BIOL 2404 Introduction to Anatomy and Physiology
(Fall, 2009)

Biol 2404 is designed for the ACC Allied Health student who needs a single semester of anatomy and physiology (DMI, EMS, MdCd, MLT, LVN, OTA, PFT, SurgT). Biol 2404 is an introduction to the anatomy and physiology of the human body with special emphasis on fundamental anatomical and physiological principles. The laboratory experience emphasizes detailed dissections of preserved materials which are compared to human models. This course will not substitute for BIOL 2304/2101 as a prerequisite for BIOL 2305/2102

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fax: 223-8900
Website: www.austincc.edu/sziser

Office Hours: Monday & Wednesday: 10:30 am - 11:30 am

Textbook: required: any human anatomy and physiology textbook, essentials or complete version
Instructor’s lecture notes are posted online at course website

Lab Manual: required: Lab Packet (online at course website)

Other: optional: workbooks, coloring books, flashcards, etc are available at many area bookstores; see also ‘ancillary materials’ below

ACC Student Services offers various forms of support to help you succeed at ACC such as advising, academic, career and personal counseling, financial aid and accommodations for disabled students. See the ACC Catalogue, the ACC Student Handbook, or someone in Student Services for details.

Ground Rules
“Learning is active, not passive. If you want to reach your potential you must enjoy working hard. Nobody can just pour knowledge into your head...you’ve got to be hungry for it.” --Barack Obama

Attendance:
Your performance will depend heavily on your class and lab attendance. You will definitely do better on the exams if you attend regularly. If you miss a class it is your responsibility to get the lecture notes from someone.
All materials covered in lectures & labs, textbook & lab manual, handouts and assigned readings are “fair game” for lecture exams.
The exact dates of exams can be changed to accommodate changes in the syllabus or wishes of the majority of students. Any changes will be announced ahead of time. Keep your syllabus updated as changes are made. There is no excuse for forgetting an important date.
Lecture attendance will not be regularly checked or graded but will be informally monitored. If your percent grade is within 1 point of a letter grade, your final letter grade will be determined by your attendance and participation in lecture and lab.
Cell Phones that are not silenced in class will cost a student 1 point for each ring – deducted from the total course points

Preparation and Study Time:
The course schedule indicates reading assignments for each lecture and lab period. You are expected to read the assigned material before coming to that day’s class.
If you want to get a good grade in this course, expect to spend about two hours studying and reading outside of class for every hour in class. Since you are in class 5 hour per week (lecture and lab) then you should expect to spend at least 10 to 15 hours per week studying and preparing for this class. The most common cause of poor grades is not
being able, or willing, to schedule enough study time outside of class. Consider your priorities wisely.

Withdrawal:
The instructor has the right, but not the responsibility to drop you from the course for excessive absences. Withdrawal is the responsibility of the student. It is done by filling out the appropriate form and submitting it to the A&R office before the stated deadline.

Incomplete Grades:
An incomplete grade will only be given in extreme emergencies agreed upon by the instructor and student. Such a grade may require verification of the unusual circumstances and is given only if the student has completed at least 75% of the course work.

Cheating:
If you are caught cheating in the course at any time you will receive an F for the semester regardless of your total points. You may also be expelled from the college.

Receiving Final Grades:
If you would like to receive your unofficial final grade before the official ACC mailout you can email me BEFORE the end of the last class period of the semester and I will reply with your final test score, your class totals and your final grade.

Exams and Grading

Exams & Lab Practicals:
There will be 5 - 100 point Lecture Exams. The exams may include true and false, fill in the blanks, matching, definitions and short answer/essay questions. They will not include any multiple choice questions.

There will be 5 - 25 point Lab Practicals. The practicals will involve identifying specific structures on models or dissected animals or identifying anatomical details of tissues and organs under the microscope.

There are no makeup exams or practicals! However, you will be allowed to drop your lowest exam and your lowest practical score. If you miss an exam or a practical, for any reason, this will count as the one you drop. You may only drop Exam V or Practical 5 if you receive at least a 60% on it, otherwise it will be averaged into your final grade and your second lowest scores will be dropped instead.

Quizzes, Assignments, and Lab Data Sheets:
Several of your lab activities will involve collecting data and reporting it on data sheets included in your course packet. These will be due on the day of the next class period. Each data sheet will be worth 5 to 10 points.

You will also take a few short 10 point lab quizzes and receive a few homework assignments during the semester. The quizzes will be announced in the preceding class or lab period.

All points accumulated from the quizzes, assignments and data sheets will be converted to a percent and reported as the number of points out of 100 and added to your total course points.

Extra Credit:
Extra Credit questions are posted on the website for each lecture topic, see instruction there. Other opportunities for extra credit will be given throughout the course. You can earn up to 20 extra credit points during the semester which will be added to your total course points.
Grading
Your final course grade will be based on 600 total points. Your actual points accumulated divided by 600 will be converted to a percent value and your letter grade assigned as noted below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Exams (best 4 of 5)</td>
<td>400</td>
</tr>
<tr>
<td>Lab Practicals (best 4 of 5)</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes, Homework &amp; Data Sheets</td>
<td>100</td>
</tr>
</tbody>
</table>

**TOTAL:** 600 points

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Percent</th>
<th>Points Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90%</td>
<td>600-540</td>
</tr>
<tr>
<td>B</td>
<td>89-80%</td>
<td>539-480</td>
</tr>
<tr>
<td>C</td>
<td>79-70%</td>
<td>479-420</td>
</tr>
<tr>
<td>D</td>
<td>69-60%</td>
<td>419-360</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
<td>359 and below</td>
</tr>
</tbody>
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The Fine Print:
- **Common Course Objectives**: available at the Biology Department website: www2.austincc.edu/biology/coobjectives/
- **Testing Center Policies**: available at the Testing Center Website: www2.austincc.edu/testctr
- **Student Handbook**: www3.austincc.edu/evpcc/handbk/
- **Student Freedom of Expression**: “Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.”
- **Scholastic Dishonesty**: “Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.” (Student Handbook 2002-3, p32)
- **Students With Disabilities**: “Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.” (Student Handbook, 2002-3, p14)

Ancillary Materials

The PIN Biology Lab will be open on Fridays from 8-12 for makeup labs or extra study time. Additional time during the week may also be available and these times will be posted later. Other campuses also have open lab times for Anatomy and Physiology Students and these times will be posted at the beginning of the semester.

- **Kapit and Elson.** The Anatomy Coloring Book

Most bookstores also stock **A & P Flashcards** and **Quick Study Summary Cards**

**Histology Help Website**: www.austincc.edu/histologyhelp