



Biology Department, Central College, Central Campus
BIOL 2401 Anatomy and Physiology 1
Second Start, CRN 55426, Fall 2011
Lecture: Online
Laboratory: Room 312 LHSB: 2:30 to 6:30 PM Wednesdays

Instructor: Jane L. Johnson-Murray, Ph.D.

Instructor Contact Information:

Cubicle telephone: 713 718 2538

Email: jane.johnsonmurray@hccs.edu to be used ONLY when Eagle Online email is not available.

DISTANCE EDUCATION PHONE #: 713-718-5275 (administrative matters only)

Cubicle Location and Hours

Rm 401 LHSB: By appointment, Wednesdays 12:30 to 2:30 PM

Course Description

This class serves as an introduction to Anatomy and Physiology. You will learn about the terminology of anatomy and physiology, the histology of tissues and the integumentary, skeletal, muscular, and nervous systems. This latter system will act as a bridge to the systems covered in Anatomy and Physiology 2.

Prerequisites

It is highly recommended that you pass General Biology 1 (BIOL 1406) before attempting this class.

Course Goals

To help you learn the language of Anatomy and Physiology in order to prepare you for both this class and Anatomy and Physiology II.

Student Learning Outcomes

1. Students will be able to understand and apply the principals of homeostasis and the use of feedback loops.
2. Students will be able to evaluate information and create conclusions based on their knowledge of membrane transport.
3. Students will be able to apply their knowledge of muscle function.
4. Students will be able to apply their knowledge of skeletal system and its functions.
5. Students will be able to understand and apply their knowledge of changes in polarity on membrane potential.
6. Students will be able to apply and demonstrate their knowledge concerning reflex arcs
7. Students will be able to apply the knowledge gained in lab utilizing anatomical models, physiological experiments, histological slides and the compound light microscope.
8. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

Instructional Materials

- **Textbook:** Martini, R, J. Nath, and E Bartholomew. 2012. Fundamentals of Anatomy and Physiology, 9th ed. Benjamin Cummings ***Bring to laboratory sessions or bring your computer if you are using the etext.***
- **Lecture Notes.** Available on Eagle Online. Use Firefox as your browser. (<http://www.mozilla.com/en-US/firefox/new/>)
 - **LOGGING ONTO EAGLE ONLINE: Eagle Online address:** <https://hccs1.mrooms3.net/login/index.php>
 - **Eagle Online Student User ID:** Your Eagle Online login user ID will be **your HCC User ID (sometimes referred to as the “W” number)**. All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page: from www.hccs.edu, click on “Retrieve UserID” under the “Student System Sign In” field then follow the instructions.

Eagle Online initial password: “distance”. This is your password at the beginning of every semester.

- **Lab Manual:** Johnson-Murray, J. L., and J. Wagle, Eds. *Human Anatomy & Physiology I BIOL 2401 Lab Manual*, 4th Edition
- **Laboratory assignment sheets.** Available on Eagle Online and a hardcopy will be provided by the instructor
- **Lab Study Resources:**
 - Department Laboratory Study Pages, including cat dissection pages. Links to these resources are found on the Homepage of Eagle Online or go to www.hccs.edu > Central college > Programs Academic Transfer >

Biology & Physical Sciences > Biology> Lab Study Pages. You may find helpful information in both the A and P 1 and A and P 2 sites.

- Biology and Physical Sciences Computer/Tutoring Lab: 3rd floor, LSHB. Schedule announced during semester
- Publisher Website: when you buy a new textbook, either a printed text or the online version, you are given a code for entry into the publisher's website, Mastering A and P. Please see the handout attached at the end of the syllabus. Once you have registered for Mastering A and P, and enter the website, note that in the upper right part of the screen there are links to the e-text and to the study area (MyAandP). On this site there is a wealth of material, organized by chapter, including pretests, post tests, quizzes and MP3 activities. You may find these activities very helpful when preparing for our exams.

TENTATIVE CLASS SCHEDULE

| DATE | MATERIAL YOU SHOULD BE LEARNING | Chapter of Text <u>or</u> Exercise in Lab Manual |
|--------------|---|--|
| 9/24 | Class begins, Intro and Chemical Level, Cellular Level of Organization | Chapters 1-3 |
| 9/28 | Lab Quiz 1: Introductions of Exercises 1 and 3 *Lab Work: Microscope and Cell, Tissues, Integument | Exercises 1, 3, 4 |
| | Tissue Level of Organization | Chapter 4 |
| 10/5 | Lab Quiz 2: Introduction of Exercise 4 Lab Work: Tissues and Integument, cont. | Exercises 3, 4 |
| | Integument, Osseous Tissue | Chapters 5-6 |
| | Lecture Exam 1 Covers Chapters 1-6 Available 10/8-10/11 | |
| 10/12 | Lab Quiz 3: Introduction of Exercise 5 Lab Work: Skeletal system | Exercises 5-7 |
| | Skeleton, Articulations | Chapters 7-9 |
| 10/19 | Lab Quiz 4: Introductions of Exercises 6 and 7 Lab Work: Skeletal System, cont. | Exercises 5-7 |
| 10/11 | Last day to withdraw | |
| | Muscle Tissue | Chapter 10 |
| 10/26 | Lab Quiz 5: Introduction of Exercise 8 Lab Work: Joints | Exercise 8 |
| 11/2 | Lab Exam 1: Covers Exercises 1, 3, 4-8 | |
| | Muscular System | Chapter 11 |
| 11/9 | Lab Quiz 6: Introduction of Exercise 9 Lab Work: Muscle Structure | Exercise 9 |
| | Neural Tissue | Chapters 12 |
| | Lecture Exam 2 Covers Chapters 7-12 Available 11/12 to 11/15 | |
| 11/16 | Lab Quiz 7: Introduction of Exercise 11 Lab Work: Spinal Cord, Spinal Nerves and Reflexes | Exercise 11 |
| | Spinal Cord, Spinal Nerves | Chapter 13 |
| 11/23 | Lab Quiz 8: Introduction of Exercise 12 Lab Work: Brain and Cranial Nerves | Exercise 12 |
| | Brain and Cranial Nerves, Neural Integration | Chapters 14, 15 |
| 11/30 | Lab Quiz 9: Introduction of Exercise 13 Lab Work: Special Senses | Exercise 13 |
| | Neural Integration, Special Senses | Chapters 16-17 |
| 12/7 | Lab Exam 2: Covers Exercises 9-13 | |
| 12/14 | Lecture Exam 3: available 12/12-12/16 Covers Chapters 13-17 | |

* Lab: Students will work in groups. If you wish to work outside of scheduled lab time you may do so:

A. During any of my other lab periods (Wednesdays 8:30 to 11:30 AM).

B. During scheduled departmental reviews. The schedule will be posted in lab and on Eagle Online.

C. In the tutoring room on 3rd floor of LHSB. The tutoring schedule will be announced during the semester

** Lecture exams will cover only the material covered in your online lecture notes.

Instructional Methods:

Lecture: Lecture notes are available in the form of PDF files on your Eagle Online website. Information you need for class, including all lecture notes and information about extra credit materials, exam study sheets, and weekly announcements, are also available on Eagle Online. If you do not bring a computer to class, I expect you to bring a copy of the lecture notes to class upon which you can take class notes.

Laboratory. In laboratory, most of the time you will work in groups to learn material by both reading and participating. My job will be to help guide you through the experience. Laboratory work involves with models and microscopes, dissecting specimens, and performing physiology experiments.

Assessments and Grading

There will be no makeups available on exams or quizzes.

- Quizzes: 10 pts X 10 = 100 points, multiple choice format. These quizzes will be given at the beginning of select laboratory periods (see class schedule, above). You will take nine quizzes and a tenth score will be awarded equal to your highest quiz score.
- Major Exams: 225 pts X 4 = 900 points. Five exams will be given, but the lowest will be dropped. **At the end of the semester, I will drop your lowest grade or if you missed an exam during the semester, your grade will be based on the five exams you took.** If you miss an exam then that will be the grade that is dropped. If you miss more than one exam, then those grades will be zeros and will be averaged in with your other grades when the semester grade is calculated.
 1. Three Lecture Exams: multiple choice format as well as picture identification; the content to be covered on each will be announced in class. These exams will be offered online on Eagle Online. See the course schedule (above) for the times that these exams are available.
 2. Two Laboratory Exams: Fill-in-the-blank and short answer questions. These are NOT multiple choice exams.

Makeup exam policies: There will be no makeups since the lowest of your five exams will be dropped. .

Point Summary

Quizzes: 10 X 10 = 100 points

Exams: 4 X 225 = 900 points

Total points available for the semester: 1000.

Grading scale:

A= 900-1000, B= 800-899, C=700-799, D=600-699, F= 0=599. An Incomplete is allowed only if you are unable to attend either the last lab exam or the last lecture exam due to illness.

- **Withdrawal (grade of W).** The deadline for withdrawing from the course is 10/11/2011 at 4:30PM. A student cannot be withdrawn after that date. Period. So, if you wish to withdraw from the course, you must make up your mind by that date. Withdrawals can be processed through PeopleSoft.
 - **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center.**
 - **HCC and/or professors may withdraw students for excessive absences without notification. However, I will NOT withdraw you from class. That is YOUR responsibility.**
- **International students:** Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.
- **Incomplete (grade of I).** The only circumstance under which you can get an "I" is if you are too ill to take the final lab exam. In order to facilitate the Incomplete, documentation from a physician is required. If you and I agree that an "I" is possible given your circumstances, then I will determine a time-frame (no longer than by the end of the next full semester) in which you must complete the exam. If you do not do this, the "I" will convert to an F.
- **FX.** If you stop attending class or stop going to the course online you will be given the grade of FX.

Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in

fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Class Attendance - *It is important that you come to class.* Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences and you should check with your colleagues using Eagle Online to see what you missed. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

HCC Course Withdrawal Policy

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the HCC 6 Drop Policy.

HOW TO DROP

- **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center.**
- **HCC and/or professors may withdraw students for excessive absences without notification. However, I will NOT withdraw you from class. That is YOUR responsibility.**

Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Instructor Requirements

As your instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures

- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

Student Requirements

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Participate in laboratory exercises and experiences
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

DE STUDENT SERVICES

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/de/de-student-handbook>

Continue on for Mastering Handout





Dear Student:

In this course you will be using MasteringA&P®, an online tutorial and homework program that accompanies your textbook. *If you have joined a MasteringA&P course before and can still log in:* Save time by following the guide for joining another course (available from www.masteringAandP.com > Tours & Training > Getting Started) instead of this page.

What You Need:

- ✓ **A valid email address**
- ✓ **A student access code**
(Comes in the Student Access Code Card/Kit that may have been packaged with your new textbook or that may be available separately in your school's bookstore. Otherwise, you can buy access online at www.masteringAandP.com.)
- ✓ **The ZIP or other postal code for your school: 77002**
- ✓ **A Course ID: MAPJOHNSONMURRAY44384**

1. Register

- Go to www.masteringAandP.com and click **Students** under **Register**.
- To register using the student access code inside the MasteringA&P Student Access Code Card/Kit, select **Yes, I have an access code**. Click **Continue**.

–OR– *Purchase access online:* Select **No, I need to purchase access online now**. Select your textbook, whether you want access to the eText, and click **Continue**. Follow the on-screen instructions to purchase access using a credit card. The purchase path includes registration, but the process is a bit different from the steps printed here.

- **License Agreement and Privacy Policy:** Click **I Accept** to indicate that you have read and agree to the license agreement and privacy policy.
- Select the appropriate option under “Do you have a Pearson Education account?” Continue to give the requested information until you complete the process. The **Confirmation & Summary** page confirms your registration. This information will also be emailed to you for your records. You can either click **Log In Now** or return to www.masteringAandP.com later.

2. Log In

- Go to www.masteringAandP.com.
- Enter your Login Name and Password that you specified during registration and click **Log In**.

3. Join Your Instructor’s Online Course and/or Open Self-Study Resources

Upon first login, you’ll be asked to do one or more of the following:

- **Join a Course** by entering the **MasteringA&P Course ID** provided by your instructor. If you don’t have a Course ID now, you can return to join the MasteringA&P course later. When you join a course, you may also be asked for a Student ID (follow on-screen instructions).
- **Explore the Study Area** or **Launch Your eText**, if these resources are available for your textbook.

To Access MasteringA&P Again Later

Simply go to www.masteringAandP.com, enter your Login Name and Password, and click **Log In**.

After you have joined a course: You can open any assignments from the **Assignments Due Soon** area or from the **Assignments** page. For self-study, click **eText** or **Study Area**, if these options are available.

Support

Access Customer Support at www.masteringAandP.com/support, where you will find:

- System Requirements
- Answers to Frequently Asked Questions
- Registration Tips & Tricks video
- Additional contact information for Customer Support, including Live Chat