Anatomy & Physiology Syllabus & Policy
2020 / Fall
BIOL 2301 Section 002

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Office hours: Monday: 11:00am – 1:00pm; Tuesday: 3:00pm – 5:00pm; Friday: 11:00am – 12:00noon
* 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 10:00am-10:50am ONLINE

Lecture Text: Required
Michael McKinley, Anatomy & Physiology: An Integrative Approach, 3rd Ed. Copyright: 2019. ISBN:9781260848717. This is a 2-year E-book with access to quizzes, lab assignments, and study material. This is a custom book package and can only be purchased from bookstores on or near campus, or via direct purchase. To direct purchase, follow the instructors provided by the instructor on the Brightspace (D2L) news feed.

Materials Required:
The student must have a functioning web camera, microphone, and reliable internet service.

Course Description:
Three hours per week. Structure and function of the cellular components, integumentary, 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

Course Requirements:
Students must enroll in both lecture (BIOL2301) and lab (BIOL2101) and final grades will reflect both components.

Grading Policy:
The lecture grade will include chapter quizzes/assignments, a midterm proctored exam, and a comprehensive final proctored exam.

Lecture quizzes – Lecture quiz format will consist of mostly short answer/fill in the blank questions. Multiple choice and True/False questions will also be used periodically. There will be 12 timed quizzes given over the course of the semester. Each lecture quiz will have 10 questions randomly selected from a larger pool of questions. The amount of time available for completing the quiz can vary and may change based on the discretion of the instructor. The student will be given one attempt on each quiz. Quizzes will open conditionally once the previous quiz attempt has been made and material from the module related to that quiz has been viewed.
Midterm Exam: The midterm exam will be a timed quiz for 25 questions that are randomly selected from a pool of past quizzes. Format of the questions include multiple choice, T/F, and short answer.
Comprehensive Final Lecture Exam: The comprehensive final lecture exam will be a timed quiz of 35 questions in which topics are randomly selected from any of the past quizzes/assignments. All questions on the comprehensive final are multiple choice and true false. If the comprehensive final grade is lower than 30% of the quiz/assignment average, the overall lecture grade will be decreased by 15 points.

Participation: Participation includes interaction and completion of content within the BrightSpace (D2L) modules, communication with the instructor, and communication with the AARC tutors.

Component Value (Lecture)
Lecture quizzes (12 @ 10 points each) 120 points
Midterm Exam 25 points
Comprehensive Final Lecture Exam 35 points

Note: If the comprehensive final grade is lower than 30% of the quiz/assignment average, the overall lecture grade will be decreased by 15 points.

Participation 10 points

TOTAL 180 points

Thus, your awarded lecture grade for the class will be determined on a 180-point scale. I will follow the standard 10-%age point scale (90-100 % = ‘A’, 80-89 % = ‘B’, etc.).
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 Exams:**
You must have an excused absence to ask for an extension on any quizzes, exams, or assignments. Excused absences include death in the family, family emergency, sickness, or school related function. If you miss any course work, it is your responsibility to contact me before the next class meeting – failure to do so will result in a ZERO grade for that assignment. If you miss a course assignment, the make-up will be administered as soon as is mutually convenient.
- Sickness - If you are sick you must provide a doctor’s note consistent with the date of the class missed upon return. If you do not contact me before the next class meeting, you will receive a ZERO for the exam grade.
- 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. A service memorial or other document may be requested by the instructor.
- 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 for Fall 2020 is Wednesday, October 21.

**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). 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 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):**
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

Any student suspected of academic dishonesty will be contacted by the instructor to schedule a virtual or face-to-face meeting. Claims of academic dishonesty will be discussed, and the student will have the opportunity to add any additional information concerning the claim. Penalties for academic dishonesty may include but are not limited to: resubmission of an assignment, resubmission of an assignment with deductions included, zero credit on an assignment, zero credit for a portion of the class, submission of academic dishonesty form to the Chair and/or Associate Dean of the Department and/or College, submission of conduct to the Early Alert Program. A student has the opportunity to appeal any decision made by the instructor to the Chair of the department.

**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.

COVID-19 MASK POLICY
Masks (cloth face coverings) must be worn over the nose and mouth at all times in face-to-face classes and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.

Program Learning Outcomes: This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.

General Education Core Curriculum Objectives/Outcomes
CO1 - Critical Thinking Skills - including creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
CO2 - Communication Skills - including effective development, interpretation and expression of ideas through written, oral and visual communication
CO3 - Empirical and Quantitative Skills - including the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
CO4 - Teamwork - including the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes:
SLO 1: Students will describe the structure, function, and location of the major components of integumentary, skeletal, muscular, and nervous body system. (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. (CO2)

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates Fall 2019</th>
<th>Content</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>August 24 –28</td>
<td>Introduction to Book and Resources</td>
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<td>The Sciences of Anatomy &amp; Physiology –Chapter 1</td>
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<td>Week 2</td>
<td>Aug. 31 – Sept. 4</td>
<td>Atoms, Ions, and Molecules – Chapter 2</td>
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<tr>
<td>Week 3</td>
<td>September 7 - 11</td>
<td>Atoms, Ions, and Molecules – Chapter 2</td>
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<td>Week 4</td>
<td>September 14 - 18</td>
<td>Energy, Chemical Reactions, Cellular respiration – Chapter 3</td>
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<td>Week 5</td>
<td>September 21 - 25</td>
<td>Biology of the Cell – Chapter 4</td>
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<td>Week 6</td>
<td>Sept. 28 – Oct. 2</td>
<td>Biology of the Cell – Chapter 4</td>
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<tr>
<td>Week 7</td>
<td>October 5 - 9</td>
<td>Biology of the Cell – Chapter 4</td>
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<td>October 12 - 16</td>
<td>Integumentary System – Chapter 6 Oct. 16th – Midterm Exam (Proctored)</td>
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<td>Week 9</td>
<td>October 19 - 23</td>
<td>Skeletal System – Chapter 7</td>
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<td>Week 10</td>
<td>Oct. 26 – Oct. 30</td>
<td>Muscular System – Chapter 10</td>
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<td>Week 11</td>
<td>November 2 – 6</td>
<td>Muscular System – Chapter 10</td>
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<td>Week 12</td>
<td>November 9 – 13</td>
<td>Muscular System – Chapter 10 Nervous System Tissue – Chapter 12</td>
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<td>Week 13</td>
<td>November 16 – 20</td>
<td>Nervous System Brian – Chapter 13 Nervous System Spinal Cord – Chapter 14</td>
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<td>Week 14</td>
<td>November 23 – 27</td>
<td>Thanksgiving Holiday – No Classes</td>
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<td>Week 15</td>
<td>Nov. 30 – Dec. 4</td>
<td>Nervous System ANS – Chapter 15 Nervous System Senses – Chapter 16</td>
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<td>Week 16</td>
<td>December 7 – 11</td>
<td>Proctored Comprehensive Final Exam Wed. Dec. 9th 10:45am -1:15pm, there will be the possibility to take the final exam earlier or later than the time provided on the same day.</td>
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