

BIOL 2323 Human Anatomy FALL 2021

BIOL 2123 Human Anatomy Lab Fall 2021

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OVERVIEW and LEARNING OUTCOMES: Welcome to Human Anatomy! This is a science course about the study of the structure of cells, tissues, organs, and organ systems of the human body. It serves a variety of academic majors and I will do my best to accommodate special interest topics in each discipline. While the specifics of content will vary depending on the needs of the participants, we will be aiming at the following goals to help prepare you for a career in your field.

A successful student in human anatomy should be able to achieve the following course related learning outcomes:

- locate, identify, and functionally describe the structures of the human body at all levels of organization (i.e. recall content).
- determine/visualize the physical relationships of structures to one another at all levels of organization (i.e. comprehend the material).
- apply anatomical information to evaluate relevant clinical scenarios/problems (i.e. apply information you have learned).
- connect what she/he is learning to her/his own field (i.e. to make anatomy relevant to your own academic endeavors).

For Departmental, State, and Accreditation purposes this course will assess:

Biology Department Learning Goal #2 – Students ability to demonstrate comprehensive, specialized knowledge in the various sub-disciplines of the biological sciences. This will be accomplished by assessing the above outcomes.

Texas Higher Education Coordinating Board Exemplary Educational Objectives:

EEO - #1 – Students ability to understand and apply method and appropriate technology to the study of natural sciences. Students are introduced to the process of science in reference to anatomical methods of studying the human body. This includes locating, identifying, and functionally describing the structures of the human body at all levels of organization using the processes and tools of the discipline. Students will be assessed using lab quizzes and practicals.

EEO - #2 – Students ability to 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. Students will determine/visualize the physical relationships of structures to one another at all levels of organization using various scientific and inquiry based methods in the lab. Students will communicate these in writing on lab quizzes and practicals

EEO - #4 – Students ability to demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies. Students will apply anatomical information to evaluate relevant clinical scenarios/problems to demonstrate knowledge of the major issues facing modern science that touch upon

ethics, values, and public policy. These will be assessed using embedded examination questions in lecture.

CLASS PREPARATION: I will provide all class information (lecture notes, outlines, handouts, and objectives/reviews) on **Google Classroom/Sites**. Make sure you are logged in and bring your supplies daily. During the lecture I will clarify many, but not all of the concepts you are required to know. Therefore much of your learning will occur outside of the formal class meetings as our time together is limited. **You will have quizzes/homework on Mastering A&P/Google Classroom.** Educational research tells me that learning outside of class is more effective than learning that occurs in class. Therefore to achieve these goals and maximize your learning, it is vital you attend class and come prepared. This means reading the assigned chapters before class or other assignments, reading the on-line notes, reviewing using MasteringA&P, and completing pre-lab activities before lab. Anatomy is not conceptually difficult, but like any science course the amount of material and unfamiliar terminology can make it seem unwieldy. This means it is largely your responsibility to learn the material presented, read the text, and complete the assignments on your own. This requires you to possess a positive attitude toward learning and a serious commitment to studying outside of class every day, especially within 24 hours of class or lab. It also means participating in activities vital to the concept being taught that day to enhance the teaching of a particular subject. In other words don't expect to learn anatomy just by sitting and listening in lecture. While this will enhance your learning, you must take an active role in your own learning by practicing anatomy every day. As a member of the class you are also:

- expected to attend and be prepared for all lecture and lab meetings.
- required to follow all directions/instructions both written and spoken.
- invited to ask questions (at the proper time of course), no matter how naive they seem to you. There are probably at least two other folks who have the same question. The only stupid question is one that isn't asked.
- encouraged to ask for help and/or clarification. Don't suffer in silence. I can't help you learn if I don't know you're confused or if my instructions are unclear.
- encouraged (strongly) to use course tools which have extensive anatomy resources and study tips you are unfamiliar with how to study for a memory intensive course like anatomy. It's definitely worth your time to take a look.

WHAT YOU NEED TO STUDY: Simply stated, these are the things you need to work on EVERY DAY. Start by organizing all your materials and making a study plan. Then implement and stick to it. See me if you need help. I am available during tutorials for you to discuss course content. ASU also provides tutoring resources for dual credit students as well.

COURSE MATERIALS:

- Marieb, (2016). Human Anatomy & Physiology. 10th edition - we have hard copies for reference available but use the online text mostly
- Chromebook/laptop
- Colored pens, highlighters, pencils for notes/notebook (optional)
- 2" Binder
- Camera for studying (optional)

GRADE DETERMINATION: Your grade is based on the percentages/points you earn on assignments and exams in both lecture and lab. Final grades for the semester are assigned according to the following scale:

Course Component	Percentages	Grading Scale
Class/Lab Work/Homework/Quizzes (Unit Binder Grading)	10%	90 and above = A
Exams/Lab Quizzes/Projects	90%	80-89 = B
		70-79 = C
Total	100%	60-69 = D
		59 or less = F

Please Note: I do not curve exams or final grades nor are they negotiable. All students will be treated equally and fairly, and all grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your personal circumstances, I never consider them to be a basis for grade assignments. The classwork/homework/quizzes serve as an extremely generous, built-in curve. I strongly encourage you to take advantage of the activity points when they become available because once assigned they cannot be made up. Quizzes can include information from previous homework, labs, readings, or lectures and help me determine how students are progressing. Therefore you should always attend class, keep up with your work, and strive to do your best, so that you may earn the grade you want. It is your responsibility to keep up with your grade. LATE WORK: 15% off for 1 day late and detention. It is up to my discretion if I accept it at all after that.

ASSESSMENT MEASURES:

Laboratory Practical Exams: Your lab performance will be assessed with practical exams and lab activities. These will be discussed in more detail on the first day of lab. Word banks are not always available for reference so be sure you study some each day.

Lecture Exams: In lecture your performance will be assessed by lecture exams. You are required to take all exams. Lecture exams will assess your knowledge, comprehension, and application of the material presented in lecture and on-line notes, readings, or other in-class assignments made since the previous exam. A portion of the exam will also cover assigned plates which you should be able to label and/or identify. The exams will also assess your application of the content in the form of problems that will be assigned in advance from your summary checklists and/or text. The format of all the exams will be multiple-choice, true/false, short answer, free response, essay. Corrections are NON-EXISTENT! Study for the first time.

Academic Honesty/Plagiarism/Cheating: No form of academic dishonesty will be tolerated. Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and following the ASU policies on academic dishonesty contained in both print and web versions of the Student Handbook. Students in this class are expected to submit work in accordance with the guidelines of academic honesty provided by the handbook and/or their instructor. The penalty for ANY act of academic dishonesty is a grade of ZERO on the assignment and disciplinary action as warranted by the university guidelines that includes dismissal from ASU. No additional assignments or replacement grades will be given.

Angelo State University – Honor Code: ASU expects its students to maintain complete honesty and integrity in all of their academic pursuits. Students are responsible for understanding and following the Academic Honor Code as outlined on the university's web site and in the Student Handbook.

Electronic devices such as cell phones, pagers, iPods, etc. are not allowed to operate (i.e. ring/play/talk/text) during formal lecture. You will also NOT be allowed to carry them during quizzes or practical exams either. No exceptions. They will be placed in the shoe organizer during formal lecture/lab to prevent temptation during that time. They may be used to snap images for personal study at times. However, your text and reference materials have great images provided.

Other Reminders

ASSIGNMENTS:

All formal written assignments or projects must be typed, 12 point font, Times New Roman, double-spaced, 1 inch margins with your name, course, period, and date at the top left corner with a centered title.

LAB RULES & EXPECTATIONS:

My expectations of you are high! That is because ASU/MHS/I expect excellence and know you can achieve it. Be respectful, have positive attitudes, be punctual, follow dress code, no sleeping in class, no cell phones on, be responsible, come to class prepared, and use technology appropriately. You receive 1 tardy warning (this is that warning).

STUDY STRATEGIES OF A and B STUDENTS in HUMAN ANATOMY

Based on the experiences of successful anatomy students of the past, we have prepared this handout to assist you in your studies. Listed below are the top study strategies of A and B students consistently reported to us in surveys.

1. Reread your lecture notes and lab material EVERY DAY after class. Research shows if you read your notes for 10-15 minutes a day, you will absolutely do better on your exam than if you didn't. Why? Because you won't have to cram in the end. You will already be familiar with your notes. In addition, you will have discovered early on what you do not understand and can get help well before the exam. This is by far the most common strategy used by A and B students. Repetition simply works!

2. Recopy/Reorganize your notes - Some folks simply recopy their notes after lecture. Others will reorganize them and incorporate information from their text to supplement those taken in lecture. Still others take notes using the 3-column method. One large central column is used for notes. Two smaller peripheral columns are used for the actual reorganization. One column is used for generating questions, ideas, and comments, the other for the actual reorganization of the notes. People tell me it works. The idea is to spend as much time as possible with the material and to get help with concepts you do not understand early.

3. Study the coloring book plates and lecture notes at the same time. This is an excellent way for you visual learners to maximize your study time. The coloring book structures most often asked on exams are the ones covered in the lecture notes. So while your study the “liver” in your lecture notes, have the coloring book plate open to the “liver” to visualize the textual material you’re reading. You’ll automatically be studying for both portions of your lecture exam. Also since many coloring book plates are duplicated between lab and lecture, you’ll also find you’ll be able to “double dip.” Those plates you are required to know for lab are also the same plates you have to know for lecture. If you learn it well the first time, it will only take a brief review later. This can help you maximize the number of points you are able to receive on both lecture and lab.

4. Form study groups and go over material together. If used properly, this is a great way to study. Schedule weekly meetings with your group to “go over the notes.” You can see if everyone else got the same thing out of lecture as you did. If things are not clear, you can make a list of questions and ask your instructor for clarification. Likewise in lab having a consistent study partner quiz you can help you know early on whether you are retaining the material.

5. Develop the habit of asking questions to yourself and to your study group. For example, "What would be a good test question from this material? What don't I understand about this? What is/are the main idea(s)/process(es)/application(s) of this topic? Why and When do they happen? etc." You'll find that you will begin to anticipate the actual test questions! Good students always ask questions. This shows they are enveloping themselves in the culture of the course and constantly reviewing the material in their minds so that it makes sense. Psychology tells us this is how most people learn...by asking questions.

6. Manage your time efficiently and prioritize/schedule your days to include school, work, family, fun, friends, health, and exercise. Calendars are wonderful things and no college student should be without one. We recommend writing down exam dates, etc., from all your courses so you'll always know what's coming. In addition it's also helpful to write down your work schedule and or any other important dates. A and B students know how to prioritize and most tell us they do study 10-15 hours a week for anatomy alone. They break the material down into manageable chunks (i.e. a little everyday) and don't ever procrastinate.

7. Attend lecture and lab. Some of the topics and specific examples we will use you will not be able to get unless you come to class or discussion. Attendance and participation are vital to your success in this course. Our statistics tell us that A and B students almost never miss class or lab. Those students who miss just one class or lab score on average 6-8% lower than the class average on exams or practicals.

8. Make a vocabulary sheet/or flashcards and keep them with you at all times. Yes this is just what you did in high school, but it works. Lots of students find that this helps them learn the

vocabulary quickly and easily. You can pull them out anywhere and review. You'll be surprised what you can learn waiting in line for 10 minutes. Remember you will learn as many new words this semester as you would in a beginning foreign language course (about 3500 or so).

9. Internalize New Words. To internalize (learn) a new word, to make it truly part of your vocabulary, you must use the word and use it often. Write it and speak it at every opportunity. Make opportunities to do so. Yes, I just said this, but it is worth saying again. Don't just stare at the diagrams and illustrations in your references; draw on your own...and label them! Test your comprehension and retention by discussing the 8 material. Study in a group. Set up weekly meetings to "go over the notes." But don't permit anyone at any time to substitute words like "thingy," "stuff," "doodad," or "dealie" for the proper words required. You'll defeat the whole purpose of discussion if you do.

10. Read your text and lab manual before (or after) class. Reading can help solidify your understanding of the material and help you retain information. For example, if you've read material ahead of time and then hear it in lecture, you've just helped your brain make an association between the two sources of information. Conversely if you read your text after lecture and remember me lecturing about it, you've just made another connection. Psychologists tell us that's the first step toward learning...making associations.

11. Take advantage of lab time/extra lab time. The lab portion of this course is vital to you success. Lab is scheduled for 3 hrs/week that may not be enough for you. You need ALL of that time and more if its available...read that again. You need to always come prepared to work and stay the full 3 hours. A and B students often read ahead to get a jump on things and frequent open lab every chance they get. Anatomy lab requires a high level of comprehension and familiarity that only come with hands on experience and lots o' practice. It still amazes us when people goof off in lab or consistently leave early and then come crying to us when they perform poorly on the practicals. To do well in this course you need to take advantage of lab time. A & B students do. We simply can't help you if you're wasting time/leaving early/or not attending lab.

HUMAN ANATOMY TENTATIVE LECTURE SCHEDULE

Aug 23	Body Organization & Cavities
Aug 25	Organ Systems and Tissues
August 30	Tissues/Integumentary System
Sept 6	Skeletal System
Sept 13	Muscular System

Sept 20	Muscular System
Sept 27	Nervous System
Oct 4	Special Senses
Oct 11	Endocrine System
Oct 18	Blood & Cardiovascular System
Oct 25	Lymphatic and Immune Systems
Nov 1	Respiratory System
Nov 8	Digestive System/Urinary System
Nov 15	Urinary System/Reproductive System
Nov 22	(THANKSGIVING BREAK)
Nov 29	Reproductive System
Dec 6	FINAL EXAMS WEEK

BIOL 2123- HUMAN ANATOMY LAB SYLLABUS – FALL 2020

LAB OVERVIEW & LEARNING OUTCOMES: Anatomy is the ABC's of biology. It is fundamental and absolutely essential in understanding biology and an integral part of many other disciplines (physiology, medicine, kinesiology, psychology, allied health sciences, nursing, et cetera). Laboratory exercises provide the real learning experience in any anatomy course and serve to illustrate, validate, and reinforce what you learn in lecture. As a successful student in anatomy lab you should be able to locate, identify, and functionally describe the structures of the human body and the physical relationships among them at all levels of organization using various investigative and collaborative techniques. You will achieve these learning outcomes, through dissections, examinations of models & slides, lab activities, and examining the three-dimensional relationships among various structures of the body. Lab practicals and quizzes will assess your knowledge and comprehension of these outcomes. This semester you

will dissect a rat, sheep heart, sheep eye, and a sheep brain that are all remarkably similar to their human counterparts. In addition, you will also examine histological preparations of many organs and tissues, as well as models, and charts. You will be notified in advance when you will need to wear old clothing.

LAB ASSESSMENTS & GRADING POLICY: You will have the opportunity to earn a large portion of your grade in the lab section of this course. Your grade will be determined by the total number of points you accumulate on practical exams administered at the beginning of the lab period (see schedule) and on in-lab activities that are participatory in nature.

GRADE DETERMINATION:

– Practical Exams are designed to assess your knowledge and comprehension of the course content, motivate you to keep up with your studies, and reward you for doing so. Practical Exams are tests where you identify labeled structures, locations, functions, etc. from models, dissections specimens, charts, and microscope slides at various stations distributed around the lab (no word lists).

- Quizzes and activities are combined in lab grade also

SPELLING COUNTS. You will be expected to spell all terms correctly on all practicals. Any partial credit for almost correct answers will be awarded at the discretion of your instructor. Besides the basic reason of education, why does spelling count? Confusion may arise from imprecision. Many anatomical/medical terms are similar—they may even have the same Latin & Greek roots. Would you like your pharmacist to misread your prescription? A misspelled word on a patient's chart can lead to a disaster: legal as well as health-wise. Besides your own health or a patient's, there's another very practical reason: it may hit your pocketbook—in all jobs, written communication is important in making a good first impression. Would you hire someone whose application is full of spelling and/or grammatical errors? Here's an example for nurses enunciated by a colleague: "I tell them they could be the world's best nurse, but if they have misspellings on their charts, those reading the charts (including the doctors) may mistrust their abilities and intelligence. Because physicians often first 'meet' the new nurse on the floor through written reports, the opinion may be made before they actually meet. Once this opinion exists, it is very difficult to overcome. You only get to make a "first impression" once! This could even lead to poor efficiency reports and to being passed over for promotions."

ATTENDANCE POLICY: In order to make-up a lab: you must contact your instructor and obtain an alternate lab assessment/assignment.

GENERAL LAB RULES & INFORMATION: All students are required to read and follow the lab rules:

1. Student behavior in the lab is to be maintained in a manner conducive to learning and study. No horseplay, rough-housing, or any type of disruptive behavior is allowed in the lab at any

time. Likewise no degrading or offensive language will be tolerated. You will be asked to leave and subject to further disciplinary action if you are disruptive in any way.

2. You are not allowed to remove any materials from the laboratory. You must always return materials to their proper place.

3. Food, drinks, and all tobacco products are not allowed in the laboratory.

4. You are expected to treat the human bones, models, slides, and materials with the utmost respect. Any person caught defacing, throwing, carelessly handling, etc., these materials will be asked to leave the lab immediately and subject to further disciplinary action.

5. Dissection wastes and other “scraps” should be discarded in the designated containers only. **Do not put them in the sinks.**

6. At the end of each lab session, each lab group is responsible for cleaning their work area. You must clean the table with soap or other materials provided and water. You must also clean your dissection tools and tray anytime they are used and return materials to where you found them. You will not be allowed to leave lab unless your table is cleaned and your stools are pushed under the table. **Points may be deducted from every member of your lab group each time your area or the lab is not cleaned properly.**

7. Electronic devices such as cell phones, pagers, Walkman, etc. are not allowed in lab. You will not be allowed to carry them during practical exams. No exceptions. Electronic devices are not allowed during practical exams and carry a steeper penalty (see #9 below).

8. No form of academic dishonesty will be tolerated. Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.

9. Practical Exam Days On practical exam days, you are expected to adhere to the following guidelines: Place all your books, backpacks, purses, caps, etc. at the front of the room. If you have something of value that you're concerned about, do not bring it on test day. Wear no hats or sunglasses. Electronic devices such as cell phones, pagers, personal stereos, graphing calculators, palm pilots, laptops, recording devices, etc. are not allowed. You must keep those devices with your belongings at the front of the room (i.e. you will not be allowed to carry your cell phone or pager, etc. during the practical). You will receive an automatic 0 if you carry your phone or they go off during a practical exam or lab quiz. You must also adhere to the explicit examination instructions given by your instructor (subject to point deduction penalty). You will also not be allowed to leave during the exam. If you leave, you will have to turn in your exam. Please see your instructor before the first practical, if you anticipate any problems with the procedures outlined above.

10. OPEN LAB RULES: Tutorials may be available for study except when needed to prepare for lab practicals and lab setup. During open lab you may come and go as you please. However, you must always follow the lab rules posted above and below. If these procedures are not followed or the privileges are abused in any way, the opportunity will be discontinued permanently. If you are unable to attend open labs, please be aware there are digital images available (of most items) on your instructor's Google Classroom site.

OPEN LAB RULES YOU MUST OBEY

- The lab rules printed above must be followed.
- The lab is for study only! (no socializing, etc.).
- Nothing should be removed from the lab...ever!!!
- Lab materials must be returned to where they were found.
- All trash must be thrown away.
- The lab must be kept neat and clean.
- All materials must be handled carefully and with respect.
- All students must help us police the lab.

WHAT WILL ANATOMY LAB BE LIKE? Anatomy lab is a combination of independent study and group work. I will provide some short introductory comments about tasks, assignments, and materials distributed around the lab. You will then be encouraged to work through your lab activities to identify and locate key structures on models, slides, and dissection specimens on your own or as a lab group. I will walk around the lab to each table to help you with the material. I am willing to work with you as needed, but it is your responsibility to focus on the tasks, activities, and materials so that her/his attention may be focused on your particular task at the time. You are therefore encouraged to generate a list of questions for me, so I may help you when I stop by your table. This requires self-motivation and the proper attitude toward learning. I am here to help you learn, but you must do your part too. To help you achieve your learning goals, we require that you fill out the exercises in your lab manual before you attend lab. Most (if not all) of the answers to the activities, figures and review sections in your lab manual can be found within the manual itself as well as your textbook (many of the figures are the same), and your coloring book pages. These are important study strategies because it frees up your lab time so you can review models, slides, and specimens. Some students prefer to work alone, but many successful students find that working with 1 or 2 other committed/motivated people helps them to learn the material faster and better. Sometimes, you will be working in groups of 2-5 people during dissections. You do not have to touch or handle specimens, but you are still responsible for the dissection material. Further...someone at your lab group must be willing to conduct the dissection. Those who do not participate directly in the dissection will be assigned other lab duties like cleaning up, reading instructions, preparing dissection tools etc. Therefore it is advised that students organize their groups in such a way that there are an adequate number of students willing to participate in all required activities.

TENTATIVE HUMAN ANATOMY LAB SCHEDULE – FALL 2020

Week of Topic, Assignments

Aug 26 Anatomical Language, Organ Systems Overview, Microscopy, Cell Structure and Function, Rat Dissection

Sept 3 Tissues, Membranes & Integumentary System, Microscope Slides, Models,

Sept 9 Selected Articulations, Actions, Bone

Sept 16 Lower Extremity Muscles/Upper Extremity Muscles

Sept 23 Thorax, Back, Abdomen Muscles/Head, Neck, Face Muscles

Sept 30 Brain Dissection/Nervous System Histology

Oct 7 Special Senses, Sheep Eye, Models

Oct 14 Endocrine System/Blood Typing/Centrifuging

Oct 21 Circulatory System Anatomy, Heart Dissection, Models, Lymphatic System

Oct 28 Digestive Anatomy, Dissection, Models, and Histology

Nov 4 Respiratory Anatomy, Dissection, Models, and Histology

Nov 11 Urinary System Anatomy, Reproductive System Anatomy, Dissection, Models

Nov 25 Review

Dec 6 Practical Exam

BIOL 2324 Human Physiology Spring 2022
BIOL 2124 Human Physiology Lab Spring 2022

Instructor: Mrs. Kaleigh Walker

Phone: (325) 347-1122 ext. 265

E-Mail: Kaleigh.walker@masonisd.net

OVERVIEW and LEARNING OUTCOMES: Welcome to Human Physiology! This is a science course about the study of the normal functions of cells, tissues, organs, and organ systems of the human body. It serves a variety of academic majors and I will do my best to accommodate special interest topics in each discipline. While the specifics of content will vary depending on the needs of the participants, we will be aiming at the following goals to help prepare you for a career in your field. Today, we know more about the body than ever before and this will be a fascinating semester as you discover knowledge of the human body!

A successful student in human physiology should be able to achieve the following course and state core related student learning outcomes:

- describe and explain the normal function of the cells, tissues, organs and organ systems of the human body to help prepare you for a career in your chosen field (knowledge and comprehension)
- connect what you are learning to your own field (i.e. to make physiology relevant to your own academic endeavors)
- apply what you have learned to evaluate various case studies, analyze controversial topics, and to solve problems relevant to physiology and to your field (i.e. learn how to ask questions, work with others, and apply information you have learned in different situations).
- locate, identify, and functionally describe the structures of the human body at all levels of organization =CT1, EQS1, EQS2 – assessment = in class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- develop understanding of the functional relationships of anatomical structures to one another in health and communicate the acquired knowledge in written form =CS1 – assessment = in class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- perform laboratory investigations in which numeral physical and chemical physiological data pertaining to tissue function are collected, classified, and analyzed in order to reach an informed conclusive interpretation about relevant clinical scenarios and “real world” applications. EQS1 – assessment = in class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- work effectively with others to support and accomplish a shared goal = CS1, TW2 – assessment = in class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports.

How do I achieve these objectives?

Physiology requires a deeper conceptual understanding of the material rather than simple memorization of facts that you may have learned in anatomy. It is essential that you: ***attend class, come prepared, study every day, and practice self-assessment often.***

CLASS PREPARATION: I will provide all lecture notes, outlines, handouts, and activities. In lecture I will clarify many, but not all of the concepts you are required to know. Therefore much of your learning will occur outside of the formal class meetings. Educational research tells me that learning outside of class is more effective than learning that occurs in class. Therefore to achieve these goals and maximize your learning, it is vital you attend class and come prepared. This means reading the assigned chapters BEFORE CLASS, completing assignments, reading the on-line notes, taking additional notes, and completing lab activities in the manual before lab. This means it is largely your responsibility to learn the material presented, read the text, and complete the assignments on your own. This requires you to possess a positive attitude toward learning and a serious commitment to studying outside of class every day, especially within 24 hours of class or lab. It also means participating in activities vital to the concept being taught that day to enhance the teaching of a particular subject. In other words don't expect to learn just by sitting and listening in lecture. While this will enhance your learning, you must take an active role in your own learning by practicing every day. As a member of the class you are also:

- expected to attend and be prepared for all lecture and lab meetings.
- required to follow all directions/instructions both written and spoken.
- invited to ask questions (at the proper time of course), no matter how naive they seem to you. There are probably at least two other folks who have the same question. The only stupid question is one that isn't asked.
- encouraged to ask for help and/or clarification. Don't suffer in silence. I can't help you learn if I don't know you're confused or if my instructions are unclear.

WHAT YOU NEED TO STUDY: Simply stated, these are the things you need to work on EVERY DAY. Start by organizing all your materials and making a study plan. Then implement and stick to it. See me if you need help.

COURSE MATERIALS:

- Marieb, (2016). Human Anatomy & Physiology. 10th edition - we have hard copies for reference available but use the online text mostly
- Colored pens, highlighters, pencils, or markers
- Chromebook/laptop
- 2" Binder for keeping class materials organized

INTERNET ACCESS IS REQUIRED for this course. Lecture and lab materials will be distributed routinely via the internet on Google Classroom. In addition to many lecture and lab resources, there are many study tips and strategies that you may find useful in your studies.

- You are required to have a Google Classroom account and an official ASU/Mason email address. I will use these to make announcements, distribute materials (lecture notes, outlines, handouts) and post grades. Please visit the site regularly.

GRADE DETERMINATION: Your grade will be based on the percentages you earn on assignments and exams in both lecture and lab. Final grades are assigned according to the following scale:

Course Component	Maximum Points Available	Grading Scale
Projects, Unit Binder Work	10%	90 and above = A
Exams, Lab Quizzes, Topic Quizzes	90%	80-89 = B
		70-79 = C
Total	100%	60-69 = D
		59 or less = F

Please Note: I do not curve exams or final grades nor are they negotiable. All students will be treated equally and fairly, and all grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your personal circumstances, I never consider them to be a basis for grade assignments. The classwork/homework/quizzes serve as an extremely generous, built-in curve. I strongly encourage you to take advantage of the activity points when they become available because once assigned they cannot be made up. Quizzes can include information from previous homework, labs, readings, or lectures and help me determine how students are progressing. Therefore you should always attend class, keep up with your work, and strive to do your best, so that you may earn the grade you want. It is your responsibility to keep up with your grade. **LATE WORK:** 15% off for 1 day late and detention. It is up to my discretion if I accept it at all after that. You will be put on the tutorial list for missing/late work.

ASSESSMENT MEASURES:

Lecture Exams: In lecture your performance will be assessed by lecture exams. You are required to take all exams. Lecture exams will assess your knowledge, comprehension, and application of the material presented in lecture and on-line notes, readings, or other in-class assignments made since the previous exam. A portion of the exam will also cover assigned plates which you should be able to label and/or identify. The exams will also assess your application of the content in the form of problems that will be assigned in advance from your summary checklists and/or text. The format of all the exams will be multiple-choice, true/false, short answer, free response, essay.

Academic Honesty/Plagiarism/Cheating: No form of academic dishonesty will be tolerated. Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and following the ASU policies on academic dishonesty contained in both print and web versions of the Student Handbook. Students in this class are expected to submit work in accordance with the guidelines of academic honesty provided by the handbook and/or their instructor. The penalty for ANY act of academic dishonesty is a grade of ZERO on the assignment and disciplinary action as warranted by the university guidelines that includes dismissal from ASU. No replacement or additional work will be available.

Angelo State University – Honor Code: ASU expects its students to maintain complete honesty and integrity in all of their academic pursuits. Students are responsible for understanding and following the Academic Honor Code as outlined on the university’s web

site and in the Student Handbook.

Electronic devices such as cell phones, pagers, iPods, etc. are not allowed to operate (i.e. ring/play/talk/text) during formal lecture. You will also NOT be allowed to carry them during quizzes or practical exams either. No exceptions. They will be placed in the shoe organizer during formal lecture/lab to prevent temptation during that time. They may be used to snap images for personal study at times. However, your text and reference materials have great images provided.

Other Reminders

ASSIGNMENTS:

All formal written assignments or projects must be typed, 12 point font, Times New Roman, double-spaced, 1 inch margins with your name, course, period, and date at the top left corner with a centered title.

LAB RULES & EXPECTATIONS:

My expectations of you are high! That is because ASU/MHS/I expect excellence and know you can achieve it. Be respectful, have positive attitudes, be punctual, follow dress code, no sleeping in class, no cell phones on, be responsible, keep all work, come to class prepared, and use technology appropriately.

HUMAN PHYSIOLOGY TENTATIVE LECTURE/LAB SCHEDULE

Week (approx.)	Topics in Approximate Order	Chapters	Labs/Activities
Jan	Physiology, Organization, Feedback Systems and Homeostasis	1	Case Study
Jan	Cell Physiology: Biochemistry, Cells, and Cellular Function	2-3	Biomolecules Lab
Jan	Cell Physiology: Cell Cycle and Metabolism, Nutrition, Energy Balance	3, 24	Case Study
Jan	Integumentary, Bones, Joints	5-8	Diseases and Conditions/Case Study
Feb	Muscle Physiology	9-10	Diseases, Conditions/Case Study
Feb	Nervous System Physiology	11-14	Diseases, Conditions, Technology/Case Study
Feb	Special Senses	15	Vision Test, Taste Test, Labs
Feb	Endocrine System	16	Flow Charts, Diseases
Mar	Cardiovascular Physiology	17-19	Blood Typing, Vital Signs, Diseases, Conditions/Glucose Testing
Mar	SPRING BREAK		

Mar	Lymphatic and Immune Systems	20-21	Diseases, Conditions/Case Study
Mar	Lymphatic and Immune Systems	20-21	Diseases, Conditions
Apr	Respiratory Physiology	22	Lab/Case Study
Apr	Digestive Physiology	23	Case Study/ Glucose Testing
Apr	Urinary Physiology	25-26	Urine Testing Lab
Apr	Reproductive Physiology	27-28	Interview Project
Apr	Pregnancy and Human Development	28	
May	Final Exams		

KEEP THIS DOCUMENT IN THE BINDER YOU BRING TO CLASS EVERY DAY. RETURN THE SIGNED LAST PAGE BEFORE THE END OF THE FIRST WEEK OF SCHOOL.