Name: Mr. Justin Sullivan, M.S.
Department: Biology
Email: sullivanjb@sfasu.edu

* All contact via e-mail should be professional in manner with proper punctuation and grammar. Your name and your lab section should be included in the body of any email correspondence. E-mails sent in an unacceptable format will not be answered.

* Do not contact me through D2L, I will not respond. Only use my SFA email (sullivanjb@sfasu.edu).

Phone: (936) 468-5987
Office: S108
Office Hours: M 10am – 12pm, T 1pm, - 2pm, W 9am – 10am, R 12pm – 1pm, or by appointment.
Department: Biology
Class Meeting Time & Place: Lecture is online through d2l and zoom platforms.

Lecture Text: Required
Michael McKinley, Anatomy & Physiology: An Integrative Approach, 4th Ed. Copyright: 2022. ISBN:9781265761493. This is a 2-year E-book with access to quizzes, lab assignments, and study material. To direct purchase, follow the instructors provided by the instructor on the Brightspace (D2L) news feed.

Course Website: https://d2l.sfasu.edu/

Students are responsible for checking this site regularly and being aware of weekly announcements regarding upcoming materials.

Course Description: Four semester hours of combined lecture and lab. Introduction to the structure and function of the endocrine, cardiovascular, immune, respiratory, lymphatic, digestive, urinary, and reproductive systems. Not open to students who have received credit for BIOL 3440. 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):
The lecture grade will include chapter quizzes/assignments, proctored exams, and potential writing assignments.

Lecture quizzes: Lecture quiz format will consist of short answer/fill in the blank questions, multiple choice, True/False, labeling, check all that apply, and case study questions. Quizzes will be timed quizzes given over the course of the semester. The amount of time available for completing the quiz can vary based on the number of questions. The due date of each quiz will be provided by the instructor, and found within D2L.

Exams: The exams will be a timed and proctored, with multiple choice and T/F questions that are selected from previous topics.

Participation: Participation includes attendance and participation during lectures, and attendance and utilization of AARC services.

Failing lab or lecture will result in an F for BOTH.
Component Value (Lecture)
Lecture quizzes 5%
Paper synthesis 10%
Exam 1 15%
Exam 2 15%
Exam 3 15%
Exam 4 15%
Exam 5 15%
Participation 10%
TOTAL 100%

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: (A&P lecture grade x 0.65) + (A&P lab grade x 0.35)

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 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 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 or staff 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. The last day to withdraw from a course can be found on the Registrar’s Office website.

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, http://www.sfasu.edu/policies/student_conduct_code.asp). 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. If you are asked to leave, you must schedule a time to meet with me before you are allowed to attend another lab. Additional rules and guidelines for lab will be covered the first week of lab. 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.
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:
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.

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:
Bio 239 will complete the remaining concepts of anatomy and physiology. Topics will explore the structure and function of some major systems in the body, including the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. While taking Bio 239 students will accomplish the following skills:
1. SLO1 - Knowledge of the classification, identification, and function of cells and tissues under healthy conditions and tissues with pathologies. This objective links directly to CO1.
2. SLO2 - Ability to perform simple calculations and conversions and use of vocabulary which enables them to identify and discuss body planes, body regions and organ systems. This objective links to CO2, CO3, and CO4 in the laboratory experiments and lecture exams.
3. Correct use and care of a compound light microscope.
4. Basic ability to use a stethoscope, sphygmomanometer, and a spirometer as well as knowledge of what these instruments measure. This objective links to CO1, CO2, CO3, and CO4 in the laboratory experiments and exams of the lecture portion of the course.
5. Ability to calculate respiratory volumes. This objective links to CO2 and CO3.
6. Understand the role of the respiratory, cardiovascular, and digestive systems and the role of each system in homeostasis. This objective links to CO1.
7. Knowledge of the endocrine system including the associated glands, hormones, and target organs. This objective links to CO1.
8. Knowledge of the identification and functions of the parts of the reproductive system. This objective links to CO1

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.

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 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.

**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/.

**Mental Health and Wellness**

*Please copy and paste the following information into your course syllabus.*

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

**On-campus Resources:**

**SFA Counseling Services** [www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices) Rusk Building, 3rd Floor 936.468.2401

**SFA Human Services Counseling Clinic**

[www.sfasu.edu/humanservices/139.asp](http://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
Tentative Lecture Schedule

* Lecture may need to be re-arranged. However, I will strive to keep the exam dates the same.

* Lecture will be asynchronous, modules will be released biweekly and completed individually using pre-recorded lectures.

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<tr>
<th>Week</th>
<th>Content</th>
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| 1 (Aug. 23 – Aug. 25) | Class Resources  
Endocrine System (Chap. 17) |
| 2 (Aug. 30 - Sept. 2) | Endocrine System (continued)  
Cardiovascular System: Blood (Chap. 18) |
| 3 (Sept. 6 - Sept. 10) | Cardiovascular System: Blood (continued) |
| 4 (Sept. 13 - Sept. 17) | Exam 1 (Tuesday)  
Cardiovascular System: The Heart (Chap. 19) |
| 5 (Sept. 20 - Sept. 24) | Cardiovascular System: The Heart (continued) |
| 6 (Sept. 27 – Oct. 1) | Cardiovascular System: Heart & Cardiovascular System: Vessels (Chap. 20)  
Exam 2 (Thursday) |
| 7 (Oct. 4 - Oct. 8) | Immune System (Chap. 22) |
| 8 (Oct. 11 - Oct. 15) | Immune System  
Respiratory System (Chap. 23) |
| 9 (Oct. 18 - Oct. 22) | Respiratory System (continued)  
Exam 3 (Thursday) |
| 10 (Oct. 25 - Oct. 29) | Digestive System (Chap. 26) |
| 11 (Nov. 1 - Nov. 5) | Digestive System (continued)  
Exam 4 (Tuesday) |
| 12 (Nov. 8 - Nov. 12) | Urinary System (Chap. 24) |
| 13 (Nov. 15 - Nov. 19) | Urinary System (continued)  
Reproductive System (Chap. 28) |
| 14 (Nov. 22 - Nov. 26) | Thanksgiving Holiday |
| 15 (Nov. 29 - Dec. 3) | Reproductive System (continued)  
Paper Synthesis Assignment Due |
| 16 (Dec. 6 - Dec. 10) | Final Exam Week – Last Exam is scheduled for Dec. 9th at 9am |