

Human Anatomy & Physiology II
Biology 2402 Spring 2019
Sections 002, 006, 007

Instructor: Susan Horn

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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
1:30-3:00	2:00-2:30 5:00-6:00	1:30-3:00	2:00-2:30 5:00-6:00	11:00-1:00

*If any of these times do not work for you, please email me, and we can set up a time to meet.

Class Times:

Monday	Tuesday	Wednesday	Thursday	Friday
11:00-1:30	2:30-5:00 6:00-8:30	11:00-1:30	2:30-5:00 6:00-8:30	

Purpose and Objectives:

To provide a general understanding of human anatomy and physiology for those students in the allied health fields and to meet requirements for an Associate of Arts Degree or Associate in Science Degree.

1. To help the students acquire knowledge of normal development, structures, and functions of the human body.
2. To provide a foundation for understanding deviations from the normal in physiological function.
3. To provide a foundation for the undergraduate college and university student.

Required Materials:

- 1) Marieb, E.N. and Hoehn, K. Human Anatomy & Physiology, 11th edition **Or** any recent A&P textbook
- 2) Power Point lecture slides and lab handouts- available on Blackboard (slides can be printed at the Technology Center)
- 3) **5** unmarked, red 100 question Scantrons (**Form No. 29240**) (Scantrons can be purchased at the bookstore)

Recommended Materials:

- 1) Web access code to Mastering A&P website. Contains access to Interactive Physiology, e-textbook, review questions, and many other learning tools. To buy access or log in, go to **masteringaandp.com**. The course ID for this class is: **hornspring2019**.

Attendance Policy:

Attendance at all lectures and labs is **mandatory**. I will take attendance at the beginning of each lecture and at the end of some labs. If you are tardy it is important that you come see me after class so that I do not mark you as absent. **Two tardies will equal one absence**. If absence from the class is unavoidable due to illness, funeral, official school function, etc. **it is your responsibility to obtain the notes and information we covered in class from a classmate**.

A student may be administratively dropped after missing a total of **4 absences** during the spring semester. If a student is administratively (i.e. instructor initiated) withdrawn from the class for non-attendance, the grade on the transcript will be an "X" or "F".

The last day to drop with a "W" is **Thursday, April 25, 2019**. **It is your responsibility to take the proper action** to have this course officially dropped from your schedule to avoid being administratively dropped with an "X" or "F". **Drop forms are available from the SPC website**. You must have your professor sign the form and then take it to the Admission and Records Office (Student Services Building). If needed, **be sure to check with the financial aid office** if dropping this course will affect your financial aid status for this or next year.

Exams and Grades:

Your final grade will be determined by your cumulative point total from the lecture/lab exams and lecture quizzes. There is a total of **580 points**. There will be **5 lecture/lab exams**, **8 lecture quizzes**, and **1 bonus quiz**. The laboratory exams (practicals) will be incorporated into the lectures exams. The lab portion will be taken on the **same day** as the lecture portion. The 5th exam is **not cumulative** and will be taken during finals week. The lecture-portion of exams and lecture quizzes are **multiple choice**. The lab-portion of exams are **fill-in-the-blank**. You will need to bring a no. 2 pencil and good eraser to all exams. Grades will be posted throughout the semester on Blackboard.

Lecture Exams- 345 points	Lab Practicals- 155 points	Lecture Quizzes- 80 points	
Exam 1- 70 questions	Practical 1- 30 questions	Quiz 1- 10 points	Quiz 6- 10 points
Exam 2- 65 questions	Practical 2- 35 questions	Quiz 2- 10 points	Quiz 7- 10 points
Exam 3- 70 questions	Practical 3- 30 questions +5 bonus	Quiz 3- 10 points	Quiz 8- 10 points
Exam 4- 70 questions	Practical 4- 30 questions	Quiz 4 -10 points	Bonus- 10 points
Exam 5- 70 questions	Practical 5- 30 questions	Quiz 5- 10 points	

The following grading scale will be used:

Final Grade	Course Average	Total Number of Points (Accounts for Rounding)
A	89.50%-100.00%	520-580
B	79.50%-89.49%	462-519
C	69.50%-79.49%	404-461
D	59.50%-69.49%	346-403
F	0.00%-59.49%	0-345

Here are the tentative dates for exams and quizzes:

Exam	M/W	T/Th	Quiz	M/W	T/Th	Quiz	M/W	T/Th
Exam 1	2/4	2/5	Quiz 1	1/23	1/22	Quiz 6	4/3	4/4
Exam 2	2/25	2/26	Quiz 2	1/28	1/29	Quiz 7	4/10	4/11
Exam 3	3/25	3/26	Quiz 3	2/13	2/14	Quiz 8	4/24	4/23
Exam 4	4/15	4/16	Quiz 4	3/4	3/5	Bonus	4/29	4/30
Exam 5	5/6	5/7	Quiz 5	3/18	3/19			

Missed Exams:

All exams, practicals, and quizzes should be taken on the scheduled day and class time. Make-up exams may be given only under extenuating circumstances, i.e. serious illness, death of an immediate family member, etc. Please let me know within **24 hours** about such emergencies. You must also provide some form of proof to verify the emergency. The make-up exam must be **taken within 7 days** of the scheduled exam at an agreed-upon time between the student and instructor. All decisions regarding make-up exams are at the discretion of the instructor. Please note that the make-up exams may include different questions than the regularly scheduled exams. **If you know in advance** that you will miss an exam due to an officially excused absence, please see me, and you may be able to take the exam at an earlier time or with a different class section.

Missed Quizzes:

If a student misses a quiz, they may take a **make-up quiz** which will consist of **5 questions** (different than the original quiz). Students do not need to show proof of the absence. The student must complete the quiz **before the next class**. They may take the quiz during the instructor's **office hours** or **10 minutes before** the next class. Students will not be able to take the full quiz with another section. To schedule a quiz, email me with the time you plan to take the make-up quiz. I will need to confirm that time as well. Also, keep in mind, a bonus quiz will be offered at the end of the semester to help make up any missed points. There will also be 5 bonus questions offered on Practical 3.

Cell Phones and Technology:

All cell phones must be **turned off and put away**. Laptops, tablets, and other technology may be used during class, but only for note-taking or class research. If I see that any technology is causing a distraction to other students, points may be taken off a student's exam. Students will **not be allowed** to wear **smart watches** during any exams.

Lab Safety and Equipment:

No food or drinks (besides bottled water) are allowed in the laboratories at any time. Please handle the models carefully, as these items are very expensive. **You may not remove items (bones, models, equipment, etc.) from the lab to take home and study**. Lab materials are available for your use/study outside of class time. However, you must get an instructor to unlock the cabinets where materials are stored. In order to assist you in studying, the **Levelland, Reese, and Texas Tech University campus libraries** have models, bones, and other lab materials on reserve at the circulation desk. You can check-out these items for study in the library during the library hours of operation.

Disability:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the **Disability Services Office** early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

*Please see the extended syllabus under "Course Information" on Blackboard for more information about Diversity, Disability, Title IX, and Concealed Carry Statements.

Academic Dishonesty:

Students are expected to abide by the code of "Student Conduct" that can be found in the 2018-2019 SPC General Catalog. **Cheating in any form is inexcusable** and will result in serious consequences, including, but not limited to being dropped from the class with an "F". Academic dishonesty will be subject to the maximum penalties allowed by College policy.

How to do well in A&P 2:

- 1) **Attend class and engage in lecture and lab**. There is a lot of material to cover in this course. Even missing one day of class will set you behind. Be sure to have your notes and lab materials ready before coming to class.
- 2) Be prepared to spend time **outside of class** and lab to learn all the material. Before coming to each class, be sure you have studied/mastered the material covered in the **previous lecture**. **Review your notes frequently**. Don't wait until the day before a test or quiz to review everything. As a minimum, plan to study **12-15 hours** for each exam.
- 3) Ask lots of **questions**. Don't feel bad if you don't understand something. Chances are, other students around you have the same question and will be glad that you asked it.
- 4) Listen to **recorded lectures** posted on Blackboard to gain a better understanding of lecture notes. Or watch any videos posted on **YouTube** to help explain difficult topics.
- 5) When reviewing your notes, **write down any questions** you have. First try to find the answer on your own either in the textbook or online. Then consult with classmates about what they think. If it still doesn't make sense, come talk to me or ask that question in class.
- 6) Complete the **chapter reviews** posted on Blackboard. Try to write the answers **in your own words** (do not just copy the lecture notes). Reviews can be completed before, during, or after each lecture. Or make flash cards with each review question and answer.
- 7) **Write your own test questions** for each lecture note packet. Find a classmate, and try to answer each other's questions.
- 8) Pretend you are the teacher, and **teach the lesson to yourself or fellow classmates**. Actually **say it out loud**. Research shows that saying things out loud helps transfer information to longer term memory.
- 9) Make the most of your time in lab. Make it an enjoyable experience, but don't waste too much time chatting and sitting around. Find a partner and **quiz each other**.
- 10) Keep **lab handouts** with you in case you have a short amount of free time between classes. That way, you can make the most of your time and practice for the **practical**.

Tentative Schedule for BIOL 2402 Spring 2019

Week of	Lecture	Text	Lab
Jan 14	Introduction/ Cardiovascular System	Chapter 18	Heart Anatomy
Jan 21	Cardiovascular System <i>*Jan 21: MLK Holiday</i>	Chapter 18	Heart Anatomy
Jan 28	Cardiovascular System	Chapter 19	Heart Anatomy
Feb 4	Exam 1		Practical 1
Feb 6	Blood	Chapter 17	Blood Vessel Anatomy
Feb 11	Blood/ Immune System	Chapters 17 & 21	Blood Vessel Anatomy
Feb 18	Immune/ Lymphatic System (Exam 2) Respiratory System (Exam 3)	Chapters 20, 21 & 22	Blood Vessel Anatomy
Feb 25	Exam 2		Practical 2
Feb 27	Respiratory System	Chapter 22	Respiratory Anatomy
Mar 4	Respiratory/ Digestive System	Chapters 22 & 23	Respiratory/ Digestive Anatomy
Mar 11	<i>Spring Break</i>		
Mar 18	Digestive System	Chapters 23 & 24	Digestive Anatomy
Mar 25	Exam 3		Practical 3
Mar 27	Urinary System	Chapter 25	Urinary Anatomy
Apr 1	Urinary System	Chapter 25	Urinary Anatomy
Apr 8	Acid/Base Balance	Chapter 26	Urinary Anatomy
Apr 15	Exam 4		Practical 4
Apr 17	Reproductive System	Chapter 27	Reproductive Anatomy
Apr 22	Reproductive System <i>*Apr 22: Easter Holiday</i> <i>*Apr 25: Last Day to Drop</i>	Chapters 27 & 28	Reproductive Anatomy
Apr 29	Endocrine System	Chapter 16	Reproductive/ Endocrine Anatomy
May 6	Exam 5 (Final)		Practical 5

* The schedule is subject to change as deemed appropriate by the instructor.