semester, and the date the assignment(s) should be uploaded to the D2L Empirical and Quantitative Skills dropbox. Not every assignment will be submitted for core assessment every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in the D2L Empirical and Quantitative Skills dropbox.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>Course Assignment Title</th>
<th>Date Due in D2L</th>
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<tbody>
<tr>
<td>Empirical and Quantitative Skills</td>
<td>To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.</td>
<td>TBA</td>
<td>TBA</td>
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**Student Learning Outcomes:**
- **SLO 1:** Students will describe the structure, function, and location of the major components of integumentary, skeletal, muscular, and nervous body systems. (COs 1-4)
- **SLO 2:** Students will explain how various body systems interact in order to maintain homeostasis. (COs 1, 2)
- **SLO 3:** Students will use correct anatomical and physiological terminology. (CO 2)

**Course Requirements:**
Students must enroll in both lecture (BIO238) and lab (BIO238L) 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: 80% of final lecture grade
- Online Assignments: 20% of final lecture grade

To calculate your overall A&P grade, use the following formula:

\[(\text{A&P lecture grade} \times 0.65) + (\text{A&P lab grade} \times 0.35)\]

**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 March 27th, 2019

**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, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

**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 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 of 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 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.

Course Calendar:
*Please note that this schedule is tentative. Lectures may take more or less time and may be re-arranged.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates Spring 2019</th>
<th>Content</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Jan. 21 – Jan. 25</td>
<td>The Sciences of Anatomy &amp; Physiology</td>
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<tr>
<td>Week 2</td>
<td>Jan 28. 3 – Feb. 1</td>
<td>Atoms, Ions, and Molecules</td>
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<td>Week 3</td>
<td>Feb. 4 – Feb. 8</td>
<td>Energy, Chemical Reactions, Cellular respiration</td>
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| Week 4 | Feb.11 – Feb. 15 | **Monday Exam #1**  
Biology of the cell |
| Week 5 | Feb. 18 – Feb. 22 | Biology of the cell  
Tissue Organization |
| Week 6 | Feb. 25 – Mar. 1 | **Monday Exam #2**  
Integumentary System |
| Week 7 | Mar. 4 – Mar. 8 | Skeletal System |
| Week 8 | Mar. 11 – Mar. 15 | **Friday Exam #3**  
Skeletal System |
| Week 9 | Mar. 18 – Mar. 22 | Spring Holiday |
| Week 10 | Mar. 25 – Mar. 29 | Muscular System |
| Week 11 | Apr. 1 – Apr. 5 | Muscular System  
**Friday Exam #4** |
| Week 12 | Apr. 8 – Apr. 12 | Nervous System |
| Week 13 | Apr. 15 – Apr. 19 | Nervous System; **Friday Easter Holiday** |
| Week 14 | Apr. 22 – Apr. 26 | Nervous System |
| Week 15 | Apr. 29 – May. 3 | Nervous System |
| Week 16 | May. 6 – May 10 | Nervous System: Special Senses |
| Week 17 | May. 13 – May 17 | **Exam #5 – Monday, May 13th, 10:30am-12:30pm** |