

**BIOL 314 Fall 2015**  
**Human Anatomy and Physiology I**

Instructor: Dr. Jim Daniels                      Office: Bellingrath 301  
Phone: 833-4470                                      Office Hrs: TR 0930-1100 W 1200-1300  
Email: [jdaniels@hawks.huntingdon.edu](mailto:jdaniels@hawks.huntingdon.edu)                      & by appointment  
Class meets TR 0800-0915                      Room: Flowers102

Lab Meets in Bellingrath 307. A separate lab information sheet will be distributed.

Required Text: Openstax College Anatomy and Physiology available as a free pdf at <https://openstaxcollege.org/> Also available as an Ibook, or a print copy for a modest fee from Openstax. ISBN-10: 1938168135, ISBN-13: 978-1-938168-13-0

The following text is also acceptable: Fundamentals of Anatomy and Physiology, 10<sup>th</sup> Edition. Martini, Nath, & Bartholomew ISBN-10: 0321909070 ISBN-13: 978-0321909077

Dr. Daniels' Website: <http://jdaniels.huntingdon.edu>

**Course Description:**

The structure and function of the organ systems of the human body; laboratory study of mammalian anatomy and experiments illustrating the physiology of the organ systems.

**Prerequisites:**

The prerequisite for this course is BIOL101. If you do not have the prerequisites for this course you will be dropped from the course roll.

**Student Learning Objectives:**

1. Students will demonstrate that they are familiar with the language and methodology of Anatomy and Physiology
2. Students will demonstrate understanding of the basic principles of chemistry, cell biology, and genetics as they relate to human biology
3. Students will demonstrate familiarity with the gross anatomy of the human skeleton, skin and surfaces, and organ systems
4. Students will demonstrate understanding of the function and organization of the integumentary, skeletal, muscular, digestive, and nervous systems
5. Students will demonstrate the ability to discuss and make informed decisions on health related topics specific to the systems listed above

## Tentative Course Sequence

<u>Topic</u>	<u>Chapter</u>
An Introduction to the Human Body	Chapter 1
The Chemical Level of Organization	Chapter 2
The Cellular Level of Organization	Chapter 3
<b>17 September Exam 1</b>	<b>12 % of Final Grade</b>
The Tissue Level of Organization	Chapter 4
The Integumentary System	Chapter 5
<b>8 October Exam 2</b>	<b>12% of Final Grade</b>
Bone Tissue and the Skeletal System	Chapter 6
The Axial Skeleton	Chapter 7
The Appendicular Skeleton	Chapter 8
<b>29 October Exam 3</b>	<b>12% of Final Grade</b>
Joints	Chapter 9
Muscle Tissue	Chapter 10
The Muscular System	Chapter 11
<b>19 November Exam 4</b>	<b>12% of Final Grade</b>
The Digestive System	Chapter 23
Neural Tissue	Chapter 12
<b>14 December</b>	<b>Final Comprehensive Exam (8:30-10:30)</b>
	<b>20% of Final Grade</b>

## BYS 314 Course Policies

### Attendance Policy

Students are expected to attend all classes.

### Make-Up Policy

No make-up coursework will be given unless the absence was the result of an unavoidable serious accident, a death in the immediate family, a serious illness or injury that renders the student unable to attend class, or student participation in a college-sanctioned event.

Exceptional circumstances must be verified by an appropriate third party, i.e. police report, a funeral notice, or a medical excuse from a licensed medical doctor stating the student's inability to attend class.

In the case of unavoidable absence, make-up of graded coursework may be allowed via an appeals process that will be initiated by the student, and submitted to the instructor. This make-up work will be scheduled at the convenience and discretion of the instructor.

Students must remember that some academic experiences such as laboratory exercises, daily quizzes, or performances may only be available at the originally scheduled time.

## **The Appeals Process**

A completed appeal for make-up coursework will include proof:

1. Notification of the instructor via phone call (voice mail) or e-mail **prior** to the absence. Emergency situations that prevent prior notification will be reviewed on a case-by-case basis. **Prior notification should be considered a pre-requisite for appeal.**
2. In the case of illness or injury, a medical excuse from a licensed medical doctor stating the student's inability to attend class during the time the required coursework was to be completed.
3. Participation in a college-sanctioned event (see below).

## **Timing of the Appeals Process and Approved Make-Up Coursework**

1. The appeals process must be initiated by the student within one (1) working day of the student's return to classes or campus. If the student fails to initiate the appeals process within one (1) working day, the student forfeits the opportunity to make up missed work.
2. The appeal process is initiated when the student submits the completed appeal including all required documentation to the instructor.
3. Approved make-up coursework must be completed as soon as possible, and no later than one calendar week (7 days) from the date the appeal is granted.
4. In the case of absence due to participation in a **college-sanctioned** event, the appeal process is modified as follows:
  - a. It is the participating student's responsibility to complete an online notification form **prior** to the event. The athletic absence form may be found at the following URL: <http://www.huntingdon.edu/academics/academic-affairs/student-absence-notification/>  
  
If the online verification form is not completed prior to the event, the student loses his/her ability to initiate the appeals process.
  - b. Verification of the student's participation must be provided by the sponsoring organization (travel roster, etc.)

All Makeup exams will be strictly discussion format. There will be a number of question equivalent to the chapters covered for the missed exam. The questions will require you to summarize all important ideas, concepts, and information in the chapter. Each question will have equal weight

**Classroom Conduct:**

All students in the class must treat others with civility and respect and conduct themselves during class sessions in a way that does not unreasonably interfere with the opportunity of other students to learn. Failure to comply with this requirement may result in disciplinary action

**Academic Misconduct:**

All acts of dishonesty in any work constitute academic misconduct. This includes, but is not limited to, cheating, plagiarism, fabrication of information, misrepresentation, and abetting any of the above. Academic misconduct is considered a violation of the Huntingdon Honor Code and will not be tolerated. Consult the student handbook's section discussing the honor code. The student handbook can be found online at <http://www.huntingdon.edu/student-life/student-handbook/> If you have questions in this regard, please contact me without delay.

**Mobile Phones:**

All electronic communication devices should be turned off or to a silent ring during class and exams as a courtesy to your classmates and the instructor. The instructor reserves the right to answer any cell phones that ring during class. Should you have an emergency need to leave your phone on please notify me.

**Use of any such device during an exam will be considered academic misconduct.**

**The only material you will be allowed during an exam is a writing implement (or two). I will provide all other necessary materials**

**Computer Use:**

While Huntingdon College has provided you with a laptop computer to assist you with your coursework, I have found that students consistently use them during lecture for activities of a somewhat less than scholarly nature. As a result I have decided to prohibit Computer/smartphone/iPad use in all my classes. Therefore, unless you are specifically directed otherwise by me, you will leave your computer off and in its carrying case during class. My apologies for any inconvenience this may cause. Please bring sufficient paper and a writing implement for note taking.

**Email:**

It is expected that you will read emails from the instructor, and are able to print documents sent via email or otherwise accessed online. You **MUST** use your campus email account (...@[hawks.huntingdon.edu](mailto:hawks.huntingdon.edu)). If your campus email account is not working, notify the tech team (downstairs, Flowers Hall). You **MUST** use proper email protocol and etiquette; the instructor reserves the right to ignore emails that do not have an appropriate subject, greeting, and body. The instructor will send you an email detailing these requirements. That email will be considered part of your syllabus for the course.

**Grading:** Your grade in this course will be calculated as follows:

Lab average	20% (see lab syllabus)
4 Exams	48% (12% each)
Final Exam	20%
Online Component	12%

Final course grades will be assigned based on the following scale:

<b>Percentile</b>	<b>Grade</b>
88.5%+	A
78.5-88.4%	B
68.5-78.4%	C
58.5-68.4%	D
<58.5%	F

**There will be no scaling of grades**

**Extra Credit:**

There will be no individual extra credit work assigned.

**Accommodation of Special Needs**

Faculty at Huntingdon College make every effort to accommodate unique and special needs of students with respect to speech, hearing, vision, seating, or other possible adaptations. Please notify the Disability Services Intake Coordinator, Ms. Camilla Irvin, as soon as possible of requested accommodations. She may be reached at 833-4577 or by email at [disabilityservices@huntingdon.edu](mailto:disabilityservices@huntingdon.edu).

**Staton Center for Learning Enrichment:**

The Center for Writing and Critical Thinking, located in Jackson 112, provides support at all levels to students working to improve proficiency at skills associated with college-level reading, writing, and critical thinking. The Center offers an active interface among student, instructor, assignment, and tutor. Free one-on-one tutoring is available to all Huntingdon students, either by appointment or on a walk-in basis, Monday through Friday from 10:00 a.m. to 4:00 p.m. Contact Ms. Jamie Brazell, Assistant Director, at (334) 833-4454 or by email at [jamie.brazell@hawks.huntingdon.edu](mailto:jamie.brazell@hawks.huntingdon.edu) to schedule an appointment or for more information.

**Title IX Statement**

Huntingdon faculty are committed to supporting students and upholding the College's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, we encourage you to report it. While you may talk to a faculty member, understand that as a "Responsible Employee" of the College the faculty member MUST report to the college's Title IX Coordinator what you share. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are people who can meet with you. Faculty can help direct you or you may refer to Huntingdon's Sexual Misconduct Policy at <http://www.huntingdon.edu/student-life/student-service/misconduct> \

**Medical Considerations:**

If you have a medical condition that may preclude participation in this course or any aspect of this course, the College suggests you consult your physician. The College will work with you based upon physician recommendations to find the best means to address any concerns.

**If You Have a Problem:**

If you have difficulties or complaints related to this course, your first action should be to discuss them with me. If such a discussion would be uncomfortable for you or fails to resolve your difficulties, you should contact Dr. Paul Gier, Chair of Biology Program (Bellingrath 305, Phone 833-4510). If such a discussion fails to resolve your difficulties, you should contact Dr. Erastus Dudley, Dean of The School of Natural Sciences and Mathematics (Bellingrath 101, Phone 833-4582). Should you remain unsatisfied you may speak to Dr. Sidney Stubbs Provost and Dean of the College (Flowers 105, Phone 833-4236).

**Miscellany**

It is a violation of the Family Educational Rights Privacy Act (FERPA) for me to give out grades or exam scores by phone or email; please don't ask me to. Grades will be posted shortly after each exam.

Lectures may be recorded on audio tapes, no video recording is permitted.

**Important Dates:**

4 September	Last day to Drop a course
2 October	Last day to withdraw with no penalty and get a "W"
16 October	End of Midterm
6 November	Last Day to withdraw from a course without grade penalty and receive a "WF" or "WP"
20-29 November	Thanksgiving – No Classes!!
11 December	Classes End
<b>14 December</b>	<b>Final Comprehensive Exam (8:30-10:30)</b>