



**BIOL 2401.3**  
**Anatomy and Physiology I**  
**Fall 2012**  
**Syllabus – Israel**

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<b><u>COURSE TITLE</u></b>	Anatomy and Physiology I
<b><u>COURSE NUMBER</u></b>	BIOL 2401.3
<b><u>CREDITS</u></b>	4 sch
<b><u>MODALITY</u></b>	Web-enhanced
<b><u>START/END DATE</u></b>	August 27 – December 14, 2012

<b><u>INSTRUCTOR</u></b>	Bonnie Israel
<b><u>PHONE NUMBER</u></b>	432.335.6560
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<b><u>OFFICE LOCATION</u></b>	Wilkerson Hall Room 106
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<b><u>OFFICE HOURS</u></b>	M, F	11:00am – 1:00 pm
	W	11:00am – 12:00pm
	T, TH	4:00pm – 5:30pm

**PRE-REQUISITES**

Pass reading on THEA, COMPASS, or equivalent. Eligible for enrolment in College Algebra (MATH 0375) by passing math on THEA, COMPASS, or equivalent OR by passing the developmental math sequence. Co-requisite: HPRS 1106 (or consent of department chair).

**REQUIRED TEXTS**

<b>Textbook</b>	Marieb and Hoehn. <u>Human Anatomy and Physiology</u> . 9 <sup>th</sup> edition. Benjamin Cummings: 2013.
<b>Lab Manual</b>	Marieb and Mitchell. <u>Human Anatomy and Physiology Laboratory Manual</u> . 9 <sup>th</sup> edition. Benjamin Cummings: 2011.

**COURSE FOCUS**

This is the first semester of a two-semester course in which anatomy and physiology are integrally presented. Students learn anatomic and physiologic terminology, the principles of the relationships between form and function and basic mathematical calculations converting between the metric and English systems of measurement. Students also learn specific information about and concepts of basic chemistry, cell structure and chemistry, cell reproduction and tissue structure. The anatomy and physiology of four of the body's 11 systems are also presented. In laboratory investigations students acquire knowledge about bones, muscular function and microscopic examination of tissues. Lab fee is required.

The instructor will use lectures, discussions, demonstrations, and experiments during lecture and lab to familiarize students with the topics discussed.

**ICOs**

1, 2, 3, 4, 5

## **COURSE OBJECTIVES**

1. The student will be able to recognize and use the language and mathematical conversions required for exploration in the scientific and medical fields.
2. The student will be able to identify the molecules that are the building blocks of the human body.
3. The student will learn the basic chemistry needed to conceptualize the inner workings of the body's organ systems.
4. The student will be able to identify the activities of various cellular structures responsible for maintaining life.
5. The student will be able to identify the structures and functions of the first four organ systems, as well as how each system interacts with the others.

## **COURSE EVALUATION**

### Lecture - 650 points total

Exams – 4	400 points (100 points each)
Final Exam (comprehensive)	200 points
Synapse Study Lab	50 points

Students are required to spend at least one hour per week in the study lab (Synapse Lab). During this time, students will be expected to complete all weekly assigned quizzes.

Additional Synapse assignments (e.g., supplemental text reading and pre-lab worksheets) will be required which will also factor into your Synapse participation grade.

### Laboratory – 250 points total

Practical Exams – 5	250 points (50 points each)
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## **GRADE DETERMINATION**

The lecture and laboratory performances are calculated to yield only one grade. The grade is calculated by adding the total number of points earned and dividing that number by the total number of points available (1000). This score will be multiplied by 100 to yield a percentage. This is the grade you will see on your "report card."

The student may calculate where he stands at any point during the semester by performing the following calculations:

1. Add up how many points have been earned.
2. Add up how many possible points have been made available up until that time.
3. Divide earned points by possible points.
4. Multiply this number by 100.

## **GRADING SCALE**

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

## **COURSE POLICIES**

1. **Attendance/Tardiness** Regular and punctual attendance is expected at Odessa College and is critical to academic success. In the rare event that a student is unavoidably detained, the student must discuss the reason for his tardiness with the instructor immediately following class. Students arriving late may be counted as absent from the class for that period. Chapter quizzes will be administered at the beginning of class. If a student is tardy or absent, he will not be given additional time to complete the quiz nor will a "make-up" quiz be offered.

In case of absence, it is the student's responsibility to contact the instructor. Students absent on official school business are entitled to make up school work missed, provided that documentation is sent to the instructor in a timely manner. However, the student is responsible for work missed, regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately upon returning to school. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If the student does not appear at the prearranged time for makeup work, he forfeits his right for further makeup of that work.

**Withdrawal** If a student is unable to complete a course in which he is registered, it is the student's responsibility to officially withdraw from the course prior to the appropriate date. Students are strongly encouraged to contact the instructor prior to withdrawing from the course, as knowledge of his class standing will allow the student to make an informed decision with regard to withdrawal. To withdraw from one or more courses at or prior to the withdrawal date of a semester or term, students must complete a withdrawal form in the Registrar's office. Until a student is officially withdrawn by the registrar, the student *remains on the class roll and may receive a grade of F for the course*.

## 2. **Classroom Etiquette**

- The use of any hand-held electronic device (e.g., cell phones, iPods, headphones, etc.) is absolutely not allowed. These devices should be **turned off** while in the classroom and lab.
- These devices are to be placed in a back-pack or purse (out of sight and mind). Disruption of the class by use of or noise from an electronic device will result in a verbal warning for the first violation. The second violation will result in a 10-point deduction from the next exam. Following the third violation, the student will not be allowed in class and will be sent to administration for disciplinary action.
- Class participation and discussion is strongly encouraged. However, discussion should be courteous and not conducted when the instructor or fellow students are talking. Constant disruptions will result in removal from the classroom, and the student will need to meet with the instructor during office hours prior to returning to class.
- Food and drinks are **absolutely not allowed** in the laboratories (OC policy).
- Exam grades will not be released verbally or electronically until a minimum of 24 hours has elapsed since the administration of the exam.
- Generally, assignments and exams will be scored and reviewed during the following class period.
- Odessa College policy requires that student grievances first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's immediate supervisor.

## 3. **Exams** See Course Evaluation (above).

**ACADEMIC DISHONESTY WILL NOT BE TOLERATED.** Students caught cheating will be asked to leave the exam immediately, will receive a 0 for the exam, and will be subject to further disciplinary action. The submission of assignments that are not the student's original work (plagiarism) will be scored as a 0. Repeat offenses will result in removal from the course with a grade of "F".

### **MAKE-UP EXAM POLICIES**

1. **Make-up exams will be administered at the discretion of the instructor and absolutely only in EXTREME circumstances.**
2. **Any request must be accompanied by written documentation confirming the reason for the absence. The student should contact the instructor prior to missing the exam when possible.**
3. **Each student will be allowed ONLY ONE make-up exam per semester, again only in extreme circumstances and at the discretion of the instructor as described above. The "one make-up exam" rule includes both lecture and lab exams. NO EXCEPTIONS.**
4. **Lecture exams** – If the instructor decides to provide a make-up exam, the exam will include oral questions and essays in addition to normal testing format and will be administered on the final day of the semester. **NO EXCEPTIONS.**
5. **Lab exams** – If it is known prior to a lab practical that it must be unavoidably missed, arrangements should be made to take the practical during another lab. After receiving the instructor's approval for this type of make-up exam, it is solely the student's responsibility to identify alternative lab times. Prior permission of all involved instructors must be obtained. Lab practicals must be taken during one of the regularly scheduled lab periods. **NO EXCEPTIONS.**
6. **In order to be eligible for any bonus and/or curve points added to lecture and laboratory exams, the student MUST have taken the exam with his course section at the regularly scheduled time. NO EXCEPTIONS.**
7. **There will be no make-up for the final exam, and the final must be taken at the assigned time. NO EXCEPTIONS.**

## **THERE WILL BE NO EXTRA CREDIT PROJECTS!**

4. **Tutoring on Campus**
  - Assistance with course material is available to students in all science classes in the **Synapse Lab** (WH 117). Work areas for studying, professional tutoring, computers with Internet access and printers, molecular models, etc. are available on first-come basis.
  - The **Learning Resource Center** (Library) provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.
  - **Synapse Study Lab Requirement** Students are required to spend at least one hour per week in the tutor lab (Synapse Lab). Attendance and assignments will determine the tutor lab points. Student I.D. is required for participation in the Synapse.
5. **Special Needs** Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have special needs or concerns pertaining to your access and participation in this or any other course at Odessa College, please do not hesitate to contact me. You may also call the Office of Disability Services at 432.335.6861 to request assistance and accommodations.
6. **Student Email** Please access your Odessa College student email by following this link to set up or update your account: <https://www.odessa.edu/gmail/>. **All communication will be submitted using your Odessa College email and through announcements posted to Blackboard.**
7. **Technical Support** For BlackBoard assistance, contact the Student Success Center at 432.335.6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).
8. **Important School Policies** Information regarding student support services, academic dishonesty, disciplinary actions, special accommodation, or students' and instructors' rights to academic freedom may be found in the Odessa College Student Handbook

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

The SEI process for face-to-face and online courses is scheduled for the week of November 26th.

### **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

#### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

#### **Reasonable Expectations of Engagement for Students**

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.

**Students who habitually violate any of the above policies may be asked to withdraw from the course.**

**The instructor reserves the right to change any information contained in this document with adequate notice given to the student.**

## BIO2401.3\_A&P I Lecture\_Israel\_2012FA

The instructor reserves the right to change any information contained in this document with adequate notice given to the student.

DATE		CHAPTER	TOPIC	DATE		CHAPTER	TOPIC
08.27	M		Syllabus and intro	10.19	F	8	Joints
08.29	W	1	The human body: an orientation	10.22	M	9	Muscles and muscle tissues
08.31	F	1	The human body: an orientation	10.24	W	9	Muscles and muscle tissues
09.03	M	2	Chemistry comes alive	10.26	F	9	Muscles and muscle tissues
09.05	W	2	Chemistry comes alive	10.29	M	11	Fundamentals of nervous system
09.07	F	2	Chemistry comes alive	10.31	W	11	Fundamentals of nervous system
09.10	M	3	Cells: the living units	11.02	F	11	Fundamentals of nervous system
09.12	W	3	Cells: the living units	11.05	M	<b>EXAM</b>	<b>EXAM 3: Chapters 8, 9, 11</b>
09.14	F	3	Cells: the living units	11.07	W	12	Review: Exam 3 Central nervous system
09.17	M	3	Cells: the living units	11.09	F	12	Central nervous system
09.19	W	<b>EXAM</b>	<b>EXAM 1: Chapters 1, 2, 3</b>	11.12	M	12	Central nervous system
09.21	F	4	Review: Exam 1 Tissues: the living fabric	11.14	W	13	Central nervous system
09.24	M	4	Tissues: the living fabric	11.16	F	13	Peripheral nervous system
09.26	W	4	Tissues: the living fabric	11.19	M	13	Peripheral nervous system
09.28	F	4	Tissues: the living fabric	11.21	W	13	Peripheral nervous system
10.01	M	5	Integumentary system	11.23	F	<b>EXAM</b>	<b>EXAM 4: Chapters 12, 13, 14</b>
10.03	W	5	Integumentary system	11.26	M	14	Review: Exam 4
10.05	F	5	Integumentary system	11.28	W	X	Thanksgiving Holiday
10.08	M	6	Bones and skeletal system	11.30	F	X	Thanksgiving Holiday
10.10	W	6	Bones and skeletal system	12.03	M	14	Autonomic nervous system
10.12	F	6	Bones and skeletal system	12.05	W	14	Autonomic nervous system
10.15	M	<b>EXAM</b>	<b>EXAM 2: Chapter 4, 5, 6</b>	12.07	F		Review
10.17	W	8	Review: Exam 2 Joints	12.10	M	<b>EXAM</b>	<b>FINAL EXAM: Comprehensive 11:00am – 1:30pm</b>

## Important Dates to Remember

DATE	ITEM
09.03, M	Labor Day Holiday
11.14, W	Last Day to Withdraw
11.21-11.24	Thanksgiving Holiday
Week of 11.26	SEI
12.10, M	Final Exam: 11:00am – 1:30pm



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**Anatomy and Physiology I**  
**Fall 2012**

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**Lab Manual:** Marieb and Mitchell. Human Anatomy and Physiology Laboratory Manual. 9<sup>th</sup> edition. Benjamin Cummings: 2011.

**Policies:** Five equally weighted lab practical examinations will be given. The average of these exams will count as a portion of the total Anatomy and Physiology I grade, which accounts for approximately 30% of the final grade.

The laboratory portion of Anatomy and Physiology is designed to provide a "hands-on" learning experience. Therefore, participation in all laboratory periods is necessary to fully meet course requirements. Excessive absences will have a direct impact on your final lab grade. Due to the seating capacity in the laboratory, students must attend the lab section for which they are registered. Due to the extensive set up required for lab practicals, there can be **no make-up exams**.

Food and drinks will **not** be allowed in the lab. **No exceptions**.

Cell phones and other electronic equipment **WILL NOT** be allowed in the lab and must be **TURNED OFF**.

Academic dishonesty of any form **will not** be tolerated. If you are caught cheating you will receive a zero for that assignment. A second offense will result in expulsion from the course with a grade of "F".

**BIOL 2401.3\_A&P I Lab\_Israel\_2012FA**

WEEK OF	LAB	TOPIC
Aug 27	1	Synapse Introduction; Anatomical Orientation; Microscope
Sep 03	2	<b>No Lab – Labor Day Holiday</b>
Sep 10	3	Chemistry
Sep 17	4	<b>PRACTICAL 1</b> ; Cell; Mitosis
Sep 24	5	Histology, part 1
Oct 01	6	Histology, part 2
Oct 08	7	<b>PRACTICAL 2</b> ; Axial Skeleton
Oct 15	8	Appendicular Skeleton
Oct 22	9	<b>PRACTICAL 3</b> ; Metrics
Oct 29	20	Muscles, part 1
Nov 05	11	Muscles, part 2
Nov 12	12	<b>PRACTICAL 4</b> ; Nervous System (CNS)
Nov 19	13	<b>Thanksgiving Holiday</b>
Nov 26	14	Nervous System (PNS); Special Senses
Dec 03	15	<b>PRACTICAL 5</b>