Biology 1308
Human Biology

Instructor: Virginia Jaquish
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Office: Cavness 016

Office Hours:
Monday 10:00 AM - 12:00 PM, Tuesday 9:00 AM - 11:00 AM, and Thursday 9:00 AM - 11:00 AM

Course Information

Course Description
An introductory owner's manual to the human body for non-biology majors. Includes fundamentals of human anatomy and the functions of the major systems of the body, contemporary health issues, human heredity, and human evolution.

Prerequisite and Co-requisite Courses
Co-registration for Biology 1108 Lab is suggested.

Prerequisite Skills
Accessing Internet websites, using Blackboard, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Human Biology/Biology 1308 course.

Student Learning Outcomes
Upon completion of this course, students will be able to:
- Describe the location and basic function of major systems of the human body
- Participate in informed discussions of topics regarding human health issues and human evolution.
- Recognize the importance of and the application of the scientific method
**Required Texts and Materials**
Students must have access to *Human Biology* by Mader & Windelspecht, 15th Ed. A copy of the textbook will be available to students in the library.

**Technology Requirements**
To successfully complete this course, students need to have access to a computer or device with internet access. Student must be able to access Blackboard. Students will need be able to complete typed assignments both printed and digitally submitted.

**Communication**
I will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

**Written communication via email:** All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

**Virtual communication:** Office hours and/or advising may be done with the assistance of the telephone, Collaborate, Skype, etc.

**Grading**

**Evaluation and Grades**
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3 Exams)</td>
<td>60</td>
</tr>
<tr>
<td>In-class and take home assignments</td>
<td>15</td>
</tr>
<tr>
<td>Random attendance events</td>
<td>5</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Students taking Lab** will have the advantage of understanding and practicing course topics and final lab grades will be used as 25% of final lecture grade.

<table>
<thead>
<tr>
<th>Lab enrolled Students</th>
<th>Percent of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture grade</td>
<td>75</td>
</tr>
<tr>
<td>Final lab grade</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Final Exam
Final Exam is scheduled for Tuesday, December 10, 2019 at 10:30 AM – 12:30 PM.

Grading System
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

- A = 90.00-100 points
- B = 80.00-89.99 points
- C = 70.00-79.99 points
- D = 60.00-69.99 points
- F = 0-59.99 points (Grades are not rounded up)

Assignment and Activity Descriptions
Activities are opportunities for students to apply and reinforce recently learned material. In-class activities will include short quizzes and hand written activities. These will be completed individually or as group activities. Out of class activities will primarily be submitted digitally through Blackboard.

General Policies Related to This Course
All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook
- Angelo State University Catalog

Academic Integrity
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the
university, as provided by the Americans with Disabilities Act of 1990 (ADA), the 
Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent 
legislation.

Student Disability Services is located in the Office of Student Affairs, and is the 
designated campus department charged with the responsibility of reviewing and 
authorizing requests for reasonable accommodations based on a disability. It is the 
student’s responsibility to initiate such a request by contacting an employee of the 
Office of Student Affairs, in the Houston Harte University Center, Room 112, or 
contacting the department via email at ADA@angelo.edu. For more information about 
the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing 
accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
dallas.swafford@angelo.edu  
Houston Harte University Center, Room 112

Incomplete Grade Policy
It is policy that incomplete grades be reserved for student illness or personal misfortune. 
Please contact faculty if you have serious illness or a personal misfortune that would 
keep you from completing course work. Documentation may be required. See ASU 
Operating Policy 10.11 Grading Procedures for more information.

Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student 
Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., 
and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without 
quotation marks and the source of the quotation. It is expected that you will summarize 
or paraphrase ideas giving appropriate credit to the source both in the body of your 
paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand 
this policy better are available at the ASU Writing Center.
Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Title IX Statement
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to Face: Mayer Administration Building, Room 210
Phone: 325-942-2022
E-Mail: michelle.boone@angelo.edu

Note: as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325- 942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942- 2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/
3 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4 https://www.angelo.edu/services/disability-services/