BIOL 2401.13

Instructor Information

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Office hours: *Mon* 10:00 – 12:00, 5:00 – 6:00
Wed 10:00 – 12:00, 5:00 – 6:00
Thu 1:30 – 3:30

Location of class: Wilkerson Hall Room 109 for Lecture, Room 101 for Lab.

I am fortunate to have taught anatomy and physiology courses for many years. This course is in reality three classes presented at once. First there is the anatomy portion of the class that is the ability to identify a structure and its location. Secondly, there is the physiology portion of the course which is understanding each structures function. Lastly, there is the terminology of the course which is akin to taking a foreign language for most students. Most often it is the sheer volume of information that students struggle with most, the individual concepts are generally not difficult.

The policies and procedures in this course may seem quite rigid, but I assure you they are in place to assist you. **I am committed to your success** and to helping you on your journey through A&P. I believe the most critical elements to success in this fascinating, yet difficult course are committing yourself to the following: being or becoming organized, staying on pace, completing every assignment, and making a connection with at least one person in the course. So… make these commitments with me and enjoy the journey!

Course Information

Course:

Title: BIOL 2401.13 (lecture/laboratory)
Course Credits: 4 hours with lab included

Course Description/Goals/Objectives:

Catalog Course Description:

BIOL 2401 Anatomy & Physiology I
(26.0707.5103) (3-3) 4 hours
This is the first semester for a two-semester course in which anatomy and physiology are integrally presented. Students learn an atomic 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/internet fee is required. (ICOs 1, 2, 3, 4, 5) Prerequisites: Pass reading on THEA or COMPASS and be eligible for College Algebra by passing math on THEA or COMPASS or by passing the developmental math sequence. Corequisite: HPRS 1106 (or consent of department chair)

Anatomy and Physiology I is the first section of a two-semester course. During this course, the student will gain an understanding of the basic building blocks of the human body, learn the chemistry needed to conceptualize the inner workings of the body's organ systems, become familiar with the various cellular structures/functions responsible for maintaining life, and be introduced to the terminology and mathematical conversions necessary for exploration in the scientific and medical fields. The student will examine four of the eleven organ systems in depth, as well as learning how the systems interact. The laboratory portion of this course will provide the student with additional resources for understanding the anatomy and physiology of the body. The anatomical structures will be presented through the use of images, models and video clips. The physiology will be presented in various simulated experiments.

Prerequisites and Basic Skills: In order to take this course, you must pass the Math and Reading portions of the Compass exam or successfully complete the developmental sequence of each. You must be enrolled in Medical Terminology (HPRS 1106) or have previously passed a Medical Terminology course. Additionally, you should not attempt to take this course unless you are very comfortable using a computer. You are expected to have the following basic computer skills: website navigation, word processing, send/received/save emails, organize/backup computer files, view online videos/tutorials, download software, cut and paste between a word processor and email program, change subject/title of email message, compose/reply to email messages in complete sentences.

Required Materials:

Textbook: Human Anatomy and Physiology, 9th edition, Elaine N. Marieb

Package includes the following web resources:

InterActive Physiology® 9-System Suite (CD-ROM),
PhysioEx 8.0 and 9.0
Practice Anatomy Lab 3.0 (CD-ROM),
Student Access Kit for Mastering A&P,
Anatomy & Physiology Place companion website,
Get Ready for A&P website, Lori Garrett,

ISBN of package: 0321694155

Email Information

Email:

Students enrolled in Odessa College must use an Odessa College student email address for correspondence in courses. The college has already created this email address for you. **DO NOT** use the email link in Blackboard to send email to your professor. Follow the Student Email link on the OC Homepage for information on how to access your email account. Detailed instructions for naming assignments, etc. can be found within the Course Information Tab on Blackboard within a document titled "Student Email Information AP1". Keep in mind that Email is the primary method of contact in this course; therefore, students should remember to check their student email account for replies from the professor. Additionally, some assignments will be submitted as emails from your student account.

Please note: your assignments should **NOT** be sent as attachments… the assignment/information should be included within the main body of the email message.

Tentative Course Schedule

Important Dates:

The census day for this course is Wednesday, February 6th. I am fully committed to your education and **DO NOT** expect anyone to withdraw from this course; however, I am required to let you know that the last day to drop or withdraw from this course and receive a "W" on your transcript is Tuesday, April 16th, 2013.

Weekly Schedule:

The following is a tentative week-by-week schedule for this semester. The dates do not typically change in my courses. If a date is changed, I will post an announcement in Blackboard. We will begin with Chapter 1 and proceed through the book in order until we reach Chapter 15. Chapters 7, 10, and 15 will be covered in lab only.

Lecture Schedule:

Week 1	Jan 22 – Jan. 27	**Introduction**
Week 2	Jan 28 – Feb. 3	**Module 1 – Chapter 1**
Week 3	Feb. 4 – Feb. 10	**Module 1 – Chapter 2**
Week 4	Feb. 11 – Feb. 17	**Module 1 – Chapter 2**
Week 5	Feb. 18 – Feb. 24	**Module 2 – Chapter 3**
Week 6	Feb. 25 – Mar. 3	**Module 2 – Chapter 4**
Week 7	Mar. 4 – Mar. 10	**Module 2 – Chapter 5**
Week 8	**SPRING BREAK**	
Week 9	Mar. 18 – Mar. 24	**Module 3 – Chapter 6**
Week 10	Mar. 25 – Mar. 28	**Module 3 – Chapter 8**
Week 11	Apr. 1 – Apr. 7	**Module 3 – Chapter 9**
Week 12	Apr. 08 – Apr. 14	**Module 4 – Chapter 11**
Week 13	Apr. 15 – Apr. 21	**Module 4 – Chapter 12**
Week 14	Apr. 22 – Apr. 28	**Module 4 – Chapter 13**
Week 15	Apr. 29 – May 05	**Module 4 – Chapter 14**
Week 16	May 06 – May 12	**Module 4 – Chapter 15**

Lab Schedule:

Week of:	Topic
Jan 21	No Lab, MLK Holiday
28	Synapse Orientation; Anatomical Orientation, Microscope
Feb 04	Chemistry
11	Practical 1, Cell, Mitosis

	18	Histology Part 1
	25	Histology Part 2
Mar	4	Practical 2; Axial Skeleton
		Spring Break
	18	Appendicular Skeleton
	25	Practical 3; Metrics
Apr	1	Muscles
	8	Muscles
	15	Practical 4; Central Nervous System
	22	Thanksgiving Holiday
	29	Peripheral Nervous System, Special Senses
May	6	Practical 5

Exam Schedule:

Exam 1	week of Feb 18	Chapter 1 and 2
Exam 2	week of Mar 18	Chapter 3, 4, and 5
Exam 3	week of Apr 8	Chapter 6, 8, and 9
Exam 4	week of May 6	Chapter 11, 12, 13, and 14

Final Exam Tuesday, May 14, 11:00am-1:30 pm

Modules: This is not a self-paced course:

The lecture portion of this course will be presented in Modules. A Module contains lecture assignments and materials to be covered during a specific period of time. Each Module will contain a 'Student Learners Guide' that details all assignments and all graded activities the student must complete to achieve a maximal grade.

Assignment Due Dates:

I do not accept late assignments. Success in this course depends on the student's ability to stay current in their studies and assignments. Much like an operation, if we do not follow a strict protocol then poor results are inevitable!

Procrastination is the primary enemy of students. I suggest that you **DO NOT** wait until Sunday night to submit homework or study for an exam. Students have demonstrated time and again that daily learning in science courses have amazing results during examinations. Not having a set schedule of daily learning usually results in failure within science fields.

Chapter Quizzes:

Each Chapter covered will have multiple 15 question quizzes associated with the chapter. The quizzes will be graded and are required by all students to complete. Quizzes will have a 10 minute time limit. Each chapter quiz should be taken twice to obtain the highest score possible. There will be no makeup for quizzes, NO EXCEPTIONS. Each quiz has 'negative feedback' embedded that gives the page number where the correct answer may be found should a student submit an incorrect answer. The successful student will research the correct answer for questions before attempting a quiz for the second time. Quizzes will be counted as homework when calculating student's overall grade. All quizzes must be taken in the 'SYNAPSE LAB', a tutor lab located in Wilkerson Hall room 117.

If you consider dropping this course, please discuss your reasons with me prior to withdrawing from the course. Students that began their college experience as freshman in the Fall 2007 or later can only withdraw from 6 classes in their entire undergraduate college career.

Course Evaluation

Homework Assignments:

There are many types of homework assignments within each Module. The types of assignments may include, but are not limited to: crossword puzzles, computer simulations, artwork labeling, listening to recorded lectures (Tegrity), textbook readings, lecture quizzes, lab quizzes, discussion board postings, projects, etc. You are expected to complete all assignments whether or not they need to be turned in to your instructor. I believe you will find your success this semester will be strongly correlated to the way you approach the course. The discipline, organization, and attitude that you put into this semester will pay off. The opposite is also true – a lack of the previously mentioned attributes will certainly prevent success in this course.

Exams:

A Lecture Exam will be given after each of the four Modules. There will also be five lab exams during the semester: there is NOT a comprehensive final for laboratory. A comprehensive final exam for lecture will be given during finals week.

Makeup Exams:

NO Makeup Exam will be provided for any student that does not contact **ME** in person or by email prior to the time period provided for an exam. Relayed messages through other students or other instructors does not constitute contacting me. All Makeup Exams are given towards the end of the semester on a date to be announced in class.

Laboratory Exams require extensive setups of models, pictures, microscopes etc. Due to the extensive amount of preparation, THERE ARE NO MAKE-UPS FOR LAB EXAMS.

Final Exam:

The Final Exam is a comprehensive exam covering both the lecture and laboratory portion of the course. The Final Exam consists of all of the information presented throughout the entire semester. No official review will be provided for the final exam; however, you will be able to review your quizzes and exams. Everything that is presented during the semester is important to your knowledge of the body, which is why you need to prepare for the Final Exam by studying all of your notes. As you can tell, keeping organized notes throughout the semester will really help you when it comes time to study for the Final Exam.

Discussion Requirements:

Discussion items will be posted for each Module. Details will be given within the modules for each assignment and a grading rubric is supplied. Discussion questions account for 10% of the overall grade. No 'text-speak' is allowed in the discussion board except in the STUDENT LOUNGE, a discussion board area for students to post anything they wish. The only rule I ask for the student lounge is to keep it professional with no insults or foul language, other than that have fun. In all discussion board assignments it is required for you to 'reply' to other students. This is a very important aspect of the class for us to communicate with each other effectively. All postings for discussion questions are to be made using proper English, spelling, grammar and written in complete sentences. (spell check is your friend).

Grade Scale

90% – 100%	A
80% – 89.9%	B
70% – 79.9%	C
60% – 69.9%	D
Below 59.9%	F

Course Grade

Your Course Grade will be determined by the following: Lab Exams 25%, Discussion Board, Homework and Quizzes 5%, Final Exam 20%, Lecture Exams 50%. A few extra credit opportunities will be presented throughout the semester and are generally linked to some type of assigned community service.

Study Groups

I highly recommend that you try to find other students in this course to get together with for the purpose of learning the course material. Through the years I have seen the students that make connections with other students consistently perform at a higher level than the students who stay isolated. This is true of online courses as well. Of course, there are always exceptions. This brings up another important issue. There is a difference between studying together and cheating – there will be a statement of academic integrity that each student must acknowledge and agree to follow in order to participate in this course. Feel free to use the 'student lounge' as a study area to ask each other questions.

Tutoring

The Student Success Center located on the first floor of the LRC is the tutoring center. Distance ed. students can access the tutoring center website by following this link: Student Success Center. Online Tutoring services are available.

Students local to the Midland/Odessa metropolitan area are encouraged to personally visit the tutor lab called Synapse in room 117 of Wilkerson Hall. A student I.D. is required for participation in the Synapse lab. Synapse lab hours of operation will be posted outside of the door at room WH 117. All on-campus students must fulfill a one hour per week tutor lab requirement. I will know that this requirement has been met by taking the assigned quizzes on time.

Policies and Procedures

Announcements:

I primarily utilize announcements on the homepage or in lectures to communicate any needed information to the entire class. The student email account is used when communicating with individual students. If any updates are made to the syllabus, or other course materials an announcement will be posted specifying the change.

Assignments:

Within each Lecture Module is a 'Student Learner's Guide', this document supplies you with the module outline and student learning outcomes as well as the assignments within each module that are graded. I encourage you to use this guide to make sure you have completed all graded assignments. Completed homework assignments are to be submitted to your instructor by email. Discussion questions will be completed online in the discussion area of the Blackboard website. A deduction of 10 points will be assessed for each day an assignment is late. Assignments that are 3 days late will receive a maximum grade of 55%. Assignments will not be accepted after they are more than three days late. Typically students that get behind in the A&P courses have a difficult time catching up and passing the course. I don't want this to happen to you. This policy is here in order to motivate you to stay current in your course work.

Tegrity/Audio Lectures:

Tegrity provides me with the technology to capture the classroom lecture and sync it with PowerPoint files, image files, or videos and post these lectures online. You may listen to these lectures on a computer or download the lectures to an iPod or other mp3 player. Most students that have taken this course state that they would not have understood the material as well without listening to the lectures a second time. I will from time to time require you to submit your notes from the lectures to me by email or in class for a homework grade. This allows me to help keep you current.

Instructor's response time:

I will generally respond to the emails I receive Monday – Thursday within 24 hours (usually much sooner than this when asked a question). I usually check my email a couple of times during the weekend just to check for emergency situations, but cannot be held to this schedule each weekend of the semester. I generally post grades for assignments received twice per week. Please don't email me the day after you

sent in an assignment to ask if I have received it. If you aren't sure if you sent in an assignment, check your sent messages box in your email account.

Long-Term absence policy:
Students are expected to make contact with the course/instructor a minimum of every other day by submitting assignments, posting to the Discussion Board, and/or asking the professor questions. This is not a self-paced course. Students that neglect to log in to Blackboard and/or submit assignments each week are setting themselves up for failure. Please understand it is your duty as a student to participate in the course on a regular basis. Students failing to log in to the course for three consecutive days will receive a 'Starfish' notification for their absence. These alerts are automatically generated and sent to me as well.

Expectations for Engagement

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.

Student Evaluation of the Course:
Odessa College provides an evaluation process at the end of each semester. Students that complete the course will have an opportunity to evaluate the course.

Academic Integrity is a fundamental tenet of the college experience. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion on exams will receive an "F" in the course. All persons involved in academic dishonesty will be disciplined in accordance with Odessa College's regulations and procedures. For complete information on student conduct and discipline procedures, please consult the handbook. Academic dishonesty will not be tolerated in this course. Each student will be required to read and agree to follow a statement of academic integrity in order to participate in this course.

In this course you are not allowed to copy or print exams, use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

Statement of Special Accommodations:
Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact your instructor to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students needing assistance because of a disability may contact the counseling office no later than 30 days prior to the start of the semester.

Grievances:
Odessa College policy suggests that student grievances first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's department chairperson, followed by the academic dean, and the academic vice-president.

Support Services

Learning Resource Center (Library)
The Library, known as the Learning Resources Center, 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.

Student Email
Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal
Please access the Odessa College Portal, by following the link: http://www.odessa.edu/portal.htm. The Portal is a password protected website for OC students & employees. As a student you have access to the following information: Grades, Class Registration, Class Schedules, Specific Course Information, Smarthinking Tutoring and MORE.

Technical Support
Technical Support For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878, 432-335-6538, or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies
For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Testing Center
432-335-6622

Access to Odessa College Library Online Catalog
http://www.odessa.edu/dept/library/

Access to Student Success Center Website
http://www.odessa.edu/dept/ssc/

Additional Information

Tentative Nature of Course Information Sheet
This Course Information Sheet is tentative and subject to revision at any time during the semester. If any changes are made, an announcement will be posted on Blackboard informing you of the change.

I realize there is a lot to "digest" in this document; therefore, I highly suggest that you print the Course Information Sheet and read through it periodically. This document is more like a reference manual than a traditional Course Information Sheet. There are some sections that you may want to become more familiar with than others. The purpose of this document is to provide you with as much information about the course as possible at the beginning of the semester.

I hope you have a great semester learning about the fascinating human body!