Anatomy & Physiology Syllabus & Policy  
Spring 2024  
BIO 2301-001

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Office hours: Tues & Thurs: 9:00 am – 11:00 am Tues 2:20 – 3:20  
* 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: T & Th 11:00 am - 12:15 pm, Miller Science Building, Rm S139

Text:  
Required item: Anatomy and Physiology Connect Access Card (ISBN: 9781265761493); it has a 18 month access to the e-book, quizzes, and additional resources. The access code can be purchased in the bookstore or on-line through the McGraw Hill Website.

Course Description:  
3 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: BIO2101

Number of Credit Hours:  
Three credit hours from Lecture

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  
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)

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 BIOL 2301 you are also enrolling in a Core Curriculum Course that fulfills the CRITICAL THINKING and COMMUNICATION SKILLS requirement. The chart below indicates (a) The core objectives that are required to be taught in this course per the Texas Higher Education Coordinating Board (THECB), (b) How the required core objectives will be addressed

Core Curriculum Objective Table

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>How the Core Objective will be Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</td>
<td>Homework assignments associated with each chapter are assigned on the digital platform McGraw Hill Connect. All homework assignments include questions that test a student’s ability to think critically about various physiological concepts.</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>To include effective development, interpretation, and expression of ideas through written, oral, and visual communication.</td>
<td>Students will use correct anatomical and physiological terminology throughout assignments, classroom discussions, and exams.</td>
</tr>
<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>Throughout homework assignments, lab experiments, and exams, students will obtain, calculate, and provide outcomes based on analyzed data.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.</td>
<td>During each lab, students work together to complete dissections, histological observations, and a review of various anatomical structures.</td>
</tr>
</tbody>
</table>
Course Requirements:
Students must enroll in both lecture (BIO2301) and lab (BIOL2101) and final grades will reflect both components. Lecture includes exams and weekly quizzes.

Grading Policy:
Lecture grades will be based on 5 proctored exams, online chapter assignments/quizzes and attendance.

Lecture quizzes – The 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 not be timed and will be given over the course of the semester. The instructor will provide the due date of each quiz found within D2L and McGrawhill.

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

Attendance: Attendance in class and utilization of AARC services for A&P is mandatory. Ten (10) absences will result in an “F” for the course. Absences may be assigned to anyone who disrupts class, sleeps in class, or consistently comes in late or leaves early. Students that are sick need to contact the Office of Students Rights and Responsibilities and submit an absence notification request so that an email will be sent to all professors.

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 70% ; Quizzes 20% ; Participation 10%

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.**

Make up exams:
You must have an excused absence to make up an exam. One make up exam is allowed and will be scheduled during the last 2-3 weeks of the semester. Excused absences include death in the family, sickness, or school related function.

- **Sickness** - If you are sick you must notify me through email 24 hours before your lecture, as well as, provide a doctor’s note upon return. **If you do not contact me 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.

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:
- The student code of conduct policy is located at; [http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf](http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf)
- Professional behavior is expected at all times and includes coming to class prepared and on time.
- Success in this course required active preparation outside of class. Preparation for class should take 2-3 hours of study for every hour in class and includes:
  - Reviewing material and reading material before coming to class
  - Practicing active recall, understanding terms, making connections between concepts, and quizzing yourself
  - Completing assignments in Connect (quizzes, study activities, chapter review)
  - Studying for exams
- Absences may be assigned to anyone who disrupts class.
- Be courteous and respectful of other students and instructor.
- Students who violate these rules will be asked to leave. Repeat offenders will be subject to disciplinary action in accordance with university policies and described in the Code of Student Conduct Classroom (see the Student Conduct Code, policy D-34.1). This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

**Academic Integrity (A-9.1):**
Academic integrity is the responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways, including instruction on the components of academic honesty and 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/student-academic-dishonesty-4.1.pdf](http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf).

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 coursework 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 to compute the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

**Student Wellness and Well-Being:**
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc. If you are experiencing concerns, seeking help, 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:**
- **The Dean of Students Office**
  - Rusk Building, 3rd floor lobby
  - [www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)
  - 936.468.7249 dos@sfasu.edu
- **SFA Human Services Counseling Clinic**
  - Human Services, Room 202
  - [www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)
  - 936.468.1041

**Crisis Resources:**
- **Burke 24-hour crisis line:** 1.800.392.8343
- **National Suicide Crisis Prevention:** 9-8-8
- **Suicide Prevention Lifeline:** 1.800.273.TALK (8255)
- **Joh Crisis Text Line:** Text HELLO to 741-741
- **The Health and Wellness Hub “The Hub”**
  - Location: corner of E. College and Raguet St.
  - [www.sfasu.edu/thehub](http://www.sfasu.edu/thehub)
  - 936.468.4008 thehub@sfasu.edu
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include: Health Services, Counseling Services, Student Outreach & Support, Food Pantry, Wellness Coaching, Alcohol & Other Drug Education

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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<tr>
<th>Dates</th>
<th>Content</th>
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<tr>
<td>Week 1 (Jan 15 – Jan 19)</td>
<td>The Sciences of Anatomy &amp; Physiology (Chapter 1)</td>
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<td>Week 2 (Jan 22 – Jan 26)</td>
<td>The Sciences of Anatomy &amp; Physiology (Chapter 1)</td>
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<td>Atoms, Ions and Molecules (Chapter 2)</td>
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<tr>
<td>Week 3 (Jan 29 – Feb. 2)</td>
<td>Atoms, Ions and Molecules (Chapter 2)</td>
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<tr>
<td>Week 4 (Feb 5 – Feb. 9)</td>
<td>Energy, Chemical Reactions, Cellular respiration (Chapter 3)</td>
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<tr>
<td>Week 5 (Feb 12 – Feb. 16)</td>
<td>Energy, Chemical Reactions, Cellular respiration (Chapter 3)</td>
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<td>Exam #1 (Thursday, February 15th)</td>
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<td>Week 6 (Feb 19 – Feb. 23)</td>
<td>Biology of the cell (Chapter 4)</td>
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<tr>
<td>Week 7 (Feb 26 – March 1)</td>
<td>Biology of the cell (Chapter 4)</td>
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<td>Week 8 (March 4 – March 8)</td>
<td>Exam #2 (Tuesday March 5th)</td>
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<td>Integumentary system (Chapter 6)</td>
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<td>Week 9 (March 11 – March 15)</td>
<td>Spring Break</td>
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<tr>
<td>Week 10 (March 18 – March 22)</td>
<td>Integumentary system (Chapter 6)</td>
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<td>Skeletal System (Chapter 7)</td>
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<tr>
<td>Week 11 (March 25 – March 29)</td>
<td>Skeletal System (Chapter 7)</td>
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<td>Easter</td>
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<tr>
<td>Week 12 (April 1 – April 5)</td>
<td>Exam #3 (Tuesday April 2nd)</td>
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<td>Muscular system (Chapter 10)</td>
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<td>Week 13 (April 8 – April 12)</td>
<td>Muscular system (Chapter 10)</td>
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<td>Nervous System (Chapter 12)</td>
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<tr>
<td>Week 14 (April 15 – April 19)</td>
<td>Nervous System (Chapter 12)</td>
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<td>Exam #4 (Thursday April 18th)</td>
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<td>Week 15 (April 22 – April 26)</td>
<td>Nervous System Brain (chapter 13)</td>
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<td>Nervous System: spinal cord (Chapter 14)</td>
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<tr>
<td>Week 16 (April 29 – May 3)</td>
<td>Nervous System: Autonomic Nervous system (Chapter 15)</td>
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<td>Special Senses: Chapter 16</td>
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<tr>
<td>Week 17 (May 6 – May 10)</td>
<td>Exam #5 (May 7th 10:30 am)</td>
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