

Human Anatomy & Physiology I
Biology 2401 Fall 2017
Sections 001, 008, 011

Instructor: Susan Horn

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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30 12:00-1:00	9:00-9:30 12:00-1:00	9:00-9:30 12:00-1:00	9:00-9:30 12:00-1:00	10:00-12:00

*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 1:00-3:30	9:30-12:00 1:00-3:30	9:30-12:00 1:00-3:30	9:30-12:00 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, 10th ed. 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: **hornfall2017**.

Attendance Policy:

Attendance at all lectures and labs is **mandatory**. I will take attendance at the beginning of each lecture and each lab. 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 If a student is administratively (i.e. instructor initiated) withdrawn from the class for non-attendance, the grade on the transcript will be an "X" or "F".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 16, 2017**. **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 **560 points**. There will be **5 lecture exams, 7 lecture quizzes, (1 bonus quiz), and 2 lab exams (practicals)**. The lecture exams and quizzes are worth **75%** the total grade and the practical exams are worth **25%** of the total grade. Lecture exams and quizzes are multiple choice. The 5th 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.

Lecture Exams- 350 points	Lecture Quizzes- 70 points	Lab Practicals- 140 points
Exam 1- 70 questions	Quiz 1- 10 questions	Practical 1- 70 questions
Exam 2- 70 questions	Quiz 2- 10 questions	Practical 2- 70 questions
Exam 3- 70 questions	Quiz 3- 10 questions	
Exam 4- 70 questions	Quiz 4- 10 questions	
Exam 5- 70 questions	Quiz 5- 10 questions	
	Quiz 6- 10 questions	
	Quiz 7- 10 questions	
	Bonus Quiz- 10 questions	

The following grading scale will be used:

Final Grade	Course Average	Total Number of Points (Accounts for Rounding)
A	89.5%-100%	502-560
B	79.5%-89.4%	446-501
C	69.5%-79.4%	390-445
D	59.5%-69.4%	334-389
F	0-59.4%	0-333

Here are the tentative dates for exams and quizzes:

Exam	M/W	T/Th	Quiz	M/W	T/Th
Exam 1	9/18/17	9/19/17	Quiz 1	9/6/17	9/5/17
Exam 2	10/9/17	10/10/17	Quiz 2	9/11/17	9/12/17
Practical 1	10/16/17	10/17/17	Quiz 3	9/25/17	9/26/17
Exam 3	11/1/17	11/2/17	Quiz 4	10/2/17	10/3/17
Exam 4	11/20/17	11/21/17	Quiz 5	10/23/17	10/24/17
Practical 2	11/29/17	11/30/17	Quiz 6	10/30/17	10/31/17
Exam 5	12/11/17	12/12/17	Quiz 7	11/13/17	11/14/17
			Bonus Quiz	12/6/17	12/7/17

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** of 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, a **bonus quiz** will be offered at the end of the semester, which will, in-effect, replace 1 quiz grade. **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/silent 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. You may use your phones to record any lectures or labs. If I see that any technology is causing a distraction to other students, points may be taken off a student's exam.

Lab Safety and Equipment:

No food or drinks (besides bottled water) are allowed in the laboratories at any time. Please handle the bones and 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.

Campus Carry:

As of August 1, 2017, individuals possessing a valid Texas License to Carry weapons permit (LTC) will be permitted by state law to carry a concealed handgun into campus buildings. For more information on Campus Carry, including approved safe storage requirements, visit MySPC and look for the "Campus Carry" link under the "Safety and Health" tab.

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 2016-2017 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. Medicine is very **detail-oriented!** Therefore, the **memorization** of very detailed information, as well as **comprehension** of that information is required to establish a basic knowledge of anatomy and physiology. Before coming to each class, be sure you have studied/mastered the material covered in the previous lecture.
- 3) **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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) **Write your own test questions** for each lecture note packet. Find a classmate, and try to answer each other's questions.
- 9) 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.
- 10) 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**.
- 11) 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**.
- 12) 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 2017

Week of	Lecture	Text	Lab
Aug 28	Introduction/ Orientation to Human Body/ Chemistry Overview	Ch 1 & 2	Skull Anatomy
Sept 5	Chemistry Overview/ Cell Biology	Ch 2 & 3	Skull Anatomy
Sept 11	Cell Biology <i>*Sep 13: 12th Class Day</i>	Ch 3	Skull Anatomy
Sept 18	Exam 1 (Ch 1, 2, 3)		Skull Anatomy
Sept 20	Histology	Ch 4	Skeletal Anatomy
Sept 25	Histology Integumentary System	Ch 4 & 5	Skeletal Anatomy
Oct 2	Skeletal System	Ch 6	Skeletal Anatomy
Oct 9	Exam 2 (Ch 4, 5, 6)		Skeletal Anatomy
Oct 11	Joints	Ch 8	Review Skull and Skeletal Anatomy
Oct 16			Practical 1 (Labs 1, 2, 3, 4)
Oct 18	Muscular System	Ch 4 & 9	Muscle Anatomy
Oct 23	Muscular System	Ch 9 & 10	Muscle Anatomy
Oct 30	Muscular System	Ch 9 & 10	Muscle Anatomy
Nov 1	Exam 3 (Ch 8, 9, 10)		Muscle Anatomy
Nov 6	Nervous System	Ch 11	Muscle Anatomy
Nov 13	Central Nervous System <i>*Nov 16: Last day to drop</i>	Ch 12	Muscle Anatomy
Nov 20	Exam 4 (Ch 11, 12)		Nerve Anatomy
Nov 27	Central Nervous System Peripheral Nervous System	Ch 12 & 13	Review Muscle and Nerve Anatomy
Nov 29			Practical 2 (Labs 5, 6)
Dec 4	Peripheral Nervous System Autonomic Nervous System	Ch 13 & 14	
Dec 11	Final: Exam 5 (Ch 12, 13, 14)		

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