BIO 239 001 (A&P2) Syllabus & Policy

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Phone: (936)468-5195    Office hours: MWF 11:00 – 12:00, TR 9:30 – 12:00    Note: If my office door is open during non-office hours – you are most welcome to ask for assistance.

Class meeting time & place: TR 8 – 9:15    SCIE 137

Text: This semester we are switching to the 2nd Ed. of Michael McKinley, Valerie O'Loughlin, Theresa Bidle. 2016. Anatomy & Physiology: An Integrative Approach, 2nd Ed

Required item: Anatomy and Physiology Connect Access Card (ISBN 9781259667602); it has a 2-year access to the e-book and additional resources, including various assignments. The access code can be purchased in the bookstore or on-line. The on-line publisher’s price is $115.

NOTE 1: If you already have the access to the 1st edition, you will not need to purchase the 2nd. Your d2l account will have instructions for registration into the appropriate section.

Note 2: you are not required to buy a hard copy of the book, it is entirely up to you.

Course Description: Four semester hours, three hours lecture, three hours lab 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. Required lab fee.

Number of Credit Hours: 4 total: 3 from Lecture & 1 from Lab

Student Learning Outcomes:

1. Describe the structure and function of the following body systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, and reproductive systems.
2. Use correct anatomical and physiological terminology
3. Apply homeostasis as a key physiological principle to various body systems

Grading Policy:

Overall A&P grade will be determined using the following formula:

\[( \text{A&P lecture grade} \times 0.65) + (\text{A&P lab grade} \times 0.35) \]

Scale: A 90% - 100%, B 80% - 89%, C 70% - 79%, D 60% - 69% F 59% or below

Note 1: The average of 5 unit exams will be used to calculate the BIO238 grade.

Note 2: Failing either lab or lecture will result in an F for both courses.

Note 3: In order to take lecture tests and some quizzes you must have the Turning Technologies Response Card NXT version

Note 4: Five or more absences will result in 10% deduction from the average lecture grade.

Attendance Policy:

1. Attendance will be taken using “clickers”. If you are late and missed the clicker questions, you will be counted absent. If you forgot the clicker or it is broken, you will be counted absent.
2. Five or more absences will result in 10% deduction. The only exception is if ALL absences are excused.

Making-up Assignments:

If you have an EXCUSED absence, you may make up your missed exams within the 5 business days of the missed day.

Excused absences include:

- Sickness – you must provide a doctor’s note upon return.
- 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. You must provide a proof of the reason for the absence.
- 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 lecture 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 is March 23, 2016. More information online: http://www.sfasu.edu/policies/add_drop.asp

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, room 325, telephone (936)468-3004, (936)468-1004 as early as possible in the semester. Once verified, ODS will notify the course instructor.
and outline the accommodations and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations.

**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).

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. The following are examples of class disruptions:
1. cell phone usage; TURN THEM OFF (texting, calling, answering, ANY USE)
2. coming in late or leaving early
3. talking during lecture

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 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](http://www.sfasu.edu/policies/academic_integrity.asp)

**Withheld Grades Semester Grades Policy (A-54):**
Ordinarily, at the discretion of the instructor or 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 the 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 GPA. The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.

**Tentative schedule:**

<table>
<thead>
<tr>
<th>Week #</th>
<th>Dates Spring 2016</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Jan. 18 - 22</td>
<td>Syllabus, Endocrine system</td>
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<tr>
<td>Week 2</td>
<td>Jan. 25 - 29</td>
<td>Endocrine system, Circulatory system, Blood</td>
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<tr>
<td>Week 3</td>
<td>Feb. 1 - 5</td>
<td>Circulatory system: Blood, Exam 1 (Chapters 17-18)</td>
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<td>Week 4</td>
<td>Feb. 8 - 12</td>
<td>Circulatory system: Heart</td>
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<td>Week 5</td>
<td>Feb. 15 - 19</td>
<td>Circulatory system: Blood vessels</td>
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<tr>
<td>Week 6</td>
<td>Feb. 22 - 26</td>
<td>Lymphatic system, Exam 2 (Chapters 19-21)</td>
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<tr>
<td>Week 7</td>
<td>Feb. 29 – Mar. 4</td>
<td>Immune system</td>
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<tr>
<td>Week 8</td>
<td>Mar. 7 - 11</td>
<td>Immune system, Respiratory system</td>
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<td><strong>Spring Break</strong></td>
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<tr>
<td>Week 9</td>
<td>Mar. 21 - 25</td>
<td>Respiratory system, Easter Holiday</td>
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<tr>
<td>Week 10</td>
<td>Mar. 28 – Apr. 01</td>
<td>Respiratory system, Exam 3 (Chapters 22-23)</td>
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<tr>
<td>Week 11</td>
<td>Apr. 4 - 8</td>
<td>Digestive system</td>
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<tr>
<td>Week 12</td>
<td>Apr. 11 - 15</td>
<td>Digestive system, Exam 4 (Chapter 26)</td>
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<tr>
<td>Week 13</td>
<td>Apr. 18 - 22</td>
<td>Excretory system</td>
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<tr>
<td>Week 14</td>
<td>Apr. 25 - 29</td>
<td>Excretory system, Reproductive system</td>
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<tr>
<td>Week 15</td>
<td>May 2 - 6</td>
<td>Reproductive system</td>
</tr>
<tr>
<td>Week 16</td>
<td>May 9 - 13</td>
<td>Final: Exam 5 (Chapters 24-25, 28)</td>
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How to be successful in A&P

1. **Attend** the lectures (on-time, with the notes printed out) and make a constant effort to **participate**.

2. **Study** your lecture notes the same day of the lecture:
   - **Read out loud** in sections, followed by **talking through** the concepts and diagrams (working on **understanding** first)
   - **Retention** is second: talk through the concepts and diagrams **several times**, followed by making **flashcards** (ex. http://quizlet.com) to look through on a regular basis.

3. Follow the link **http://connect.mheducation.com/class/o-minich-239-001-spring_16-2** and **REGISTER** into the following section: **239 001 Fall _15**. While registering, use the Connect's **Courtesy Access**.
   a. **The e-book link**: has access to the text, some videos and diagrams.
   b. **SmartBook link** (the LearnSmart button): is the enhanced version with the on-line text, videos, learning modules, the diagrams (the videos are really good – I will show only some of them during the lectures). It also contains an in-built system of flashcards where you have to type in the answers. It identifies your weak areas and focuses on them. If it determines that you are struggling - it will refer you to the section of the book you need to review. It is truly worth trying.
   c. **A&P Revealed**: dissections, animations, histology, x-ray imaging, quizzes… Most helpful for your lab.
   d. But, most importantly, most of the **quizzes will be administered** through that system.

4. Use a variety of great videos from YouTube that will clarify difficult concepts, the most respected makers that I personally like are:
   - http://www.youtube.com/user/bozemanbiology (by Paul Anderson)
   - http://www.youtube.com/user/harpinmartin (on Youtube) or http://www.handwrittentutorials.com/videos.php
   - http://www.youtube.com/user/khanacademy (contains a variety of videos for different courses)
   - http://www.youtube.com/user/awolfnp (Andrew Wolf) contains only A&P

5. **Attend SI**:
   
   The SI leader: Ayesha Lakhani  
   Time and Location: TBD

6. Use your instructors – we are here to help.

7. Always stop by **after the test** to learn what skills you need to work on and to clarify misunderstandings.