Biology 2120K: Human Anatomy & Physiology I

Fall 2017: CRN: 4989 Section DC & CRN: 4990 Section DD --- August 21st – Dec 8th

Course Syllabus

University of North Georgia

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Course Information

Biology 2120K: Human Anatomy & Physiology I

4 semester hours

Meeting times:  
Section DC: M-W-F 2:00 p.m. – 2:50 p.m. (LECTURE); HNS 149

Wednesdays 8:00 – 9:50 a.m. (Lab); HNS 207

Section DD: M-W-F 2:00 p.m. – 2:50 p.m. (LECTURE); HNS 149

Wednesdays 10:00 – 11:50 a.m. (Lab); HNS 207

Course Description

A&P I is the first of two courses addressing the structure and function of the human body. Topics include a review of basic cytology and biochemistry, general histology, the Integumentary system, the musculoskeletal system, and the nervous system. The level of course content is designed to be applicable to all majors and will focus not only on understanding the anatomy and physiology of the human body but applying that to common injuries, diseases and stages of life. The content of this course meets standards appropriate for an undergraduate learning level experience.

SPECIAL NOTATION: Withdrawal from this class.

W limit: A student can withdraw once from this course and then take the course a second time. A student can withdraw the second time, but will not be allowed to register for the course again. In other words, you only get one withdrawal and one re – register opportunity. If you get a failing grade the second time, you can register again. Medical or other hardship withdrawals are exempt from this policy, and you can appeal to Dr. Nancy Dalman, Biology Department Chair, for an override.
Course Objectives

1. Students will analyze anatomical structures in relationship to their physiological functions. This includes but is not limited to:
   a. Applying correct terminology when explaining the orientation of body parts and regions.
   b. Investigating the interdependence of the various body systems to each other and to the body as a whole.
   c. Explaining the role of homeostasis and its mechanisms as these related to the body as a whole and predict the consequences of the failure to maintain homeostasis.
   d. Relating cellular metabolism and transport to homeostasis and cellular reproduction.
   e. Describing how structure and function are related in terms of cell and tissue types.

2. Students will analyze the interdependence of the Integumentary, skeletal, and muscular systems as these relate to the protection, support and movement of the human body. This includes but is not limited to:
   a. Relating the structure of the Integumentary system to its functional role in protecting the body and maintaining homeostasis.
   b. Explaining how the skeletal structures provide support and protection for tissues.
   c. Describing how muscle and skeletal structures function together to make movements possible

3. Students will assess the integration and coordination of body functions and their dependence on the nervous system to regulate physiological activities. This includes but is not limited to:
   a. Interpreting the interactions of senses and nerves which make possible the coordination of functions of the body.
   b. Investigating the physiology of electrochemical impulses and neural integration, tracing the pathway of an impulse, and relating biochemical changes involved in the conduction of the impulse.
   c. Describing how the body perceived internal and external stimuli and responds to maintain a stable internal environment as it relates to biofeedback.

Required Material


A set of colored pencils and a supply of 8.5 X 11 inch copier paper.

Methods of Instruction

There is a lecture portion and a lab portion of this course. The lecture portion will consist of a combination of PowerPoint’s, discussions, and short movies that will help you gain a basic understanding of the form and function of the human body. The lab portion is then your opportunity to have hands-on experience with models and dissections in order to “experience” what was discussed in lecture. In most cases the lab will complement the lecture fairly well. However, due to scheduling and time constraints some weeks they may cover different material.
Evaluation Methods

You will have lecture exams, in-class & in-lab quizzes, lab reports, homework assignments, and lab exams that will contribute to your final grade. **If you miss an in-class or in-lab quiz or assignment because of an unexcused absence, you will not be able to make those points up.** Lecture exams consists of multiple choice, true/false, and fill in the blank questions, and may include diagram labeling and/or identification, short answer, and short essay questions designed to test your understanding of more difficult concepts and your ability to apply knowledge to novel situations. **3 to 5 (chapters specific) lecture exams** will be given throughout the semester. Dates of exams will be announced at least one week before the exam date. In addition to those exams, a cumulative **FINAL EXAM** will be administered during finals week (see “Course Content” for date/time). Each Lecture and Lab exam, quiz, report, homework assignments, and Final exam is worth 100 points.

In addition to lecture assessments, your final grade will also include **LAB ASSESSMENTS**. You will have 2 laboratory exams. Due to the amount of time it requires to set these exams up, laboratory exams CANNOT be made-up. NO EXCEPTIONS! Chapters in the lab manual will be assigned for each lab topic. I will let you know what portions to complete. Important: If you were absent at a lab for an unexcused reason, you cannot turn that particular chapter in for credit – **by being absent you forfeit the points**.

**DO NOT MISS EXAMS** – missing one without serious/unavoidable circumstances AND proper documentation will result in a grade of zero for the exam. If such a situation does arise (I hope not), proper documentation must be provided to me within two days of the absence; decisions of how to deal with the situation will be decided on a case-by-case basis. **You may be permitted to make up a lecture exam; but once again, lab exams cannot be made up.**

**Note:** It is essential that you keep your own record of your grades. Keep all graded assignments as well should any discrepancy arise. You should be able to calculate your own grade at any time during the semester based on the following:

**Grading Policy**

**Grade Breakdown:**

- Lecture Exams (3-5) 45% of grade
- Final Exam- 15%
- Lab Exams (2) 25%
- Lab & Lecture assignments/quizzes/ & homework assignments 15%

**Grading Scale:**

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

**NOTE:** I will use D2L to record and report your grades.

**General Expectations, Rules and Policies**

**Class Preparation**

Chapters listed under “Course Content” constitute the assigned readings. We will not cover in lecture everything in the chapters; however, you are responsible for everything in the chapters and could be tested on anything in the chapters. **I strongly recommend that you read each chapter, or intended lecture material, BEFORE LECTURE and then AGAIN AFTER LECTURE.**
Cell Phones
Due to emergency notification purposes, you MAY have your cell phone on during regular class, but it must be on vibrate. **NO TEXTING ALLOWED IN LECTURE OR LAB.**

Safety Issues
Food/drinks: for health reasons, these items are prohibited in lab.

Communication (e-mails)
Communication between the instructor and the students will be made through e-mail. I may send class reminders/announcements through e-mail to your school email account so please check your northgeorgia email or you may be missing out on potentially important information.

Late Assignments
I will accept late assignments, but only up to one week from the due date and the highest grade you can make on any late assignment is a 70. In order to receive a 70, you must turn in a perfect paper (what would have been a 100)

Attendance/Class Participation
Attendance is **MANDATORY** in both lab and lecture for successful completion of the course. Lecture and Lab starts at the stated times. You are expected to be on time for both.

ACADEMIC SUCCESS PLAN PROGRAM
UNG has implemented an Academic Success Plan Program to identify and provide assistance to at-risk undergraduate students. Refer you to your campus Academic Advising Center for the development of strategies that will enhance your academic success. You will be expected to take advantage of advising and other campus resources to achieve your academic goals.

STUDENTS WITH DISABILITIES
University of North Georgia is committed to equal access to its programs, services, and activities, and welcomes otherwise qualified students with disabilities. Students who require accommodations and services must register with Disability Services and submit supporting documentation. Disability Services provides accommodation memos for eligible students to give to their instructors. Students are responsible for making arrangements with instructors, and must give reasonable prior notice of the need for accommodation.

**Contact Information for Disability Services:**
- § Gainesville Campus: Carolyn Swindle, Assistant Director, carolyn.swindle@ung.edu, Dunlap-Mathis Building, Room 107, 678-717-3855
- § Dahlonega Campus: Thomas McCoy, Assistant Director, thomas.mccoy@ung.edu, Stewart Student Success Center, Room 313, 706-867-2782
- § Oconee Campus: Erin Williams, Assistant Director, erin.williams@ung.edu, Administration Building, Room 112, 706-310-6202
- § Cumming Instructional Site: Nicola Dovely, Director nicola.dovely@ung.edu or Beth Bellamy, Test Facilitator, beth.bellamy@ung.edu 678-717-3855. (For on-site assistance, contact Rebecca Rose, Head Librarian, rebecca.rose@ung.edu, Library University Center 400, 470239-3119.)
ACADEMIC INTEGRITY POLICY

Student Code of Conduct: Please review the Student Code of Conduct located on the Dean of Students website.

Plagiarism and Turnitin.com: Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Copyright: Both Federal and State laws forbid the unlawful duplication of copyrighted computer software or other reproductions of copyrighted material. In accordance with these policies, University of North Georgia expressly forbids the copying of such materials supplied by or used in the College. Unlawful duplication of copyrighted materials by a user may result in disciplinary action by the College under the Student Code of Conduct (Non-Academic Infractions—Prohibitions, Theft), and/or possible criminal action by the owner of the copyright.

DISRUPTIVE BEHAVIOR POLICY

Students who exhibit behaviors that are considered to obstruct or disrupt the class or its learning activities are subject to sanctions under the Board of Regents Policy on Disruptive Behavior. Behaviors which may be considered inappropriate in the classroom includes, but is not limited to, sleeping, coming in late, talking out of turn, inappropriate use of laptops or mobile devices, verbal behavior that is disrespectful of other students or the faculty member, or other behaviors that may be disruptive. Students who exhibit such behavior may be temporarily dismissed from the class by the instructor and will be subject to disciplinary procedures outlined in the Student Handbook.

CLASS EVALUATIONS

Class evaluations at UNG are conducted online. Evaluation of the class is considered a component of the course and students will not be permitted to access their course grade until the evaluation has been completed. The evaluations will be accessible beginning one week prior to Final Exam week.

ACADEMIC EXCHANGE

Universities welcome diversity, free speech, and the free exchange of ideas. Discussion should be held in an environment characterized by openness, tolerance of differences, and civility. The values of an intellectual community are trust, honesty, free inquiry, open debate, respect for diversity, and respect for others’ convictions. Further, the intellectual community always seeks to foster the virtues and characteristics of intelligence, curiosity, discipline, creativity, integrity, clear expression, and the desire to learn from others. It is these that must guide our work and exchanges in this class. These principles are delineated further in the ACE Statement on Academic Rights and Responsibilities.

If these values and principles are breached, students have the right and responsibility to discuss their concerns with the course instructor and, as needed, the department head. Usually, the concerns are addressed at this level, but sometimes the department head may refer students to another resource. In the event that either the student or the instructor is not satisfied after discussion with each other, he/she may take his/her concerns in writing to the Associate Provost for Academic Administration.

INCLEMENT WEATHER

TV and radio stations will announce if the college is closed. Information on closing will also be available on our website http://www.ung.edu. Students, faculty and staff who have registered under Blackboard Connect Emergency Notification System will receive information not only about college and individual campus closures but also about the status of college and campus hours, including late openings.
Blackboard Connect Emergency Notification System

Emergency situations - from natural disasters to health scares to the threats of violence - require that our campus community be fully prepared and informed. Accordingly, University of North Georgia has implemented the Blackboard Connect service to enhance university communication and emergency preparedness. The Blackboard Connect system is a communication service that enables key administrators and Public Safety personnel to quickly provide all students, faculty, and staff with personalized voice and text messages.

All UNG emails are added into the system automatically. In addition, you may enter a phone number so that emergency announcements can be sent to you via voice and text message. To do this, go to our Banner self-service environment; click on the tab labeled "Personal Information"; then, click on the tab named "Enter Emergency Contacts for Blackboard Connect." Here you can update your information for the Blackboard system. If you have questions, please contact Public Safety at 706-864-1500 or send an e-mail to emeralert@ung.edu.

COURSE GRADES AND WITHDRAWAL PROCESS

Grades: A, B, C, D, F, W, WF, MW

Incomplete grades (I) - This grade indicates that a student was doing satisfactory work but, for non-academic reasons beyond her/his control, was unable to meet the full requirements of the course. For undergraduate programs, if an I is not satisfactorily removed after one semester (excluding summer), the symbol of I will be changed to the grade of F by the appropriate official. For graduate programs, if an I is not satisfactorily removed after two semesters (excluding summer), the symbol of I will be changed to the grade of F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the department head and the dean.

IP (In Progress) - This grade is appropriate for thesis hours, project courses, Learning Support (LS) and English as a Second Language (ESL) courses. It is not appropriate for traditional credit courses. If an IP grade isn't satisfactorily removed after 3 semesters, the symbol of IP will be changed to the grade of F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the dean. However, students who receive a grade of IP in a LS course or an ESL will retain this grade due to the nature of the course.

K - This symbol indicates that a student was given credit for the course via a credit by examination program.

MW – Withdrawal for military exigencies

CR – Credit (for Military experience)

NR - This symbol indicates that the grade was not reported by the instructor.

S- This symbol indicates that a student completed the course with satisfactory work.

U- This symbol indicates that a student did not complete the course with satisfactory work.
V - This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. If an audit student withdraws from a course prior to the end of the term, a grade of W will be assigned as the course grade rather than a grade of V. Any audit student who is dropped by the instructor for excessive absences will be assigned a grade of W.

W or WF – A W grade indicates that a student was permitted to withdraw from the course without academic penalty. Students may withdraw from courses prior to the midterm and receive a grade of W. Withdrawals without penalty will not be permitted after the midpoint of the total grading period except, in cases of hardship as determined by the appropriate official. If a student withdraws before the deadline, the grade of W will be given. The grade of WF is for students who withdraw after the deadline for the term or commit academic integrity violations.

**TENTATIVE COURSE (LECTURE) CONTENT**

**LECTURE EXAM I**
- An Introduction to the Human Body Ch. 1
- The Chemical Level of Organization Ch. 2
- The Cellular Level of Organization Ch. 3

**LECTURE EXAM II**
- The Tissue Level of Organization Ch. 4
- The Integumentary System Ch. 5

**LECTURE EXAM III**
- Skeletal system
  - Bone Tissue and the Skeletal System Ch. 6
  - Axial Skeleton Ch. 7
  - Appendicular Skeleton Ch. 8
- Joints Ch. 9

**LECTURE EXAM IV**
- Muscular system
  - Muscle Tissue Ch. 10
  - The Muscular System Ch. 11

**LECTURE EXAM V**
- Nervous system
  - The Nervous System and Nervous Tissue Ch. 12
  - Anatomy of the Nervous System Ch. 13

**FINAL EXAM**
- 50 questions cumulative out of 100 questions
- The Brain and Cranial Nerves Ch. 14
- The Autonomic Nervous System Ch. 15
DATES to Remember:

Labor Day Holiday: No classes Monday, September 4\textsuperscript{th}

Last date to withdraw with a W: Friday, October 13\textsuperscript{th}

Thanksgiving Holiday: November 20\textsuperscript{th} --- 24\textsuperscript{th}

Final Exam: December 13\textsuperscript{th}: 12:40 – 2:40 p.m.

TENTATIVE LAB SCHEDULE

Section DC; Wednesdays: 8:00 a.m. to 9:50 a.m.

Section DD; Wednesdays: 10:00 a.m. to 11:50 a.m.

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<th>Topic</th>
<th>Exercises</th>
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<td>August 23</td>
<td>Lab Safety Rules</td>
<td>Exercises: 1 and 2 and Appendix A</td>
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<td>Introduction to Microscopy</td>
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<td>The Language of Anatomy</td>
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<td>Organ System Overview</td>
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<td>2</td>
<td>August 30</td>
<td>Cell Anatomy &amp; Histology</td>
<td>Exercise: 3</td>
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<td>3</td>
<td>Sept 6</td>
<td>Over of the Skeleton &amp; Axial Skeleton</td>
<td>Exercises: 7 and 8</td>
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<td>The Appendicular Skeleton</td>
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<td>4</td>
<td>Sept 13</td>
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Exercise: 9
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<th>Week</th>
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<tr>
<td>5</td>
<td>Sept 20</td>
<td>Joints &amp; Body Movements</td>
<td>Exercises: 10 and 11</td>
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<td></td>
<td>Microscopic Anatomy and Organization of Skeletal Muscle</td>
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<td>6</td>
<td>Sept 27</td>
<td><strong>CONTINUATION</strong> of the: Microscopic Anatomy and Organization of Skeletal Muscle Gross Anatomy of the Muscular System</td>
<td>Exercises: 11 and 12</td>
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<td>7</td>
<td>Oct 4</td>
<td><strong>CONTINUED</strong> Microscopic Anatomy and Organization of Skeletal Muscle</td>
<td>Exercise: 12</td>
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<td>8</td>
<td>Oct 11</td>
<td><strong>REVIEW</strong> The Muscular System</td>
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<td>Gross Anatomy of the Muscular System</td>
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<td>October 18</td>
<td><strong>LAB EXAM I</strong></td>
<td><strong>LAB EXAM I</strong></td>
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<td>10</td>
<td>Oct 25</td>
<td>Neuron Anatomy &amp; Physiology</td>
<td>Exercises 13 and 14</td>
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<td>Gross Anatomy of the Brain &amp; Cranial Nerves</td>
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<td>Nov 1</td>
<td><strong>CONTINUED:</strong> Gross Anatomy of the Brain &amp; Cranial Nerves</td>
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<td>12</td>
<td>Nov 8</td>
<td>Spinal Cord and Spinal Nerves</td>
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<td>Nov 15</td>
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<td>Human Reflex Physiology</td>
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<td>14</td>
<td>Nov 21</td>
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<td>Nov 29</td>
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<td>16</td>
<td>Dec 6</td>
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UNG’s Honor Code

“On *my honor*, I will not lie, cheat, steal, plagiarize, evade the truth, conspire to deceive, or tolerate those who do.”
STUDY TIPS:

1. **Readings:**
   a. Prepare for both lecture and lab classes by doing assigned readings.
   b. Read the stated chapter’s Outlines/Concepts, Learning Objectives, and do the Check Your Understanding sections.
   c. Break the chapter up into manageable sections and focus on one section at a time.
   d. When you have read the entire chapter, look at the chapter’s Key Concepts again and make sure that you fully comprehend them. Then complete the “Review Questions” at the end of the chapter.
   e. Utilize the MasteringA&P website and the Focus Figures presented in the chapters.

2. **Time Management:**
   It is critical that you do not permit yourself to get behind in the material. I urge you allow yourself at least TWO HOURS per day to read, study, and review the material.

3. Choose a time when you are fresh and a place where you will not be disturbed.

4. **DO NOT WAIT TO GET HELP!** I will make time to help you. I want you to SUCCEED.

5. **Note Taking:**
   a. Familiarize yourself with the lecture topic BEFORE each lecture. This means doing the reading assignment BEFORE you come to class.
   b. It is not possible to take down everything I say during lecture. Therefore, take notes on material that seem complicated to you or topics that you may need to refer to later. My lectures will always be over the material in your textbook. READ YOUR TEXTBOOK!
   c. Study the notes as soon as possible and fill in any gaps of information by consulting the text or seeing me.

6. **Review:**
   a. Remember that YOU MUST FIRST LEARN THE MATERIAL BEFORE YOU CAN REVIEW IT.
   b. **DO NOT MEMORIZE WITHOUT UNDERSTANDING!** Try to figure things out based upon your understanding.

GOOD LUCK! HAVE FUN! And remember, I’m here to help you succeed in this course. You should never hesitate to ask questions or ask me for help.

DR. GIBSON

NOTE: This syllabus may be adjusted if I deem it necessary.