Name: Mrs. Joann H. Giudici M. S.
Department: Biology
Email: giudicijh@sfasu.edu
Phone: (936)468-5195
Office: 221A
Office hours (Online): Tues. 2:00 – 2:30 pm; Wed. 10:00 – 11:30 am & 2:00 – 2:30 pm; Thurs. 9:30 – 11:00 am
Class meeting time & place (One line): 4:00 pm – 4:50 pm MWF
* 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.

Text:

Course Description:
7.5 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

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 assignments/quizzes. Overall anatomy and physiology grades will weigh 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:
(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 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 assignment will be administered as soon as is mutually convenient.

- **Sickness** - If you are sick you must notify me through email within 24 hours before your lecture, as well as, provide a doctor’s note upon return. **If you do not contact me within 24 hours before 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. A service memorial or other documentation 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 can be found on the Registrar’s Office website.

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/](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. 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

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 Associate Dean of the Department and College, letter of concern submitted to graduate, nursing, or medical programs student plans on applying in future. 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.

**Mental Health Resources**

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
SFASU Counseling Services  
www.sfasu.edu/counselingservices  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
www.sfasu.edu/humanservices/139.asp  
Human Services Room 202  
936-468-1041

**Crisis Resources:**
Burke 24-hour crisis line 1(800) 392-8343  
Suicide Prevention Lifeline 1(800) 273-TALK (8255)  
Crisis Text Line: Text HELLO to 741-741

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

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<td>Aug. 23 - 27</td>
<td>The Sciences of Anatomy &amp; Physiology</td>
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<td>Aug. 30 – Sept. 3</td>
<td>Atoms, Ions, and Molecules</td>
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<td>3</td>
<td>Sept. 6 – Sept. 10</td>
<td>Energy, Chemical Reactions, Cellular respiration</td>
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<td>Biology of the cell</td>
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<td>Nov. 29 – Dec. 3</td>
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<td>Dec. 6 - 8</td>
<td>Nervous System: Special Senses</td>
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<td>Friday</td>
<td>December 10</td>
<td>Exam 5 (Final Exam) 10:30 am – 12:30 pm</td>
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