

BIOL 2401: Human Anatomy and Physiology I

CLARENDON COLLEGE
Division of Science and Health
Course Syllabus
Fall 2011

Lecture: **BIOL 2401.101** Monday, Wednesday, and Friday 10:00am – 10:55am ADMN 207
Lab: **BIOL 2401L.101** Wednesday 1:00pm – 3:20pm ADMN 207

4 Semester Credit Hours

Instructor: Mrs. Scarlet Estlack

Office: ADMN 205

Phone: 874-3571 extension 130; the direct line to my voicemail after hours is 874-4827

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Mailing Address: Clarendon College, P.O. Box 968, Clarendon, TX 79226

Office Hours: Monday, Wednesday, & Friday 8:00am – 10:00am & 11:00am – 12:00pm
Friday 3:20pm – 4:20pm
Other office hours by appointment.

Course Description: This course is an introduction to basic biological principles applied to the human. It encompasses detailed studies of the human body plan, cells, and tissues of the integumentary, skeletal, muscular, nervous, and endocrine systems.

Statement of Purpose: Human Anatomy and Physiology I partially satisfies the requirements for the Associates Degree at Clarendon College and is designed for transfer to a senior college.

Required Texts: *Human Anatomy & Physiology* 8th Edition by Elaine N. Marieb and *Human Anatomy & Physiology Laboratory Manual* Cat Version 9th Edition by Elaine N. Marieb (this text will be used during the labs).

Class lectures will be based on the book chapters, but not all of the material in the text will be covered in class.

You are, nevertheless, responsible for reading the text. Further, supplemental material may be presented that is not in the book, and thus it is essential that you attend the class regularly.

Supplies: Textbook, Lab manual, a 1 ½" or larger 3 ring binder (for your lecture notebook), scantrons, and pencils.

Methods of Instruction: This course will utilize lecture/discussion, audio-visual materials, and individualized lab instruction.

Exemplary Course Objectives: Successful completion of Human Anatomy and Physiology I should enable the student to...

- Understand and apply methods and appropriate technology to the study of natural sciences.
- 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.
- Identify and recognize the differences among competing scientific theories.
- Demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- Demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Student Learning Outcomes: Successful completion of Human Anatomy and Physiology I should enable the student to...

- Discuss, with a fundamental understanding, the structure and homeostatic functioning of the human body as we presently understand it.
- Identify the structures of the cells and tissues that make up the human organism.
- Identify the anatomical structures of the integumentary, skeletal, muscular, nervous, and endocrine systems.
- Discuss the physiology of the integumentary, skeletal, muscular, nervous, and endocrine systems.
- Explore the physiology of the organ systems in a laboratory setting, using standard laboratory equipment.

Grading Policies: You will receive one letter grade for BIOL 2401. That grade comes from four components: class participation, your lecture notebook, lecture exams, and a laboratory grade.

1. **Class participation will count as 10%** of your final course grade.
 - a. This grade comes from your participation in class discussions and exercises.
 - i. If you choose not to participate in class discussions, you will receive no credit.
 - b. For every three unexcused absences (either to lecture or lab) you will have 10 points deducted from your class participation grade.
 - i. If you leave during class, you will receive an unexcused absence.
 - ii. If you arrive late to class, you will receive an unexcused absence.
 - iii. If you are asked to leave class due to disrespectful behavior, you will receive an unexcused absence.
2. **Your Lecture Notebook will count as 10%** of your final course grade.
 - a. Lecture notes (that are to be completed during class) are posted online in your student portal under Course Hyperlinks.
 - b. You should print these notes and come to class with them in your 3 ring binder.
 - c. Your notebook should also include any lecture and/or lab handouts.
 - d. Your notebook will be graded during your lab final. It will be graded on the following criteria...
 - i. Completeness
 - ii. Neatness
 - e. A grading rubric (checklist) is posted in your student portal under Course Hyperlinks for your use.
3. **Lecture exams will count as 55%** of your final course grade.
 - a. Students will not be allowed to take exams until they have signed a course contract.
 - b. All lecture tests, including the final, will be weighted equally.
 - c. Each test covers the material covered since the last test (not comprehensive).
 - d. The tests will utilize a variety of question formats (objective, matching, multiple choice, true/false, etc.)
 - e. I will drop your lowest lecture test grade, excluding the final which must be counted.
 - f. You will take these exams on a **scantron, form no.882-E** (the long skinny one with 50 questions on each side).
 - i. These scantrons are on sale in the bookstore and in the office.
 - ii. These exams **MUST** be taken in PENCIL.
4. **Lab will count as 25%** of your final course grade.
 - a. Four lab practicals will be given.
 - b. Each practical will be weighted equally.
 - c. Each test covers the material covered since the last practical (not comprehensive).
 - d. The practicals will involve identification of human anatomy in diagrams, models, and mannequins. They will also involve identification of histology slides. Students will also answer questions on human physiology as discussed in the lab.
5. **Extra Credit Opportunities:** There will be various opportunities to earn extra credit during the semester through challenge trivia, a t-shirt contest, and a "My Favorite..." assignment. Details are posted in our student portal under Course Hyperlinks.

Grading Scale for the course:

89.5% - 100%	A
79.5% - 89.4%	B
69.5% - 79.4%	C
59.5% - 69.4%	D
59.4% and below	F

Academic Integrity: An Excerpt from Clarendon College's Student Handbook

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Instruction when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved.

Students who are reported as cheating to the Dean of Instruction more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

Classroom Conduct

I will show you the respect you deserve as a student. I, in return, expect respectful behavior from you. Because the following actions cause disruption in the classroom and therefore affect the ability of students to learn, I have strict policies concerning them. Disrespectful behavior on your part will result in deductions from your class participation grade.

Disrespectful behavior includes...

- **Arriving late.**
- **Leaving the room during class time.** Plan restroom visits before or after class—not during class. If special needs exist, please make prior arrangements.
- **Using electronic communication devices.** This includes cell phones, pagers, iPods, etc. These are not allowed during class time. If special needs exist, please make prior arrangements.
- **Sleeping in class.**
- **Talking in class.** Class time is not the time to visit with your fellow classmates. If you do, I will ask you to leave the classroom.
- **Using headphones.** If you do, I will ask you to leave the classroom.
- **I do NOT allow abusive, obscene, or offensive clothing, jokes, or behavior.**

Class Policies:

1. **Absences:** Please take class attendance seriously. You are here to learn all you can learn, to build a body of knowledge to help you in your career and/or to give you satisfaction in the future. Students who are motivated come to class. **You are responsible for the material covered in class (lecture or lab) even if you are absent.** *Unexcused absences will count against your class participation grade as discussed in the grading policies.*
2. **Excused absences:** Make-ups for tests will be allowed *only* if absences are excused. Excused absences can result from...
 1. illness on the part of the student
 2. severe illness or death in your *immediate* (not extended) family
 3. college sanctioned extracurricular events
 4. unfavorable weather conditions that prevent students from reaching the collegeIf you wish for your absence to be excused, you should telephone or e-mail me *in advance* of the absence (leave a message if necessary). Even in emergencies, it usually is possible for you to get word to me about an absence. When you return, you must furnish proof of the reason for your absence if you wish for it to be excused.
3. **Make-up work:** Late or unexcused work will not be accepted. Students who have excused absences **MUST** let me know **before** the test is given that we need to schedule a make-up. In most cases, the tests must be taken **PRIOR** to the absence in order to receive full credit. ****If you take the test after it has been given to the class, you will receive a 10% penalty per school day that passes until you take the make-up.**** To avoid the penalty, **MAKE SURE YOU TAKE A MAKE-UP TEST BEFORE YOU LEAVE.**

4. **There will be NO make-up lab practicals.** Because these tests involve practical sections, they can't be set up time & again. If you miss one of these tests, you will have to take a significantly harder essay test. The take home message is: **PLAN TO ATTEND THESE DAYS!**
5. **Final Exams:** Students must take a final for each of their academic courses. The schedule of final exam times is published at the beginning of the semester. Do not make plans to leave school before your scheduled final exam. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.
6. **Scholastic Honesty:** I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way will receive a zero on that assignment or exam with no opportunity to make up the zero and may be dropped from the course with a grade of F. That student, if allowed to remain in the course, will not be allowed to receive any extra credit points from the time of the infraction through the remainder of the course. Note that dishonest behavior includes both the act of copying someone else's work as well as allowing someone to copy your work. Both students are equally guilty and will be equally punished.
7. **Electronic Communication/Entertainment Devices:** Below is an excerpt from Clarendon College Policy 1541.

...Cell phones, pagers, and other personal electronic devices must be off and out of sight in classrooms, laboratories, the library, study spaces, and other academic settings and during such events as plays, concerts, lectures, and College ceremonies...These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor...faculty members may have individual policies related to cell phones, pagers, and other personal electronic devices outlined in their syllabi...(that) may include penalties for violation...

The use of cell phones, iPods, or other electronic communication or entertainment devices is prohibited by Mrs. Estlack. A first offense will result in confiscation of the device for one day. A second offense will result in loss of the device for one week. A third offense will result in loss of the device for the remainder of the semester.

8. **Accommodations:** Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, it is your responsibility to notify the Office of Student Services (806-874-3571 or 800-687-9737). We will then work with you to make whatever accommodations we need to make.
9. **Withdrawal:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript.

A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week.

Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes.

If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course. Don't hurt your chances for a passing grade in the course by not attending labs or taking exams before we have discussed your situation.

The last day to withdraw from this course with a "W" is Friday, November 18, 2011.

Human A&P I

Course Outline: The essence of life is change and so too this syllabus. As situations in the classroom and laboratory arise, modifications may have to be made, particularly regarding the course calendar. All attempts will be made to keep these changes to a minimum.

Week of	Lecture Topics	Lab Activities
Aug 29	Welcome to Class, Syllabus, Introduction to Student Portal, and First Assignment The Human Body: An Orientation	No lab
Sept 5	Cells: The Living Units <i>Fri., Sept. 9 - last day to last day to register and/or add/drop</i>	Exercise 1: The Language of Anatomy Exercise 2: Organ Systems Overview
Sept 12	Tissue: The Living Fabric <i>Tues., Sept. 7 – last day to last day to register and/or add/drop</i>	Exercise 3: The Microscope Exercise 4: The Cell – Anatomy and Division
Sept 19	Tissue: The Living Fabric: Cont. Wednesday – Exam I <i>Fri., Sept. 17 – HSFA – Constitution Day Speaker</i>	Exercise 6: Classification of Tissues
Sept 26	The Integumentary System	Exercise 6: Classification of Tissues, continued
Oct 3	Bones and Skeletal Tissues	Lab Practical # 1
Oct 10	Bones and Skeletal Tissues: Cont. Friday – Exam II	Exercise 9: Overview of the Skeleton Exercise 10: The Axial Skeleton
Oct 17	Joints Muscles and Muscle Tissue <i>Wed., Oct. 19 – Human A&P I T-shirt Contest</i>	Exercise 11: The Appendicular Skeleton
Oct 24	Muscles and Muscle Tissue: Cont.	Lab Practical # 2
Oct 31	Monday – Exam III Fundamentals of the Nervous System & Nervous Tissue	Exercise 14: Microscopic Anatomy, Organization, and Classification of Skeletal Muscle Exercise 15: Gross Anatomy of the Muscular System
Nov 7	The Central Nervous System (CNS)	Exercise 15: Gross Anatomy of the Muscular System, continued
Nov 14	The Central Nervous System (CNS): Cont. <i>Fri., Nov. 18 – last day to drop with a “W”</i>	Lab Practical # 3
Nov 21	Monday – Exam IV The Peripheral Nervous System (PNS) & Reflex Activity <i>Mon., Nov. 21 – pre-registration for Spring 2012 begins</i> <i>Mon., Nov. 21– My Favorite A&P Lesson</i> Wed. – Fri., Nov. 23-25 – Thanksgiving – College Holiday	No Lab due to Thanksgiving Holiday
Nov 28	PNS: Cont.	Exercise 17: Histology of Nervous Tissue Exercise 19: Gross Anatomy of the Brain & Cranial Nerves Exercise 21: Spinal Cord and Spinal Nerves
Dec 5	The Autonomic Nervous System (ANS)	Lab Practical # 4 **Bring your lecture notebook for grading!**
Dec 12	FINAL EXAM	

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Class Contract



I, _____, have printed and have read the syllabus for **BIOL 2401: Human Anatomy & Physiology I** taught during the Fall 2011 semester by Mrs. Scarlet Estlack and agree to abide by the policies written in it. I understand the policies of class attendance, lab attendance, dropping the course, academic honesty, and general class behavior and understand the consequences of failing to comply with these policies.

Student Signature

Date