BIOL 1004

SYLLABUS

COURSE NAME: Basic Anatomy / Physiology

CREDIT HOURS: 3

INSTRUCTOR:

OFFICE HOURS:

OFFICE NUMBER:

OFFICE PHONE: EMAIL:

EMERGENCY CONTACT:

PREREQUISITES: None

COREQUISITES: None

COURSE DESCRIPTION:
An introduction to human anatomy and physiology. Topics include the cell, organ systems including integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive.

COURSE OUTCOMES:
• The student will demonstrate knowledge of the parts and functions of a cell.

• The student will demonstrate knowledge of the four tissue types, their locations in the human body, their characteristics, and their functions.

• The student will demonstrate knowledge of the location of, the parts of, and the function of each of the organ systems of the body.

• The student will demonstrate knowledge of anatomical position and will refer to the human body in anatomic position.

• The student will demonstrate knowledge of anatomical directions and use them correctly when describing the human body.

• The student will demonstrate knowledge of disease processes common to each organ system and be able to identify the diseases by their signs and symptoms.

THIS COURSE IS NOT FOR TRANSFER CREDIT IN LIEU OF ANATOMY AND PHYSIOLOGY WITH LABS.
THIS COURSE IS NOT TO BE RECORDED. IN THE EVENT YOU HAVE BEEN EVALUATED BY THE ESL DEPARTMENT AND IT HAS BEEN DETERMINED THAT RECORDING THIS COURSE IS BENEFICIAL TO YOU FOR COMPREHENSION, YOU ARE TO CONTACT THE ESL DEPARTMENT AND PRESENT TO THE INSTRUCTOR APPROPRIATE DOCUMENTATION TO PERMIT RECORDING.

TEXTS:


Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of the textbook before purchasing the textbook.

GRADING CRITERIA:

Tests 70%
Mid Term Exam 10%
Comprehensive Final Exam 20%

ATTENDANCE/PARTICIPATION POLICY:

EACH STUDENT IS EXPECTED TO BE ON TIME, ATTEND ALL CLASSES, AND STAY FOR THE ENTIRE CLASS SESSION. AN ABSENCE IS DEFINED AS NON-ATTENDANCE FOR ANY REASON, INCLUDING ILLNESS AND EMERGENCIES. A DR’S NOTE DOES NOT EXCUSE YOU FROM CLASS. A CLASS MISSED IS A CLASS MISSED REGARDLESS OF THE SITUATION. IN THE EVENT A DR’S NOTE IS REQUESTED, IT MUST INCLUDE THE DATE AND TIME YOU WERE SEEN. IT IS SOLELY YOUR RESPONSIBILITY TO MAINTAIN A RECORD OF TARDIES AND ABSENCES. YOU WILL NOT BE NOTIFIED WHEN YOU HAVE VIOLATED THE ATTENDANCE POLICY.

ABSENCES ALLOWED: THREE (3) ABSENCES ARE PERMITTED. ONCE YOU MISS A 4TH CLASS, A GRADE OF FA WILL BE ASSIGNED. YOU ARE PERMITTED TO CONTINUE ATTENDANCE, TAKE EXAMS AND COMPLETE THE COURSE, BUT THE FA, ONCE ASSIGNED, IS FINAL. BE AWARE THAT AN FA MAY IMPACT ANY FUTURE FINANCIAL AID.

LEAVING CLASS AFTER THE CLASS HAS BEGUN OR ARRIVING LATE WILL COUNT AS A TARDY. THREE (3) TARDIES WILL COUNT AS ONE (1) ABSENCE. THE DOOR TO THE CLASSROOM WILL BE LEFT OPEN DURING THE FIRST TWO (2) WEEKS OF LECTURE. AT THE BEGINNING OF THE THIRD (3RD) WEEK, THE DOOR WILL BE
CLOSED, A SIGN APPLIED TO THE DOOR WHICH WILL STATE YOU MAY ENTER AT BREAK TIME OR AN EXAM IS IN PROGRESS AND YOU MAY ENTER AT THE CONCLUSION OF THE EXAM. PLEASE DO NOT ENTER AFTER THIS TIME AS IT IS DISRUPTIVE TO THOSE STUDENTS WHO ARRIVED ON TIME.

ANY STUDENT WHO IS ABSENT IS RESPONSIBLE FOR THE MISSED CONTENT OF THE CLASS. THE STUDENT IS ENCOURAGED TO GET NOTES AND INFORMATION FROM ANOTHER STUDENT OR TO CONTACT THE INSTRUCTOR.

IT IS THE RESPONSIBILITY OF THE STUDENT TO SIGN THE SIGN-IN SHEET EVEN WHEN LATE FOR CLASS. NO SIGNATURE IS INDICATIVE THAT YOU WERE NOT IN CLASS. THE INSTRUCTORS’ GRADE BOOK AND ATTENDANCE SHEETS SERVE AS THE OFFICIAL RECORD.

WEB SHELL:

THERE IS A WEB SHELL CREATED FOR THIS CLASS. IT IS YOUR RESPONSIBILITY TO CHECK THIS SITE FREQUENTLY. YOUR GRADE SHEET IS LOCATED ON THIS SITE. ALL COMMUNICATION WILL BE DONE TO YOU THROUGH THIS SITE, SUCH AS GRADES AND ASSIGNMENTS. IT IS SUGGESTED YOU LOG ON TO THIS SITE SEVERAL TIMES PER WEEK FOR UPDATES. ACCESS TO THE SHELL WILL BE DEMONSTRATED IN CLASS. PROVIDED ON THE WEB SHELL FOR YOUR USE ARE SUGGESTED STUDY GUIDES RELATIVE TO EACH EXAM, EXCLUDING MID TERM AND FINAL. PERIODICALLY, I WILL GIVE YOU EXTRA STUDY GUIDES. IT IS STRONGLY SUGGESTED THAT YOU FULLY TAKE ADVANTAGE OF THESE STUDY GUIDES AND DO THEM COMPLETELY AS THEY MAY BE REFERENCED IN PREPARATION FOR THE MID TERM AND FINAL EXAM. BONUS POINTS WILL BE FOUND ON ALL EXAMS, EXCLUDING THE FINAL EXAM.

METHOD OF EVALUATION:

- Exams will consist of multiple choice, matching, fill in the blanks, and written-answer questions, practical examinations as well as diagrams to be labeled.
- The final examination will be comprehensive in addition to covering any new material covered since the last regularly scheduled test of the semester.

Exams will be taken as a class at the time specified on the syllabus unless other assigned times are made by the instructor PRIOR TO the regularly scheduled time.

IN CLASS ASSIGNMENTS AND EXAMS CANNOT BE MADE UP. HOWEVER, STUDENTS WILL BE PERMITTED TO DROP THEIR LOWEST EXAM SCORE, EXCLUDING MID TERM AND FINAL. IN THE EVENT A MAKE-UP EXAM IS PERMITTED, IT WILL BE AT THE DISCRETION OF THE INSTRUCTOR AND WILL REQUIRE A VERIFIABLE MEDICAL EXCUSE. MAKE-UP EXAMS WILL ONLY BE PERMITTED WITH THE FOLLOWING CIRCUMSTANCES: THE DEATH OF AN IMMEDIATE FAMILY MEMBER: MOTHER,
FATHER, SPOUSE, CHILD, BROTHER, SISTER, GRANDPARENT, OR THE STUDENT IS HOSPITALIZED ON THE DATE OF THE EXAM.

EMERGENCY SITUATIONS WILL BE HANDLED ONE ON ONE WITH THE STUDENT INVOLVED. IT IS YOUR RESPONSIBILITY TO NOTIFY THE INSTRUCTOR OF AN EMERGENCY!

IN THE EVENT YOU ARE UNABLE TO NOTIFY THE INSTRUCTOR AT THE ABOVE MESSAGE NUMBER OF AN EMERGENT SITUATION, YOU ARE TO NOTIFY CHRISTINA DISMORE AT 353-3347 WHO WILL THEN NOTIFY THE INSTRUCTOR OF YOUR EMERGENCY CIRCUMSTANCES. THE NOTIFICATION MUST INCLUDE THE DATE AND TIME YOU CALLED. IN THE EVENT YOU DO NOT NOTIFY THE INSTRUCTOR THAT YOU HAVE AN EMERGENCY SITUATION AT LEAST THIRTY (30) MINUTES PRIOR TO AN EXAM, YOUR SCORE FOR THAT EXAM IS A 0 (ZERO).

GRADING SCALE:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A Superior</td>
</tr>
<tr>
<td>84-92</td>
<td>B Excellent</td>
</tr>
<tr>
<td>75-83</td>
<td>C Average</td>
</tr>
<tr>
<td>66-74</td>
<td>D</td>
</tr>
<tr>
<td>65 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

BELOW IS THE GRADING SCALE DIRECTLY FROM THE STUDENT CATALOG.

A Superior
B Excellent
C Average
D* Passing, but below Average
I Incomplete
W Withdrawal-INITIATED BY STUDENT
F Failure
FA Failure, attendance-related (unofficial withdrawal) Last date of Attendance required
FN Failure, never attended class (unofficial withdrawal)
AU Audit

Grades of “W”, “I”, “X”, and “AU” have no grade point value and are not used in computing grade point average.

W- Withdrawal – withdrawal from course initiated by the student.
I Incomplete – The “I” indicates that the student has not completed all of the course work due to such extenuating circumstances as personal illness, death in the family, or other justifiable reasons. If the “I” grade is not removed by the deadline, it will be automatically change to an “F”. The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

X Continuation – The “X” indicates the student attempted a remedial or developmental course, but progress was not sufficient to warrant a grade. It carries no connotation of failure. It indicates the student, upon the advice of the instructor, should register for the same course and takes more time to earn a grade. The “X” grade is restricted to use in the R/D courses. An overall maximum of 15 semester hours of “X” is allowed. Veterans who are receiving educational benefits cannot be awarded an “X” grade in any course.
AU Audit (see requirements for auditing a course elsewhere in this catalog).

*The class must be completed with a 75 or higher to count toward the Surgical Technology Program.
CHEATING: DON’T DO IT!!

• Plagiarism, cheating and other forms of academic dishonesty is prohibited. Students guilty of academic dishonesty, either directly or indirectly through participation or assistance are immediately responsible to the instructor of the class.

• Academic dishonesty: Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words.
  o In addition to other possible disciplinary sanctions that may be imposed through the regular institutional procedures as a result of academic misconduct:
  o THE INSTRUCTOR HAS THE AUTHORITY TO ASSIGN AN “F” or “ZERO” FOR THE EXERCISE OR EXAMINATION OR TO ASSIGN AN “F” FOR THE COURSE.
  o PLEASE REFER TO THE STUDENT HANDBOOK FOR ANY FURTHER EXPLANATION CONCERNING CHEATING AND PLAGIARISM. COPIES ARE LOCATED AT VARIOUS AREAS THROUGHOUT THE CAMPUS BUILDINGS.

ACADEMIC AND CLASSROOM MISCONDUCT

• NASHVILLE STATE HAS A ZERO TOLERANCE FOR DISRUPTIVE BEHAVIOR IN THE CLASSROOM. Here is the policy:

• Disruptive behavior in the classroom may be defined as, but not limited to, behavior that disrupts or obstructs the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, continuing to talk after the lecture has begun, failure to cooperate in maintaining classroom decorum, failure to return on time to the classroom after break etc.), the continued use of any electronic or other noise or light emitting device which disrupts others (e.g., disrupting noises from beepers, cell phones, palm pilots, lap top computers, games, etc.). Cell phones should be TURNED OFF prior to entering the classroom. In the event you have an urgent situation that requires your cell phone to remain on, you are to notify the instructor at the beginning of the class who will seat you so that you may exit the classroom and avoid any type of disruption, should you receive a phone call. Failure to abide by this request will mandate you being excused from the class for the remainder of the lecture. THERE WILL BE NO TEXT MESSAGING DURING LECTURE. FAILURE TO ABIDE BY THIS RULE WILL MANDATE REMOVAL FROM CLASS. RETURN TO CLASS WILL BE AT THE DISCRETION OF THE DEAN.

• NO EATING OR DRINKING IS PERMITTED IN THE LAB!!

Nashville State complies with the Americans with Disabilities Act. If you wish to request an accommodation for this class, please notify the instructor as soon as possible.

NOTE:
This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor.

A course syllabus will be provided the first day of class.