BIOL 1151 – Human Anatomy and Physiology I
Course Syllabus – Spring 2014

- Course Description
- Outcomes
- Instructor Information
- Class Sections
- Required Materials
- Evaluation
- Grading
- Mid-Term Progress
- Course Schedule
- Course Policies
- Operation Study

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, (678) 466-5445, disabilityservices@mail.clayton.edu.

COURSE DESCRIPTION:

COURSE NUMBER AND TITLE

BIOL 1151 – Human Anatomy and Physiology I

CREDIT HOURS

3.0 semester credit hours

CATALOG DESCRIPTION

A study of the structure and functions of the human body most pertinent to students in the health sciences. Topics typically included are the study of body organization, principles of support and movement, and introduction to body maintenance. Note: this course does not fulfill the Core Curriculum laboratory science requirement under Area D.

COURSE PREREQUISITES AND CO-REQUISITES

Prerequisites:
CHEM 1151 with a minimum US grade of C  OR
CHEM 1211  with a minimum US grade of C  OR
BIOL 1107 with a minimum US grade of C  OR
BIOL 1111 with a minimum US grade of C.

Co-Requisite:
BIOL 1151L – Human Anatomy and Physiology I Laboratory

NOTE: Withdrawal from BIOL 1151 requires withdrawal from BIOL 1151L, and vice versa. Material learned in the laboratory supports learning in the lecture course. Students who have credit for BIOL 1151L from a prior term are accountable for the information previously learned in the laboratory. See the BIOL 1151L syllabus for more information.
NOTEBOOK 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://www.clayton.edu/hub/ITP-Choice/Notebook-Computer-Policy.

COMPUTER SKILL PREREQUISITES:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ or other word processing program
- Able to send and receive e-mail using Outlook™, Outlook Express™, or other e-mail program
- Able to attach and retrieve attached files via e-mail
- Able to use a Web browser
- Able to install software as required for accessing course materials, including browser plug-ins such as Adobe Flash player, Adobe PDF reader, etc.
- Able to access Desire2Learn
  - Student training videos and print materials can be found at http://http://www.clayton.edu/hub/d2l#studentTraining

Students who do not have the required skills should go to the HUB and/or Student Software Support Services for training and help. Your instructor is not able to provide this training. Assignments may require use of your computer and an inability to complete an assignment due to a lack of the above (or other general computer issues) will not be an acceptable excuse.

GeorgiaVIEW Desire2Learn (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course.

You can gain access to Desire2Learn by signing into the SWAN portal and selecting “GaVIEW” on the top right side. If you experience any difficulties in Desire2Learn, please e-mail or call the HUB at TheHub@clayton.edu or (678) 466-HELP (4357). You will need to provide the date and time of your problem, your SWAN username, the name of the course that you are attempting to access, and your instructor’s name.

LEARNING OUTCOMES:

COURSE LEARNING OUTCOMES:

- To have the ability to understand critical concepts, processes, and factual information in the areas of anatomy and physiology.
- To have knowledge of resources for finding the solution to problems that relate to basic science.
- To develop the ability to utilize knowledge of anatomy and physiology in critical study and for making intelligent decisions in professional life.
PROGRAM LEARNING 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 and 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 relationships. 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 demonstrate these skills by using 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 appropriate computer resources 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 and physiology.

Dental Hygiene Outcome

- This course will help in preparing students to contribute to their profession, community, and society by communicating effectively and thinking critically and conceptually. These skills will be demonstrated on class assignments and exams.
- This course will help DH students develop the strong knowledge base, hands-on experience, and the mind-set required for success in the dynamic field of dental hygiene. This course will provide the knowledge base in general anatomy and physiology.

INSTRUCTOR INFORMATION:

**Dr. Nikki Sawyer**
Office: NBS 160  
Phone: (678) 466-4787  
e-mail: NikkiSawyer@clayton.edu  
Internet address: [faculty.clayton.edu/nsawyer2](http://faculty.clayton.edu/nsawyer2)  
Office hours: Tues 12-2 pm, Wed 12:30-2 pm, Thur 12-2 pm and 4-5:30 pm, and by appointment

**Dr. Diane Day**
Office: NBS 146  
Phone: (678) 466-4899  
e-mail: DianeDay@clayton.edu  
Internet address: [faculty.clayton.edu/dday2](http://faculty.clayton.edu/dday2)  
Office hours: Mon 10-11 am, Tues and Thur 2-3:30 pm, and by appointment
Mrs. Renee McFarlane  
Office: NBS 158  
Phone: (678) 466-4790  
e-mail: ReneeMcFarlane@clayton.edu  
Internet address: http://faculty.clayton.edu/rmcfarla  
Office hours: Monday 12:00 pm – 12:30 pm, 5:00 pm – 7:00 pm, Wednesday 12:00 pm – 12:30 pm, online and by appointment only

CLASS SECTIONS MEETING TIMES:

<table>
<thead>
<tr>
<th>Section</th>
<th>CRN</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20419</td>
<td>MW</td>
<td>2:10 pm – 3:25 pm</td>
<td>U265</td>
<td>Sawyer</td>
</tr>
<tr>
<td>2</td>
<td>20369</td>
<td>TR</td>
<td>12:45 pm – 2:00 pm</td>
<td>U265</td>
<td>Day</td>
</tr>
<tr>
<td>3</td>
<td>21015</td>
<td></td>
<td>Primarily Online</td>
<td></td>
<td>McFarlane</td>
</tr>
</tbody>
</table>

REQUIRED MATERIALS:

Required Text and Materials:

  - Custom Bundle for CSU includes the textbook, Martini’s Atlas of the Human Body, Mastering A&P 9.0 Online Access, and Interactive Physiology 10-System Suite CD-ROM
  - Earlier editions may be used, but you **must** have access to Mastering A&P 9.0. Course assignments may be completed using Mastering A&P. If you do not have access to it, then you will receive an automatic zero for those assignments. Mastering A&P 9.0 will also be used to access some software that is used in the laboratory (BIOL 1151L).
- Mastering A&P 9.0 (for the Martini 9th Edition Book) – [Website Link](#)

Recommended Texts and Materials (Optional):

- Interactive Physiology 10-System Suite CD-ROM (comes with custom CSU textbook bundle)
- A medical dictionary such as Tabor’s or the [Medline Plus Medical Dictionary](#)

EVALUATION:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Exams @ 100 points each</td>
<td>300</td>
</tr>
<tr>
<td>1 Cumulative Final Exam</td>
<td>140</td>
</tr>
<tr>
<td>Class Assignments*</td>
<td>160</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

*Assignments may vary from one instructor to another. Check with your instructor to learn more about these points.*

**NOTE:** The scheduling and format of exams and class assignments are given at each instructor’s discretion. Please consult your instructor for specific information regarding exams and class assignments, dates, and grading.
Your final grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>540-600</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>480-539</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>420-479</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
<td>360-419</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
<td>&lt;359</td>
</tr>
</tbody>
</table>

Your grade will be calculated by taking the total number of points you earned, dividing by the total number of points possible (based on the total possible value of all exams, quizzes, assignments, etc.), and multiplying by 100 to obtain the percentage.

\[
\frac{\text{Points Earned}}{\text{Points Possible}} \times 100 = \text{Final Course Grade}
\]

**MID-TERM PROGRESS REPORT:**

The mid-term grade in this course reflects approximately 35% of the entire course grade. This grade will be posted by March 3rd. **The last day to withdraw from lab and lecture is Friday, March 7th, 2014.** Based on the mid-term 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 filling out an official withdrawal form, available in the Office of the Registrar, by mid-term, which occurs **March 7, 2014. Instructions for withdrawing are provided at this link.** It is each student’s responsibility to keep up with their academic progress. If you have any questions as to whether or not you are making satisfactory progress, contact your instructor **BEFORE** March 7, 2014.

The last day to withdraw without academic accountability is Friday, March 7, 2014.

**TENTATIVE COURSE SCHEDULE**:  

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 13-16</td>
<td>Course Introduction</td>
<td>Syllabus</td>
</tr>
<tr>
<td></td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>1</td>
</tr>
</tbody>
</table>

**NO CLASSES MONDAY, JANUARY 20th (MLK DAY)**

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 21-23</td>
<td>Nucleic Acids</td>
<td>2.12 – 2.13</td>
</tr>
<tr>
<td></td>
<td>Cellular Level of Organization</td>
<td>3</td>
</tr>
<tr>
<td>Jan 27-30</td>
<td>Cellular Level of Organization</td>
<td>3</td>
</tr>
<tr>
<td>Feb 3-6</td>
<td>Tissue Level of Organization</td>
<td>4</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Feb 10-13</td>
<td>Tissue Level of Organization</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Osseous Tissue and Bone Structure</td>
<td>6</td>
</tr>
<tr>
<td>Feb 17-20</td>
<td>EXAM 1 (Chapters 1-4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Osseous Tissue and Bone Structure</td>
<td>6</td>
</tr>
<tr>
<td>Feb 24-27</td>
<td>The Axial Skeleton</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>The Appendicular Skeleton</td>
<td>8</td>
</tr>
<tr>
<td>Mar 3-6</td>
<td>Articulations</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop w/o Academic Penalty: Friday March 7th</td>
<td></td>
</tr>
</tbody>
</table>

NO CLASSES March 10th – March 14th – SPRING BREAK

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 17-20</td>
<td>EXAM 2 (Chapters 6-9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Muscle Tissue</td>
<td>10</td>
</tr>
<tr>
<td>Mar 24-27</td>
<td>Muscle Tissue</td>
<td>10</td>
</tr>
<tr>
<td>Mar 31 – Apr 3</td>
<td>Muscular System</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Neural Tissue</td>
<td>12</td>
</tr>
<tr>
<td>Apr 7-10</td>
<td>Neural Tissue</td>
<td>12</td>
</tr>
<tr>
<td>Apr 14-17</td>
<td>EXAM 3 (Chapters 10-12)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spinal Cord, Spinal Nerves, and Spinal Reflexes</td>
<td>13</td>
</tr>
<tr>
<td>Apr 21-24</td>
<td>Brain and Cranial Nerves</td>
<td>14</td>
</tr>
<tr>
<td>Apr 28 – May 1</td>
<td>Autonomic Nervous System</td>
<td>16</td>
</tr>
<tr>
<td>May 5th</td>
<td>Catch Up Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FINAL EXAM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section 1 – Sawyer – Wednesday, May 7th, 12:30-2:30 pm</td>
<td>All above (Cumulative)</td>
</tr>
<tr>
<td></td>
<td>Section 2 – Day – Tuesday, May 6th, 12:30-2:30 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section 3 – McFarlane – See Desire2Learn Calendar</td>
<td></td>
</tr>
</tbody>
</table>

*This lecture schedule and lecture testing is tentative and may change at the discretion of the instructor. Tests may be given the week before or the week after the week listed here—or during the week predicted. Specific test dates will be announced approximately one week in advance in class.*

**COURSE POLICIES:**

**General Policy:**

Students must abide by policies in the [Clayton State University Student Resource Handbook](#), and the [Basic Undergraduate Student Responsibilities](#).
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.

Course Attendance Policy:

You are expected to login and check Desire2Learn a minimum of twice a week for announcements and updates. You are expected to actively participate in all aspects of the course. This includes completion of assigned readings, homework assignments, and tests or quizzes. Exceptions to this policy can be made only under extenuating circumstances and with a WRITTEN excuse or explanation for absence. If you have an acceptable excuse (see below), you may get extension of assignments (homework and quizzes; NOT EXAMS) or those points will not count in your grade.

Missed or Late Work:

For any excuse to be "acceptable", you must provide the instructor with an original (no photocopies) of a document from a competent authority (doctor or other healthcare provider, a subpoena, jury summons, etc.). For this purpose, a note from your parents is NOT acceptable. The excuse must specifically indicate the dates that are to be excused, must be presented upon the first class day that the student returns to school IN PERSON, and makeup arrangements must be made at that time. The decision on whether or not to allow a makeup exam, quiz, or assignment is at the discretion of the instructor and without an acceptable written excuse, no makeups will be given. Makeups will not be permitted after the graded items have been returned to the class. If a valid excuse is provided for missing examination, then the student will be excused from exam and the average of other exams will be taken. NO MAKEUP EXAMS WILL BE GIVEN FOR ANY CIRCUMSTANCES!!

You are only permitted one excused absence from class exams. If you miss more than one exam with an excuse, the second exam will automatically receive a grade of zero. At such a time it will probably be best to consider the option to take a hardship withdrawal, as the exams are the majority of the points in the course. In addition, excuses will not be accepted for routine procedures (checkups, teeth cleanings, eye exams, etc). Students should not schedule such appointments for class times.

You cannot have an excused absence from the Final Exam – if you are unable to take the Final Exam at the scheduled time, and you have a valid excuse, it is up to the instructor what option will be available to you. This will be based on the instructor’s schedule as well as the time when you are able to return to school after your absence. There are only two options:

1. You may be permitted to take a makeup version of the Final Exam.
2. You will need to take an Incomplete and take the Final Exam during the next semester you are enrolled at CSU. An Incomplete exam must be scheduled at the beginning of the next semester.

Warning: Makeup exams may not follow the same format as the exam that was missed.

NOTE: Excuses for graded assignments can only be applied if you were NOT present to take the assignment. If you take the assignment, you cannot ask to not count that assignment in your grade after the fact. In such situations, you will receive the score you earned on the assignment. If you know of an extenuating circumstance, it is in your best interest to discuss it with your instructor ASAP.

Exam/Quiz/Assignment Policies:

Assignments are due by the due date provided by your instructor. Late assignments may be accepted at the discretion of the instructor. For assignments that are completed in Desire2Learn or Mastering A&P, late submission may not be available because graded work is provided as soon as the assignment deadline passes. For such assignments, missing the deadline results in a zero for the assignment.
General computer issues are not an acceptable excuse for submitting work late and will result in a loss of points as indicated above.

Using the Internet to find answers to assignments:
The use of the Internet to find "solutions" to homework questions that might include some of the assignments we complete, copying these answers can qualify as academic misconduct. In addition, MANY of these sites provide answers that are blatantly wrong. In such a case you will lose the points for answering the question and may lose points for copying the answer. If the copying is significant you can also be submitted for academic misconduct. It is in your best interest to make sure that you use only your own brain power to answer questions and not go to homework "help" sites for answers. Under no circumstances will incorrect information taken from the Internet receive credit, regardless of the site from which it was taken.

The Final Exam is comprehensive.

All examinations are closed book. NO student-produced study sheets, note cards, notes from class, electronic information, etc. may be used on exams.

Academic Dishonesty:

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Community Standards. Judicial procedures are described in the Student Resource Handbook (Procedures for Adjudicating Alleged Academic Conduct Infractions, beginning on page 16).

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. Examples of cheating include, but are not limited to: falsifying data from an experiment, copying the work of another person, allowing another person to do your assignment, allowing another student to copy your work, working in a group on a graded item, copying or closely paraphrasing referenced sources, using anything but your brainpower on an exam, quiz, lab practical, etc. Misconduct in any form will result in a zero on the assignment for all involved students and academic misconduct forms will be filed with the Office of Student Conduct for any violation as described in the paragraph above.

Plagiarism Detection Software:

Students agree that by taking this course all required papers, assignments, or lab reports may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers, assignments, or lab reports will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. The instructor will let you know which papers, assignments, or lab reports will be submitted to Turnitin.com so that you can submit these documents in such a way that no identifying information about you in included.

Disruption of the Learning Environment:

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 this link.
Some common examples of disruptive behaviors which should be avoided are:

- Refusal to comply with faculty direction
- Monopolizing classroom discussions
- Talking when the instructor or others are speaking
- Failing to respect the rights of other students to express their viewpoints
- Constant questions or interruptions that interfere with the instructor’s presentation
- Creating excessive noise
- Use of electronic devices (pagers, iPods, MP3 players, or cell phones) in the classroom without the instructor’s approval
- Overt inattentiveness (e.g., sleeping or reading the paper in class)
- Inordinate or inappropriate demands for time or attention
- Routinely entering the class late or leaving early without instructor permission.
- Leaving and re-entering the class during lecture

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

E-Mail Policy:

Each student must activate his/her e-mail account at Clayton State University. The class list serve will be the only method for communicating with the class by email. Important announcements will be sent to the class on the class list serve. You should also check Desire2Learn regularly for new postings. Important items will be posted on the course page within Desire2Learn for this class.

Communication from personal email accounts (e.g., Yahoo, gmail, etc.) is acceptable, as long as the following requirements are met:

1. You clearly identify yourself in the body of the email
2. You clearly identify which class you are writing to me about
3. The subject line of your email is suitably descriptive that I can tell it isn’t Spam or a virus (e.g., do not send emails with a subject of "Hello", etc.)
4. You do not ask me specific questions concerning grades, as they cannot be discussed on such email accounts.

Emails that do not meet these requirements will not receive a response.

Other Policies:

- Students must read and abide by all course policies as stated in this syllabus.
- Changes or additions to this syllabus, including readings, exam dates, grading, and course policies can be made at the discretion of the instructor at any time. If such changes are made, they will be posted on the announcements section of the instructor’s web page and/or Desire2Learn.
- General data from this course may be used by the instructor for research on improved methods of teaching, leading to presentation or publication. Data that would be used for this purpose would consist of anonymous data, with no identifying information from particular students (e.g. the overall average for the course, NOT grades from particular students). If you do not wish for your instructor to include your data in such studies, fill out the withdrawal of consent form and bring it to your instructor.
- Grades will not be communicated by phone or e-mail. Graded material can only be picked up by the individual to whom it belongs.
- Issues associated with grades on assignments (disputes over points for a question, questions about grading keys, etc.) must be brought to the instructor’s attention in a timely manner. This means that such concerns must be brought to your instructor within one week of the assignment being returned to the class. Items that are not brought to the instructor in this time period will NOT be addressed.
**OPERATION STUDY:**

**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. [Use this link to find out more details.]

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.

REMINDER: The last day to withdraw without academic accountability is Friday, March 7, 2014.

*Last updated: 1/10/2014*