Syllabus  
Biol 2404 - Introduction to Anatomy and Physiology (RGC)  
Spring 2012

Instructor Information:
Dr. Thomas Stege  
Office: RGC Rm 310  
Phone Number: 480-0418  
Email: tstege@austincc.edu  
Web: www.austincc.edu/tstege

Office Hours:
Tu/Th 10-10:30 am and also by appointment. See me after lecture or lab, call me, come by my office, or send me an e-mail to schedule time to meet with me outside of my office hours.

Course Information:
Campus: Rio Grande Campus  
Room (Lecture): 334  
Room (Lab): 310  
Time (Lecture): Tu/Th 10:30-11:50 am  
Time (Lab): Tu/Th 12-1:20 pm  
Synonym: 43712  
Section: 017

Course Description:
This course is an introduction to the structure and function of the human body with an emphasis on anatomy. It is designed for students in the ACC Health Science programs who need a single semester of anatomy and physiology.

Prerequisites:
There are two types of prerequisites for ACC courses: Skill prerequisites (reading, writing and math competency) and course prerequisites.

This course does not have any course prerequisites, but it does have skill prerequisites “G”. This means your reading, writing and math skill levels must be at ACC placement skill level 5 or above or you must have passed a state-approved assessment test (TASP or COMPASS) in all of these areas or you must be exempt from assessment through transcript hours from another college or you must have appropriate ACT, SAT, TAKS, or TASS scores. For more details see http://www.austincc.edu/support/assessment/assessmenteligibility.php.

You do not have to bring proof of your skill levels - they are provided to the instructor during the first week of classes. If you do not have the prerequisites you will have to withdraw from the class. If you do not withdraw, the instructor will do it for you and you will lose your tuition for the course.
**Instructional Methodology:**

The course includes both a lecture and a lab. The lab emphasized detailed dissections of preserved materials, study of human models, and examination of tissues. The majority of the labs are self-directed. The labs provide a hands-on learning environment.

Generally I use power point presentations with the lecture portion of this class and I provide handouts to facilitate note-taking and listening. The purpose of lecture is to explain basic concepts and to teach you methods and techniques that will help you learn the material. You are expected to expand your knowledge by using the textbook and other resources. Lab information will be covered in another section.

**Textbooks and Supplies:**

**Required:**


2. Safety glasses/goggles with Z87.1 rating

3. Close-toe shoes

**Recommended:**


Optional:


3. Lab coat or apron

Course Rationale:
Specific skills and competencies are expected of students who successfully complete this course, including the ability to:

- Identify anatomical features of the body, including cells, tissues, organs and organs systems on models, preserved tissues, microscopic slides, and diagrams
- Explain very basic physiological processes on an appropriate level (knowledge, comprehension, application)
- Demonstrate basic skills regarding laboratory safety, dissection, and the use of the microscope
- Demonstrate higher level critical thinking skills
- Work effectively in a group and safely in a lab setting
- Improve their ability to follow directions
- Engage in self-directed learning

Introduction to Anatomy and Physiology prepares students requiring a one-semester anatomy and physiology course and those applying to one of the following ACC Allied Health Science programs:

- DMI-Radiology
- EMS Professions
- Medical Coding
- Medical Laboratory Technology
- Nursing (LVN)
- Occupational Therapy Asst/OTA
- Personal Fitness Trainer (Certificate)
- Surgical Technology (Certificate/AAS)
**Common Course Objectives:**
A list of objectives can be found at http://www.austincc.edu/biology (click on the “Common Course Objectives” link).

**GRADES:**

**Lecture Exam:**
The Lecture Exam dates are indicated on the Lecture/Lab Schedule.

You will have 5 lecture exams. Each exam is worth 100 points. The exams are designed to assess your understanding of the basic principles of human anatomy and physiology. I will specify during lecture which objectives will be covered on each exam.

Lecture exams questions may include: multiple choice, matching, identification, short-answer (essay), fill-in-the-blank, diagrams, and problem solving.

I will grade and return exams to you within one week.

**Lab Practical Exams:**
The Lab Practical Exam dates are indicated on the Lecture/Lab Schedule.

You will have 5 lab practical exams throughout the semester. Each lab exam is worth 25 points. The exams include identification of parts of models, specimens, and slides. The lab objectives are listed on each lab handout. I will set up the lab practical during the first part of our lab period. You will take the lab practical during the remaining time of the lab period.

**Homework:**
Homework assignments will generally be distributed at least a week in advance of the due date (I will tell you the due date when I hand the assignment out). Homework assignments are late if they are not turned in the day the assignment is due. Students who miss class must email, fax or deliver to my mailbox the assignment by that time. Points deducted for late homework are as follows: 1 point for 1 day late, 2 points for 2 days late, etc. *Working together on homework assignments is encouraged but copying a classmate's homework is cheating and will be treated as such!!*

**Curves and Extra Credit:**
There will be NO curve on any of the exams, etc. during the semester. There will be NO curve on any of the final course grades. There will be NO separate extra credit assignments.

**Makeup Exams:**
You must contact me as soon as possible if you must miss a lecture exam and provide appropriate verification for your absence. Only one makeup lecture exam will be given to any student during the semester.
There are NO makeup lab practical exams. If you miss a lab practical exam, your grade on it will be a zero.

Retests:
There are no retest exams. Once you take an exam, you may not take it again to try for a better grade.

Lab Cleanup:
Please clean up and store all materials before leaving the lab. For each lab period that you do not clean up before leaving lab, you will lose 3 points from your final total points. This is what I expect:

1. Put away all slides, microscopes, models, books, charts, and specimens.
2. Put the models back together before putting them away.
3. Use the spray provided in lab to clean your lab table (even if we did not dissect) and clean all counters used during lab.
4. When putting away microscopes:
   a. Put the lowest power objective in place FIRST and then lower the nosepiece.
   b. Remove the microscope slide.
   c. Turn off the microscope before unplugging the cord.
   d. Use the Velcro strap to wrap the electrical cord. Do NOT stuff the above the stage.
   e. Return the microscope to the proper location in the cabinet.
5. Discard dissected tissues and preservative fluid in the designated containers, not in the sink or regular trashcan.
6. Wash, dry, and put away dissecting instruments.
7. Wash plastic dissecting trays and leave to dry on the drying rack.
8. Wash wax dissecting pans and dry and put them away.
9. Wash the sinks
10. Wash your hands before leaving lab.

Tracking Your Grades:
Due to ACC policies concerning the Family Education Rights and Privacy Act (FERPA), I cannot post grades or call or email you with information about your grades.

You can keep track of your grades in the following space
Lecture Exams
1. ______ (100 pts)
2. ______ (100 pts)
3. ______ (100 pts)
4. ______ (100 pts)
5. ______ (100 pts)

Homework/Practical Review
1. ______ (10 pts)
2. ______ (10 pts)
3. ______ (10 pts)
4. ______ (10 pts)
5. ______ (10 pts)

Lab Practical Exams
1. ______ (25 pts)
2. ______ (25 pts)
3. ______ (25 pts)
4. ______ (25 pts)
5. ______ (25 pts)

GRAND TOTAL (Maximum of 675 points) ______________________________

Divide your grand total by 675 points then multiply by 100 to get your percentage grade. For example: 500 points/675 points x 100 = 74%

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = 0 - 59%

Attendance:
You are responsible for attending all lectures and lab. Most students do better on the exams if they attend regularly. You are responsible for all materials, activities, assignments, or announcements covered in class, regardless of your reason for being absent. If you do miss a class, it is your responsibility to get lecture notes from someone in the class and to get handouts and assignments. Lecture and lab attendance will be informally monitored.

Expectations:
- Spend a MINIMUM of 2 hours outside of class for every hour spent in class. Most students need to spend MUCH MORE time to obtain a grade higher than a C. Short study periods every day are much more effective than one long study session.
- Be prepared for each lecture. Print the lecture outline/objectives handout for that day BEFORE coming to class.
- Read the textbook after each lecture (though some students prefer to read the textbook before each lecture - choose what works best for you). You should read the sections in the textbook that were covered in lecture and answer the pertinent
Review Questions at the end of each chapter as soon as possible AFTER each lecture.

- Attend the Open Labs. **You will NOT have enough time during lab to master all of the materials.** You should also use the Websites and Study Guide materials and PAL or A&P Revealed CDs (if you bought one) to review for lab in between labs and open labs.

- Actively participate in all class and lab activities, including dissections.

- Come see me if you need help. You can also try a tutor at the Learning Lab (see schedule at [http://www.austincc.edu/tutor](http://www.austincc.edu/tutor). You can also form a study group (3 people per group is the maximum recommended).

- Clean up and store materials before leaving lab. See specifics above.

**Withdrawal Policy:**

The instructor has the right, but not the responsibility, to drop a student from the course for excessive absences. The student is responsible for monitoring their progress in the course and determining if they need to withdraw. I can help the student make that decision, but the final decision is the student’s decision.

You can withdraw by filling out the appropriate form and submitting it to the ACC Admissions and Records office on any campus before the stated deadline. **You do not need my signature on this form.** **The last day to withdraw for the semester is April 23, 2012.** If you stop attending class and do not withdraw yourself from the course, you will end up with a grade of F for the semester.

You should be aware that students are charged a higher tuition rate for courses they repeat for the third or more time. The “third attempt” course tuition rate applies to majority of credit and Continuing Education courses, counting each time a student has taken a course since Fall 2002. “Third attempt” tuition does not apply to developmental education courses and other select courses, including special topics courses.

In order to be reinstated in the class after having been withdrawn, the student must have been enrolled in the course on the state reporting date, as demonstrated by the twelfth-day class roll, must have been withdrawn from the course in error, must show evidence of being capable of passing the course within the time remaining in the semester, and the instructor must have documentation that the student is eligible to be reinstated in the course.

Student are responsible for understanding the impact withdrawing from a course may have on their financial aid, veterans’ benefits, international student status, and academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.
Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

**Incomplete Grades:**
Incomplete grades are rarely given in this class and will be given entirely at my discretion. A grade of incomplete (I) will be assigned only if:

- You have a valid reason and I agree to give you an incomplete grade.
- You request a grade of I in writing, with written documentation.
- You have completed at least 60% of the course work.
- You have at least a C (70%) average on completed work.
- The reason for your request has occurred after the official drop deadline for the course.
- You provide all documentation and sign the required form prior to the last day of class.

Be aware that incompletes that are not finished convert to F grades automatically, regardless of your grade average when you request the incomplete.

**E-mails:**
One of the best ways to contact me outside of class is by e-mail. However, many days I receive more than 50 e-mails. Thus, when sending me an e-mail, please be sure to have a specific subject line and don’t forget to include your name and the course (Biol 2404).

**Cell Phones and Pagers:**
Please turn off cell phones and pagers during class as a courtesy to me and other students.

**Support Services:**
The lab room is available for student use during certain hours of the week, including the weekend (“Open Lab”). The lab rooms at other campuses are also open during the week and on weekends. Usually an instructor is available to tutor students in the Open Labs. I will post the Open Lab hours as soon as they are determined.

In addition, the Riverside Campus has an extra room (The RVS Study Lab) that contains microscopes, slides, models and other lab-related study items. Computers and software are available for student use, including several excellent CD ROMs. Students can also view videos in the study lab. The person who staffs the study lab is not a tutor, so don’t count on her or him to help you with course objectives.
Finally an anatomy and physiology tutor is available in the Learning Lab at this campus and others. For Learning Lab hours and more information about tutoring services, go to http://www2.austincc.edu/tutor/index.php.

**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 a result of their thought, research of 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 presentation; and homework.”

To avoid any problems that may arise from misunderstandings, you should follow these procedures during lecture exams and lab practical exams:

- Turn off and store all cell phones
- Store all personal belongings under your desk.
- Close all books and notebooks and make sure there are no loose papers visible.
- Keep your eyes on your own papers.
- Remove your hat while taking the exam.
- Do not talk during exams and practicals.
- If you expect to need tissues or medications, get them out before the exam and leave them on your desk.
- Keep your exam answer sheet covered so it is not visible to other students.
- Do not leave the room until you have finished the exam.

**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 of 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.”

Students who are requesting accommodation must provide the instructor with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester. Accommodations can only be made after the instructor receives the letter of accommodation from OSD.

**Academic Freedom:**
“Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the
responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks.”

Lab Safety Policy:
“Health and safety are paramount values in science classrooms, laboratories and field activities. Students are expected to learn, understand, and comply with environmental, health and safety (EHS) procedures and protocols, and must agree to abide by the ACC science safety policy. Students are expected to conduct themselves with appropriate professional behavior and with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending all activities. Specific safety information for each activity will be discussed at the beginning of the activity. For those activities that require specific safety training, a student who is late and misses the safety training will not be able to participate in the activity. You are covered by a student accident insurance policy if you have an accident during lab that was caused by the lab activity. Your instructor will provide you with the necessary forms. The comprehensive science safety policy can be found at: http://www.austincc.edu/sci_safe/.”

Any labs involving chemicals require the use of safety glasses or goggles and closed-toe shoes. You must have these safety items to attend the lab. Otherwise, you will have to leave the lab and you will not earn any points for the lab.

Official Biology Department Policy Concerning Student Use of Organisms in the Classroom and Laboratory:
Most ACC biology classes, particularly those with laboratory components, use actual organisms during instruction in addition to images and models. ACC students generally are preparing for real-world career requiring works with hands-on experience. These careers include health care, veterinary work, horticultural and agricultural work. Other students plan to transfer to four-year colleges and will be participating in biological research where hands-on experience is equally important.

Organisms used at ACC are fundamental in biology instruction and they are utilized to teach specific skills and knowledge. Their condition and usage varies from course to course. Students will be expected to actively participate in these activities. Students with particular concerns in this matter should consult with their instructor and/or departmental officials before enrolling in a laboratory course so that they can know what will be required of them.

Some organisms are observed alive while others are dead and preserved in various ways. Student manipulation of organisms ranges from culturing living organisms to dissecting preserved ones. Some examples include, but are not limited to: bacterial culturing for microbiology courses; cat, pig, or rat dissection
for anatomy courses; skeleton and pelt examination for field biology; and use of
frogs in physiology experiments.

**Instructional Services:**
Information about instructional services (e.g. libraries) located at this campus can be found at: [http://library.austincc.edu/](http://library.austincc.edu/)

**Student Insurance:**
Students enrolled in lab and field courses are covered by student insurance if they are injured as a result of the lab or field activity. If you are injured, I will give you a student insurance form to take with you to the medical facility where you will be treated. There is a $25 deductible.

**Testing Center Policy:**
ACC Testing Center policies can be found at: [http://www.austincc.edu/testctr/](http://www.austincc.edu/testctr/).

**Other Student Services:**
Information about other services for students, such as financial aid, counseling and grade reports, can be found at:

- Student Services web site: [http://www.austincc.edu/resources_students/services/php](http://www.austincc.edu/resources_students/services/php)
- The ACC student handbook: [http://www.austincc.edu/handbook/useful.htm](http://www.austincc.edu/handbook/useful.htm)

**ACC Policy Concerning Copyrighted Materials:**
All class materials provided on the instructor’s web page, Blackboard, CD, and/or in printed form (labs, objectives, assignments, etc.) are copyrighted and may not be reproduced without the written consent of the copyright holder (this may be the instructor, ACC, or a publisher). Reproduction consists of photocopying, scanning and copying files, or posting on a server or web site. Students currently registered for this section have permission to print one copy of course materials for their own personal use. No permission is given for posting any course materials on web sites.
Tips for Success in Biology 2404 - Introduction to Anatomy and Physiology

1. **COME TO CLASS!**
   There is no substitute for being present in lecture and taking your own set of notes and coming to lab and carrying out the experiments and studying the structures with your own hands!

2. **Get a Study Partner.**
   Meet with your partner several times a week (including the first week). Don’t wait until the week before the first exam. Find a non-distracting place to study. If you find you are not using your time with your study partner effectively and efficiently, change study partners (partner, please don’t take it personally!).

3. **HAVE A COMPLETE SET OF USEABLE LECTURE NOTES.**
   - ♦ Use loose-leaf paper and a notebook binder so you can add or remove and recopy pages, add illustrations, handouts etc.
   - ♦ Leave an extra wide 2-3” margin on the left side of the page. Use this space to later add vocabulary and concept terms or to clarify your notes.
   - ♦ Look at any figures discussed during class or lab carefully. Most are in your textbook.
   - ♦ Review your lecture notes soon after each lecture. Add information from your text, as needed, to clarify information. Get questions answered as soon as possible. After the second lecture, review the first and second lecture. After the third, review the first, second, and third, etc. Do this first alone and then with your study partner.

4. **READ YOUR TEXTBOOK.**
   The text we are using is a comprehensive text on anatomy and physiology. We will not have time to cover all of the material in it.
   - ♦ Get familiar with your text. It has several features like the glossary and tables of prefixes and suffixes which you will find very useful.
   - ♦ Read the Summary Outline found at the end of each chapter BEFORE coming to class.
   - ♦ Scan all art and photos and read the figure captions in each BEFORE coming to class.
   - ♦ Read the sections covered in lecture and answer the Review Questions at the end of each chapter as soon as possible AFTER each lecture.
   - ♦ Do not use your text as a substitute for attending lecture or studying your lecture notes.

5. **STUDY ACTIVELEY.**
   Anatomy and Physiology has a lot of new vocabulary and unfamiliar terms. Key ideas build on each other. It is not the type of class where you can learn it all the night before the exam. “Reading over” and “highlighting” lecture notes or the text is a passive exercise. Here are some useful and active study techniques.
After you have studied your notes use the outlines I have given you to write out all you can remember about each topic without looking at your notes. Study when you are most alert.

Make your own diagrams or tables to simplify, organize, or clarify information.

Make note cards with vocabulary/keywords on one side and the explanation/definitions on the other side. Carry them with you to use in any moment of spare time.

Explain vocabulary and concepts to a study partner without referring to your notes. When you can teach the material to your classmate without looking at your notes, you know the material well enough for the exam.

If you like to draw/color, use the coloring A&P atlases found in most bookstores.

6. **GO OVER YOUR EXAMS AND GET HELP IMMEDIATELY.**
   Go over your exam as soon as it is returned to you. For each question you missed, you need to know what the correct answer is and why you missed the question. Did you read it wrong? Did you not understand a term that was used? Remember, the final exam is comprehensive so you will be tested again on the material.

7. **TAKE ADVANTAGE OF RESOURCES THAT ARE AVAILABLE.**
   ♦ Come see me as needed.
   ♦ Share phone numbers with your classmates. Have someone you can call for help.
   ♦ Use the Learning Lab! Drop in and get your questions answered. Use the models or the computer. Use software that helps you to review materials or lets you practice test questions.
   ♦ Many internet sites have practice quiz questions for each chapter.
   ♦ If you finish the lab a little early, instead of leaving, use the time to review previous materials. Quiz each other on the material covered in previous labs.

8. **Have fun.**
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