In class requirement of student notebook computers

Student computers will be used in the classroom and may be required for taking quizzes and exams. You should bring your notebook computer to every class meeting. Computers will also be required to access course materials and to communicate with your instructor.

Course description:

**Number and title:** BIOL 1152, Anatomy and Physiology II CRN 53622, 53623

**Credit hours:** 3.0 semester credit hours

**Catalog description:** A continuation of BIOL 1151 which typically includes study of control systems of the body, maintenance systems and continuity.

**Course pre-requisite:** BIOL1151 and BIOL1151L

**Course co-requisite:** BIOL1152L, Principles of Biology II laboratory. Withdrawal from BIOL1152 requires withdrawal from BIOL1152L and withdrawal from BIOL1152L requires withdrawal from BIOL1152.

**Course as a pre-requisite:** Note: A grade of “C” or better is required for higher level courses in the biology major.

**Computer Requirement:** Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU’s Official Notebook Computer Policy, please go to [http://itpchoice.clayton.edu/policy.htm](http://itpchoice.clayton.edu/policy.htm).

**Computer skill prerequisites:** You must be able to use Windows, Microsoft Word, Outlook Express (including attaching and retrieving files via e-mail), a Web browser (Internet Explorer preferred), and Microsoft Excel
Instructor: Dr. Barbara Musolf (CRN 53622, 53623)
Phone: (678) 466-4851
E-mail: BarbaraMusolf@clayton.edu
Homepage: http://faculty.clayton.edu/bmusolf/

Office: Faculty Hall 123

Office hours: Monday and Wednesday 1:00 to 3:00 pm; or by appointment.

Class Meetings: T/TH CRN 53622 1:15-3:20 pm in B11; CRN 53623 6:00-8:05 pm ion U331

Final Exam: Thursday, July 26th during class meeting time.

Course objectives:

- Understand critical concepts, processes, and factual information in the areas of anatomy and physiology.
- Knowledge of resources for finding the solution to problems that relate to basic science.
- Develop the ability to utilize knowledge of anatomy and physiology in critical study and for making intelligent decisions in professional life.

Outcomes:

Biology Outcomes

- Students will display knowledge of the basic principles of major fields of biology. This class will provide the student with a knowledge base in anatomy & physiology.
- Students will be able to communicate orally and in writing in a clear, concise manner. Writing skills will be displayed on class assignments and exams.
- Students will demonstrate the ability to collect, evaluate and interpret scientific data, and employ critical thinking to solve problems in biological science. Students will demonstrate this in their ability to answer questions on class assignments and exams.
- Students will develop an appreciation for the impact of biological science on the environment and society. This will be developed as part of class assignments.

Nursing Outcomes

- Students will utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relations. Communication skills will be demonstrated on class assignments and exams.
- Students will engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice. Students will use information from lecture and class readings to answer questions on assignments and exams.
- Students will demonstrate competence in utilizing information technology resources to advance professional practice. Students will use computer databases to find information relevant to course assignments and exams.
- Students will utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes. This course will provide the knowledge base in anatomy & physiology.

Dental Hygiene Outcomes

- Students will provide advanced professional and educational services using appropriate interpersonal, written, communication and critical thinking skills required for successful performance and progress in the profession. Communication skills will be demonstrated on class assignments and exams.
- Students will acquire knowledge in a technologically advanced manner in order to apply principles of sound research design to the critical evaluation of scientific literature related to general and oral health as
a foundation for life-long learning. Students will use computer databases to find information relevant to course assignments and exams.

- Students will put into practice the principles of a sound research methodology in the planning, implementation and evaluation of scientific studies. Students will use this skill to analyze and interpret information necessary for class assignments and exams.
- Students will assess the need for treatment, then plan, provide, and evaluate treatment for the patient with advanced periodontal disease. This course will provide students with a background to allow them to determine the difference between healthy and disease conditions.

General policies:

Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

Visitors (friends, children, etc.) are strictly prohibited from attending class without the permission of the instructor.

Changes or additions to this syllabus, including reading, exam schedule, grading, and course policies can be made at the discretion of the instructor at any time.

Required text:
Fundamentals of Anatomy and Physiology 9th edition by Frederic Martini, Judith Nath, and Edwin Bartholomew Benjamin-Cummings Publisher Practice Anatomy Lab™ (PAL™) 3.0 and MasteringA&P™.


Optional text: A medical dictionary such as Tabor’s or the Medline Plus Medical Dictionary

YOU ARE REQUIRED TO PROVIDE YOUR OWN SCANTRON FOR EXAMS

Scantrons can be purchased at the book store.

Evaluation and grading:

Tentatively, the points will be distributed as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 exams @ 100 pts each</td>
<td>400</td>
</tr>
<tr>
<td>Comprehensive final</td>
<td>120</td>
</tr>
<tr>
<td>Quizzes and assignments</td>
<td>130</td>
</tr>
<tr>
<td>TOTAL</td>
<td>650</td>
</tr>
</tbody>
</table>

Your final grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>585-650</td>
</tr>
<tr>
<td>B</td>
<td>520-584</td>
</tr>
<tr>
<td>C</td>
<td>455-519</td>
</tr>
<tr>
<td>D</td>
<td>390-454</td>
</tr>
<tr>
<td>F</td>
<td>Below 390</td>
</tr>
</tbody>
</table>

Mid-term Progress Report
The mid-term grade will be issued by June 19th, reflects approximately 25% of the course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must withdraw from the course using the DUCK or fill out an official withdrawal form, available in the Office of the Registrar, by mid-term, which occurs June 22, 2012.

Specific Course policies:

**University Attendance Policy:** Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

**Class Attendance Policy:** Students are expected to attend and be prepared for class. Roll will periodically be taken and quizzes will be frequently given to provide both you and me with feedback on your attendance.

**Cheating and Plagiarism:** Cheating in any form will not be tolerated; all work that you turn in must be in your own words and must be your own work. If your brainpower did not generate what you turn in, it is considered cheating. The following are examples of cheating: copying the work of another person, allowing another person to do your assignment, working in a group on a graded item, copying or closely paraphrasing referenced sources, using anything but your brainpower on an exam, etc. If you share your assignment with another person and they copy it, you are an accessory to cheating and will receive a zero for the assignment. Cheating in any form will result in a zero on the assignment and academic misconduct forms will be filed with the Office of Student Conduct for any violation. Disciplinary procedures are described at [http://adminservices.clayton.edu/studentconduct/](http://adminservices.clayton.edu/studentconduct/).

**Making up missed work:**

- Exams can only be made up if they are accompanied by an excuse from a competent authority, i.e., a judge, physician or coroner. The excuse must be an original and not a copy.
- Make-up examinations will be given only if they are taken before graded examinations are returned to students (usually the next class period). In the event that a make-up examination cannot be taken before exams are returned to students, the missed examination will not count in calculating the course grade. This means that other graded work will be responsible for a greater weight in determining the course final grade. The format of make-up exams will be up to the discretion of the instructor.
- Provided you have a valid excuse, you may only exempt one exam. If you fail to make up more than one exam, you will need to withdraw from the course.
- In the event of a serious accident, birth of a baby, death of a family member, or jury duty, written documentation is required for the length of time absent.
- Routine doctor visits (i.e., annual eye exam, cleaning of teeth, etc.) should not be scheduled during class time.
- If you know you have a conflict prior to a scheduled test, see the instructor to arrange to take the exam prior to that day.
- Please contact instructor ASAP if you miss an exam.

**Quizzes and exams:**

- Exams will be given at the beginning of the class period. If you come in late and the exam is still in progress, you may take the exam, but you will not be given any additional time to work. You must turn in your work when time is called.
- Quizzes will be online and delivered through Mastering Biology.
- All electronic devices including cell phones, palm pilots, pagers, calculators, etc. are not allowed during exams or quizzes unless indicated by the instructor. Possession and/or use of these items during an exam or quiz will result in a zero on the graded activity.
• Once the exam has been passed out in class, you may NOT leave the classroom. Please use the restroom before the exam. If you have an emergency that you are monitoring, you need to notify the instructor.

Cell phones:

• Cell phones should be turned off during exams and quizzes and should not be used to keep track of time. Failure to turn off your cell phone or use of your cell phone will result in a zero on the exam or quiz.
• During class time, if there is an emergency that you may be monitoring, you may keep your phone on vibrate. If your cell phone rings during class, the entire class will lose a point towards their final grade.

Late assignments: Assignments are due on the posted due date and by the end of my scheduled appearance on campus that day. Any work that is not turned in on the due date will be considered late and penalized 10% daily. Under no circumstances can an assignment be turned in more than 5 days late.

E-mail: Important messages and announcements will be sent to you via your CSU account. You must activate your account and check your e-mail regularly. If you cannot use your CSU account, it is your responsibility to send me an alternate e-mail address. You are responsible for all e-mails sent to the class list.

Website: Check your instructors website regularly for new postings. You are responsible for printing out any handouts or other important items posted on the syllabus for this class.

Disruption of the Learning Environment: The current policy is as follows:

*Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.*

A more detailed description of examples of disruptive behavior and appeal procedures is provided at: [http://a-s.clayton.edu/DisruptiveClassroomBehavior.htm](http://a-s.clayton.edu/DisruptiveClassroomBehavior.htm)

Conditions attributed to physical or psychological disabilities are not considered as a legitimate excuse for disruptive behavior.

Operation Study

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.