BIOLOGY 2301.060
ANATOMY AND PHYSIOLOGY I
COURSE SYLLABUS

INSTRUCTOR: **Cortney Hughes, MS** Lecturer in Biology and A&P Lab Coordinator
Office: HPR 118; 903-566-7274
Office Hours: **Tues** 11:15-2pm**, Thurs** 11:15-1pm**,** or by appointment
Email: **ccharba@uttyler.edu** (office); preferred contact method

REQUIRED COURSE MATERIALS:

Human Anatomy and Physiology, Erin C. Amerman, Pearson, 2nd ed.; **Purchasing Options** (note that these are multiple options and you only need to do one)**:**

ISBN: 9780134553511 Hard Bound text with Modified Mastering with E-book, Photo Atlas and Student Workbook

ISBN: 9780134754239 3 Hole Punch book with Modified Mastering with E-book, Photo Atlas and Student Workbook; cheaper than hardbound, but CANNOT BE SOLD BACK to the bookstore; good option for nursing majors that need to save money and will keep their texts for use during nursing school.

ISBN: 9780134788074 Standalone Modified Mastering with E-book; can be purchased at http://www.pearsonmylabandmastering.com/ or in the bookstore

NOTE: if you are also taking Biol 2101 A&P1 Lab, your CHEAPEST alternative is to buy a text bundle at UTT Bookstore:

ISBN: 9780135235416 Amerman hardbound Text + Amerman Modified Mastering Ebook + Marieb Lab Main + Modified Mastering Marieb Lab

ISBN: 9780135243824 Amerman ALC (3 hole punch) + Amerman Modified Mastering Ebook + Marieb Lab Main + Modified Mastering Marieb Lab

ISBN: 9780135242971 Amerman Modified Mastering standalone Ebook + Marieb Lab Main + Modified Mastering Marieb Lab

A student of this institution is not required under law to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

COURSE DESCRIPTION: This course provides an overview of the structure and function of the human body.

COURSE OBJECTIVES: Upon completion of **BIOL 2301**, the student will

1. **Critical Thinking:** Apply basic concepts of physical science to human biology
2. **Communication:** Demonstrate the ability to communicate scientific information and theory in writing
3. **Empirical & Quantitative Skills:** Interpret scientific graphs, tables, and charts
4. **Teamwork**: Consider different points of view and to work effectively with others to support a shared purpose or goal.
5. Define and correctly apply anatomical and physiological terminology
6. Define homeostasis and explain its role in human function, using specific examples for the integumentary, skeletal, muscular, and nervous systems.
7. Describe the structure and function of the integumentary system, skeletal system, muscular system, and nervous systems
8. List the levels of biological organization and apply them to the study of human anatomy and physiology
9. Describe the structure and function of the various cell types in the body
10. Apply concepts of human anatomy and physiology to real situations

GENERAL: As soon as possible, log onto **Canvas** and **spend some time exploring the materials available.** Check **Canvas** and your **student email DAILY** for **new announcements or messages.**

COVID Requirements: *It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure (CDC quarantine/isolation guidelines). Please work with your faculty members to maintain coursework and please consult existing campus resources for support.*

To get the most out of class, you should:

- **Read** the assigned **text chapter** before we get to it in class
- Before lecture (generally at the beginning of the each chapter), watch any **lecture videos** that are posted in canvas.
- For each subsequent lecture (after the first one for each chapter)**, CAREFULLY read** through approximately **50 PPT slides** (which is the number we average per class) to prepare for class and maximize your class participation scores.
- **Print the PowerPoint files or** upload them on a device you will be using for the semester; most students print four slides to a page for the purpose of taking notes in class; if you do not take notes, you will MISS CRITICAL EXAM INFORMATION, because the PPT files are NOT complete. Research has shown that you will learn more by taking notes on PAPER than typing on a computer or pad.
- Some lectures may also have study **handouts** that should be printed from Canvas (in color, if possible).

If we finish a chapter **with class time remaining,** then we will start the **next scheduled chapter,** because every minute is precious. We will discuss the majority of the **anatomy** in the **LABORATORY,** and **NOT** in the **lecture.** Lecture will focus on **physiological principles.**

I welcome questions in person or if more convenient, you can call, e-mail, or Zoom. Please do not hesitate to ask questions about class material! **There is no such thing as a stupid CONTENT question. Honestly, it is only stupid NOT to ASK them.** It is VERY difficult to improve your course average after you fail the first exam in a course like A&P, so PLEASE contact me for help or studying tips EARLY in the semester, before it is too late to make a difference**.** However, keep in mind that questions about items clearly covered on the **syllabus /schedule** or **posted on Canvas**, will **NOT** be **answered**. My response will direct you to the answer location only, so please look for the answer before contacting me.

Recording of Class Sessions:

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

GRADING POLICY: Your final course grade (**Total** in Canvas) will be determined as follows (Extenuating circumstances such as weather-related schedule changes may result in changes to these percentages.):

Canvas Quizzes (25%) and MasteringA&P (10%) (35% total)
Exams: Four (4) exams total; 3 unit exams & Comprehensive final 65% total

3 Unit Exams - worth 45% of final course grade
Exam 1 - 15% of final course grade (given on Canvas)
Midterm Exam – 15% of final course grade (given on Canvas)
Exam 3 – roughly **15%** of final course grade (given on Canvas)
Final Exam – 20% of final course grade (given on canvas);
includes 50% from previous 3 units

- If the final exam is higher than lowest unit exam, than unit exam grade will be **replaced** with the final

Unit exams: The three until exams will be taken online through canvas similarly to your chapter quizzes. They will be timed as well although the time will vary depending on the question (multiple choice usually 1 minute per question, matching or critical thinking multiple choice questions usually 2 minutes per question and usually 5-7 minutes per essay questions). You will need to download respondus lockdown browser (see details below) before you take any of these exams as it will be required when you are taking the exam. Exam scores will automatically be calculated, except for the essay questions that require manual grading, as soon as you finish your exam. I typically will have all essay questions graded within a week.

Chapter Quizzes: As we finish each chapter, you will have access to a quiz for that chapter on Canvas. Once a quiz has been opened, you will have usually have about a week to complete it. A few days after the quiz is due and before the exam over the quiz content I will make correct answers viewable so you will not miss the same content on your exam as on your quiz. Your lowest quiz grade will be dropped. The quiz average will be calculated as **20%** of the total course grade.

You may take quizzes on campus or at home. Generally, they are limited to a maximum of **1.5 MINUTES per question.** Therefore, a quiz consisting of **ten questions** will have a total time limit of **fifteen minutes**. Please note: Canvas will automatically submit your quiz when you reach the time limit. Most quizzes will have **2 chances** to take the quiz and the highest of the two grades will be counted.

Quizzes on Canvas should be taken on a **RELIABLE Internet connection**. If you are knocked offline while taking a **quiz,** I may have to **clear** the quiz before another attempt can be made. Also, be sure to **check the quiz** after submission to make sure that there is a **score**. Email me if you have any sort of quiz problem.

MAP Assignments (Homework and Dynamic Study Modules): You will study (and earn **10%** of your total grade) by completing assignments over each chapter of material in Mastering A&P. You must complete the Homework assignments by the **deadlines** posted on MAP for **full credit.** Dynamic Study Modules CANNOT be completed after the due date, so make sure to get them done early. Homework can be done late, with a 20% penalty.

Letter grades will be assigned according to the following scale, based on the **Total** in Canvas:
A = above 89.5 B = 79.5-89.49 C = 69.5-79.49 D = 59.5-69.49 F = below 59.5

Grade rounding: At the end of the semester, grades will be calculated in Canvas according to the percentages in the syllabus. If your Total grade is within **0.5 points** of the next letter grade, I will **round it up automatically** (see grade scale above). The only other adjustment that will be made is if the final percentage is **WITHIN ONE POINT** of the next letter grade (and NO more), and the student has missed **TWO or less LECTURES, TWO or less WEEKLY QUIZZES and has ATTENDED MOST CLASSES or PARTICIPATED ONLINE.** If you meet these criteria, then I will **round up** to the **next letter grade**. (Mitigating circumstances will be taken into account at the discretion of the instructor.)

EXAM/QUIZ MAKE-UP POLICY:

Unfortunately, illnesses, deaths in the family, and other traumatic events are part of life. I understand how difficult these times are, so if you contact me by phone or email within 24 hours of the event and provide **documentation** (letters from family members are NOT acceptable), I will be happy to give you a make-up exam.

If you are unable to take an **exam** as scheduled for some sort of non-emergency issue, then you must let me know well **in ADVANCE**. **Students who fail to make timely arrangements will most likely receive a grade of "0" for the exam missed.**
Quizzes may be **reposted** for technical issues or other problems at my discretion. I know that stuff happens with work and family, and I am more than willing to work with you as long as you don't make it a habit. However, once the quiz opens in Canvas for review (at **10am on Thursday** each week), taking the quiz is NO LONGER POSSIBLE**.** Makeup quizzes will NOT be given, since quiz grades will be dropped at the end of the semester.

ACADEMIC INTEGRITY IN A & P:

The UT Tyler Honor Code: ***I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.***

EXAMINATIONS In Canvas

- Exams are to be taken INDIVIDUALLY, without input or assistance from anyone else, **including students that have taken the exam, quiz or course previously**. This course contains material that you MUST know for future classes and for your profession. Therefore, using old exams, or asking other students about exam content will only hurt YOU in the long run. The grades you earn are NOT as important as what you actually LEARN in this course.
- The use of your **notes, text or any other reference material** during EXAMS is PROHIBITED.

- **Possession** of anything containing **course content** will be **considered cheating, whether or not you actually refer to it during the exam.**
- ANY use of **cell phones** (even if they call YOU) or any other electronic device that could be used to **record or transmit test material** is prohibited. Phones must be **out of sight** in a pocket, purse or backpack, and turned OFF or on vibrate.
- You will need to download respondus lockdown browser (see details below) before you take any of these exams as it will be required when you are taking the exam.

Be warned that I typically DO NOT curve exams, so don't bother to ask!

LockDown Browser Requirement
This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:

https://www.respondus.com/products/lockdown-browser/student-movie.shtml

Download Instructions

- Select a quiz from the course
- If you have not already installed LockDown Browser, select the link to download the application and follow the installation instructions
- Return to the quiz page in a standard browser
- LockDown Browser will launch and the quiz will begin

Note: LockDown Browser only needs to be installed once per computer or device. It will start automatically from that point forward when a test requires it.

Guidelines
When taking an online exam follow these guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help
Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

WEEKLY QUIZZES AND MASTERING ASSIGNMENTS

- MAY be taken with the assistance of **lecture notes** or the **textbook**; however, because the quizzes are **timed**, you must KNOW THE MATERIAL in order to do well.

- May **NOT** be taken with assistance from **other students**, or any other **reference material**, including Internet sources.
- Do NOT share the contents of a weekly quiz with other students; they are NOT group assignments!

Penalties for cheating in A&P include anything from a zero on the exam or quiz during which the cheating occurred, up to an F for the course in question, at my discretion. Violators WILL be reported to the UT Tyler Judicial Officer for disciplinary proceedings.

UT Tyler Resources for Students

- **Supplemental Instruction:** Group study sessions are offered several times per week, led by specially trained students. Students that participate in these sessions regularly **score significantly higher (usually a whole letter grade) on exams**, so attend whenever possible. **Session schedules are posted on Canvas.**
- **A&P Tutoring:** Individual tutoring is available in the **UT Tyler PASS Tutoring Center** located in **LIB 401.** Our Tutors would LOVE to help you! (903.565.5964), tutoring@uttyler.edu
- **Library Support:** The Robert R. Muntz Library strives to serve as a center of discovery, exchange, and advancement of ideas. http://www.uttyler.edu/library/
- **UT Tyler Writing Center** (903.565.5995), writingcenter@uttyler.edu
- **UT Tyler Counseling Center** (903.566.7254)

UNIVERSITY POLICIES:

Covid

It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure (CDC quarantine/isolation guidelines). Please work with your faculty members to maintain coursework and please consult existing campus resources for support.

Students Rights And Responsibilities At UT Tyler:

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler a Tobacco-Free University:

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit http://www.uttyler.edu/tobacco-free

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at

http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy:

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The **Student Accessibility and Resources** (SAR) office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:
- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by
- the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to
- obtain an unadministered test, test key, homework solution, or computer program
- or information about an unadministered test, test key, home solution or computer
- program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

i. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

ii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iii. All written work that is submitted will be subject to review by Turnitin, available on Canvas.

I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.

The **Course Schedule** is on the next page. At any time dates may be adjusted so be sure you are checking announcements posted in canvas and your student email often.

***This is a TENTATIVE schedule and could change at ANY time so check canvas for updates**

BIOL 2301 A&P 1 - COURSE SCHEDULE

WEEK	LECTURE	CHAPTER
1: AUG 23	Class Orientation - Syllabus, Canvas and Mastering	
	An Introduction to the Human Body (part **lecture recording**)	1
25	The Chemistry of Life (part **lecture recording**)	2
2: AUG 30	The Chemistry of Life	2
SEPT 1	The Cell (part **lecture recording**)	3
3: SEPT 6	The Cell	3
8	The Cell	3
4: SEPT 12	**Exam 1**	**1 - 3**
13	Histology	4
15	Histology	4
5: SEPT 20	The Integumentary System (part **lecture recording**)	5
22	The Skeletal System: Bone Tissue (part **lecture recording**)	6
6: SEPT 27	The Skeletal System: Bone Tissue	6
SEPT 29	Articulations (part **lecture recording**)	8
7: OCT 4	Articulations	8
6	Articulations	8
8: OCT 10	**Exam 2**	**4-6 & 8**
11	Muscle Tissue Physiology (homework: part **lecture recording**)	10
13	Muscle Tissue Physiology (homework: part **lecture recording**)	10
9: OCT 18	Muscle Tissue Physiology (homework: part **lecture recording**)	10
20	Introduction to the Nervous System & Nervous Tissue (homework: part **lecture recording**)	11
10: OCT 25	The Central Nervous System (part **lecture recording**)	12
27	The Central Nervous System	12
11: NOV 1	The Central Nervous System	12
3	The Peripheral Nervous System (part **lecture recording**)	13
NOV 4	**LAST DAY TO WITHDRAW WITH AN AUTOMATIC "W"**	
12: NOV 8	The Peripheral Nervous System	13
10	Autonomic Nervous System and Homeostasis (part **lecture recording**)	14
11	**EXAM 3**	**10 -13**
13: NOV 15	Autonomic Nervous System and Homeostasis	14
17	Special Senses	15
14: NOV 21-25	**THANKSGIVING HOLIDAY**	
15: NOV 29	Special Senses (part **lecture recording**)	15
DEC 1	Special Senses	15
16: DEC 6 or 8	**COMPREHENSIVE FINAL EXAM**	**Comprehensive for Exams 1-3 + Chapter 14 & 15**

WEEKLY QUIZZES (OVER PREVIOUS WEEK'S MATERIAL) GIVEN ON CANVAS; Due date varies

Mastering Assignments are due at 11:59pm the day BEFORE each exam.