Biology 2130K: Human Anatomy & Physiology II

Spring 2017: **CRN: 4982 Section DA & CRN: 4985 Section DB --- August 21 – Dec 8th**

**Course Syllabus**

*University of North Georgia*

**Instructor:** Dr. Larry E. Gibson, D.C.

**E-mail Address:** larry.gibson@ung.edu

**Office Location:** 151 Health & Natural Sciences Bldg.

**Office Phone:** 706-867-3095  **Personal Cell:** 770-366-9045

**Course Information**

**Biology 2130K Human Anatomy & Physiology II**

4 semester hours

**Meeting times:**

- **Section DA:** Tuesdays & Thursdays: **12:30 p.m. – 1:45 p.m.** (LECTURE); HNS 226
- **Mondays:** 9:00 – 10:50 a.m. **(Lab)**; HNS 207

- **Section DB:** Tuesdays & Thursdays: **2:00 p.m. – 3:15 p.m.** (LECTURE); HNS 226
- **Mondays:** 11:00 a.m. – 12:50 p.m. **(Lab)**; HNS 207

**Prerequisites:** BIOL 2120 with a grade of C or higher.

**Course Description**

A&P II is the second of two courses addressing the structure and function of the human body. Topics include the special senses, and the endocrine, cardiovascular, respiratory, gastrointestinal, renal, reproductive, and lymphatic & immune systems, and an overview of nutrition, metabolism, & body temperature regulation, and fluid, electrolyte, & acid-base balance. The level of course content is designed for pre-nursing and allied health students. The content of this course meets standards appropriate for an undergraduate learning level experience as well as the standards set by nursing board exams and nursing programs.

**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

Students will analyze anatomical structures in relationship to their physiological functions. This includes but is not limited to:

a. Develop a vocabulary of appropriate terminology to effectively communicate information related to human anatomy & physiology.

b. Recognize the anatomical structures and explain their physiological functions.

c. Investigating the interdependence of the various body systems to each other and to the body as a whole.

d. 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.

e. Describing how structure and function are related in terms of cell and tissue types.

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 assignment, and the Final exam is worth 100 points. Grades will be posted on D2L.

In addition to lecture exam assessments, quizzes, and homework, your final grade will also include LAB ASSESSMENTS. You will have lab reports and/or quizzes for each lab and **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 LECTURE EXAMS** – missing one without proper documentation of an excused absence will result in a grade of zero (0) for the exam. If you do miss a lecture exam because of a documented excused absence, you must take a makeup test during my next scheduled office hours. **You will only be permitted to make up a lecture exam; once again, lab exams cannot be made up.**

**Grading Policy**

<table>
<thead>
<tr>
<th>Grade Breakdown</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Exams (3-5)</td>
<td>45% of grade</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Lab Exams (2)</td>
<td>25%</td>
</tr>
<tr>
<td>Lab &amp; Lecture quizzes &amp; homework/assignments</td>
<td>15%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90-100%</td>
</tr>
<tr>
<td>B = 80-89%</td>
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<tr>
<td>C = 70-79%</td>
</tr>
<tr>
<td>D = 60-69%</td>
</tr>
<tr>
<td>F = 59% and below</td>
</tr>
</tbody>
</table>

**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 the 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 UNG 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 Dovey, Director nicola.dovery@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, W, WF, MW

(I) Incomplete grades - 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 credit by examination program.

**MW** – Withdrawal for military exigencies

**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

- Special Senses
  Ch. 14: Special Senses Part
- Endocrine System
  Ch. 17
- Blood/Hematology
  Ch. 18

LECTURE EXAM II

- Cardiovascular System: Heart
  Ch. 19
- Cardiovascular System: Blood Vessels
  Ch. 20

LECTURE EXAM III

- Lymphatic System & Lymphoid Organs and Tissues
  Ch. 21
- Immune System: Innate & Adaptive Body Defenses
  Ch. 21

LECTURE EXAM IV

- Respiratory System
  Ch. 22
- Digestive System
  Ch. 23
- Nutrition, Metabolism, & Body Temperature Regulation
  Ch. 24

LECTURE EXAM V

- Urinary System
  Ch. 25
- Fluid, Electrolyte, and Acid-Base Balance
  Ch. 26

FINAL EXAM

- Cumulative 25 questions & Reproductive System 75 questions
  Ch. 27

DATES to Remember:

Labor Day Holiday: No classes Monday, September 4th

Last date to withdraw with a W: Friday, October 13th

Thanksgiving Holiday: November 20th --- 24th 😊

Section DA: Final Exam: December 14th 10:20 a.m. – 12:20 p.m.

Section DB: Final Exam: December 12th 12:40 p.m. – 2:40 p.m.
“TENTATIVE” LAB SCHEDULE

Section DA: Mondays 9:00 a.m. – 10:50 a.m. (Lab); HNS 207

Section DB: Mondays 11:00 a.m. – 12:50 p.m. (Lab); HNS 207

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>LAB Exercises</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>August 21</td>
<td>Special Senses Lecture: Lab Safety</td>
<td>Special Senses Lecture: Lab Safety</td>
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<td></td>
<td>August 28</td>
<td>Special Senses</td>
<td></td>
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<tr>
<td>2</td>
<td>Sept 4</td>
<td>NO LAB</td>
<td>NO LAB</td>
</tr>
<tr>
<td></td>
<td>Sept 11</td>
<td>Functional Anatomy of the Endocrine Glands</td>
<td>Exercise 18</td>
</tr>
<tr>
<td>5</td>
<td>Sept 18</td>
<td>Blood</td>
<td>Exercise 19</td>
</tr>
<tr>
<td>6</td>
<td>Sept 25</td>
<td>Heart Anatomy</td>
<td>Exercise 20</td>
</tr>
<tr>
<td>7</td>
<td>October 2</td>
<td>Anatomy of Blood Vessels</td>
<td>Exercise 21</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Exercise</td>
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<tr>
<td>8</td>
<td>October 9</td>
<td>Cardiovascular Physiology</td>
<td>Exercise 22</td>
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<tr>
<td>9</td>
<td>Oct 16</td>
<td>LAB EXAM I</td>
<td>LAB EXAM I</td>
</tr>
<tr>
<td>10</td>
<td>Oct 23</td>
<td>Anatomy of the Respiratory System</td>
<td>Exercise 23</td>
</tr>
<tr>
<td>11</td>
<td>Oct 30</td>
<td>Anatomy of the Respiratory System &amp; Respiratory Physiology</td>
<td>Exercise: 24</td>
</tr>
<tr>
<td>12</td>
<td>Nov 6</td>
<td>Functional Anatomy of the Digestive System</td>
<td>Exercise 25</td>
</tr>
<tr>
<td>13</td>
<td>Nov 13</td>
<td>Functional Anatomy of the Reproductive System</td>
<td>Exercise 26</td>
</tr>
<tr>
<td>14</td>
<td>Nov 20</td>
<td>NO LAB</td>
<td>NO LAB</td>
</tr>
<tr>
<td>15</td>
<td>Nov 27</td>
<td>Functional Anatomy of the Reproductive System</td>
<td>Exercise 27</td>
</tr>
<tr>
<td>16</td>
<td>December 4</td>
<td>LAB EXAM II</td>
<td>LAB EXAM II</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 Key Concepts at the beginning of each chapter.
   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” and “Self-Quiz” at the end of the chapter.

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.**

**DR. GIBSON**

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