BIOL 112X, Summer 2004
Human Anatomy and Physiology

Course Description
This is the second semester in a two-semester sequence of classes designed to introduce you to the structure (anatomy) and function (physiology) of the human body. In Biology 111X you studied cells; tissues; the integumentary, skeletal, muscular and nervous systems; and special senses. This semester we will study the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. You must have passed Biology 111X in order to enroll in Biology 112X. If you have any questions about your eligibility for this class, please talk to me as soon as possible.

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Required Text
Anatomy and Physiology, 2nd edition
by Elaine Marieb, published by Benjamin Cummings

OR

Human Anatomy and Physiology, 6th edition
by Elaine Marieb, published by Benjamin Cummings

AND

Human Anatomy and Physiology, lab manual, cat version, 7th edition
by Elaine Marieb, published by Benjamin Cummings

You may use either text, and you must have the lab manual.

Grading Policy
Your grade will be based on the total points you accumulate on exams, lab assignments, and homework. In lecture there will be 5 midterm exams, and a comprehensive final during finals week. All lecture exams will be worth 100 points. The comprehensive final is worth 150 points. Exams will consist primarily of multiple choice and short answer questions. Occasionally you may be asked to either draw or label diagrams.
There will be 4 lab exams. Each is worth 50 points. Lab exams will include both practical and written portions, depending on what we have done in lab. There will also be one written assignment in lab, worth 50 points. Details will be provided later.

Each week in lab you will be expected to either turn in a brief report on what you did during lab, or demonstrate your dissections to your TA. These weekly assignments will be worth 10 points each. I will drop your single lowest score during the semester. I hope that this will accomplish two things: encourage your active participation, reward you for attendance.

Every week there will be a short (~20 questions) homework assignment on Blackboard. Assignments will become available after class on Thursday, and will close at class-time on Monday. I will drop your lowest homework assignment.

I will use a traditional grading scale: \( A = 90-100\% \), \( B = 80-89\% \), \( C = 70-79\% \), \( D = 60-69\% \), \( F \leq 60\% \)

I do not curve grades. However, at the end of the semester I will carefully examine all borderline grades and may potentially adjust a grade upward. I do not offer or accept extra credit assignments.

**Homework Assignments**
Your homework assignments will be completed on Blackboard. Each homework assignment will become available by Thursday evening, and will close prior to class on Monday. You may complete it at any time during that period. These assignments will cover material from the previous week's lectures and labs.

**Test Format**
Lecture exams will contain a variety of types of questions including multiple choice, short answer, true/false, identification of drawings, and fill in the blank. Lab exams will include both written and "practical" questions. You must spell words correctly on lab practicals in order to get full credit.

Please take all exams at the time they are scheduled. I realize that there may be legitimate conflicts occasionally, and I am certainly willing to work with you on those conflicts. If you know ahead of time that you are going to miss an exam, please see me before the exam to schedule a make-up. If you otherwise miss an exam, you have 24 hours to contact me with your reason, and schedule a make-up. After 24 hours, I will start taking off 5 points for every day you delay in scheduling a make-up. You may leave a message on my phone or send me an email. All lecture make-up exams are essay exams, at my discretion.

**Attendance**
I will not take attendance in the lecture portion of this class, but I expect you to be at all classes and labs. If you must miss a class, please contact a classmate and get notes as soon as you can. If you must miss an exam due to illness or emergency, you must contact me within 24 hours to schedule a make-up. If you do not contact me within 24 hours, I will
deduct 5% from your grade for each day that you delay in contacting me. Make-up exams may be entirely essay, at my discretion. If you miss a lab, you are responsible for making up the work, but you will not have the opportunity to turn in any missed lab assignments. You get one free absence from lab since I drop one lab grade.

**Help is available**
- Outlines of the chapters will be posted on the blackboard site.
- TAs and instructor are all willing to help answer your questions and clarify content.
- A website is available with your text. Check in the front of your text for access code and instructions

It is absolutely essential that you keep up with your work! Please read all assigned material promptly, go over your class notes daily, and come talk to me or the TAs as soon as you have questions. If you get behind, you will soon feel overwhelmed. I expect that you will have many questions as you try to master this material, and I'm prepared to spend time outside of class helping you. Just call me or email me to make an appointment.

**Disability Services**
Reasonable accommodations will be made for students with documented disabilities. If you have questions, please contact Disability Services in the Center for Health and Counseling (474-7043). Services are free of charge.

**Academic Honesty**
Learning is a collaborative effort. We all learn from each other: studying, talking, questioning, listening. Testing is NOT a collaborative effort. I expect the work on your exams to be yours alone and to be done without aids. In adherence with the University's Academic Honor Code, if you cheat on an exam, or represent someone else's work as your own, you will receive a grade of 0 for that assignment. If you violate the honor code a second time, you will receive a failing grade for the course and may be referred to the University Disciplinary and Honor Code Committee for further action. Please review the honor code on page 72 of the 2004-2005 UAF Catalog.

**Blackboard Site**
There is a blackboard site for this course. On this site you will find announcements and reminders, and copies of all handouts, including this syllabus. I will post outlines of lectures. You may use those outlines as guides to note-taking or for making up for missed lectures. I will post practice exams before each test so that you may have an idea of the types of questions to expect. Do not study from the practice test, since you will not see identical questions on the exam. Use it to determine whether you are ready for the exam or need additional study time. You may also check your grades on Blackboard.

You will automatically be enrolled in blackboard, and your user number will be the same as your aurora email account. Your password will NOT be the same. To access Blackboard, go to [http://classes.uaf.edu](http://classes.uaf.edu) and log in. Follow the instructions given on the blackboard home page. If you have other classes in blackboard, once you log in your site will show all the courses in which you are registered.
Some comments about etiquette

Please use common sense and common courtesy in class.

- Be on time and ready to take notes at 10 AM.
- Stay for the entire class.
- Take your bathroom breaks between class, or during a given break, not during class (your movement distracts me and your fellow classmates).
- Do not bring your children to class. You may think they are the most awesome and well-behaved kids on the planet, but your classmates are likely to think they are distracting.
- Do not bring friends and relatives to class unless you have checked with me ahead of time.
- No cell phones and pagers in class (EMT, Fire Dept on duty excepted)
- Please be polite and considerate. Do not sleep in class or chat during lecture. Be respectful to your instructor and your fellow students.

Suggestions for Studying

There is no "one best way" or all people to study. But there are a few things we all have in common. The two main ways that we transfer information into our long-term memories are by repetition, and by association with something already in long term memory. Keeping that in mind, here are my suggestions for learning A and P.

1. Before class, skim through the material we plan to cover. Don't bother to read it in detail. Just get familiar with the topic and the words.
2. Take notes in class. This helps engage your brain and let you focus on what is important.
3. As soon after class as possible, go through your notes. Make sure you understand and can read what you wrote down. Fill in any missing details. Note especially important points. Now is the time to read your text for detail. You may want to write page numbers on your class notes referring to related figures in the textbook.
4. Go over your class notes frequently for short periods of time rather than spending several hours just once a week. Cramming may get you through the exam, but it won't contribute much to building a framework of knowledge.
5. When you are studying A and P, try to relate it to the real world as much as possible. Does it help explain some illness you had? Does it clarify an article you read? Does it relate to a test the physician ordered? A sports injury? An exercise program? A diet? Think of anything you can that will help you make an association with something already in your long-term memory.
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<th>Text Chapter</th>
<th>Lab Topic</th>
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<td>Ch. 15</td>
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<td>T, July 6</td>
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<td>R, Aug 12</td>
<td>Final Exam, comprehensive (150 points)</td>
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