

BIOL 2301: Human Anatomy and Physiology I

Lecture: 3 Semester Credit Hours

BIOL 2301.911 Tuesday 5:00 PM – 8:55 PM ADMN 202

BIOL 2301.931 Tuesday 5:00 PM – 8:55 PM MKBC 106

BIOL 2101: Human Anatomy and Physiology I Lab

Lab: 1 Semester Credit Hour

BIOL 2101L.111 Thursday 5:00 PM – 8:55 PM ADMN 202

BIOL 2101L.221 Thursday 5:00 PM – 8:55 PM MKBC 106

CLARENDON COLLEGE
Division of Science and Health
Course Syllabus
Summer I 2019

Assistant Professor: Mr. Russell Estlack

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Phone: (806)205-0089 summer use only between the hours of 10:00AM to 5:00PM Monday-Friday.

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BIOL 2301 Course Description: Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

BIOL 2101 Course Description: The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

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.

BIOL 2301 Required Text: *Human Anatomy & Physiology* 11th Edition by Elaine N. Marieb and Katja Hoehn. **ISBN-10:** 0134580990

Class 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 will be presented that is not in the book, and thus it is essential that you attend the class regularly.

BIOL 2101 Required Text: *Human Anatomy & Physiology Laboratory Manual, Cat Version, Update* 13th Edition by Elaine N. Marieb and Lori A. Smith. **ISBN-10:** 0134632338

Recommended Reading:

- *First Aid for the Basic Sciences: Organ Systems, Second Edition* by Tao Le and Kendall Krause. Topics in this book will be discussed in class lectures covering chapters 5, 6, 8, 9, and 11 from the textbook. **ISBN-10:** 0071743952
- *Anatomy and Physiology Coloring Workbook: A Complete Study Guide* by Elaine N. Marieb. Topics in this book will be discussed in class lectures covering chapters 3, 4, 5, 6, 9, and 11 from the textbook. **ISBN-10:** 0321743059
- *Ross and Wilson Anatomy and Physiology in Health and Illness, 12ed.* By Anne Waugh and Allison Grant. Topics in this book will be discussed in class lectures covering chapters 5, 6, 9, 12, 13, and 14 from the textbook. **ISBN 10:** 0702053252

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

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

Student Rights and Responsibilities: Student Rights and Responsibilities are listed on the College website at: <http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>

Clarendon College Campus Carry Policy: Please click the following link to become informed about our campus carry policy: <http://www.clarendoncollege.edu/CampusCarry>

In accordance with recommendations from the Texas Higher Education Coordinating Board, all life and physical science courses at Clarendon College will address the following core objectives:

- **Critical Thinking Skills** – including creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** – including effective written, oral, and visual communication.
- **Empirical and Quantitative Skills** – including application of scientific and mathematical concepts.
- **Teamwork** – including the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Student Learning Outcomes for Lecture: Upon successful completion of Human Anatomy & Physiology I, the student should demonstrate these core objectives by being able to...

Critical Thinking Skills

- Use anatomical terminology to identify and describe locations of major organs of each system covered.
- Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
- Identify causes and effects of homeostatic imbalances.

Communication Skills

- Describe modern technology and tools used to study anatomy and physiology.

Empirical and Quantitative Skills

- Describe the interdependency and interactions of the systems.
- Explain contributions of organs and systems to the maintenance of homeostasis.

Student Learning Outcomes for Lab: Upon successful completion of Human Anatomy & Physiology I Lab, the student should demonstrate these core objectives by being able to...

Critical Thinking Skills

- Apply appropriate safety and ethical standards.
- Locate and identify anatomical structures.
- Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Communication Skills

- Demonstrate the steps involved in the scientific method.
- Communicate results of scientific investigations, analyze data and formulate conclusions.

Empirical and Quantitative Skills

- Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.

Teamwork

- Work collaboratively to perform experiments.

Grading Policies: You will receive one letter grade for BIOL 2301 and one letter grade for BIOL 2101. Those grades come from the components described below.

BIOL 2301 Grading Policies: Human Anatomy and Physiology I Lecture

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 through the student portal in 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 last lab practical.* Since we won't have completed our lectures, some of the notes will still have blanks. That's OK. Include them anyway to get credit. Your notebook will be graded on the following criteria...
 - i. Completeness
 - ii. Neatness
 - e. A grading rubric (checklist) is posted in the student portal in Course Hyperlinks for your use.
3. **Lecture exams will count as 80%** 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. 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.

BIOL 2101 Grading Policies: Human Anatomy and Physiology I Lab

1. **Class participation will count as 10%** of your final lab grade.
 - a. This grade comes from your participation in lab discussions and exercises.
 - i. If you choose not to participate in lab discussions, you won't receive any credit.
 - b. For every unexcused absence you will have 5 points deducted from your class participation grade.
 - i. If you leave during lab, you will receive an unexcused absence.
 - ii. If you arrive late to lab, you will receive an unexcused absence.
 - iii. If you are asked to lab class due to disrespectful behavior, you will receive an unexcused absence.
2. **Lab practicals will count as 90%** of your final lab grade.
 - a. 4 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.

Grading Scale for the course:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and below	F

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

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty 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) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not

limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, and/or the Executive Vice President of Academics and Student Affairs. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice President of Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to the Vice President of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Vice President of Academic Affairs. If the Vice President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice President of Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

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. for purposes that are not related to coursework. 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 an 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/Laptops:** 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, other electronic communication or entertainment devices, or laptops is prohibited unless you are using them to research material being presented during class. An offense will result in the device being taken up.

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 Monday, June 24, 2019.

Human Anatomy & Physiology I: Course Calendar and Outline – Summer I 2019

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.

Days	LECTURE TOPICS	Student Learning Outcome	LAB ACTIVITIES	Student Learning Outcome
Day 1 June 4	Welcome to Class! Syllabus and Introduction to Student Portal Ch 1: The Human Body: An Orientation <i>Wed., June 5 - last day to register and add/drop</i>	Use anatomical terminology to identify and describe locations of major organs of each system covered.		
Day 2 June 6	Course Contracts are due Thurs., June 6 – Census Day		Exercise 1: The Language of Anatomy Exercise 2: Organ Systems Overview Exercise 3: The Microscope Exercise 4: The Cell – Anatomy and Division Exercise 6: Classification of Tissues	Apply appropriate safety and ethical standards. Locate and identify anatomical structures. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
Day 3 June 11	Ch 3: Cells: The Living Units Ch 4: Tissue: The Living Fabric	Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.	Lab Practical # 1	
Day 4 June 13	Exam 1		Exercise 8: Overview of the Skeleton Exercise 9: The Axial Skeleton Exercise 10: The Appendicular Skeleton	Communicate results of scientific investigations, analyze data and formulate conclusions.

Human Anatomy & Physiology I: Course Calendar and Outline – Summer I 2019

Days	LECTURE TOPICS	Student Learning Outcome	LAB ACTIVITIES	Student Learning Outcome
Day 5 June 18	Ch 5: The Integumentary System Ch 6: Bones and Skeletal Tissues	Explain contributions of organs and systems to the maintenance of homeostasis.	Lab Practical # 2	Demonstrate the steps involved in the scientific method.
Day 6 June 20	Exam 2 Mon., June 24 – Last Day to Drop with a “W”		Exercise 12: Microscopic Anatomy, Organization of Skeletal Muscle Exercise 13: Gross Anatomy of the Muscular System	Communicate results of scientific investigations, analyze data and formulate conclusions.
Day 7 June 25	Ch 8: Joints Ch 9: Muscles and Muscle Tissue	Explain contributions of organs and systems to the maintenance of homeostasis.	Lab Practical # 3	
Day 8 June 27	Exam 3		Exercise 15: Histology of Nervous Tissue Exercise 17: Gross Anatomy of the Brain & Cranial Nerves	Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.
Day 9 July 2	Ch 11: Fundamentals of the Nervous System & Nervous Tissue Ch 12: The Central Nervous System (CNS)	Explain contributions of organs and systems to the maintenance of homeostasis.	Lab Practical # 4	
Day 10 Starting July 4	Happy Independence Day!!! No Class tonight!			
Day 11 July 9	FINAL EXAM BIOL2301.911 BIOL2301.931 Tuesday, July 9 @ 5PM			

Clarendon College

Division of Science and Health

BIOL 2301 and BIOL 2101:

Human Anatomy & Physiology I

Class Contract



I, _____, have printed and have read the syllabus for **BIOL 2301: Human Anatomy & Physiology I** and **BIOL 2101: Human Anatomy and Physiology I Lab** taught during the **Summer I 2019** semester by Mr. Russell 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