

**Human Anatomy & Physiology I**  
Biology 2401 Fall 2018  
Sections 001, 008, 011, 015

**Instructor: Susan Horn**

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**Office Hours:**

| Monday                 | Tuesday                 | Wednesday              | Thursday                | Friday     |
|------------------------|-------------------------|------------------------|-------------------------|------------|
| 9:15-9:30<br>1:00-2:30 | 9:15-9:30<br>12:00-1:00 | 9:15-9:30<br>1:00-2:30 | 9:15-9:30<br>12:00-1:00 | 11:00-1:00 |

\*If any of these times do not work for you, please email me, and we can set up a time to meet.

**Class Times:**

| Monday                  | Tuesday                 | Wednesday               | Thursday                | Friday |
|-------------------------|-------------------------|-------------------------|-------------------------|--------|
| 9:30-12:00<br>2:30-5:00 | 9:30-12:00<br>1:00-3:30 | 9:30-12:00<br>2:30-5:00 | 9:30-12:00<br>1:00-3:30 |        |

**Purpose:**

To provide a general understanding of human anatomy and physiology for those students in the allied health fields and to meet requirements for an Associate of Arts Degree or Associate in Science Degree.

**Objectives:**

- 1) To help students acquire knowledge of normal development, structures, and functions of the human body.
- 2) To provide a foundation for understanding deviations from the normal in physiological function.
- 3) To provide a foundation for the undergraduate college and university student.

**Required Materials:**

- 1) Textbook: Human Anatomy & Physiology, 11<sup>th</sup> edition Marieb, E.N. and Hoehn, K.
- 2) Power Point lecture slides and lab handouts- available on Blackboard (slides can be printed at the Technology Center)
- 3) 4 unmarked red, 100 question Scantrons (**Form No. 29240**)

**Recommended Materials:**

- 1) Web access code to Mastering A&P website. Contains access to Interactive Physiology, e-textbook, review questions, and many other learning tools. To buy access or log in, go to **masteringaandp.com**. The course ID for this class is: **HORNFALL18**.

**Attendance Policy:**

Attendance at all lectures and labs is **mandatory**. I will take attendance at the beginning of each lecture and end of some labs. If you are tardy, please come in quietly. It is also important that you come see me after class so that I do not mark you as absent. **Two tardies will equal one absence**. If absence from the class is unavoidable due to illness, funeral, official school function, etc. **it is your responsibility to obtain the notes and information we covered in class from a classmate**.

A student may be administratively dropped after missing a total of **4 absences** during the summer semester. If a student is administratively (i.e. instructor initiated) withdrawn from the class for non-attendance, the grade on the transcript will be an "X" or "F".

The last day to drop with a "W" is **Thursday, November 15, 2018**. **It is your responsibility to take the proper action** to have this course officially dropped from your schedule to avoid being administratively dropped with an "X" or "F".

**Drop forms are available from the mySPC website**. You must have the instructor sign the form and then take it to the Admission and Records Office (Student Services Building). If needed, **be sure to check with the financial aid office** if dropping this course will affect your financial aid status for this or next year.

### Exams and Grades:

Your final grade will be determined by your cumulative point total from the lecture exams, lecture quizzes, and lab practicals. There is a total of **540 points**. There will be **4 lecture exams, 8 lecture quizzes, (2 bonus quizzes), and 2 lab exams (practicals)**. The lecture exams and quizzes are worth **74%** the total grade and the practical exams are worth **26%** of the total grade. Lecture exams and quizzes are multiple choice. The 4<sup>th</sup> lecture exam is not cumulative. The lab practicals are fill-in-the-blank. You will need to bring a no. 2 pencil and good eraser to all exams.

| <b>Lecture Exams- 320 Points</b> | <b>Quizzes- 80 Points</b> |                            | <b>Lab Practicals- 140 Points</b> |
|----------------------------------|---------------------------|----------------------------|-----------------------------------|
| Exam 1- 80 questions             | Quiz 1- 10 questions      | Quiz 6- 10 questions       | Practical 1- 70 questions         |
| Exam 2- 80 questions             | Quiz 2- 10 questions      | Quiz 7- 10 questions       | Practical 2- 70 questions         |
| Exam 3- 80 questions             | Quiz 3- 10 questions      | Quiz 8- 10 questions       |                                   |
| Exam 4- 80 questions             | Quiz 4- 10 questions      | Bonus Quiz 1- 10 questions |                                   |
|                                  | Quiz 5- 10 questions      | Bonus Quiz 2- 10 questions |                                   |

*The following grading scale will be used:*

| <b>Final Grade</b> | <b>Course Average</b> | <b>Total Number of Points (Accounts for Rounding)</b> |
|--------------------|-----------------------|---|
| A                  | 89.50%-100%           | 484-540   |
| B                  | 79.50%-89.49%         | 430-483   |
| C                  | 69.50%-79.49%         | 376-429   |
| D                  | 59.50%-69.49%         | 322-375   |
| F                  | 0-59.49%              | 0-321   |

*Here are the tentative dates for exams and quizzes:*

| <b>Exam</b> | <b>M/W</b> | <b>T/Th</b> | <b>Quiz</b>  | <b>M/W</b> | <b>T/Th</b> |
|-------------|------------|-------------|--------------|------------|-------------|
| Exam 1      | 9/19       | 9/20        | Quiz 1       | 9/5        | 9/4         |
| Exam 2      | 10/10      | 10/11       | Quiz 2       | 9/12       | 9/13        |
| Practical 1 | 10/17      | 10/18       | Bonus Quiz 1 | 9/17       | 9/18        |
| Exam 3      | 11/7       | 11/8        | Quiz 3       | 10/1       | 10/2        |
| Practical 2 | 12/3       | 12/4        | Quiz 4       | 10/8       | 10/9        |
| Exam 4      | 12/10      | 12/11       | Quiz 5       | 10/29      | 10/30       |
|             |            |             | Quiz 6       | 11/5       | 11/6        |
|             |            |             | Quiz 7       | 11/19      | 11/20       |
|             |            |             | Quiz 8       | 11/28      | 11/29       |
|             |            |             | Bonus Quiz 2 | 12/5       | 12/6        |

### Missed Exams:

All exams, practicals, and quizzes should be taken on the scheduled day and class time. Make-up exams may be given only under extenuating circumstances, i.e. serious illness, death of an immediate family member, etc. Please let me know within **24 hours** of the scheduled exam about such emergencies. The make-up exam must be **taken within 5 days** after the scheduled exam at an agreed-upon time between the student and instructor. All decisions regarding make-up exams are at the discretion of the instructor. Please note that the make-up exams may include different and more difficult questions than the regularly scheduled exams. There will be **no makeup quizzes** regardless of the reason for absence. However, **2 bonus quizzes** will be offered during the semester, which will add to the total points score. **If you know in advance** that you will miss an exam, practical, or quiz due to an officially excused absence, please see me, and you may be able to take the exam at an earlier time.

### **Cell Phones and Technology:**

All cell phones must be **turned off and put away**. Texting is not allowed during class or lab. Laptops, tablets, and other technology may be used during class, but only for note-taking or class research. If I see that any technology is causing a distraction to other students, points may be taken off a student's exam. Students will **not be allowed to wear smart watches** during any exams.

### **Lab Safety and Equipment:**

No food or drinks (besides bottled water) are allowed in the laboratories at any time. Please handle the models carefully, as these items are very expensive. **You may not remove items (bones, models, equipment, etc.) from the lab to take home and study**. Lab materials are available for your use/study outside of class time. However, you must get an instructor to unlock the cabinets where materials are stored. In order to assist you in studying, the **Levelland, Reese, and Texas Tech University campus libraries** have models, bones, and other lab materials on reserve at the circulation desk. You can check-out these items for study in the library during the library hours of operation.

### **Disability:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the **Disability Services Office** early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

### **Academic Dishonesty:**

Students are expected to abide by the code of "Student Conduct" that can be found in the 2018-2019 SPC General Catalog. **Cheating in any form is inexcusable** and will result in serious consequences, including, but not limited to being dropped from the class with an "F". Academic dishonesty will be subject to the maximum penalties allowed by College policy.

### **How to do well in A&P 1:**

- 1) **Attend class and engage in lecture and lab**. There is a lot of material to cover in this course. Even missing one day of class will set you behind. Be sure to have your notes and lab materials ready before coming to class.
- 2) Be prepared to spend time **outside of class** and lab to learn all the material. Before coming to each class, be sure you have studied/mastered the material covered in the **previous lecture**. **Review your notes frequently**. Don't wait until the day before a test or quiz to review everything. As a minimum, plan to study **12-15 hours** for each exam.
- 3) Ask lots of **questions**. Don't feel bad if you don't understand something. Chances are, other students around you have the same question and will be glad that you asked it.
- 4) Listen to **recorded lectures** posted on Blackboard to gain a better understanding of lecture notes. Or watch any videos posted on **YouTube** to help explain difficult topics.
- 5) When reviewing your notes, **write down any questions** you have. First try to find the answer on your own either in the textbook or online. Then consult with classmates about what they think. If it still doesn't make sense, come talk to me or ask that question in class.
- 6) Complete the **chapter reviews** posted on Blackboard. Try to write the answers **in your own words** (do not just copy the lecture notes). Reviews can be completed before, during, or after each lecture. Or make flash cards with each review question and answer.
- 7) **Write your own test questions** for each lecture note packet. Find a classmate, and try to answer each other's questions.
- 8) Pretend you are the teacher, and **teach the lesson to yourself or fellow classmates**. Actually **say it out loud**. Research shows that saying things out loud helps transfer information to longer term memory.
- 9) Make the most of your time in lab. Make it an enjoyable experience, but don't waste too much time chatting and sitting around. Find a partner and **quiz each other**.
- 10) Keep **lab handouts** with you in case you have a short amount of free time between classes. That way, you can make the most of your time and practice for the **practical**.
- 11) Make use of study materials found on the **Mastering A&P website**. Under the tab, "**Study Area**" (**my A&P**), there are many worksheets and quizzes that you can do on your own to see if you are understanding the material.

## Tentative Schedule for BIOL 2401 Fall 2018

| Week of | Lecture   | Text     | Lab                                      |
|---------|---|----------|--|
| Aug 27  | Introduction/ Orientation to Human Body/<br>Chemistry Overview            | Ch 1 & 2 | Skull Anatomy                            |
| Sept 3  | Chemistry Overview/ Cell Biology<br><i>*Sep 3: No Class</i>               | Ch 2 & 3 | Skull Anatomy                            |
| Sept 10 | Cell Biology/ Tissues Part 1<br><i>*Sep 12: 12<sup>th</sup> Class Day</i> | Ch 3 & 4 | Skull Anatomy                            |
| Sept 17 | Tissues Part 1  | Ch 4     | Skull Anatomy                            |
| Sept 19 | <b>Exam 1 (Ch 1, 2, 3, 4)</b>   |          | Skeletal Anatomy                         |
| Sept 24 | Tissues Part 2<br>Integumentary System                                    | Ch 4 & 5 | Skeletal Anatomy                         |
| Oct 1   | Skeletal System   | Ch 6     | Skeletal Anatomy                         |
| Oct 8   | Joints  | Ch 8     | Skeletal Anatomy                         |
| Oct 10  | <b>Exam 2 (Ch 4, 5, 6, 8)</b>   |          | Skeletal Anatomy                         |
| Oct 15  | Nervous System  | Ch 11    | Review Skull and Skeletal<br>Anatomy     |
| Oct 17  |   |          | <b>Practical 1<br/>(Labs 1, 2, 3, 4)</b> |
| Oct 22  | Nervous System  | Ch 11    | Muscle Anatomy                           |
| Oct 29  | Muscular System   | Ch 9     | Muscle Anatomy                           |
| Nov 5   | Muscular System   | Ch 9     | Muscle Anatomy                           |
| Nov 7   | <b>Exam 3 (Ch 9, 11)</b>  |          | Muscle Anatomy                           |
| Nov 12  | Central Nervous System<br><i>*Nov 15: Last day to drop</i>                | Ch 12    | Muscle Anatomy                           |
| Nov 19  | Central Nervous System<br><i>*Nov 21-Nov 22: No Class</i>                 | Ch 12    | Muscle Anatomy                           |
| Nov 26  | Peripheral Nervous System   | Ch 13    | Muscle and Nerve Anatomy                 |
| Dec 3   |   |          | <b>Practical 2<br/>(Lab 5, 6)</b>        |
| Dec 5   | Autonomic Nervous System  | Ch 14    |  |
| Dec 10  | <b>Final: Exam 4 (Ch 12, 13, 14)</b>                                      |          |  |

\* The schedule is subject to change as deemed appropriate by the instructor.