Name of Instructor: Tom Dudley
Department: Biology
Email: dudleytd@sfasu.edu
Phone: (936) 468-2177
Office: S201
Office hours*: Mon/Wed: 9:00 – 10:30 (or other times by appointment)

*As indicated below, the class times are optional, for the purposes of meeting with me face-to-face for additional help and tutoring, if needed, so the class meeting times shown below will be considered office hours. For the times listed above, I will be at my computer, so that I can respond to e-mails rapidly if you have any questions or concerns. So, the above Monday/Wednesday times will be my virtual office hours.

Class meeting time & place**: 8:00am – 9:15am, Miller Science Room 137

**Classes will all be on-line. You will watch the on-line lecture videos at your own pace (but in a timely manner). The class meeting times shown above will be optional times to come in for additional face-to-face help and tutoring. Tests will be administered on-line, with the entire class taking them simultaneously at the indicated 8:00 AM meeting time, on the days shown in the schedule below.

COVID-19 MASK POLICY

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class 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.


Lecture Text: Michael McKinley, Anatomy & Physiology: An Integrative Approach, 3rd Ed. Copyright: 2019. This is a 2-year E-book with access to quiz and study material. To direct purchase, follow the instructors provided by the instructor using the ISBN: 9781260848717. (Required)

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 BIOL 3390. Not open for credit for biology majors or minors. Required lab fee.

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

Course Requirements: Students must enroll in both lecture (BIOL 2402) and lab (BIOL 2002) and final grades will reflect both components.

Grading Policy: Lecture exams (5 @ 100 points each) 500 points; Quizzes and other assignments, 100 points. TOTAL 600 points
Thus, your awarded lecture grade for the class will be determined on a 600-point scale. I will follow the standard 10% point scale (90-100 % = 'A', 80-89 % = 'B', etc.).

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 Exams**: 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. If you miss an exam, it is your responsibility to contact me before the next class meeting – failure to do so will result in a ZERO grade for that exam. Make-up exams will be given at the convenience of the instructor.

- **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 faculty 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 the students' classroom experiences are optimal. Your opinions, both positive and negative, are 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 Wednesday, October 21, 2020.

**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. For additional information, go to [http://www.sfasu.edu/disabilityservices/](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)**: 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

**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:** The following dates are subject to change, if necessary.

- **Week 1** Aug. 25, 27  Introduction to the course; Endocrine System, Chapter 17
- **Week 2** Sep. 1, 3  Endocrine System; Blood, Chapter 18
- **Week 3** Sep. 8, 10  Blood
- **Week 4** Sep. 15, 17  **Exam #1 (Tuesday)**; Heart, Chapter 19
- **Week 5** Sep. 22, 24  Heart; Blood Vessels and Circulation, Chapter 20
- **Week 6** Sep. 29, Oct. 1  Lymphatic System, Chapter 21; Immune System, Chapter 22
- **Week 7** Oct. 6, 8  **Exam #2 (Tuesday)**; Immune System
- **Week 8** Oct. 13, 15  Respiratory System, Chapter 23; (Mid-Semester is Oct. 14)
- **Week 9** Oct. 20, 22  Respiratory System; Digestive System, Chapter 26
  (Last day to drop courses is Oct. 21)
- **Week 10** Oct. 27, 29  **Exam #3 (Tuesday)**; Digestive System
- **Week 11** Nov. 3, 5  Digestive System
- **Week 12** Nov. 10, 12  Urinary System, Chapter 24
- **Week 13** Nov. 17, 19  **Exam #4 (Tuesday)**: Fluid and Electrolytes, Chapter 25
  Thanksgiving Break (Nov. 23 – 27)
- **Week 14** Dec. 1, 3  Reproductive Systems
- **Week 15** Dec. 10  **Exam #5, Thursday at 8:00**